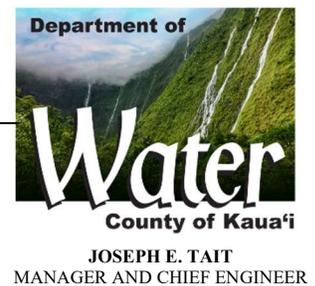


# BOARD OF WATER SUPPLY

**KURT AKAMINE** CHAIR  
**JULIE SIMONTON**, VICE CHAIR  
**TOM SHIGEMOTO**, SECRETARY

**LAWRENCE DILL**, MEMBER  
**KA'AINA HULL**, MEMBER  
**TROY TANIGAWA**, MEMBER



## REGULAR MONTHLY MEETING NOTICE AND AGENDA

Thursday, March 16, 2023  
9:30 a.m. or shortly thereafter

Meetings of the Board of Water Supply, County of Kaua'i will be conducted in-person at the Department of Water Board Room, 2<sup>nd</sup> Floor located at 4398 Pua Loke Street, Lihue, Kauai, Hawaii, and remotely in accordance with Act 220, Session Laws of Hawai'i 2021 via interactive conference technology as follows:

**Click on the link below to join on your computer or mobile app by VIDEO:**

<https://us06web.zoom.us/j/84602017525>

**Passcode: 858332**

**OR**

**Dial phone number and enter conference ID to call in and join by AUDIO:**

**Phone: 888 788 0099 US Toll-free**

**Phone Conference ID: 846 0201 7525**

**Please Note:** If you do not provide a name, unique identifier, or alias when joining the meeting, you will be renamed to allow staff to address and manage individual guests.

In the event of a lost connection the Board will recess for up to 30 minutes to restore the connection. If the connection cannot be restored within 30 minutes, the Board will continue the meeting to 12:00 p.m. or shortly thereafter. If the visual link cannot be restored, the Board may reconvene with an audio-only link using the above dial-in phone number and conference ID. A lost connection only applies to remote connections provided as part of the remote meeting but does not apply to a public member being unable to access the meeting due to a connectivity issue on their end.

### CALL TO ORDER

### ROLL CALL

### ANNOUNCEMENTS

Next Scheduled Meeting: Thursday, April 20, 2023 – 9:30 a.m.

### APPROVAL OF AGENDA

### MEETING MINUTES

1. Regular Board Meeting – February 16, 2023
2. Executive Session – February 16, 2023

## **PUBLIC TESTIMONY**

### **NEW BUSINESS**

1. Discussion and Adoption of Resolution No. 23-07, 2022 Employee of the Year Michael Mack, Operations Division
2. Discussion and Adoption of Resolution No. 23-08, 2022 Employee of the Year Jason Kagimoto, Engineering Division
3. Manager's Report No. 23-22 Discussion and Possible Action on the Sixth Amendment to Contract No. 440, Job No. 02-06, WP2020 #WKK-15, Kīlauea 1.0 Million Gallon (MG) Storage Tank, Kīlauea, Kaua'i, Hawai'i with Kodani & Associates Engineers, LLC for additional design funding and a contract time extension
4. Manager's Report No. 23-23 Discussion and Possible Action for Memorandum of Agreement Between Department of Public Works and Department of Parks and Recreation and Kauai Fire Department and Department of Water (Hanalei Base yard)
5. Manager's Report No. 23-24 Discussion and Possible Action to approve the Dedication Deed from the Association of Apartment Owners of Kulana, for the Kulana 0.25 MG Tank site, Kapaa and Waipouli, Kawaihau, Kaua'i, Hawai'i TMK: (4) 4-4-003:089
6. Manager's Report No. 23-25 Discussion and Possible Action to approve a Grant of Easement Agreement for Construction Plans for Fire Service Water Meter (4" RPDA), MIK Inc. affecting Restaurant Kintaro's., TMK: (4) 4-1-005:021, Wailua, Kaua'i, Hawai'i
7. Manager's Report No. 23-26 Discussion and Possible Action to approve funds to enter into a Professional Services Contract with R.M. Towill Corporation for the Kīlauea Well No. 4 Drill and Test project.
8. Discussion and Possible Action on a proposed salary increase for the Manager and Chief Engineer pursuant to Salary Resolution 2022-1

### **STAFF REPORTS**

1. Public Relations Activities – updates on Public Notices & Announcements, Community Outreach & Education and Upcoming Events
2. Fiscal
  - a. Budget Report for January 2023
  - b. Budget Report for February 2023
3. Operations – Monthly service dashboard and highlights
4. Engineering – Monthly service dashboard and highlights
5. Manager and Chief Engineer – Monthly service dashboard, update on monthly activities, personnel matters, and required communications to the Board
  - a. Task schedule and timelines for Corrective Action Plan to address Financial Audit findings

### **TOPICS FOR NEXT BOARD OF WATER SUPPLY MEETING: (April)**

1. Updates on various DOW Programs

### **TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETING**

1. Update regarding DOW's Water System Investment Plan (*May*)
2. Report from Manager and Chief Engineer – Manager's DOW Performance Audit (*June*)

### **EXECUTIVE SESSION:**

Pursuant to Hawai'i Revised Statutes (HRS) §92-7(a), the Board may, when deemed necessary, hold an executive session on any agenda item without written public notice if the Executive

Session was not anticipated in advance. Any such executive session shall be held pursuant to HRS §92-4 and shall be limited to those items described in HRS §92-5(a).

1. Pursuant to Hawai'i Revised Statutes § 92-4 and § 92-5(a)(4), the purpose of this Executive Session is for the Board to consult with the Board's attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as it relates to:  
Goodfellow Bros.' Request for Reimbursements, Job No. 15-07, Reorganize Water System: Kaumuali'i Highway 16-Inch Main and Emergency Pump Connection, Hanapēpē Road 6-Inch Main Replacement, Job No. 15-07, Water Plan Project No. HE-01, HE-10, Hanapēpē, Kaua'i, Hawai'i (Civil No. 5CCV-21-000098)

## **ADJOURNMENT**

## **WRITTEN TESTIMONY**

The Board is required to afford all interested persons an opportunity to present testimony on any agenda item. The Board encourages written testimony at least two (2) business days prior to a scheduled Board meeting. At each Board meeting, the Board will accept oral and written testimony on any agenda item during the Public Testimony portion.

Please include:

1. Your name and if applicable, your position/title and organization you are representing
2. The agenda item that you are providing comments on; and
3. Whether you are a registered lobbyist and, if so, on whose behalf you are appearing.

### Send written testimony to:

Board of Water Supply, County of Kaua'i  
C/O Administration  
4398 Pua Loke Street  
Līhu'e, Hawai'i 96766

E-Mail: [board@kauaiwater.org](mailto:board@kauaiwater.org)  
Phone: (808) 245-5406  
Fax: (808) 245-5813

### **Public Testimony**

You do not need to register to provide oral testimony on the day of the meeting. Please note that public testimony is taken after the approval of the meeting agenda to ensure public testimony is received before any action is taken on an agenda item. The length of time allocated to present oral testimony may be limited at the discretion of the chairperson.

### SPECIAL ASSISTANCE

If you need an auxiliary aid/service or other accommodation due to a disability, or an interpreter for non-English speaking persons, please call (808) 245-5406 or email [board@kauaiwater.org](mailto:board@kauaiwater.org) as soon as possible. Requests made as early as possible will allow adequate time to fulfil your request. Upon request, this notice is available in alternate formats such as large print, Braille, or electronic copy.

A horizontal splash of clear blue water with bubbles, positioned behind the text.

DRAFT

MINUTES

MINUTES  
BOARD OF WATER SUPPLY  
Thursday, February 16, 2023

The Board of Water Supply, County of Kaua'i, met in a regular meeting in Līhu'e on Thursday, February 16, 2023. Chair Kurt Akamine called the meeting to order at 9:32 a.m. The following Board members were present:

**BOARD:**

Mr. Kurt Akamine, *Chair*  
Ms. Julie Simonton, *Vice Chair*  
Mr. Tom Shigemoto (*remote*)  
Mr. Ka'aina Hull (*entered at 9:36 a.m.*)  
Mr. Larry Dill (*remote*)

**EXCUSED:**

Mr. Troy Tanigawa

Quorum was achieved with 4 members present at Roll Call. (Board member Hull entered the meeting at 9:46 a.m.)

**ANNOUNCEMENTS**

Next Scheduled Meeting: Thursday, March 16, 2023

**APPROVAL OF AGENDA**

**The agenda was approved with no objections.**

**APPROVAL OF MEETING MINUTES**

1. Regular Board Meeting – January 26, 2023
2. Executive Session – January 26, 2023

**The meeting minutes were approved with no objections.**

**PUBLIC TESTIMONY**

**CORRESPONDENCE**

1. Letter from N&K CPAs, Inc. dated September 6, 2023, Re: Audit Planning of Department of Water, County of Kauai financial statements as of June 30, 2022
2. Letter from N&K CPAs, Inc. dated January 30, 2023, Re: Audit Conclusion of Department of Water, County of Kauai financial statements as of June 30, 2022

**NEW BUSINESS**

1. *Manager's Report No. 23-21*: Discussion and Receipt of the Department of Water's (DOW) Draft Audit Report by N&K CPAs, Inc. for Fiscal Years 2022/2021

Ryan Iwane and Lawrence Chew of N&K CPAs, Inc. joined the meeting remotely and provided a presentation of the Draft Audit Report for Fiscal Years 2022/2021. Manager Tait commended Mr. Iwane and Mr. Chew for the very thorough job they did under the very tight window they had in receiving information from staff. He added that this is the first year N&K CPAs conducted an audit for DOW and is the same firm that conducts the audits for the County's Finance Department.

Mr. Iwane provided an overview of the Summary of Auditor's Results, highlighting some of the internal control deficiencies that were found:

**2022-001 Improve Internal Communication**

During the progression of the audit, there were instances where it was noted the Department did not fully evaluate the effect of certain significant matters and activities that were relevant to DOW's financial statements. These were non-standard, non-routine matters that would be a bit more difficult to get a handle on from an accounting standpoint and involved a degree of uncertainty where management's assessment of whether or not the likelihood of liability exists, and its magnitude could change from day to day depending on the facts and circumstances that arise throughout the period. There needs to be effective communication in order to ensure DOW's financial statements address these issues if required. An example was given of a water tank that was determined as not being an issue as of the June 30, 2022 financial statements; however, it is something that is indeed being constantly monitored. With circumstances like these, it is important to have effective internal communication of both relevant and timely information so primary decision makers can provide input, and to ensure the financial statement effect is properly considered.

**2022-002 IT General Control Deficiencies**

This is a repeat finding from the prior year, and they are aware that DOW is in the process of addressing all of these findings. Because of the timing last year, it was not realistic to expect that all of the corrective actions would be fully implemented. However, management is well on its way to addressing these deficiencies and progress will continue to be monitored during next year's audit.

**2022-003 Improve Procedures to Identify and Account for Contracts**

During FY 2022, DOW needed to implement a new government accounting standard pertaining to leases, which is a major standard that could potentially have an impact on government financial statements. However, it was noted during the audit that the full impact of GASB statement number 87 was not completed as of the start of the audit and was not completed until the latter portion of the audit. The potential issue was that the accumulation and evaluation of these contracts as well as the policies and procedures currently in place did not facilitate an effective and timely review of those contracts. There is no centralized mechanism to identify and assess the accounting implications of all these contracts.

Board member Dill asked to clarify if the Corrective Action Plan is complete and appropriate as a response to the findings. Mr. Iwane stated that it is not in their scope to audit the CAP; however, they are required to evaluate the Manager's response to ensure it is not inconsistent or in conflict with any of their findings or recommendations. Though management did not have a long period of time to fully come up with a plan, the auditors agree with the general overview of what management intends to do. Mr. Dill requested that the Department provide a schedule for accomplishing the tasks identified in the CAP at the next Board meeting.

Board member Hull referenced Page 19 of the agenda packet under "Corrected and Uncorrected Misstatements" and asked for details regarding the approximately \$1.8 million of unrecorded liabilities. Mr. Iwane explained that this is related to Internal Control finding No. 2022-001. He noted it was not a standard liability and involved some uncertainty in its ultimate resolution. Mr. Hull added that may be something to be discussed in executive session.

Board member Dill referenced Page 20 of the agenda packet under “Other Matters”, and asked for clarification on the last sentence that states they did not express an opinion on the RSI. His understanding is that the RSI revolves around OPEB and its related issues and there is a lot of discussion surrounding OPEB liabilities in their review. Mr. Dill expressed much concern that the OPEB is being administered correctly, and if it was not audited, how will the Department ensure that. Mr. Chew stated that the OPEB liability that is sitting on the Statement of Net position is audited, but the additional required GASB disclosures, tables and percentages are just reviewed to make sure nothing looks out of the ordinary in comparison to what was audited. That review is not sufficient to provide any assurance, therefore, they do not provide an opinion on any supplementary information. Mr. Iwane referenced the Schedule of Proportionate Share on Page 79 of the agenda packet, which is required supplementary information by GASB standards, but is not subject to the same audit procedures performed on the basic financial statements. Mr. Dill stated that it sounds like it is reviewed, but not as in depth as the other items covered within the scope of the audit.

Vice Chair Simonton asked if the Department were to get a letter grade, what would that be as compared to other utilities or government institutions. Mr. Iwane stated that is a difficult question to answer, but they have seen worse. They look at this as an opportunity to reevaluate some of these areas and strengthen internal controls over financial reporting in these areas.

Board member Dill asked for elaboration on the first sentence of the second paragraph on Page 19. Mr. Iwane explained that the timing and completion of the audit was impacted by delays in receiving requested schedules and information during the course of the audit. Also, as previously mentioned, there were some internal control issues such as the GASB 87 implementation, the evaluation and analysis of potential accounting issues that were not done until the audit was already underway. Mr. Dill stated that he did not see this noted under significant deficiencies and material weaknesses and asked if the Manager feels the CAP will adequately address these issues. Manager Tait replied that the Department was deficient in providing the documents as requested by N&K throughout the audit process and did not meet what he considers proper standards for an audit process. One of the significant deficiencies noted regarding Internal Controls relates to documents, contracts, leases, etc., which Manager Tait recognizes has been a problem for quite some time. DOW does not have a catalog or database that adequately and efficiently documents when agreements or permits expire, or whether a technology package or program version is up to date. The Department’s objective is to rectify that starting with a third-party assessment of our IT systems and retaining the right people. Mr. Iwane added that Page 19 specifically references the analysis and impact of GASB Statement 87 which pertains to leases, noting that in order to evaluate the impact of GASB 87, the first step would be to identify all your contracts. Without that centralized view of all DOW’s contracts, it was difficult to completely identify those contracts that may be within the scope of GASB 87 as well as other accounting standards.

Chair Akamine thanked Mr. Iwane and Mr. Chew for their hard work and thorough presentation.

Commission Support Clerk Cherisse Zaima advised that the Board was not required to take any action on this item unless they wished to officially direct the Manager to implement the Corrective Action Plan, or if they had any amendments to the Corrective Action Plan they would like to direct the Manager to implement. However, if they are in agreement with the established

CAP, the draft audit would simply be received and submitted accordingly. Mr. Dill restated his request for a schedule of tasks to be implemented in the CAP.

## **STAFF REPORTS**

### **1. Public Relations Activities – updates on Public Notices & Announcements, Community Outreach & Education and Upcoming Events**

Information Specialist Terrilyn Amorin provided a summary of the Public Relations Staff Report submitted. She highlighted their participation on their STREAM night (Science, Technology, Reading, Engineering, Arts and Math) which was also their science fair night where they hosted 2 activities. The conservation theme for this month is minimizing outdoor water waste in which they are encouraging the use of drought tolerant plants and giving away lavender seed packets; lavender is a drought tolerant plant. This year's annual Project WET Make-A-Splash event is set for Friday, September 15, 2023.

Board member Hull asked what the difference in water usage is between a bath and a shower to which Ms. Amorin stated 20 gallons.

- ### **2. Fiscal – Monthly service dashboard and highlights**
- a. **Statement of Revenues and Expenditures**
  - b. **January Monthly Summary Budget**
  - c. **Accounts Receivable Aging Summary**

Waterworks Controller Marites Yano provided a summary of the charts submitted. She added that the financials for this month have not been completed due to extreme short staffing in the Fiscal Division. She requested that if the Board has any concerns on the financials, she will address them as needed. Manager Tait asked whether the financials can be provided at the next meeting to which Ms. Yano replied they only have two accountants left in Fiscal, and she has given her notice of resignation, so she is unsure how they will accomplish meeting the monthly deadlines for the Fiscal report. Manager Tait added that this is officially Ms. Yano's last Board meeting. Chair Akamine stated that the short staffing did create some reporting difficulties which will need to be discussed to determine how to address what is a critical component of the Department.

Vice-Chair Simonton asked for a status update on what they had previously discussed regarding the accounting software being outdated and wanting to implement a new program. Ms. Yano stated they have experienced some roadblocks and have not found a fix to date. Ms. Simonton asked to clarify that because of the issues with the accounting software they have not been able to generate a report to which Ms. Yano replied yes, which had been a problem since July of last year in addition to the recent staff shortages. Manager Tait asked to clarify that much of the data in those reports are manually compiled and then transferred to a spreadsheet to which Ms. Yano confirmed. IT Specialist Wayne Takabayashi explained that they are currently talking with a vendor, which happens to be the original vendor that the Department had been using back in 2021. There was a replacement company in mind; however, the Department changed their mind and have since been in talks with the previous vendor. Manager Tait added that those things occurred prior to Mr. Takabayashi coming on board and are in the process of being cleaned up. He noted that issue ties into the discussion had earlier regarding contracts, licensing, expiring programs, etc. They are currently looking to upgrade the Great Plains software we currently

have, which would be a better option for now than to migrate to something unknown. Once they get a current version running, they can then determine what is wrong, obtain the data and then move to a new software.

### 3. Operations – Monthly service dashboard and highlights

Chief of Operations Val Reyna provided a summary of the Operations Dashboard submitted. He noted that the Fuel Master system is installed and operational and the technicians are on-site conducting final installations for the cloud-based connection.

In response to Board Member Dill's question, Mr. Reyna stated we are currently above the industry standard for water loss at 15 to 20 percent; industry standard is 10 to 15 percent. Mr. Dill noted Nov., Dec. and Jan. show 18 to 20 percent and asked if there is a plan to get it to the range of industry standard. Mr. Reyna explained yes, their leak detection staff person is diligently addressing leaks before they become larger and cause more damage.

Referencing the Overtime chart, Mr. Dill stated it would make it easier for him to interpret if it showed the monthly budget amount vs. the monthly expenditure as opposed to just the total annual budget vs. cumulative. Mr. Reyna pointed out the table on the subsequent page that shows the December and January budget vs. actual. Mr. Dill would still like the chart to reflect the information he requested.

Mr. Dill asked what the Fleet Management numbers represent. Mr. Reyna stated because the dashboards were only recently implemented, the data is limited to December and January; however, the formula includes the previous months from July to November, which inaccurately skews the data. Mr. Dill requested that if the data is inaccurate or does not make sense that it not be included.

### 4. Engineering

Acting Engineering Division Head Jason Kagimoto provided a summary of the Engineering dashboard submitted.

He noted that about one-third of their positions in Engineering are vacant, which is reflected in their overtime amounts. Currently the permit review process takes about a month, and while they are able to keep up with their current tasks, they would like to improve in their responses to both customers and operational staff which is challenging due to the current staff shortages.

He highlighted that bid opening for the Kapaa Homesteads 2.5-million-gallon tanks project at approximately \$14.5 million starts on April 14. That along with the Kalaheo project at approximately \$25 million last year are some of the Department's largest projects. Mr. Kagimoto stated that they are receiving support from Construction Management professional services which is the only way they are able to keep these projects moving. They are currently addressing high-need projects like pipeline replacement projects at Kuhio Highway, Wailua-Kapaa Corridor, Kuamoo, etc. On the Water Resources side they are continuing to move ahead with the Water Systems Investment Plan, and scoping for the Lead and Copper Rule Revision program to meet their regulatory goals. Board member Dill noted that the Overtime current fiscal year to date budget amount shows \$42,000 and we are well under that having expended

only \$34,000. However, looking at the graph on the left and projecting based on the line out, it looks like we will exceed our total annual budget by the end of the year. As he previously mentioned with the Ops dashboard, he would like to see a month-by-month budget vs. actuals. Mr. Kagimoto stated they will work on cleaning up those graphs.

Vice Chair Simonton asked if there is a way to screen the building permits received and filter the ones that are easier or more standard to keep those moving faster. Mr. Kagimoto stated there are different ways to approach things and they are always reassessing to find a balance between the ease of processing and chronological order.

5. Manager and Chief Engineer – Monthly service dashboard, update on monthly activities, personnel matters, and required communications to the Board

Manager Tait stated they are continuing discussion with Grove Farm on making improvements to the contract so it can be brought back to the Board with a recommendation. Staffing challenges continue in Fiscal as well as Engineering. Mr. Kagimoto stated they did some interviews and will be going back out for recruitment.

Manager Tait has had preliminary discussions with KCC/UH along with the bargaining units on a potential pilot program for apprenticeship/internship programs. Given the challenges of filling positions, and getting in-house staff trained, the bargaining units are strongly in favor.

Pictures will be provided at the next meeting of the advanced stages of the Hanalei Base Yard, which is getting closer to completion, and will provide another option for staging and equipment placing on the North end of the island.

The Department has made connection with the Bureau of Reclamation for the Water Conservation team to receive some fairly significant grants.

**TOPICS FOR NEXT BOARD OF WATER SUPPLY MEETING:** *(March)*

1. Update regarding DOW's Water System Investment Plan

**TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETING**

1. Updates on various DOW Programs *(April)*
2. Report from Manager and Chief Engineer – Manager's DOW Performance Audit *(June)*

**EXECUTIVE SESSION:**

Pursuant to Hawai'i Revised Statutes (HRS) §92-7(a), the Board may, when deemed necessary, hold an executive session on any agenda item without written public notice if the Executive Session was not anticipated in advance. Any such executive session shall be held pursuant to HRS §92-4 and shall be limited to those items described in HRS §92-5(a).

Pursuant to Hawai'i Revised Statutes § 92-4 and § 92-5(a)(4), the purpose of this Executive Session is for the Board to consult with the Board's attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as it relates to:

1. Goodfellow Bros.' Request for Reimbursements, Job No. 15-07, Reorganize Water System: Kaumuali'i Highway 16-Inch Main and Emergency Pump Connection, Hanapēpē Road 6-

Inch Main Replacement, Job No. 15-07, Water Plan Project No. HE-01, HE-10, Hanapēpē, Kaua'i, Hawai'i (Civil No. 5CCV-21-000098)

The Board invited Manager Tait, Deputy Manager Michael Hinazumi, Deputy County Attorney Hugo Cabrera and Deputy County Attorney Chris Donahoe into Executive Session as Resources

The Board entered into Executive Session at 11:00 a.m.

The Board resumed in open session at 12:18 p.m.

**ADJOURNMENT**

The meeting was adjourned at 12:18 p.m.

Respectfully submitted,

Cherisse Zaima  
Commission Support Clerk

Approved,

Tom Shigemoto  
Secretary

DRAFT

A horizontal splash of clear blue water with bubbles, set against a white background. The splash is centered and extends across most of the width of the page.

NEW

BUSINESS

**RESOLUTION No. 23-07**

**DEPARTMENT OF WATER,  
COUNTY OF KAUA‘I  
EMPLOYEE OF THE YEAR**

**MICHAEL MACK  
MAHALO  
2022**

WHEREAS, Michael Mack is recognized as one of the Department of Water’s 2022 Outstanding Employees of the Year; and

WHEREAS, Michael joined the Department of Water on January 16, 2015 as a Pipefitter Helper, promoted to Pipefitter on January 1, 2018, and promoted to his current position as Lead Pipefitter on November 1, 2019; and

WHEREAS, Michael is always punctual and prepared for any and all of the day’s challenges, is an extremely capable and responsible supervisor who values and supports everyone, and maintains the highest level of integrity while being a leader and role model to his peers and teammates; and

WHEREAS, Michael can be counted on to always do the right thing. He is a forward thinker, who looks to find creative and efficient solutions for every situation encountered, is a self-motivated self-starter and a quality producer who openly accepts the challenge and responsibility to go above and beyond expectations to keep the water flowing; and

WHEREAS, Michael has a no-nonsense attitude and is well respected by his co-workers, performing all assignments without complaint and sharing his expertise to accomplish them well; and

WHEREAS, Michael is devoted to mentoring and improving the knowledge and quality of work of his team. As an example, he shared his personal knowledge and experience with fire sprinkler systems to replace and reconfigure the fire riser system for the Microlab building; and

WHEREAS, Michael has and continues to demonstrate excellent leadership ability, performance and dependability as an Operations Division team member and Department of Water employee;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER SUPPLY, COUNTY OF KAUAI, STATE OF HAWAII, that it acknowledges and appreciates the contributions of Michael Mack for his outstanding dedication and loyalty and congratulate him upon being chosen to receive the 2022 Outstanding Employee of the Year Award.



We do certify that the foregoing was duly adopted by the Board of Water Supply during its meeting on March 16, 2023

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Kurt Akamine, Chairperson

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Tom Shigemoto, Secretary

**RESOLUTION No. 23-08**

**DEPARTMENT OF WATER,  
COUNTY OF KAUA‘I  
EMPLOYEE OF THE YEAR**

**JASON F. KAGIMOTO  
MAHALO  
2022**

WHEREAS, Jason F. Kagimoto is recognized as one of the Department of Water’s 2022 Outstanding Employees of the Year; and

WHEREAS, Jason joined the Department of Water on June 16, 2021 as a Civil Engineer VI, to lead the Water Resources and Planning Section, and, as of September 9, 2022, is serving as the Engineering Division Head; and

WHEREAS, Jason is a driven, dedicated and hardworking team member who is extremely organized and focused on continuously learning and developing best practices to manage complex activities effectively and efficiently, and has developed processes and procedures to ensure consistency with engineering requests and permitting, resulting in improved turn around time and a greater overall customer experience; and

WHEREAS, Jason brings true professional attributes to the Department and genuinely cares about delivering excellent quality work while striving to integrate both an understanding of the big picture strategy and goals for the Department, as well as attention to details; and

WHEREAS, On many occasions Jason has been approached with non-standard matters with only a vague idea of what the Department needed or wanted to do, and took the initiative to figure out what was needed with minimal guidance, then delivered on the task; and

WHEREAS, Jason always goes above and beyond the call of duty in pursuing excellence. For example, in supporting the Department’s projects and financial needs, he used his experience with the State Revolving Fund (SRF) program and collaborated with lead and support agencies to leverage water rate funds to secure low interest and supplemental funding, thereby minimizing the financial impact to the rate payers; and

WHEREAS, Jason brings a high positive attitude to develop and foster relationships with supervisors, team members, and our customers. His active participation in meetings and events enables him to understand the implicit needs of the Department and initiate ideas to support its effort; he is a role model that is helping to build the culture of the Department; and

WHEREAS, Jason has and continues to demonstrate excellence in his performance, ethics, integrity and dependability as a team leader, mentor, coworker and friend to the Department of Water’s team and community; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER SUPPLY, COUNTY OF KAUA‘I, STATE OF HAWAII, that it acknowledges and appreciates the contributions of Jason F. Kagimoto for his outstanding dedication and loyalty and congratulate him upon being chosen to receive the 2022 Outstanding Employee of the Year Award.



We do certify that the foregoing was duly adopted by the Board of Water Supply during its meeting on March 16, 2023

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Kurt Akamine, Chairperson

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Tom Shigemoto, Secretary

# DEPARTMENT OF WATER

County of Kaua'i

*"Water has no Substitute – Conserve It!"*

## MANAGER'S REPORT No. 23-22

February 16, 2023

Re: Discussion and Possible Action on the Sixth Amendment to Contract No. 440, Job No. 02-06, WP2020 #WKK-15, Kīlauea 1.0 Million Gallon (MG) Storage Tank, Kīlauea, Kaua'i, Hawai'i with Kodani & Associates Engineers, LLC for additional design funding and a contract time extension.

### **RECOMMENDATION:**

It is recommended that the Board approve a sixth amendment to Contract No. 440 with Kodani & Associates Engineers, LLC for the subject project for additional design funding in the amount of \$180,000.00 to update the project's environmental and permitting documents along with a contract time extension of 315 calendar days anticipated to complete the work.

### **FUNDING:**

Account No.	10-21-00-604-157			
Acct Description	Water Utility Fund/Const/R&R & Exp			
Funds Available	<i>Verified by WWC</i>		\$	300,000.00
Contract No.	440			
Vendor	Kodani & Associates Engineers, LLC			
	Contract Amount	\$	367,883.80	
	Total Funds Certified To Date	\$	367,883.80	
Amendment:				
Sixth Amendment		\$	180,000.00	
	Total Amendment	\$	180,000.00	
Contract Amount To Date		\$	547,883.80	
Fund Balance			\$	120,000.00

Contract NTP Date: December 13, 2004  
Original Contract End Date: May 12, 2005  
Sixth Amendment End Date if Contract Time Extension: 315 days after execution of Sixth Amendment

### **BACKGROUND:**

The Kīlauea-Waipake-Kalihiwai water system is supplied by two well sources; one production well and one standby well, as required by the Water System Standards, located on the mauka

side of Kūhiō Highway in Kīlauea. These wells provide supply to two (2) 0.25 MG storage tanks at the same location, three (3) 0.10 MG storage tanks at Waipake, Puu Pane and Kalihiwai, respectively. Water distribution from the Kīlauea wells and storage tank site is provided through a single transmission main before splitting off to provide service through a water distribution network to the three 0.10 MG storage tanks.

Due to the storage deficiency during the fire flow and maximum day demand conditions, the Kīlauea 466' Tank project had been slated for execution during the first phase of the capital infrastructure improvement implementation as no other storage in the area has been developed. The need remains today.

The Department is currently limiting water service to lots in the area until additional storage facilities (and additional source facilities) are provided. The DOW is proposing to construct a new 1.0 MG storage tank on the same site as an existing 0.1 MG storage tank. The 0.1 MG tank will be demolished and replaced with the new 1.0 MG storage tank. The addition of the proposed 1.0 MG tank will provide adequate storage facilities for the area.

An Environmental Assessment (EA) has been completed, however, due to the time that has elapsed since its approval and recent changes in the environmental compliance regulations, the EA is required to be updated and may require additional revisions to the design work. This amendment addresses the EA along with the new Ka Pa'akai Analysis. Any additional design changes resulting from the EA update will be addressed in a later amendment. This amendment will expedite EA work as this will be the critical path for this project to get completed and bid for construction.

### **OPTIONS:**

#### **Option 1: Approve Manager's Report as recommended.**

Pro: The EA update work will allow the project to continue to prepare and finalize construction documents for the construction of a storage tank to address and serve the critical need of the Kilauea-Waipake-Kalihiwai water system.

Con: The amendment requires additional funding.

#### **Option 2: Don't Approve Manager's Report.**

Pro: Additional funding will not be required.

Con: This critical project for the Kīlauea-Waipake-Kalihiwai water system will not be completed.

JK

# DEPARTMENT OF WATER

County of Kaua'i

*"Water has no Substitute – Conserve It!"*

## MANAGER'S REPORT No. 23-23

March 16, 2023

Re: Discussion and Possible Action for Memorandum of Agreement Between Department of Public Works and Department of Parks and Recreation and Kauai Fire Department and Department of Water (Hanalei Base yard)

### **RECOMMENDATION:**

It is recommended that the Board approve Option 1 for the Memorandum of Agreement (MOA) between Department of Public Works, Department of Parks and Recreation, Kauai Fire Department and Department of Water for the Hanalei Base yard.

### **FUNDING:**

The Department of Water (DOW) will be required to pay the Department of Public Works (DPW) a monthly maintenance charge of \$200 along with monthly electricity cost associated with the DOW Building submeter and any future wastewater system costs that arise. For transparency, we are reflecting the following funding would be utilized for the remainder of the current FY through June 30, 2023. Future anticipated costs will be included in future budgets starting with FY 23-24 proposal.

For the monthly maintenance charge of \$200 (anticipated April, May and June of 2023)

Account No.	10-40-60-561			
Acct Description	WU-OPS-T&D- Repairs and Non-Water system			
Funds Available	<i>Verified by WWC</i>			\$ 495,000
Contract No.	N/A			
Vendor	County of Kauai			
	MOA Amount (\$200/month)	\$	600.00	
		\$		
	Total Funds Certified To Date	\$		
	MOA Amount Anticipated through FY 23	\$	600.00	
	Fund Balance			\$

For the monthly electricity costs (anticipated April, May, June of 2023)

Account No.	10-40-50-551		
Acct Description	WU-OPS-Power and Pump-Utility Services		
Funds Available	<i>Verified by WWC</i>		\$ 2,967,700.00
Contract No.	N/A		
Vendor	Kauai Island Utility Cooperative		
	Estimate (\$250/month)	\$	750.00
		\$	
	Total Funds Certified To Date	\$	
Amount anticipated through FY 23		\$	750.00
Fund Balance			\$

**BACKGROUND:**

The County of Kauai initiated the Hanalei Base yard Improvements based on a goal to reduce the risk of exposure to natural disasters such as flooding events and heavy rains experienced in the past several years along with generally improving the facilities for workers and the necessary equipment for operations. The scope of the project includes improvements and additions for the county Department of Public Works, Department of Parks and Recreation, Fire Department, and Department of Water (DOW) at the existing Hanalei base yard site. The new improvements include office buildings, garages, and facility improvements for all Departments.

The DOW became involved with the project to improve our local operations as we currently do not have space to store materials and supplies in this area of the island. The satellite operations facility will serve as a staging ground for emergency and non-emergency repairs for the North Shore community, allowing for a more effective and efficient response to the North Shore community. The DOW portion of the project includes a 1,200 square foot satellite operations facility that will be utilized for storage of repair parts and materials, specialty tools and equipment.

On May 5, 2021, the Board of Water (Board) entered into a Cooperative Purchasing Agreement (CPA) with the County of Kauai, Department of Public Works (County). It is a means by which government entities subject to Hawaii Revised Statutes (HRS) Chapter 103D-802, and the Hawaii Administrative Rules (HAR), sub 11, Chapter 128, may join together in order to achieve cost-effective and efficient acquisition of quality goods, services, and construction. Additional benefits of cooperative procurements are the administrative and contract management savings of a single cooperative purchasing contract, rather than multiple contracts conducted by several governmental entities.

The DOW MOA allows shared use for DOW as follows:

- DOW is designated one office with a restroom and one garage bay.
- DOW office, restroom, and garage are restricted to DOW personnel use only.

- DOW shall park personal vehicles in the designated shared employee parking area.
- DOW agrees to pay DPW a common area maintenance charge of \$200.00 a month.
- The DOW will have a designated electric meter and is responsible for the electricity costs it incurs.
- The DOW will be responsible for 10% of costs for the maintenance, service, repairs, and/or replacement costs of the wastewater system.

It is possible that the DOW could occupy our new facility as early as April 2023 so approval and execution of the MOA is necessary at this time.

**OPTIONS:**

**Option 1: Approve and execute the MOA.**

Pros: DOW can utilize the new facility at the Hanalei Baseyard as intended and the agreement provides the mechanism for payment of various operational costs.

Con: Increases operational costs.

**Option 2: Not approve the MOA, not execute.**

Pro: DOW does not incur additional operational costs.

Con: DOW would not be able to utilize the new facility at the Hanalei Baseyard as intended.

Attachments: MOA between Department of Public Works, Parks and Recreation, Fire Department and Department of Water

**MEMORANDUM OF AGREEMENT  
BETWEEN  
DEPARTMENT OF PUBLIC WORKS  
AND  
DEPARTMENT OF PARKS AND RECREATION  
AND  
KAUA'I FIRE DEPARTMENT  
AND  
DEPARTMENT OF WATER**

THIS AGREEMENT, by and between the DEPARTMENT OF PUBLIC WORKS (hereinafter "DPW") and the DEPARTMENT OF PARKS AND RECREATION (hereinafter, "PARKS"), and the KAUA'I FIRE DEPARTMENT (hereinafter, "FIRE") and the DEPARTMENT OF WATER (hereinafter "DOW"), shall take effect upon the final execution by all parties.

RECITALS

WHEREAS, the Hanalei Base Yard (hereinafter "Base Yard"), located at 5-5370 Kūhi'ō Highway Hanalei, Hawai'i (TMK 5-5-003:002) is assigned to and under the control of DPW; and

WHEREAS, the purpose of this Agreement is to outline the joint use of the facility and assign responsibilities to each user department so as to avoid potential conflicts of use; and

WHEREAS, the purpose of this Agreement is to delineate the fiscal obligations amongst the user departments; and

NOW, THEREFORE, DPW, PARKS, FIRE and DOW in consideration of the mutual promises hereinafter set forth, hereby agree as follows:

1. Period of Agreement. This Agreement shall be effective upon final execution of all parties and shall remain in effect until such time as the parties agree to dissolution. This agreement may be changed at any time by written agreement between all parties.
2. Location. The Base Yard is located within the fenced area at 5-5370 Kūhi'ō Highway Hanalei, Hawai'i.
3. Jurisdiction and Control. The Base Yard is a property owned by the County of Kaua'i and under the jurisdiction and control of DPW.
4. Shared Use. DPW agrees to shared use of portions of the property, but not the property in its entirety, as follows:
  - a. PARKS
    - i. PARKS will share a portion of the new office and garage with DPW, which will be partitioned off from the DPW sections of the office and garage.
    - ii. DPW shall share use of the restrooms and showers with PARKS only.
    - iii. PARKS shall not be provided locker room space in the DPW locker room.
    - iv. PARKS employees shall park personal vehicles in the designed shared employee parking. (See attachment "A").
  - b. FIRE
    - i. FIRE is designated an office, three garage bays and a restroom and shower in the established Ocean Safety Bureau building.
    - ii. FIRE employees shall park personal vehicles on the Weke Roadside of the property. (See attachment "A").

c. DOW

- i. DOW is designated one office with a restroom and one garage bay in the DOW building.
- ii. DOW office, restroom, and garage bay are restricted to DOW personnel use only.
- iii. DOW shall park personal vehicles in the designated shared employee parking. (See attachment "A").
- iv. DOW agrees to pay DPW a common area maintenance charge of \$200.00 a month.

d. DPW

- i. The DPW restroom and shower facilities are not open to the public and shall not be offered for use by FIRE, PARKS, or DOW.
- ii. DPW employees shall park their vehicles in the designated DPW parking. (See attachment "A").
- iii. When necessary DPW may also utilize the designated shared employee parking. (See attachment "A").

5. Authority. DPW maintains authority over the property except for the buildings designated for use by the other departments. Such buildings, offices, and garage bays are the sole responsibility of each department.
6. Open Spaces to Be Kept Clear. All departments shall store their vehicles and equipment within their buildings or garage bays. PARKS, FIRE, and DOW shall not store vehicles, equipment, property, or materials in any open space at the Base Yard without prior approval of the DPW Base Yard Supervisor or designee. No department will be permitted to store vehicles, equipment, property, or materials in a manner that would interfere with ingress and egress to the Base Yard, building, or garage bays.
7. Emergencies. In an emergency, such as imminent flooding, additional equipment and vehicles may be brought and stored at the Base Yard, with approval of the DPW Base Yard Supervisor or designee, until such time as the emergency situation has concluded. The departments will remove any equipment and vehicles brought in and stored at the Base Yard as a result of the emergency within 10 days of written notice by the Base Yard Supervisor or designee.
8. Utilities.
  - a. DPW will be responsible for the cost of water unless individual water meters are installed in each building. If individual water meters are installed, then each department is responsible for the water costs it incurs. All departments shall be responsible for the conservation of water and efficient use of water.
  - b. Each department has a designated electric meter and is responsible for the electricity costs it incurs.
  - c. The individual department percentage in sharing costs for the maintenance, service, repairs, and/or replacement costs of the wastewater system is as follows:

Department of Water = 10%  
Parks and Recreation = 20%  
Public Works = 50%  
Fire = 20%

9. Restricted Access. No department shall allow entry or access to the Base Yard to members of the public who do not have specific County related business.

10. Base Yard Safety and Security.

- a. DPW, PARKS, FIRE, and DOW shall share in the responsibility to keep the Base Yard secure and safe for employees.
- b. Each department agrees to ensure a safe working environment for all employees assigned to the Base Yard. Should there be any safety or security issue at the Base Yard including a hostile work environment incident, assault, terroristic threat, burglary, or theft, notification shall immediately be made to the respective Department Head of each of the parties and precautions shall be taken to ensure the safety of all employees who are assigned to or utilize the Base Yard.

**[THE REMAINDER OF PAGE IS INTENTIONALLY BLANK]**

The parties to this Agreement have affixed their signatures in execution of this Agreement. This Agreement will become effective when all signatories below have signed it and is effective as of the date of the last signatory.

RECOMMEND APPROVAL

\_\_\_\_\_  
Troy Tanigawa, County Engineer  
Department of Public Works

RECOMMEND APPROVAL

\_\_\_\_\_  
Michael Gibson, Fire Chief  
Kaua'i Fire Department

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
Aaron Larrimore  
Deputy County Attorney

RECOMMEND APPROVAL

\_\_\_\_\_  
Joseph E. Tait, Manager & Chief Engineer  
Department of Water, County of Kaua'i

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
Mahealani M. Krafft  
Deputy County Attorney

RECOMMEND APPROVAL

\_\_\_\_\_  
Patrick Porter, Director  
Department of Parks and Recreation

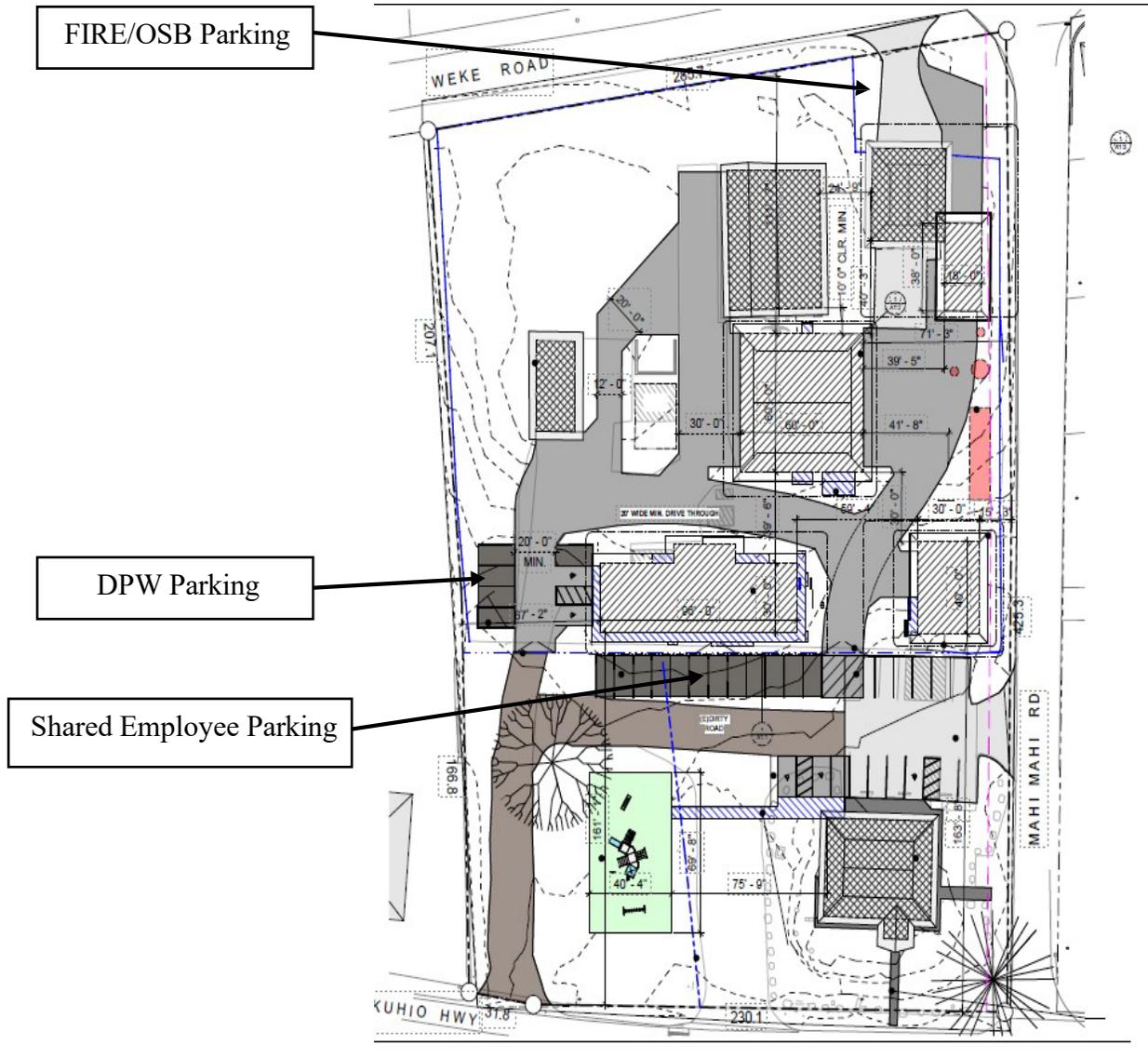
COUNTY OF KAUA'I

\_\_\_\_\_  
Reiko Matsuyama, Director of Finance

BOARD OF WATER SUPPLY,  
COUNTY OF KAUA'I

\_\_\_\_\_  
Kurt Akamine, Chairperson

### ATTACHMENT "A"



# DEPARTMENT OF WATER

County of Kaua'i

*"Water has no Substitute – Conserve It!"*

## MANAGER'S REPORT No. 23-24

March 16, 2023

Re: Discussion and Possible Action to approve the Dedication Deed from the Association of Apartment Owners of Kulana, for the Kulana 0.25 MG Tank Site, Kapaa and Waipouli, Kawaihau, Kaua'i, Hawai'i TMK: (4) 4-4-003:089

### **RECOMMENDATION:**

It is recommended that the Board approve the Dedication Deed whereby the above landowners transfer unto the Board of Water Supply, County of Kauai, all of its rights, title and interest to the water facilities, in place complete, identified in "Exhibit A" of the subject agreement.

**FUNDING:** N/A

### **BACKGROUND:**

The Association of Apartment Owners of Kulana constructed a 0.25 MG Tank as part of their subdivision approval letter [S-99-49]. The Kulana Water Tank was given Certification of Completion of Water Facilities Improvements on March 1, 2022.

### **OPTIONS:**

**Option 1: Approve the Dedication Deed.**

Pro: The 0.25 MG Tank will be transferred to the Board of Water Supply for operation, maintenance, and additional storage for the Wailua Water System.

Con: None

**Option 2: Do not approve the Dedication Deed**

Pro: None

Con: The 0.25 MG Tank will remain under the ownership of the Association of Apartment Owners of Kulana.

Attachment(s): Dedication Deed, AOA of Kulana, TMK(4) 4-4-003-089 (por), Thronas Subdivision, Kapa'a and Waipouli, Kawaihau



---

AFTER RECORDATION, RETURN BY MAIL [ ] PICK-UP [ ]  
County of Kauai

This document contains \_\_\_\_\_ pages

---

TITLE OF DOCUMENT:

**DEDICATION DEED**

---

PARTIES TO DOCUMENT:

GRANTOR: **ASSOCIATION OF APARTMENT OWNERS OF KULANA**, an  
unincorporated Hawaii condominium association of owners

GRANTEE: **BOARD OF WATER SUPPLY, COUNTY OF KAUAI**  
4398 Pua Loke Street  
Lihue, Kauai, Hawai'i 96766

---

PROPERTY DESCRIPTION:	: LIBER/PAGE/DOCUMENT NO.:
	:
Being all of Lot 8-A, located	:
at Thronas Subdivision, Kapaa	: LAND COURT DOCUMENT NO.: N/A
and Waipouli, Kawaihau, Island	:
and County of Kauai, State of	: TRANSFER CERTIFICATE OF
Hawaii	TITLE NO(S) .: N/A

---

TAX MAP KEY: (4) 4-4-003-089 (portion)

DEDICATION DEED

THIS DEDICATION DEED is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between **ASSOCIATION OF APARTMENT OWNERS OF KULANA**, an unincorporated Hawaii condominium association of owners, whose post office address is 2970 Haleko Road, Suite 205, Lihue, Hawaii 96766 (hereinafter referred to as "Grantor"), and the **BOARD OF WATER SUPPLY, COUNTY OF KAUAI**, whose post office address is 4398 Pua Loke Street, Lihue, Kauai, Hawaii 96766 (hereinafter referred to as "Grantee").

W I T N E S S E T H:

That for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor does hereby grant, dedicate and convey unto Grantee, and its successors and assigns, in fee simple, forever, all that certain real property designated as Lot 8-A, located at Thronas Subdivision, Kapaa and Waipouli, Kawaihau, Island and County of Kauai, State of Hawaii, more particularly described in Exhibit "A" attached hereto and by reference incorporated herein, together with the reversions, remainders, rents, issues and profits thereof, and all of the estate, right,

title and interest of Grantor, both at law and in equity, therein and thereto.

TO HAVE AND TO HOLD the same, together with all improvements thereon, tenements, rights, easements, privileges and appurtenances thereunto belonging or appertaining, unto Grantee as aforesaid, in fee simple, for the exclusive purpose of a 250,000 gallon water tank and ancillary facilities, and for no other non-related water use whatsoever, forever.

Grantor hereby covenants that Grantor is the owner in fee simple of the property described in said Exhibit "A" and has good right to dedicate and convey the same, and Grantor shall WARRANT and DEFEND the same unto Grantee against the lawful claims and demands of all persons claiming by, through or under Grantor.

The covenants made by Grantor and/or Grantee, and all rights and benefits conferred hereunder upon Grantor and/or Grantee, shall be binding upon and inure to the benefit of Grantor and/or Grantee and their respective successors and assigns.

In interpreting this instrument, the use of any gender shall be construed to include all genders, and the use of any number shall be construed as either singular or plural, as the circumstances may require. The terms Grantor and Grantee,

together with any pronouns used in lieu thereof, refer to the singular or plural as the case may be.

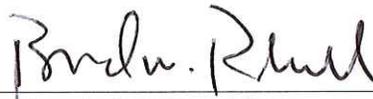
The parties hereto agree that this instrument may be executed in counterparts, each of which shall be deemed an original, and said counterparts shall together constitute one and the same agreement, binding all of the parties hereto, notwithstanding all of the parties are not signatory to the original or the same counterparts. For all purposes, including, without limitation, recordation, filing and delivery of this instrument, duplicate unexecuted and unacknowledged pages of the counterparts may be discarded and the remaining pages assembled as one document.

All covenants and obligations undertaken by two or more persons or entities shall be deemed to be joint and several unless a contrary intention is clearly expressed elsewhere herein.

[Signatures on the following pages]

IN WITNESS WHEREOF, Grantor and Grantee have executed  
this instrument as of the day and year first hereinbefore  
written.

GRANTOR: ASSOCIATION OF APARTMENT OWNERS OF KULANA,  
an unincorporated Hawaii condominium  
association of owners

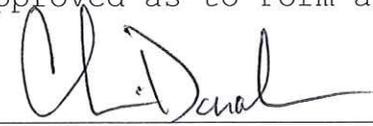
By   
Name: Brad Rockwell  
Title: President

By   
Name: Mark Sullivan  
Title: Treasurer

GRANTEE: BOARD OF WATER SUPPLY, COUNTY OF KAUAI

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Approved as to Form and Legality:

  
County Attorney

Approved and Accepted by the County on \_\_\_\_\_.

Effective as of the Date of Recordation in the Bureau of  
Conveyances.

~~Name: \_\_\_\_\_  
Title: County Clerk~~

IN WITNESS WHEREOF, Grantor and Grantee have executed this instrument as of the day and year first hereinbefore written.

GRANTOR: ASSOCIATION OF APARTMENT OWNERS OF KULANA,  
an unincorporated Hawaii condominium  
association of owners

By \_\_\_\_\_  
Name: Brad Rockwell  
Title: President

By \_\_\_\_\_  
Name: Mark Sullivan  
Title: Treasurer

GRANTEE: BOARD OF WATER SUPPLY, COUNTY OF KAUAI

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Approved as to Form and Legality:

\_\_\_\_\_  
County Attorney

Approved and Accepted by the Board of Water Supply, County of Kauai on \_\_\_\_\_.

Effective as of the Date of Recordation in the Bureau of Conveyances.

STATE OF HAWAII )  
 ) SS.  
COUNTY OF KAUAI )

On 8-10-2022, before me appeared Brad Rockwell, to me personally known, who being by me duly sworn or affirmed, did say that such person executed this 10 page *Dedication Deed*, dated \_\_\_\_\_, in the *Fifth* Circuit of the State of Hawaii, as the free act and deed of such person, and if applicable in the capacity shown, having been duly authorized to execute such instrument in such capacity.

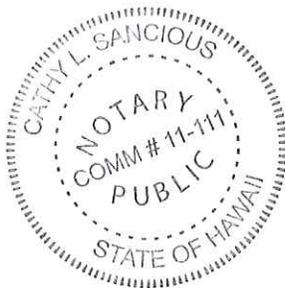


Cathy L Sancio

(Signature of Notary)

Print Name of Notary: Cathy L. Sancio  
NOTARY PUBLIC, State of Hawaii

My commission expires: 10am 2023



Date: 8-10-22 # Pages: 10  
Name: Cathy L Sancio 5<sup>th</sup> Circuit  
Doc. Description: Dedication  
Deed

Cathy L Sancio

Notary Signature  
NOTARY CERTIFICATION

My Commission Expires: 10am 2023

STATE OF HAWAII )  
 ) SS.  
COUNTY OF KAUAI )

On \_\_\_\_\_, before me appeared Mark Sullivan, to me personally known, who being by me duly sworn or affirmed, did say that such person executed this \_\_\_\_\_ page *Dedication Deed*, dated \_\_\_\_\_, in the *Fifth* Circuit of the State of Hawaii, as the free act and deed of such person, and if applicable in the capacity shown, having been duly authorized to execute such instrument in such capacity.

SEE BELOW

(Signature of Notary)

Print Name of Notary: \_\_\_\_\_

NOTARY PUBLIC, State of Hawaii

My commission expires: \_\_\_\_\_

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California County of SAN DIEGO )ss.  
On 08/01/22 before me, STEVE HOLL, Notary Public,  
personally appeared MARK SULLIVAN  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct. WITNESS my hand and official seal.

Steve Holl



STATE OF HAWAII )  
 ) SS.  
COUNTY OF KAUAI )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in the Fifth Circuit,  
State of Hawai'i, before me personally appeared \_\_\_\_\_, who  
is personally known to me or whose identity I proved on the basis of satisfactory evidence, who  
being by me duly sworn or affirmed, did say that such person is the \_\_\_\_\_  
for the Board of Water Supply, County of Kaua'i executed this *Dedication Deed*, for  
TMK: (4) \_\_\_\_ - \_\_\_\_ - \_\_\_\_ : \_\_\_\_ ; dated \_\_\_\_\_ and consisting of  
\_\_\_\_ pages at the time of notarization, as the free act and deed of such person, and if applicable  
in the capacity shown, having been duly authorized to execute such instrument in such capacity.

\_\_\_\_\_  
(Signature of Notary)  
Print Name of Notary: \_\_\_\_\_  
NOTARY PUBLIC, State of Hawaii  
  
My commission expires: \_\_\_\_\_

EXHIBIT A

LOT 8-A

LAND SITUATED AT WAIPOULI, KAWAIHAU, KAUAI, HAWAII

Being Portion of Grant 7286 to J. B. Souza  
Being Also Portion of R.P. 7373, L. C. Aw. 8559-B, Ap. 42 to William C. Lunailo

Beginning at the northeast corner of this parcel of land, on the south side of Hauiki Road, the coordinates of said point of beginning referred to Government Survey Triangulation Station "NONOU" being 9,267.31 feet North and 516.52 feet East, thence running by azimuths measured clockwise from true South:

- |    |          |        |                                                                                                                 |
|----|----------|--------|-----------------------------------------------------------------------------------------------------------------|
| 1. | 295° 10' | 29.29  | feet along Lot 8-B;                                                                                             |
| 2. | 353° 25' | 109.84 | feet along Lot 8-B;                                                                                             |
| 3. | 87° 24'  | 97.99  | feet along Lot 8-B;                                                                                             |
| 4. | 84° 30'  | 117.81 | feet along Lot 8-B;                                                                                             |
| 5. | 173° 41' | 97.10  | feet along Lot 7;                                                                                               |
|    |          |        | thence along Lot 7, on a curve to the right, with a radius of 20.00 feet, the chord azimuth and distance being: |
| 6. | 218° 41' | 28.28  | feet;                                                                                                           |
| 7. | 263° 41' | 170.09 | feet along the south side of Hauiki Road to the point of beginning and containing an area of 0.586 Acre.        |

SUBJECT, HOWEVER, to the following:

1. Easement E-1 for Electrical Utility and Communication purposes.
2. 13 ft. road setback along Hauiki Road.

TOGETHER WITH,

1. Non-Exclusive Water Tank Overflow and Drainage Easement.
2. Non-Exclusive Access and Utility Easement.



DESCRIPTION PREPARED BY:  
ESAKI SURVEYING & MAPPING, INC.

A handwritten signature in black ink, appearing to read "Dennis M. Esaki", written over a horizontal line.

Dennis M. Esaki  
Licensed Professional Land Surveyor  
Certificate Number 4383

Lihue, Hawaii  
July 2022



# DEPARTMENT OF WATER

County of Kaua'i

*"Water has no Substitute – Conserve It!"*

## MANAGER'S REPORT No. 23-25

March 16, 2023

Re: Discussion and Possible Action to approve a Grant of Easement Agreement for Construction Plans for Fire Service Water Meter (4" RPDA), MIK Inc. affecting Restaurant Kintaro's., TMK: (4) 4-1-005:021, Wailua, Kaua'i, Hawai'i

### **RECOMMENDATION:**

It is recommended that the Board approve the Grant of Easement document; whereby, the above landowners, grant to the Board of Water Supply, County of Kaua'i, easement "W-1" on, over and under that certain parcel of land located TMK: (4) 4-1-005:021 as specified above in Wailua, Kaua'i, Hawai'i, for the following work:

1. Reading of water meters and for the construction, installation, re-installation, maintenance, repair, and removal of potable water pipelines and related meters, valves, and other associated waterworks facility improvements and appurtenances.

Further, the GRANTEE shall indemnify and save the GRANTOR harmless from and against all damage to the GRANTOR's property and all liability for injury to or the death of persons when such damage, injury, or death is caused by the negligence of the GRANTEE, its officers, agents and employees while using the easement area.

**FUNDING:** N/A.

### **BACKGROUND:**

As part of the constructions plans the subject project, the above owner installed a 4" RPDA for maintenance of the new fireline. The water facilities are on private property which requires an easement in favor of Department of Water for each facility.

### **OPTIONS**

**Option 1: Approve the Grant of Easement.**

Pro: Project can be completed as designed. Project will attain certificate of completion.

Con: None.

**Option 2: Do not approve the Grant of Easement.**

Pro: None.

Con: Project won't be completed as designed. The project won't attain certificate of completion.

Attachment: Grant of Easement – MIK, INC, TMK: (4) 4-1-005:021, Kapaa, Kaua'i, Hawai'i

KINTAROS

**LAND COURT SYSTEM**

**REGULAR SYSTEM**

After Recordation Return By: **MAIL [XX]** Pickup [ ]  
TO:

DEPARTMENT OF WATER  
4398 PUA LOKE STREET  
LIHUE, KAUAI, HAWAII 96766

**GRANT OF EASEMENT**  
for  
TMK: (4) 4 - 1 - 0 0 5 : 0 2 1 ;

THIS INDENTURE is made on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
between

MIK, Inc.

herein called the "OWNERS", whose mailing and business address is:

4-370 Kuhio Highway

Kapaa, Kauai, Hawaii

96746

(hereafter individually or collectively "GRANTOR") and the **BOARD OF WATER SUPPLY, COUNTY OF KAUAI**, whose mailing address is 4398 Pua Loke Street, Lihue, Kauai, Hawaii 96766 (hereafter "GRANTEE");

**W I T N E S S E T H:**

**THAT IN CONSIDERATION** of the sum of one dollar (\$1.00) paid by the GRANTEE to the GRANTOR, the receipt of which is acknowledged, and the covenants contained in this grant of easement to be performed by the GRANTEE, the GRANTOR does hereby grant, bargain, sell and convey to the GRANTEE an easement in perpetuity on, over, and under that certain parcel of land located generally at           Kawaihau           District, Kauai, Hawaii,

**Tax Map Key No. (TMK) (4)**   4  -  1  -  0  0  5  :  0  2  1  ;

**Project Name:**           Not Applicable          , and more particularly described in Exhibit "A", which is attached and incorporated by reference into this grant of easement (hereafter "easement area").

This easement is granted for the reading of water meters and for the construction, installation, re-installation, maintenance, repair, and removal of potable water pipelines and related meters, valves, and other associated waterworks facility improvements and appurtenances. The GRANTEE is further allowed the right of ingress and egress at any time to, from, and through the easement area, with or without vehicles or equipment, as the GRANTEE deems necessary for the proper operation of its water system.

**TO HAVE AND TO HOLD** the same unto the GRANTEE forever; provided that should the GRANTEE cease to use the easement area for the purposes described for a continuous period of two (2) calendar years, this easement shall terminate and the interest granted shall immediately and without the GRANTOR's re-entry revert to the GRANTOR. In such an event, this easement shall cease to exist by operation of the GRANTEE's non-use, without any necessary action on the GRANTOR's part.

**AND IN FURTHER CONSIDERATION** of the rights granted to the GRANTEE the benefits accruing to the GRANTOR under this easement, the GRANTOR and GRANTEE further covenant, agree, and promise as follows:

1. That should the GRANTEE disturb in any way the ground which is the subject of the easement area, the GRANTEE shall at its own expense restore the ground to its original condition to the extent that such restoration is reasonable;
2. That the GRANTEE shall indemnify and save the GRANTOR harmless from and against all damage to the GRANTOR's property and all liability for injury to or the death of persons when such damage, injury, or death is caused by the negligence of the GRANTEE, its officers, agents and employees while using the easement area;

3. That the GRANTEE shall not assign its rights under this easement without the prior written consent of the GRANTOR; provided that the GRANTEE may assign its rights to a successor of the GRANTEE duly created by law;
4. That should the GRANTOR's development plans require that the easement area and/or waterworks facility improvements within, on, or under the easement area be re-located, the GRANTOR will, at the GRANTOR's own expense and pursuant to the GRANTEE's instructions and specifications, re-locate the affected easement area and waterworks facility improvements and appurtenances without interruption of the GRANTEE's services;
5. That the GRANTOR shall at no time erect any building foundation of any kind below the surface of the land which is the subject of the easement area or any building or structure of any kind (other than roads, sidewalks, curbs or similar appurtenances) on the surface of the land which is the subject of the easement area unless the GRANTOR receives the prior written consent of the GRANTEE.  
Only lawn grass shall be planted within three (3) feet of all meter boxes, fire hydrants, and other waterworks facility improvements and appurtenances. No trees with aggressive root systems shall be planted within twenty (20) feet of all meter boxes, fire hydrants, and other waterworks facility improvements and appurtenances.  
This Paragraph No. 5, though, shall not prevent the GRANTOR from crossing over, constructing, and maintaining roadways within the easement area or laying, operating, maintaining, repairing, or removing conduits and drains which do not interfere with the exercise of the GRANTEE's rights under this easement; and
6. That the GRANTOR covenants with the GRANTEE that the GRANTOR is the lawful owner of the land which is the subject of this easement area, that the GRANTOR has good right and title to grant this easement, and that the GRANTOR will warrant and defend the same unto the GRANTEE against the claims and demands of all persons.

When used within this document the term "GRANTOR" shall mean the singular and plural, masculine and feminine, and natural persons, trustees, corporations, partnerships, limited partnerships, sole proprietorships and other forms of business entities. The term shall also mean the GRANTOR's or GRANTORS' estates, heirs, personal representatives, successors, successors-in-trust and assigns.

**IT IS FURTHER MUTUALLY AGREED** that the terms of this easement shall be binding upon and inure to the benefit of all the parties to this document and that all covenants and obligations undertaken by two or more persons shall be deemed to be joint and several unless a contrary intention is clearly expressed in this document.

This Grant of Easement may be executed in counterparts. Each counterpart shall be executed by one or more parties hereinbefore named and the several counterparts shall constitute one instrument to the same effect as though the signatures of all the parties are upon the same document.

**OWNER:**

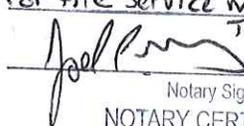
*MIK, Inc.*



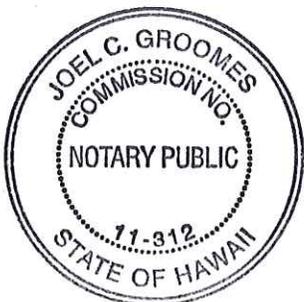
By: Chung Y. Kim  
Its: President and Owner

STATE OF HAWAII            )  
                                          ) ss  
COUNTY OF KAUAI        )

On this 3rd day of February, 2023, in the 5<sup>th</sup> Circuit, State of Hawaii, before me appeared **Chung Y. Kim**, to me personally known or whose identity I proved on the basis of satisfactory evidence, who being by me duly sworn or affirmed, did say that such person is the **President and Owner** for **MIK, Inc. dba Restaurant Kintaro** executed **Grant of Easement** for Fire Service Water Meter [4-Inch RPDA], TMK: (4) 4 - 1 - 0 0 5 : 0 2 1; dated undated and consisting of 7 pages at the time of notarization, as the free act and deed of such person, and if applicable in the capacity shown, have been duly authorized to execute such instrument in such capacity.

Date: undated # Pages: 7  
Name: Joel C. Groomes, 5<sup>th</sup> Circuit  
Doc. Description: Grant of Easement  
For fire Service water Meter [4-Inch RPDA]  
TMK (4) 4-1-0 05:021  
  
Notary Signature  
NOTARY CERTIFICATION  
My Commission Expires: 10/16/2023

  
Notary Public, State of Hawaii  
Name of Notary: Joel C. Groomes  
My Commission expires: 10/16/2023



**GRANTOR**

APPROVED:

  
\_\_\_\_\_  
Manager and Chief Engineer  
Department of Water, County of Kauai

APPROVED AS TO FORM  
AND LEGALITY:

  
\_\_\_\_\_  
Deputy County Attorney

ACCEPTED:

BOARD OF WATER SUPPLY,  
COUNTY OF KAUAI

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

STATE OF HAWAII            )  
                                          ) ss.  
COUNTY OF KAUAI         )

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me appeared \_\_\_\_\_, to me personally known, who, being by me duly sworn, did say that said officer is the \_\_\_\_\_ of the **BOARD OF WATER SUPPLY, COUNTY OF KAUAI**, and that the foregoing instrument was signed on behalf of said Department, and said officer acknowledged said instrument to be the free act and deed of said Department, and that said Department has no corporate seal.

\_\_\_\_\_  
Notary Public, State of Hawaii  
Name of Notary: \_\_\_\_\_  
My Commission expires: \_\_\_\_\_

**GRANTEE**

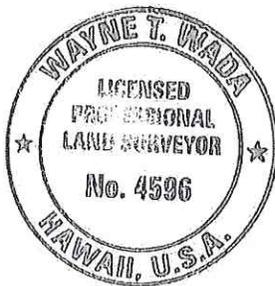
EASEMENT W-1  
(For Water Purposes)

Being a Portion of Lot A-1  
Being Also a Portion of Grant 9533

LAND SITUATED AT WAILUA, KAWAIHAU, KAUAI, HAWAII

Beginning at the North corner of this parcel of land, on the South side of Lanikai Street, the coordinates of said point of beginning referred to Government Survey Triangulation Station "NONOU" being 3,121.62 feet South and 7,487.66 feet East, thence running by azimuths measured clockwise from true South:

- |             |       |                                                                                                     |
|-------------|-------|-----------------------------------------------------------------------------------------------------|
| 1. 331° 02' | 19.00 | feet along the South side of Lanikai Street;                                                        |
| 2. 61° 02'  | 10.00 | feet along the remainder of Lot A-1;                                                                |
| 3. 151° 02' | 19.00 | feet along the remainder of Lot A-1;                                                                |
| 4. 241° 02' | 10.00 | feet along the remainder of Lot A-1 to the point of beginning and containing an area of 190 Sq. Ft. |



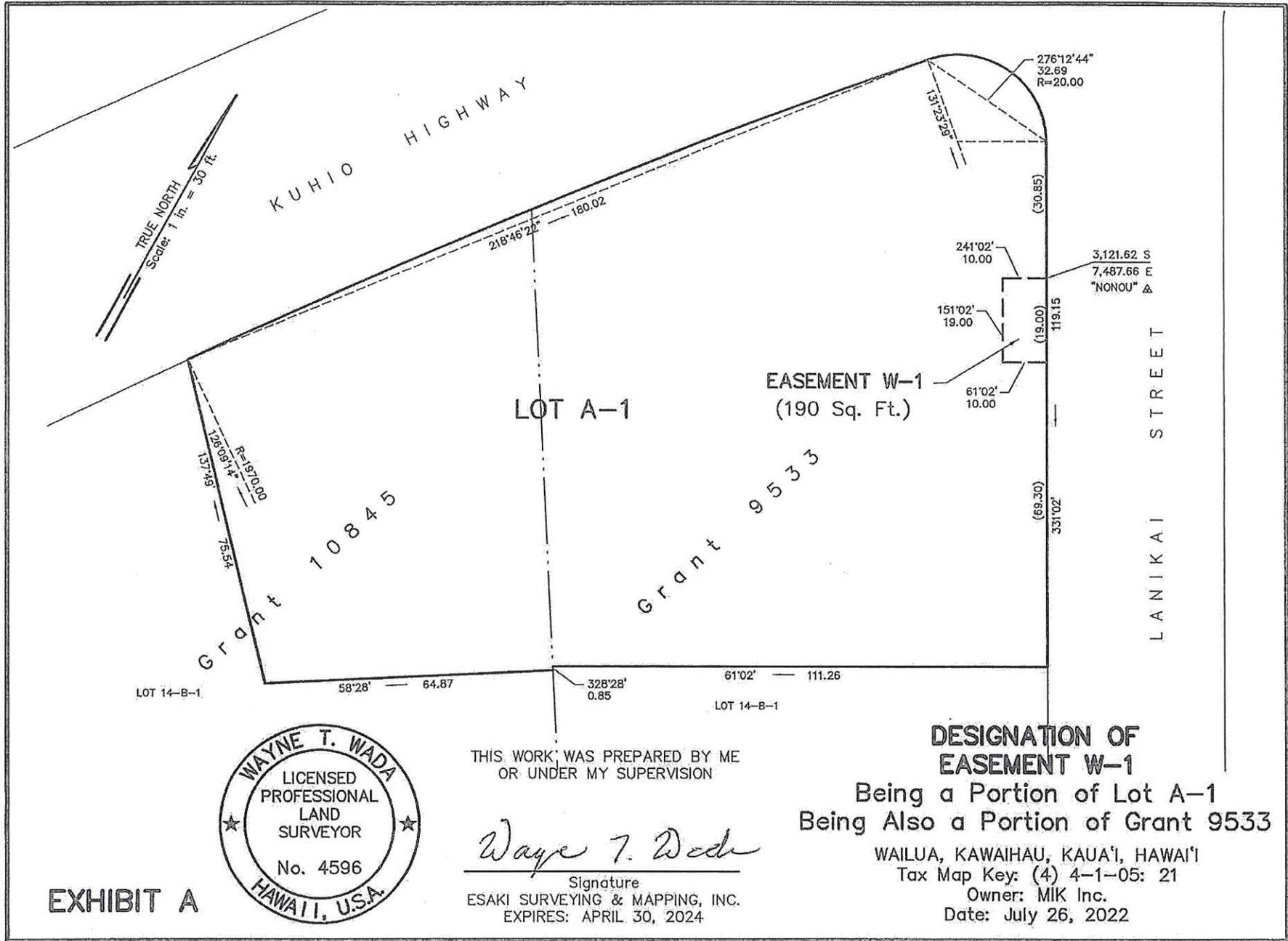
Lihue, Hawaii  
July 2022

DESCRIPTION PREPARED BY:  
ESAKI SURVEYING & MAPPING, INC.

A handwritten signature in cursive script that reads "Wayne T. Wada".

Wayne T. Wada  
Licensed Professional Surveyor  
Certificate Number 4596

EXHIBIT A



THIS WORK WAS PREPARED BY ME  
OR UNDER MY SUPERVISION

*Wayne T. Wada*  
Signature  
ESAKI SURVEYING & MAPPING, INC.  
EXPIRES: APRIL 30, 2024

**DESIGNATION OF  
EASEMENT W-1**  
Being a Portion of Lot A-1  
Being Also a Portion of Grant 9533  
WAILUA, KAWAIIHAU, KAUA'I, HAWAII'  
Tax Map Key: (4) 4-1-05: 21  
Owner: MIK Inc.  
Date: July 26, 2022

**EXHIBIT A**

# DEPARTMENT OF WATER

County of Kaua'i

*"Water has no Substitute – Conserve It!"*

## MANAGER'S REPORT No. 23-26

March 16, 2023

Re: Discussion and Possible Action to approve funds to enter into a Professional Services Contract with R.M. Towill Corporation for the Kīlauea Well No. 4 Drill and Test project.

### **RECOMMENDATION:**

It is recommended that the Board approve funds to enter into a professional services contract with R.M. Towill Corporation in the amount of \$312,834.00 for the planning and design of an exploratory well for the Kīlauea-Waipake-Kalihiwai water system.

### **FUNDING:**

Account No.	20-20-00-605-155		
Acct Description	FRC/Eng/Admin/Capital Outlay-Expansion/Capital Purchases (Wainiha Well #4)		\$ 200,000.00
Account No.	20-20-00-605-018		
Acct Description	FRC/Eng/Admin/Capital Outlay-Expansion/Capital Purchases (H-08, Drill & Test Hanalei Well)		\$ 183,351.00
Funds Available	<i>Verified by WWC</i>		\$ 383,351.00
Contract No.	741		
Vendor	R.M. Towill Corporation		
	Contract Amount	\$ 312,834.00	
	Contingency	\$ 17,166.00	
	Total Funds Certified To Date	\$ 330,000.00	<\$ 330,000.00>
	Fund Balance for Acct No. 20-20-00-605-018		53,351.00

Contract NTP Date: TBD

Original Contract End Date: 540 calendar days after NTP

### **BACKGROUND:**

The Kīlauea-Waipake-Kalihiwai water system is currently supplied by two (2) 700 gallon per minute (gpm) wells, Kīlauea Wells No. 1 and No. 2, which are located at the same site. The Kīlauea-Waipake-Kalihiwai water system's source facilities are currently operating at capacity and has resulted in water restrictions for the area. In order to alleviate the source limitation a new potable water well source is required. The exploratory work to drill and test a new well source will assist the Department to identify a potential source which could be used to supplement the areas wells.

**OPTIONS:**

**Option 1: Approve Manager's Report as recommended.**

Pro: The Department will be able to conduct exploratory work to determine if the proposed well site is productive and can be developed to supplement source supply.

Con: The Department will be required to expend resources and the well may not be a productive and viable source.

**Option 2: Do Not Approve Manager's Report as recommended.**

Pro: The Department will not expend its resources on this project and resources may be allocated to other project needs.

Con: The Kīlauea-Waipake-Kalihiwai water system will continue to have source facilities operating at capacity and water service restrictions for the foreseeable future.

JK/MKH

# SALARY COMMISSION

COUNTY OF KAUA'I

# Resolution No. 2022-1

## RESOLUTION RELATING TO THE SALARIES OF CERTAIN OFFICERS AND EMPLOYEES OF THE COUNTY OF KAUA'I

WHEREAS, pursuant to Section 29.01 of the Kaua'i County Charter, the Salary Commission of the County of Kaua'i establishes the maximum salaries of all elected and appointed officers as defined in Section 23.01D of the Charter,

NOW, THEREFORE, BE IT RESOLVED by the Salary Commission of the County of Kaua'i, State of Hawai'i, that the maximum salaries of certain officers of the County of Kaua'i are established as follows:

### Article I. Salaries of Certain Officers and Employees

Section 1. For the period of January 1, 2023 to June 30, 2023, the maximum salaries shall increase by five percent (5.0%) for those officers and employees referenced in Article I (Parts 1, 2, and 3) of County of Kaua'i Resolution No. 2019-1.

Section 2. For the period of July 1, 2023 to June 30, 2024, the maximum salaries shall increase by five percent (5.0%) for those officers and employees referenced in Section 1 hereof based on their then effective maximum salaries.

Section 3. On July 1, 2024, the maximum salaries shall increase by five percent (5.0%) for those officers and employees referenced in Section 2 hereof based on their then effective maximum salaries.

Section 4. For payroll purposes, the maximum salaries in Sections 1, 2, and 3 hereof shall be rounded up to the nearest whole dollar amount that when divided by 24 results in a whole dollar amount. The five percent (5.0%) increase in Section 2 shall be calculated based on the unrounded amounts of the maximum salaries in Section 1 hereof, and the five percent (5.0%) increase in Section 3 shall be calculated based on the unrounded amounts of the maximum salaries in Section 2 hereof.

Article II. Maximum Salaries. The respective appointing authority may set the salary of any new or existing non-elected appointee at a figure lower than the figure established for the position in this Resolution. Elected officers may voluntarily accept a salary lower than the maximum salary established by this Resolution for their position or may voluntarily forego accepting a salary.

Article III. Severability. If five (5) or more councilmembers vote to reject any portion of this Resolution, the other portions of this Resolution not so rejected shall not be affected thereby. If the application of this Resolution or any of its provisions to any persons or circumstance is held invalid by a court of law, the application of this Resolution and its provisions to other persons or circumstances shall not be affected thereby.

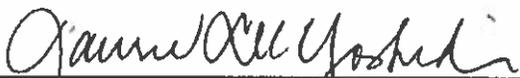
Article IV. Transmittal of Salary Resolution. The County Clerk shall transmit to the Salary Commission, Mayor, Finance Director, and Human Resources Director a final approved copy of the resolution and note any rejected portions thereto within thirty (30) days after the effective date of this resolution.

Article V. This Resolution is effective on March 15, 2023.

*Adopted by the Salary Commission at its meeting on July 27, 2022.*



Patrick Ono, Chair



Laurie Yoshida, Vice Chair

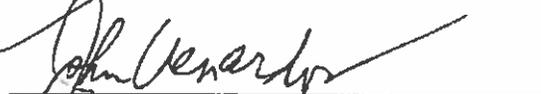


Trinette Kau

Howard Leslie



Kenneth Rainforth



John Venardos

**Table of Projected Increases**

<b>Position</b>	<b>Current Max</b>	<b>5% increase</b>	<b>Divisible by 24</b>	<b>5% increase</b>	<b>Divisible by 24</b>	<b>5% increase</b>	<b>Divisible by 24</b>
Mayor	\$142,062.00	\$149,165.10	\$149,184.00	\$156,623.35	\$156,624.00	\$164,454.52	\$165,472.00
Director of Finance	\$128,460.00	\$134,883.00	\$134,904.00	\$141,627.15	\$141,648.00	\$148,708.50	\$148,728.00
Deputy Director of Finance	\$123,318.00	\$129,483.90	\$129,504.00	\$135,958.09	\$135,960.00	\$142,755.99	\$142,776.00
Director of Human Resources	\$123,318.00	\$129,483.90	\$129,504.00	\$135,958.09	\$135,960.00	\$142,755.99	\$142,776.00
Planning Director	\$128,460.00	\$134,883.00	\$134,904.00	\$141,627.15	\$141,648.00	\$148,708.50	\$148,728.00
Deputy Planning Director	\$117,912.00	\$123,807.60	\$123,816.00	\$129,997.98	\$130,008.00	\$136,497.87	\$136,512.00
Director of Economic Development	\$117,912.00	\$123,807.60	\$123,816.00	\$129,997.98	\$130,008.00	\$136,497.87	\$136,512.00
Director of Liquor Control	\$117,912.00	\$123,807.60	\$123,816.00	\$129,997.98	\$130,008.00	\$136,497.87	\$136,512.00
Director of Parks & Recreation	\$128,460.00	\$134,883.00	\$134,904.00	\$141,627.15	\$141,648.00	\$148,708.50	\$148,728.00
Deputy Director of Parks & Recreation	\$123,318.00	\$129,483.90	\$129,504.00	\$135,958.09	\$135,960.00	\$142,755.99	\$142,776.00
Director of Housing/Human Concerns	\$123,318.00	\$129,483.90	\$129,504.00	\$135,958.09	\$135,960.00	\$142,755.99	\$142,776.00
Boards & Commissions Administrator	\$117,912.00	\$123,807.60	\$123,816.00	\$129,997.98	\$130,008.00	\$136,497.87	\$136,512.00
County Clerk	\$128,460.00	\$134,883.00	\$134,904.00	\$141,627.15	\$141,648.00	\$148,708.50	\$148,728.00
Deputy County Clerk	\$123,318.00	\$129,483.90	\$129,504.00	\$135,958.09	\$135,960.00	\$142,755.99	\$142,776.00
County Auditor	\$128,460.00	\$134,883.00	\$134,904.00	\$141,627.15	\$141,648.00	\$148,708.50	\$148,728.00
Managing Director	\$137,022.00	\$143,873.10	\$143,880.00	\$151,066.75	\$151,080.00	\$158,620.09	\$158,640.00
County Engineer	\$137,022.00	\$143,873.10	\$143,880.00	\$151,066.75	\$151,080.00	\$158,620.09	\$158,640.00
Deputy County Engineer	\$123,318.00	\$129,483.90	\$129,504.00	\$135,958.09	\$135,960.00	\$142,755.99	\$142,776.00
County Attorney	\$137,022.00	\$143,873.10	\$143,880.00	\$151,066.75	\$151,080.00	\$158,620.09	\$158,640.00
First Deputy County Attorney	\$123,318.00	\$129,483.90	\$129,504.00	\$135,958.09	\$135,960.00	\$142,755.99	\$142,776.00
Deputy County Attorney	\$117,912.00	\$123,807.60	\$123,816.00	\$129,997.98	\$130,008.00	\$136,497.87	\$136,512.00
Prosecuting Attorney	\$137,022.00	\$143,873.10	\$143,880.00	\$151,066.75	\$151,080.00	\$158,620.09	\$158,640.00
First Deputy Prosecuting Attorney	\$123,318.00	\$129,483.90	\$129,504.00	\$135,958.09	\$135,960.00	\$142,755.99	\$142,776.00
Deputy Prosecuting Attorney	\$117,912.00	\$123,807.60	\$123,816.00	\$129,997.98	\$130,008.00	\$136,497.87	\$136,512.00
<b>Manager and Chief Engineer, Department of Water</b>	<b>\$137,022.00</b>	<b>\$143,873.10</b>	<b>\$143,880.00</b>	<b>\$151,066.75</b>	<b>\$151,080.00</b>	<b>\$158,620.09</b>	<b>\$158,640.00</b>
Deputy Manager - Chief Engineer, Department of Water	\$123,318.00	\$129,483.90	\$129,504.00	\$135,958.09	\$135,960.00	\$142,755.99	\$142,776.00
Fire Chief	\$137,022.00	\$143,873.10	\$143,880.00	\$151,066.75	\$151,080.00	\$158,620.09	\$158,640.00
Deputy Fire Chief	\$123,318.00	\$129,483.90	\$129,504.00	\$135,958.09	\$135,960.00	\$142,755.99	\$142,776.00
Chief of Police	\$137,022.00	\$143,873.10	\$143,880.00	\$151,066.75	\$151,080.00	\$158,620.09	\$158,640.00
Deputy Chief of Police	\$123,318.00	\$129,483.90	\$129,504.00	\$135,958.09	\$135,960.00	\$142,755.99	\$142,776.00
Council Chair	\$76,452.00	\$80,274.60	\$80,280.00	\$84,288.33	\$84,312.00	\$88,502.74	\$88,512.00
Councilmembers	\$67,956.00	\$71,353.80	\$71,376.00	\$74,921.49	\$74,928.00	\$78,667.56	\$78,672.00

Key for who determines salary increases: □ - Elected, □ - Mayor, □ - Boards or Commissions, □ - Council, □ - Department Head

A horizontal splash of clear blue water with bubbles, positioned behind the text.

STAFF

REPORTS

# DEPARTMENT OF WATER

County of Kaua'i

*"Water has no Substitute – Conserve it!"*

## INFORMATION & EDUCATION SPECIALIST REPORT

March 16, 2023

### Public Notices and Announcements

All news releases are sent to statewide media partners, published on the Department of Water's (DOW) Facebook page and the County of Kaua'i's website at [www.kauai.gov/press-releases](http://www.kauai.gov/press-releases). Notices labeled as a Public Service Announcement (PSA) are shared directly with local radio stations, newspaper and posted on the Department's Facebook page. Additionally, all roadwork notices are emailed to the Department of Transportation (DOT) communications office.

### Service Announcements:

<i>Date Issued</i>	<i>Water System &amp; Affected Service Areas</i>	<i>Announcement</i>	<i>Effective Date &amp; Times</i>	<i>Other Notices</i>
03/02/2023	KOLOA – Portion of Po'ipu Road between Blake Lane and Lopaka Paipa Boulevard	Emergency water service shutdown	March 2, 2023, from 3:45 p.m. until further notice	Kaua'i Alert
03/02/2023		Water service restored on Po'ipu Road	Water restored at approximately 9 p.m.	Kaua'i Alert

### Public Relations Program

#### Community Outreach & Education

- The Department's "Wise Water Wednesday" campaign for the month of March includes national Fix a Leak Week campaign announcements, conservation and leak detection reminders and water saving tips. This weekly media campaign is posted on the Department's Facebook page, aired on local radio stations and published in the Garden Island Newspaper's local section.
- The Department of Water participated in the career day event at Kalaheo Elementary School's first and fifth grade classes on March 6, 2023. DOW's Lead Pipefitter, Darren Horner and Assistant Chief of Water Operations, Ryan Smith along with other crew members will be sharing about their water careers within Operations. Approximately 160 students from 2 grade levels received conservation tools and water education booklets from the Project WET library.

#### Upcoming Community Outreach & Educational Events

- EPA's Fix a Leak Week - March 13-17, 2023
- Career Day Presentation at King Kaumuali'i Elementary School – March 29, 2023
- Make a Splash with Project WET Festival – September 15, 2023

#### Project WET (Water Education Today) Hawaii

- Project WET Hawaii is hosting its first Facilitator training workshop of the year on March 14, 2023. The workshop is a hybrid virtual workshop with City and County of Honolulu staff.

Attachments: *KauaiNowNews* (Water shutdown on portion of Po'ipu Road for emergency work)

Kauai News

# Update: Water service restored to Po'ipu Road

March 2, 2023 · 9:22 PM HST

\* Updated March 2, 2023 · 9:25 PM



Listen to this Article

1 minute



**Updated at 9:22 p.m. Thursday, March 2:** The Kaua'i County Department of Water reports that water service was restored to customers along Po'ipu Road in Kōloa as of about 9 p.m. Thursday. Customers may now resume normal water use.

**Original story:** The Kaua'i County Department of Water will shut down water service on a portion of Po'ipu Road between Blake Lane and Lopaka Paipa Boulevard to conduct emergency repairs to a waterline in Kōloa.

The shut down will beginning at approximately 3:45 p.m. on Thursday and continue until further notice to allow contractor Goodfellow Bros. to do the repairs.

Additionally, a partial lane closure is in place to create a safe work zone for the repairs. Flagger personnel will be assisting with alternating traffic along Po'ipu Road. Motorists are advised to proceed with caution.

Customers located in the service area are advised to prepare for the shutdown by taking the following steps:

- Store enough water to meet your needs until water service can be restored.
- Notify neighbors, family and friends that may be affected by the service shutdown.
- Those with faulty water heaters should ensure that their water heaters do not empty during the shutdown.

An update will be provided when new information is received.

To monitor water service announcements online, please visit [www.facebook.com/KauaiDOW/](https://www.facebook.com/KauaiDOW/).

**PLACEHOLDER**

**STAFF REPORTS**

**2. Fiscal – Monthly service dashboard and highlights**

**Department Of Water Budget Report for January 2023**

	January 2023			Fiscal Year 2023			
	Budget	Actual	Variance	Year to Date Budget	Year to Date Actual	Variance	Variance %
<b>Operating Revenue *</b>	\$ 3,014,483.00	\$ 2,565,166.04	\$ (449,316.96)	\$ 21,101,381.00	\$ 20,779,396.98	\$ (150,103.36)	(1.%)
<b>Expenses</b>							
Labor **	\$ 1,050,437.00	\$ 882,155.57	\$ 168,281.43	\$ 7,353,059.00	\$ 6,175,088.96	\$ 1,177,970.04	16.%
Services	789,148.00	591,897.14	197,250.86	5,524,036.00	2,747,831.61	2,776,204.39	50.%
Utilities & Materials	495,223.00	586,109.89	(90,886.89)	3,466,561.00	3,353,974.07	112,586.93	3.%
Debt Service Principal & Interest	631,734.92	745,103.26	(113,368.34)	4,422,144.44	6,045,743.74	(1,623,599.30)	(37.%)
<b>Operating Expenses</b>	<b>\$ 2,966,542.92</b>	<b>\$ 2,805,265.86</b>	<b>\$ 161,277.06</b>	<b>\$ 20,765,800.44</b>	<b>\$ 18,322,638.38</b>	<b>\$ 2,443,162.06</b>	<b>12%</b>
<b>Net Operating Income (Loss)</b>	<b>\$ 47,940.08</b>	<b>\$ (240,099.82)</b>	<b>\$ (610,594.02)</b>	<b>\$ 335,580.56</b>	<b>\$ 2,456,758.60</b>	<b>\$ (2,593,265.42)</b>	<b>(12.%)</b>

**Capital Projects and Purchases\*\*\***

	Fiscal Year Budget	January 2023 Actual	Fiscal Year to Date Actual	Remaining Budget
<b>Water Utility Funded Projects</b>				
IT Capital Purchases	\$ 2,105,000.00	\$ 607.30	\$ 298,859.25	\$ 1,806,140.75
Job 17-10 KW-07 Paua Valley Tank Repair	-	314,453.68	314,453.68	(314,453.68)
Job 15-07 HE-01 HE-10 Kaunualii Hwy 16" Main Boost	-	243,918.34	243,918.34	(243,918.34)
Engineering Capial Purchases	20,000.00	-	5,791.00	14,209.00
Billing Capital Purchases	60,897.00	-	47,138.41	13,758.59
Ops Meter Replacement Program	-	25,367.38	29,541.56	(29,541.56)
Ops Pump Replacement Program	-	-	10,776.02	(10,776.02)
Ops Satellite Operations Facility	1,399,876.00	83,803.56	265,984.56	1,133,891.44
Ops Capital Purchases	3,306,000.00	13,197.77	203,867.81	3,102,132.19
<b>Total</b>	<b>\$ 6,891,773.00</b>	<b>\$ 681,348.03</b>	<b>\$ 1,420,330.63</b>	<b>\$ 5,471,442.37</b>
<b>Build America Bonds Funded Projects</b>				
Job 02-14 WK-08 Kapaa Homesteads Tank	\$ -	\$ 7,829.20	\$ 7,829.20	\$ (7,829.20)
Job 04-08 WK39 WK08 Kapaa Hmstd Well 4; Pkg A Well	2,600,000.00	29,064.61	29,064.61	2,570,935.39
<b>Total</b>	<b>\$ 2,600,000.00</b>	<b>\$ 36,893.81</b>	<b>\$ 36,893.81</b>	<b>\$ 2,563,106.19</b>
<b>Total Capital Projects with fiscal year expenditures</b>	<b>\$ 9,491,773.00</b>	<b>\$ 718,241.84</b>	<b>\$ 1,457,224.44</b>	<b>\$ 8,034,548.56</b>

\* Budgeted revenue for State funded projects that appeared on previous reports has been eliminated.  
The budget and revenue will be presented subsequent to the projects incurring costs.

\*\* Labor is an estimate based on an average of July to December actual labor costs.

\*\*\* Capital projects and purchases with no activity in the 2023 fiscal year are not presented.  
Total capital budget for 2023 is \$50,834,336

**Selected Divisions**

	January 2023			Fiscal Year 2023			
	Budget	Actual	Variance	Year to Date Budget	Year to Date Actual	Variance	Variance %
Engineering	\$ 448,425.68	\$ 354,747.14	\$ 93,678.54	\$ 3,138,980.00	\$ 1,481,181.42	\$ 1,657,798.58	53.%
Fiscal	347,098.00	192,839.91	154,258.09	2,429,688.08	1,236,761.21	1,192,926.87	49.%
Operations	1,053,061.98	1,091,186.34	(38,124.36)	7,371,433.84	6,612,199.93	759,233.92	10.%
<b>Total</b>	<b>\$ 1,848,585.65</b>	<b>\$ 1,638,773.39</b>	<b>\$ 209,812.27</b>	<b>\$ 12,940,101.93</b>	<b>\$ 9,330,142.56</b>	<b>\$ 3,609,959.37</b>	

**Department Of Water Budget Report for February 2023**

	February 2023			Fiscal Year 2023			
	Budget	Actual	Variance	Year to Date Budget	Year to Date Actual	Variance	Variance %
<b>Operating Revenue *</b>	\$ 3,014,483.00	\$ 2,389,995.89	\$ (624,487.11)	\$ 24,115,864.00	\$ 23,169,392.87	\$ (750,036.09)	(3.%)
<b>Expenses</b>							
Labor **	\$ 1,050,437.00	\$ 882,155.57	\$ 168,281.43	\$ 8,403,496.00	\$ 7,057,244.53	\$ 1,346,251.47	16.%
Services	789,148.00	323,977.20	465,170.80	6,313,184.00	3,071,808.81	3,241,375.19	51.%
Utilities & Materials	495,223.00	435,916.37	59,306.63	3,961,784.00	3,789,890.44	171,893.56	4.%
Debt Service Principal & Interest	631,734.92	433,279.15	198,455.77	5,053,879.36	6,479,022.89	(1,425,143.53)	(28.%)
Debt Principal Payment	413,456.92	225,264.34	188,192.58	3,307,655.36	4,814,904.40	(1,507,249.04)	(46.%)
Interest Expense	218,278.00	208,014.81	10,263.19	1,746,224.00	1,664,118.49	82,105.51	5.%
<b>Operating Expenses</b>	<b>\$ 2,966,542.92</b>	<b>\$ 2,075,328.29</b>	<b>\$ 891,214.63</b>	<b>\$ 23,732,343.36</b>	<b>\$ 20,397,966.67</b>	<b>\$ 3,334,376.69</b>	<b>14%</b>
<b>Net Operating Income (Loss)</b>	<b>\$ 47,940.08</b>	<b>\$ 314,667.60</b>	<b>\$ (1,515,701.74)</b>	<b>\$ 383,520.64</b>	<b>\$ 2,771,426.20</b>	<b>\$ (4,084,412.78)</b>	<b>(17.%)</b>

**Capital Projects and Purchases\*\*\***

	Fiscal Year Budget	February 2023 Actual	Fiscal Year to Date Actual	Remaining Budget
<b>Water Utility Funded Projects</b>				
IT Capital Purchases	\$ 2,105,000.00	\$ -	\$ 298,859.25	\$ 1,806,140.75
Job 09-01 Yamada Tank	\$ -	\$ 12,912.00	\$ 12,912.00	\$ (12,912.00)
Job 17-10 KW-07 Paua Valley Tank Repair	-	148,517.88	462,971.56	(462,971.56)
Job 15-07 HE-01 HE-10 Kaunualii Hwy 16" Main Boost	-	-	243,918.34	(243,918.34)
Engineering Capial Purchases	20,000.00	168.00	5,959.00	14,041.00
Billing Capital Purchases	60,897.00	-	47,138.41	13,758.59
Ops Meter Replacement Program	-	101,730.75	131,272.31	(131,272.31)
Ops Pump Replacement Program	-	-	10,776.02	(10,776.02)
Ops Satellite Operations Facility	1,399,876.00	42,264.00	308,248.56	1,091,627.44
Ops Capital Purchases	3,306,000.00	286,573.39	490,441.20	2,815,558.80
	<b>\$ 6,891,773.00</b>	<b>\$ 592,166.02</b>	<b>\$ 2,012,496.65</b>	<b>\$ 4,879,276.35</b>
<b>Build America Bonds Funded Projects</b>				
Job 02-14 WK-08 Kapaa Homesteads Tank	\$ -	\$ 10,960.70	\$ 18,789.90	\$ (18,789.90)
Job 04-08 WK39 WK08 Kapaa Hmstd Well 4; Pkg A Well	2,600,000.00	-	29,064.61	2,570,935.39
	<b>\$ 2,600,000.00</b>	<b>\$ 10,960.70</b>	<b>\$ 47,854.51</b>	<b>\$ 2,552,145.49</b>
<b>Total Capital Projects with fiscal year expenditures</b>	<b>\$ 9,491,773.00</b>	<b>\$ 603,126.72</b>	<b>\$ 2,060,351.16</b>	<b>\$ 7,431,421.84</b>

\* Budgeted revenue for State funded projects that appeared on previous reports has been eliminated. The budget and revenue will be presented subsequent to the projects incurring costs. Investment income is an estimate based on an average July-January. Actuals are not yet available

\*\* Labor is an estimate based on an average of July to December actual labor costs.

\*\*\* Capital projects and capital purchases with no activity in the 2023 fiscal year are not presented. Total capital budget for 2023 is \$50,834,336

**Selected Divisions**

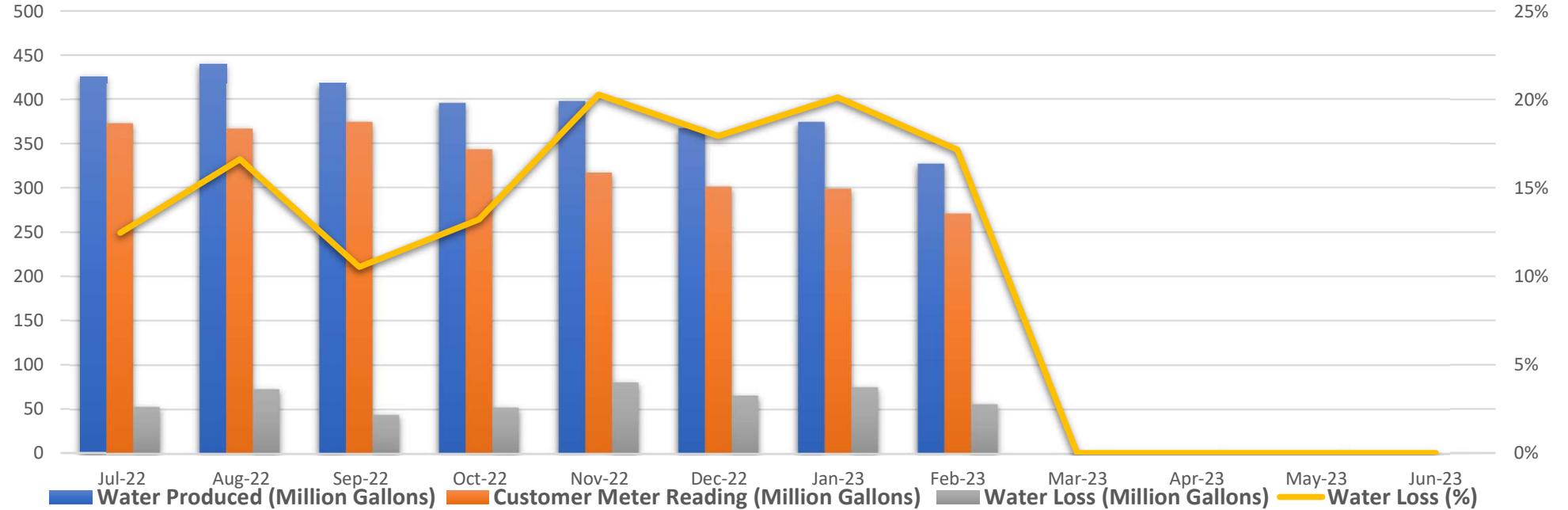
	February 2023			Fiscal Year 2023			
	Budget	Actual	Variance	Year to Date Budget	Year to Date Actual	Variance	Variance %
Engineering	\$ 448,425.68	\$ 205,058.41	\$ 243,367.27	\$ 3,587,405.40	\$ 1,686,239.83	\$ 1,901,165.57	53.%
Fiscal	347,098.00	174,898.14	172,199.86	2,776,784.00	1,411,659.36	1,365,124.64	49.%
Operations	1,053,061.98	890,066.12	162,995.86	8,424,495.82	7,502,266.04	922,229.78	11.%
	<b>\$ 1,848,585.65</b>	<b>\$ 1,270,022.67</b>	<b>\$ 578,562.98</b>	<b>\$ 14,788,685.23</b>	<b>\$ 10,600,165.23</b>	<b>\$ 4,188,520.00</b>	<b>28%</b>



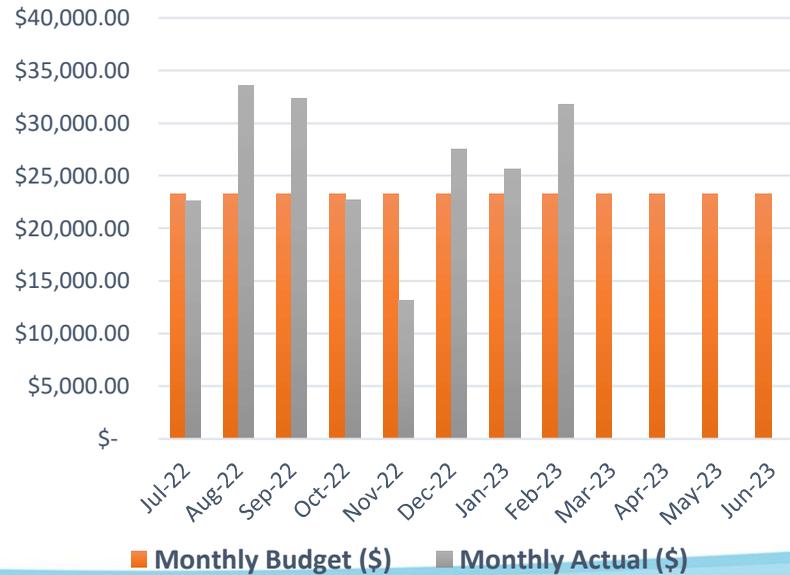
# OPERATIONS DASHBOARD

## Water Audit Data

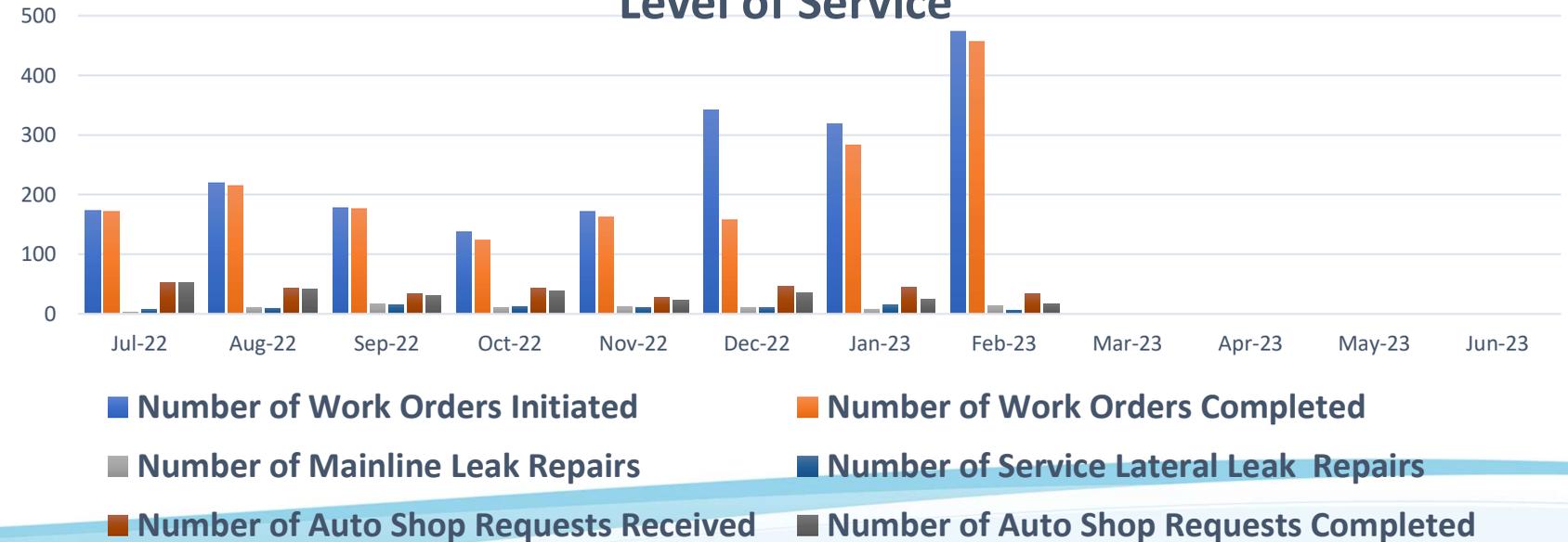
1. Two (2) Assistant Water Plant Operators accepted employment offers.  
 2. Interviews for Pipefitter Helper scheduled.  
 3. Plant Electrician and Water Service Investigator on continuous recruitment.



### Overtime



### Level of Service



# OPERATIONS

	Jan-23		Feb-23		Previous FY		Current FY	
					Year to Date		Year to Date	
<b>STAFFING</b>								
Budgeted Staff   Vacancies	48	9	48	9			48	9
<b>OVERTIME</b>								
Budget (\$)   Actual (\$)	\$ 23,283.33	\$25,627.61	\$ 23,283.33	\$31,754.42			\$ 186,266.67	\$209,198.66
<b>FLEET MANAGEMENT</b>								
# of Vehicles Active per day	45		41				40.25	
# of Vehicles Active per month	45		41				40.25	
<b>METER PROGRAM</b>								
# of Existing Meters Replaced	3		0				25	
# of Existing Meters Repaired	142		338				658	
# of New Meters Installed	3		8				70	
# of New Laterals Installed	1		4				19	

# OPERATIONS

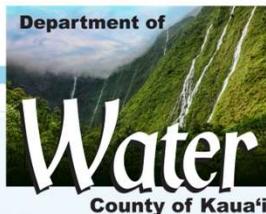
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## LEVEL OF SERVICES

	Last Month		Current Month		Previous FY YTD	Current FY YTD	
# of Work Orders Initiated	318		473			2014	
# of Work Orders Completed	284		456			1747	
# of Mainline Leak Repairs	7		14			85	
# of Service Lateral Leak Repairs	15		6			87	
# of Calls for Service	178		146			1458	
# of Temporary Hydrant Meters Installed	3		3			18	
# One Call Request Received   Completed	46	46	29	29		223	223
# of Auto Shop Requests Received   Completed	44	24	33	17		324	264
# of Hydrant Hits	2		0			16	

## WATER AUDIT

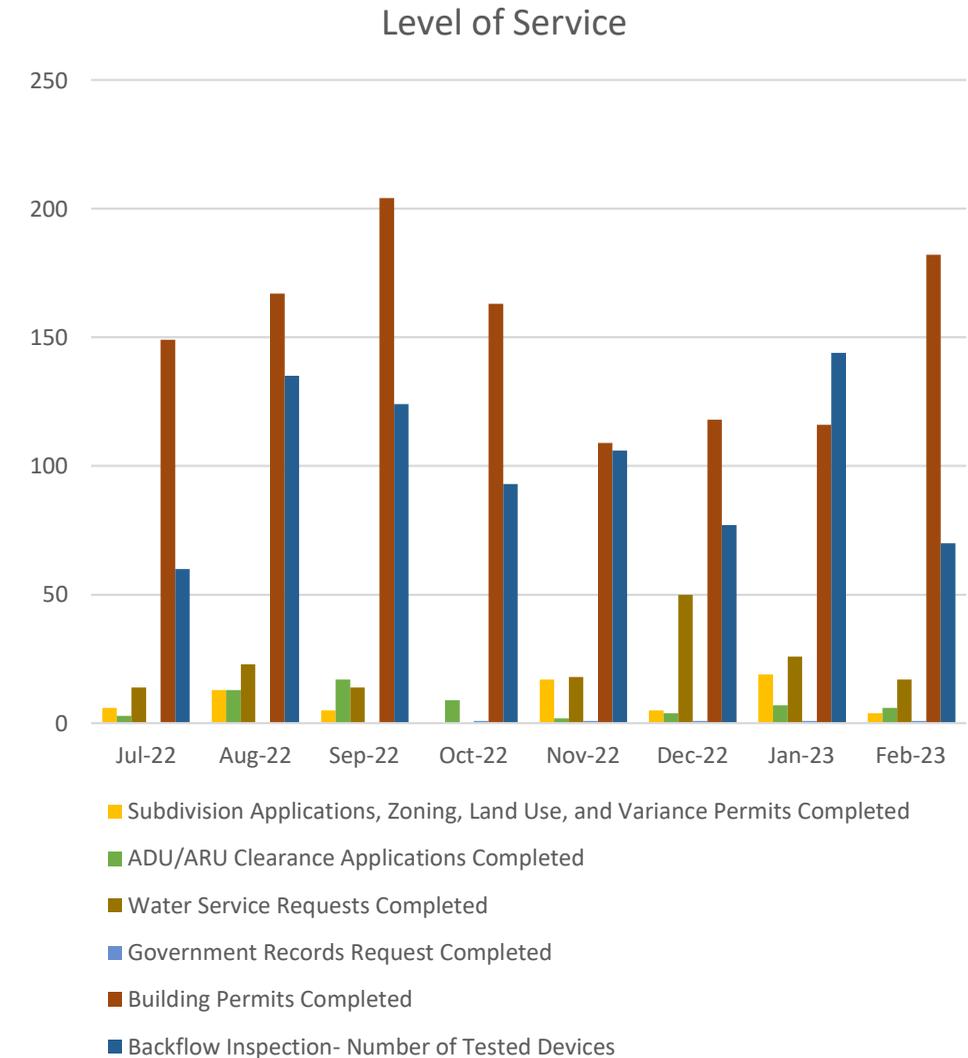
	Last Month	Current Month	Previous FY YTD	Current FY YTD
	Water Produced (Million Gallons)	374.035	326.932	
Customer Meter Reading (Million Gallons)	298.85	270.82		2644.146
Water Loss (Million Gallons)	75.185	56.112		499.883
Water Loss %	20%	17%		16%
Water Loss \$	\$ 92,809.87	\$ 69,265.78		\$ 617,065.57





# ENGINEERING

	Last Month		Current Month		Previous FY Year to Date		Current FY Year to Date	
<b>LEVEL OF SERVICE</b>								
<b>Number of Customer Requests Received   Completed by Type</b>								
Subdivision Applications, Zoning, Land Use and Variance Permits	12	19	9	4			29	69
ADU/ARU Clearance Applications	7	7	6	6			61	61
Building Permits	163	116	136	182			504	1,208
Water Service Requests	19	26	39	17			99	162
Government Records Request	3	1	2	1			9	5
Backflow Inspection # of Devices Tested	144		70				809	
<b>Average Response Time to Customer Requests by Type (Days)</b>								
ADU/ARU Clearance Applications								
Building Permits								
Water Service Requests								



DEPARTMENT OF WATER  
County of Kaua‘i

*“Water has no substitute – Conserve It!”*

MANAGER’S UPDATE

March 16, 2023

*Pursuant to Board Policy No. 3*

**CONTRACTS AWARDED, EXTENDED, AND/OR AMENDED**

- 1. PROFESSIONAL SERVICES 2023-PROF-1-ENG, CONTRACT AWARD TO ESAKI SURVEYING AND MAPPING, INC.  
JOB NO. 23-05, WEKE, ANAE, MAHIMAHI AND HE'E ROADS 6” AND 8” MAIN REPLACEMENT, HANAIEI, KAUA'I, HAWAII**

RECOMMENDATION:

It is recommended that the Manager approve a professional services contract with Esaki Surveying and Mapping, Inc. in the amount of \$76,629.00 for the planning and design services for the project.

FUNDING:

Account No.	10-20-00-604-xxx		
Acct Description	WU/Eng/Admin/Capital Outlay-R&R (H-05 Weke Anae Mahimahi...)		
Funds Available	<i>Verified by WWC</i>		\$ 100,000.00
Contract No.	739		
Vendor	Esaki Surveying and Mapping, Inc.		
	Contract Amount	\$ 76,629.00	
	Contingency	\$ 4,371.00	
	Total Funds Certified	\$ 81,000.00	<\$ 81,000.00>
Fund Balance			\$ 19,000.00

BACKGROUND:

The DOW has identified the subject project in Water Plan 2020 as H-05. The subject project will replace existing water mains with 6” and 8” mains to meet current water system standards.

**2. PROFESSIONAL SERVICES DOW-2023-PROF-1, CONTRACT AWARD TO R.M. TOWILL CORPORATION  
 JOB NO. 23-04, WKK-02, KĪLAUEA WELL NO. 4 DRILL AND TEST, KĪLAUEA, KAUA'I, HAWAII**

RECOMMENDATION:

It is recommended that the Manager approve a professional services contract with R.M. Towill Corporation in the amount of \$312,834.00.

FUNDING:

Account No.	20-20-00-605-155		
Acct Description	FRC/Eng/Admin/Capital Outlay-Expansion/Capital Purchases (Wainiha Well #4)		\$ 200,000.00
Account No.	20-20-00-605-018		
Acct Description	FRC/Eng/Admin/Capital Outlay-Expansion/Capital Purchases (H-08, Drill & Test Hanalei Well)		\$ 183,351.00
Funds Available	<i>Verified by WWC</i>		\$ 383,351.00
Per Approved Manager's Report No. 23-26 (03/16/23)			
Contract No.	741		
Vendor	R.M. Towill Corporation		
	Contract Amount	\$ 312,834.00	
	Contingency	\$ 17,166.00	
	Total Funds Certified	\$ 330,000.00	<\$ 330,000.00>
Fund Balance for Acct No. 20-20-00-605-018			\$ 53,351.00

**3. PROFESSIONAL SERVICES DOW-2023-PROF-1, CONTRACT AWARD TO BROWN AND CALDWELL  
 JOB NO. 23-13, LEAD AND COPPER RULE REVISIONS (LCRR) UPDATE, KAUA'I, HAWAII**

RECOMMENDATION:

It is recommended that the Manager approve a professional services contract with Brown and Caldwell in the amount of \$500,000.00 for the planning, design and field work to assist the Department with compliance with the EPA's Lead and Copper Rule Revisions (LCRR).

FUNDING:

Account No.	10-20-10-540-010		
Acct Description	WU/Eng/Admin/Professional Services		
Funds Available	<i>Verified by WWC</i>		\$ 525,000.00
Contract No.	742		
Vendor	Brown and Caldwell		
	Contract Amount	\$ 500,000.00	
	5% Contingency	\$ 25,000.00	
	Total Funds Certified	\$ 525,000.00	<\$ 525,000.00>

BACKGROUND:

The Department of Water (Department) is required to comply with the Environmental Protection Agency's (EPA's) Lead and Copper Rule Revisions (LCRR) with the first compliance date occurring on October 16, 2024. This project will provide professional services to meet the compliance requirements by the required date.

**CONVEYANCE OF WATER FACILITIES 1,138,551.95**

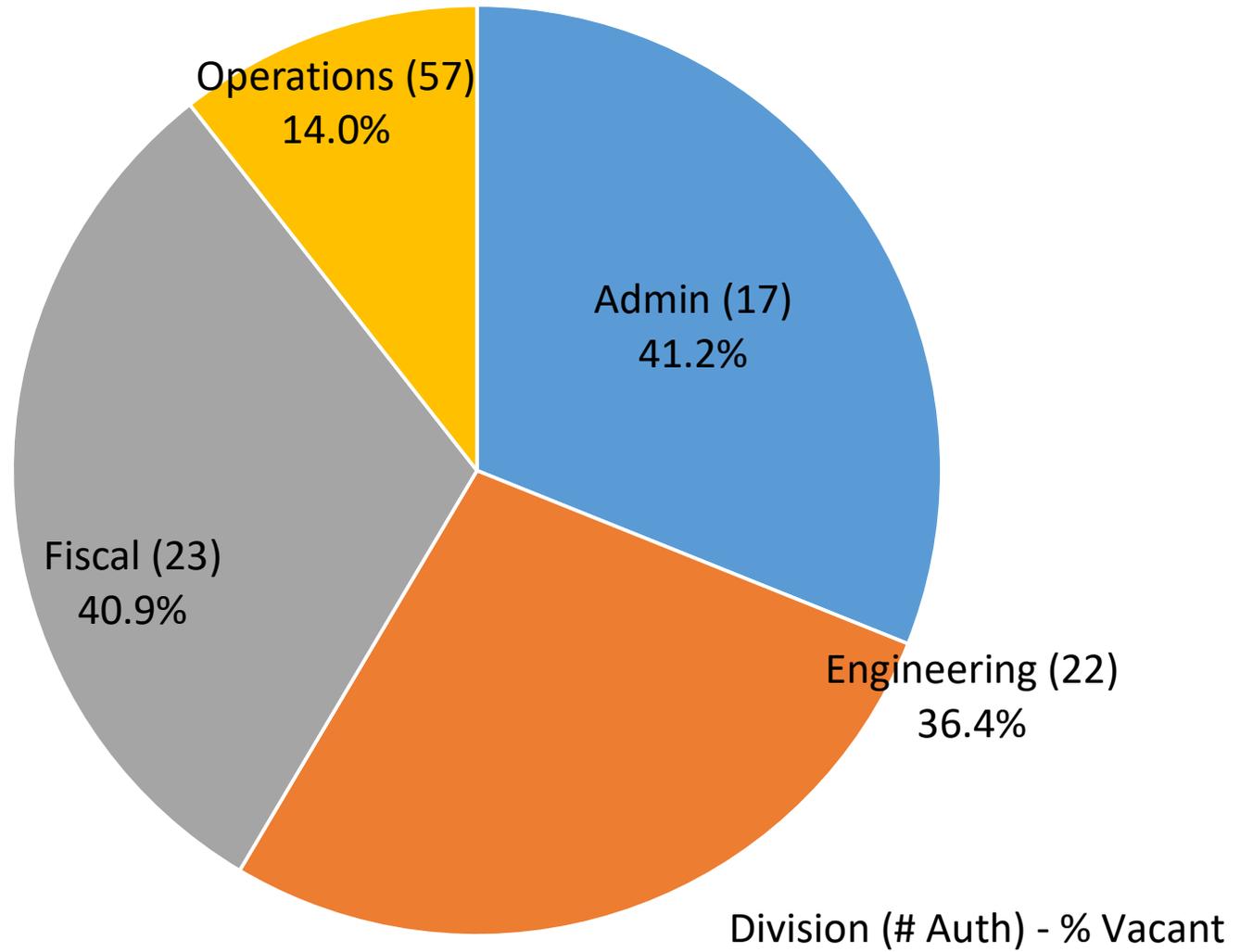
<u>APPLICANT</u>	<u>TMK #</u>	<u>LOCATION</u>
Ranelle Kaawa; Fernando Carbonel; Amelia Carbonel	1-9-005:012	Hanapepe
County of Kauai Housing Agency [S-2018-13 - Lima Ola] - <b>CORRECTION TO DISTRICT ONLY</b>	2-1-001:054	Eleele
MIK, Inc. [Kintaro's]	4-1-005:021	Kawaihau

**PERSONNEL MATTERS**

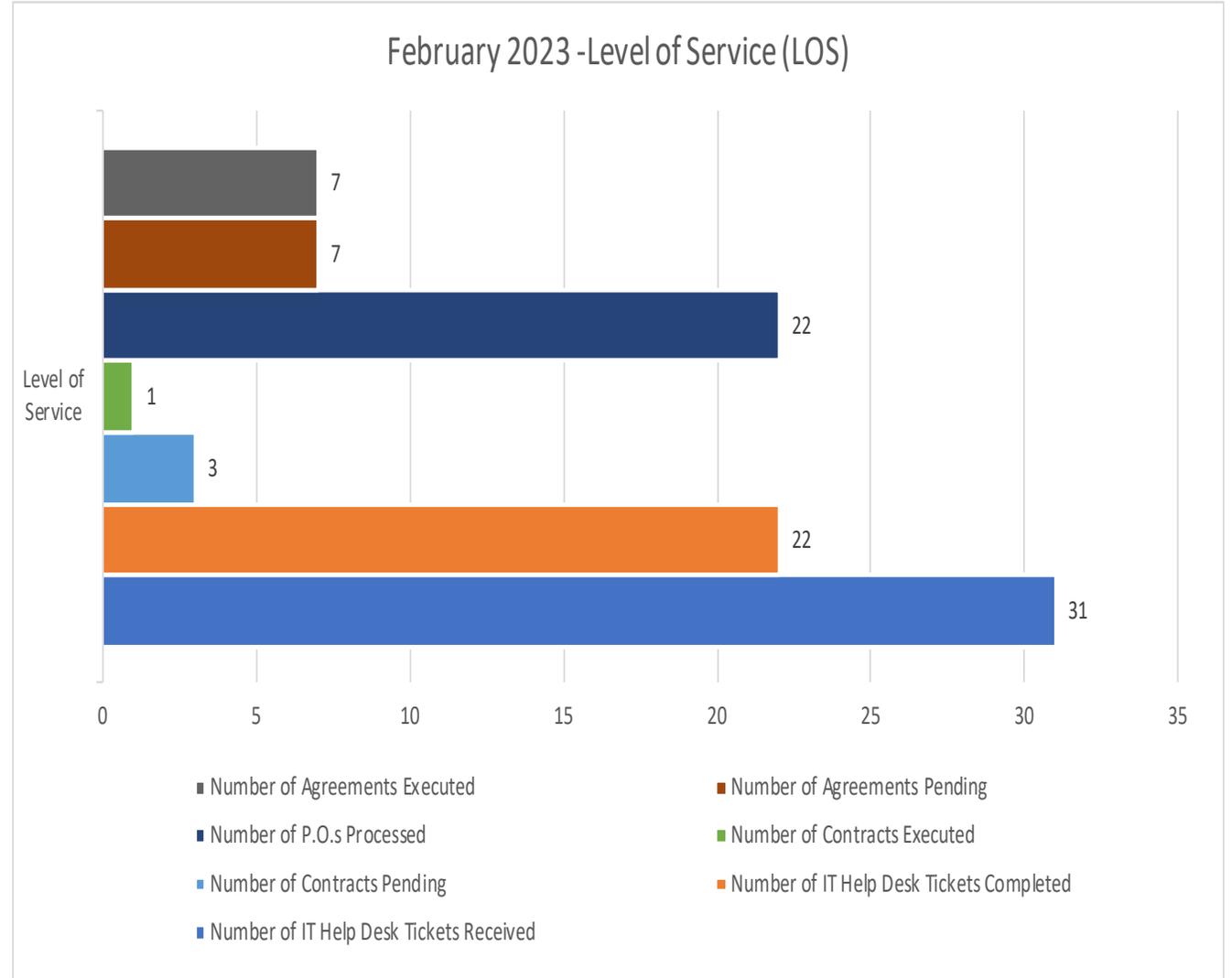
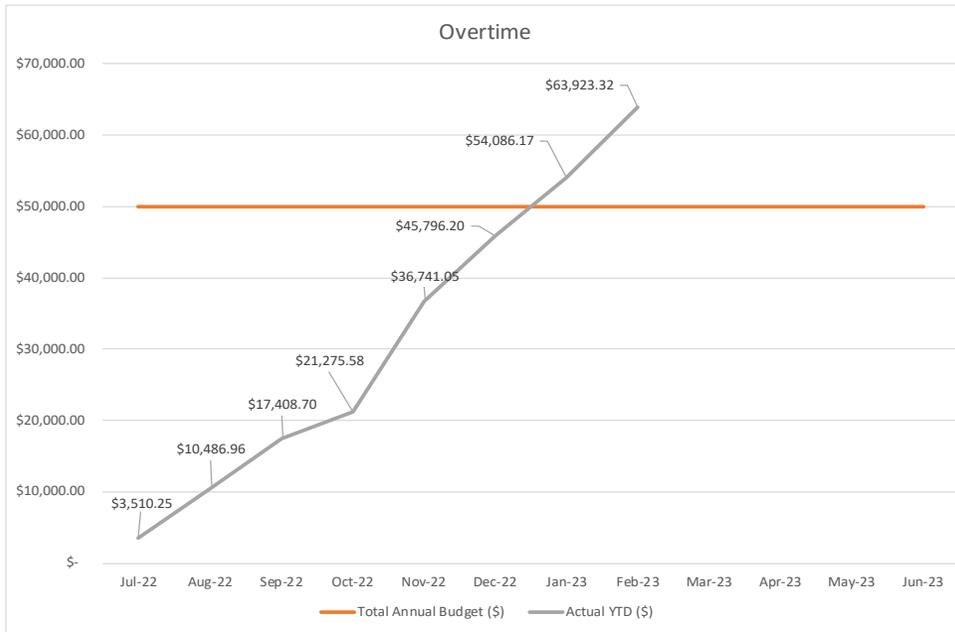
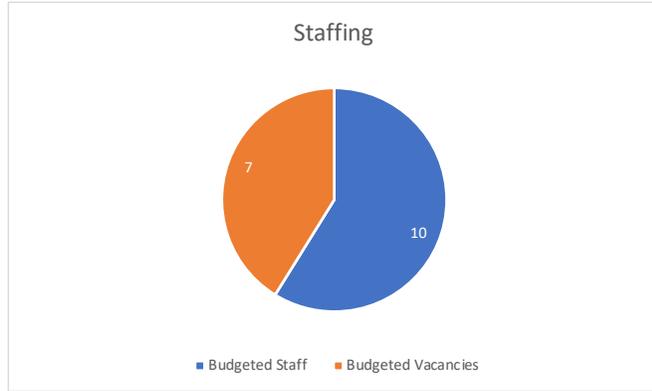
*See Attached*

Attachments: Personnel Pie Chart  
 Administration Division Monthly Dashboard

## % Vacancy Within Each Division Level



# ADMINISTRATION DASHBOARD



# ADMINISTRATION

	Jan-23		Feb-23		Previous FY YTD		Current FY YTD	
<b>STAFFING</b>								
Budgeted Staff vs Vacancies (Admin-HR-IT-PR)	8	9	10	7			10	7
<b>OVERTIME</b>								
Budget (\$) vs Actual (\$)	\$ 4,166.67	\$ 8,289.97	\$ 4,166.67	\$ 8,289.97			\$ 29,166.67	\$ 54,086.17

	Jan-23		Feb-23		Previous FY YTD		Current FY YTD	
<b>LEVEL OF SERVICES</b>								
# of IT Help Desk Tickets Received   Completed	32	25	31	22			137	104
# of Legal Claims Outstanding   Resolved	2	0	2	0			2	0
# of Contracts Pending   Executed	5	0	3	1			3	3
# of Purchase Orders Processed	26		22				99	
# of Agreements Pending   Executed	8	4	7	7			20	23
# of MOU   MOA Pending	0	1	0	1			0	1
# of MOU   MOA Executed	0	0	0	0			0	0
# of Customer Remarks	0		0				2	
# of Customer Compliments	1		0				3	

Note: DOW Dashboard data tracking started November 2022



**PLACEHOLDER**

**MANAGER'S UPDATE**

**Schedule of corrective actions to address FY 2022 Financial Audit Findings**