RESCHEDULED TO FRIDAY, AUGUST 31, 2018

REGULAR MEETING
Second Floor, Kaua‘i County Department of Water
4398 Pua Loke Street, Lihu‘e, Kaua‘i, Hawai‘i 96766

FRIDAY, AUGUST 24, 2018

10:00 a.m.

Or soon thereafter

A. CALL TO ORDER

B. ROLL CALL

C. ACCEPTANCE OF AGENDA

D. MEETING MINUTES
Review and approval of:
Regular Board Meeting – July 27, 2018

E. CORRESPONDENCE/ANNOUNCEMENTS

F. BOARD COMMITTEE & PERMITTED INTERACTION GROUP REPORTS

G. OLD BUSINESS
1. Discussion and Receipt of the American Water Works Association, Annual Conference Exposition Report (June 11-14, 2018)
   a. Report from Kaua‘i Board of Water Supply Member, Michael Dahilig

2. Manager’s Report No. 18-106 - Discussion and Possible Action on the Manager and Chief Engineer’s Goals for FY 2018-2019 (Update)

H. NEW BUSINESS
1. Resolution No. 19-02 – Farewell to Fay Tateishi (Retiree), Accountant IV, Fiscal Division

2. The Kaua‘i Watershed Alliance FY17-18 Progress Report presented by the Nature Conservancy Coordinator of the Kaua‘i Watershed Alliance

3. Manager’s Report No. 19-05 – Discussion and Possible Action on the Approval of the Department of Water’s Supplemental Budget for Fiscal Year 2018-2019

NOTE: If you need an ASL Interpreter, materials in an alternate format, or other auxiliary aid support, please contact Edie at 245-5406 or email: eineumiller@kauaiwater.org at least seven (7) calendar days before the meeting.
H. NEW BUSINESS (cont’d)
4. Manager’s Report No. 19-06 – Discussion and Possible Action for Job No. 18-9, Makaleha Tunnel Water Line Repairs, for design funding in the amount of $350,000.00

5. Manager’s Report No. 19-07 - Discussion and Possible Action on Board approval of the First Amendment to Contract No. 636 with Brown and Caldwell for Job No. 16-4 WP2020 WKK-03, Chlorination, MCC, Kīlauea Wells No. 1 & 2, Kīlauea, Kaua’i, Hawai’i for the expenditure of additional funds to the design budget in the amount of $64,023.00 and a contract time extension for an additional 180 days

6. Manager’s Report No. 19-08 – Discussion and Possible Action for As-Needed Construction Management Services for the Department of Water, First Amendment, Contract No. 637, Job No. 15-07, WP2020 Project No. HE-01 Reorganize Water System: Kaumuali’i Highway 16-Inch Main and Emergency Booster Pump Connection and WP2020 Project No. HE-10 Hanapēpē Road 6-Inch Main Replacement for revisions to allowable reimbursable items language for a revised contract end date of December 31, 2019 and time extension of 189 calendar days

I. CONSENT CALENDAR
1. Manager’s Report No. 19-09 – Discussion and Possible Action to approve a Grant of Easement Agreement for the Offsite Construction Plans for the County of Kaua’i Adolescent Treatment and Healing Center, affecting the following:
   a. County of Kaua’i, TMK: (4) 3-8-018:012, Hanamā‘ulu, Līhu‘e, Kaua’i, Hawai’i

2. Manager’s Report No. 19-10 – Discussion and Possible Action to approve a Grant of Easement Agreement for the Construction Plans for Eleele Iluna Phase 2 Subdivision Increment 2, affecting the following:
   a. Kaua’i Habitat for Humanity, TMK: (4) 2-1-012:036, Eleele, Kaua’i, Hawai’i

3. Manager’s Report No. 19-11 – Discussion and Possible Action to approve a Grant of Easement Agreement for the Construction Plans for Eleele Iluna Phase 2 Subdivision Increment 2, affecting the following:
   a. Kaua’i Habitat for Humanity, TMK: (4) 2-1-012:053, Eleele, Kaua’i, Hawai’i

4. Manager’s Report No. 19-12 – Discussion and Possible Action to approve multiple Right of Entry Agreements with private owners that will allow the Department of Water to relocate and reconnect water meters for Job No. 09-01 WP2020 Project No. K-01, K-12: Kalāheo 1111’ and 1222’ Water System Improvements, affecting the following:
   a. Valeria J. Camara, Trustee of the Valerie J. Camara Revocable Trust, TMK: (4) 2-4-005:127, Kalāheo, Kaua’i, Hawai’i
   b. Yvonne A. Carveiro, Trustee of the Edward W. Carveiro and Yvonne A. Carveiro Revocable Living Trust Agreement and Duane E. Carveiro, TMK: (4)2-4-005:128, Kalāheo, Kaua’i, Hawai’i
   c. Jonathan K. Akita and Audrey C.C. Akita, TMK: (4) 2-4-005:129, Kalāheo, Kaua’i, Hawai’i
J. **STAFF REPORTS**

MONTHLY

1. Discussion and Receipt of the Kaua‘i County Water Department’s Statement of Revenues and Expenditures
   a. July Monthly Summary Budget
   b. Accounts Receivable Aging Summary

2. Discussion and Receipt of the Report by the Public Relations Specialist on Public Relations Activities

3. Discussion and Receipt of the Chief of Operations’ Summary Report on Operational Activities

4. Discussion and Receipt of the Manager and Chief Engineer’s Monthly Update Regarding Activities of Note of the DOW

K. **EXECUTIVE SESSION**

Pursuant to H.R.S. §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 H.R.S. §92-4 and shall be limited to those items described in H.R.S. §92-5(a).

L. **TOPICS FOR NEXT WATER BOARD MEETING** (September 2018)

1. Manager’s Report No. 18-82 – Discussion and Possible Action on the Status Update on Water Plan 2020
2. Capital Improvement Project suggestions for 2019-2020
3. Resolution Adoption – Make A Splash Volunteers
4. Water Rate Study – SBRRB Results; Recommend Public Hearing

M. **TOPICS FOR FUTURE WATER BOARD MEETINGS**

1. Discussion and Receipt of the Department of Water’s Draft Audit Financial Statements and Independent Auditor’s Report by Accuity, Inc. for FY 2017-18 (*November 2018*)
2. Workshop presentation regarding the Table of Organization
3. Department of Water Performance Audit (*Update*)
4. Discussion and Possible Action to hire a consultant to provide a Policy in the Development of Priorities for the Current Rate Study & 2018-2019 Budget Process for:
   a. Capital Budget
   b. Operating Budget
   c. Reserves
   d. Debt
5. Update for HWWA Conference, Līhu‘e, Hawai‘i (November 7-9, 2018), Kōloa Landing
6. Workshop presentation regarding the Master Plan of the Department of Water’s former Administration Building, Baseyard, Micro Lab, Information Technology (*2019*)

N. **UPCOMING EVENTS**

1. Make a Splash, Project Wet (*September 20, 2018*)
2. HWWA Conference, Līhu‘e, Hawai‘i (*November 7 – 9, 2018*), Kōloa Landing
3. Annual Employee Meeting (*December 7, 2018*)
O. NEXT WATER BOARD MEETING
1. Friday, September 28, 2018, 10:00 a.m.
2. Friday, October 26, 2018, 10:00 a.m.
3. Wednesday, November 21, 2018, 10:00 a.m.
4. Friday, December 28, 2018, 10:00 a.m.

P. ADJOURNMENT
MEETING MINUTES
BOARD OF WATER SUPPLY
July 27, 2018

The Board of Water Supply, County of Kaua‘i, met in regular meeting at the Board Conference Room in Līhu‘e on Friday, July 27, 2018. Chair Beth Tokioka called the meeting to order at 10:02 a.m. The following Board members were present:

BOARD: Ms. Beth Tokioka, Chair
Mr. Sherman Shiraishi, Vice Chair
Mr. Lyle Tabata
Ms. Laurie Ho
Mr. Michael Dahilig
Mr. Thomas Canute

EXCUSED: Mr. Lawrence Dill

Quorum was achieved with 6 members present at Roll Call.

STAFF: Mr. Bryan Wienand
Ms. Fay Tateishi
Mr. Valentino Reyna
Mr. Edward Doi
Mr. Keith Aoki
Mr. Val Reyna
Mr. Ryan Smith
Ms. Jenny Paleracio, Intern
Ms. Janae Park, Intern
Deputy County Attorney Jodi Higuchi

Ms. Ho moved to approve the Regular Board Meeting minutes of June 22, 2018; seconded by Mr. Tabata; with no objections, motion carried with 6 ayes.

D. MEETING MINUTES
Review and approval of:
Regular Board Meeting – June 22, 2018

Ms. Ho moved to approve the Regular Board Meeting minutes of June 22, 2018; seconded by Mr. Tabata; with no objections, motion carried with 6 ayes.

E. CORRESPONDENCE/ANNOUNCEMENTS
1. Correspondence from Mr. Allan Rietow, Field Representative, The Nature Conservancy Coordinator for the Benefit of the Kaua‘i Watershed Alliance requesting to present a Kaua‘i Watershed Alliance Progress Report at the August 24, 2018 Regular Board Meeting, dated July 11, 2018

Mr. Dahilig moved to receive and to add the Correspondence from Mr. Allan Rietow, Field Representative, The Nature Conservancy Coordinator for the Benefit of the Kaua‘i Watershed Alliance requesting to present a Kaua‘i Watershed Alliance Progress Report at the August 24, 2018 Regular Board Meeting, dated July 11, 2018 on the August 24th Agenda; seconded by Mr. Tabata with no objections, motion carried with 6 ayes.
2. Correspondence and 2018 Annual Report from Mr. Ed Kawamura, Jr., East Kaua'i SWCD, Chair and Mr. Peter Tausend, West Kaua'i SWCD, Chair from the East & West Kaua'i Soil & Water Conservation Districts dated July 19, 2018

Mr. Dahilig moved to receive the Correspondence and 2018 Annual Report from Mr. Ed Kawamura, Jr., East Kaua'i SWCD, Chair and Mr. Peter Tausend, West Kaua'i SWCD, Chair from the East & West Kaua'i Soil & Water Conservation Districts dated July 19, 2018 and for the Department to send a Thank You letter to Mr. Ed Kawamura for a copy of the report; seconded by Mr. Canute, with no objections, motion was carried with 6 ayes.

- A Thank You Letter will be sent to Mr. Kawamura for the Annual Report.

F. BOARD COMMITTEE & PERMITTED INTERACTION GROUP REPORTS
None.

G. OLD BUSINESS
1. Manager’s Report No. 18-82 – Discussion and Possible Action on the Status Update on Water Plan 2020

BACKGROUND:
Manager Wienand gave an update on Water plan 2020 highlighting the following:
1. Notice to Proceed (NTP) design projects shown on Item #1.
   (3 are State funded projects with a June deadline)
2. Initiated design on new projects on Item #2.
   (2 projects resulted from the April flood on the north shore)
3. Island wide rehabilitated tanks projects was previously submitted to the Board for funding approval.
4. Island wide vulnerability and resiliency projects.
5. Base yard master plan for Operations is scheduled in 2019.
6. Phase Type (Page 2) - is the status of each project. Historically Water Plan 2020 was an aggressive plan laying out 260 projects to be completed in 20 years. Phase 3 projects still need to be completed but that should not be regarded as a negative because the plan was intentionally aggressive.

DISCUSSION:
Mr. Dahilig requested a follow up from the Manager regarding:
1. Puhi/Līhu'e/Hanamā'ulu System - Where are the deficiencies in the system that would bring broader water service to future development?
   Planning’s goals are in housing for local residents.
2. What are the Department’s plans in meeting those deficiencies?
3. Does Water Plan 2020 address the water deficiencies regarding the projected 4,000 homes by 2035 in the Līhu'e area? How would this be back tracked? Does Water Plan 2020 address this question or appropriate for the 2030 or 2040 Water Plan update?
4. Align with the General Plan Update.

At 10:10 a.m., Mr. Tabata exited the meeting.
At approx. 10:15 a.m. Mr. Tabata re-entered the meeting.

Chair Tokioka inquired that many projects that were scored 30 (high/urgency); why aren’t these projects moving? Manager Wienand said during the 2008 recession the Department of Water’s (DOW) capacity
was affected by the recession. The Phase 3 projects were not considered but will be part of the next long range plan (either WP2030 or WP2040).

Chair Tokioka asked that the scoring of 30 was critical but why wait? Manager Wienand commented there are 22 existing on-going designs with 7 projects that are in the construction phase. Projects will be looked at on the next long range plan.

Chief of Water Resources & Planning, Mr. Doi explained Water Plan 2020 was an island wide plan that consisted of many projects and scored. Projects were based on need with input by various managers and boards.

Civil Engineer Mr. Hinazumi added that some scores are high and the 30’s have not been accomplished and are Capital Improvement Projects (CIP). Intent of Water Plan 2020 was for infrastructure, capital rehabilitation replacement (maintenance) program. The 30’s and capital replacement were weighed higher during the earlier phase of Water Plan 2020. Mr. Hinazumi said DOW used the General Plan Update and part of Water Plan 2020 was to assess the condition of the infrastructure and to look at the General Plan and Planning’s focus areas and future development.

Received – 6 members

- Manager Wienand will prepare a follow up on Mr. Dahilig’s questions at the August Board meeting.

At 10:20 a.m., Chair Tokioka exited the meeting. Vice Chair Shiraishi continued the meeting.

2. Manager’s Report No. 18-106 - Discussion and Possible Action on the Manager and Chief Engineer’s Goals for FY 2018-2019 (Update)

- Mr. Tabata recommended to continue working with the Manager’s six (6) Goals. Chair Tokioka consented. This item will be placed on the August Agenda to continue discussion.

Received – 5 members

H. NEW BUSINESS

1. Discussion and Receipt of the American Water Works Association, Annual Conference Exposition Report (June 11-14, 2018)
   a. Report from Kaua‘i Board of Water Supply Member, Michael Dahilig
      - Pending; Place on the August Agenda.
   b. Report from Kaua‘i Board of Water Supply Member, Lyle Tabata
   c. Report from Kaua‘i Board of Water Supply Member, Thomas Canute

Received - Pending Mr. Dahilig’s report – 5 members

At 10:28 a.m., Chair Tokioka re-entered the meeting.

2. Resolution No. 19-01 – Farewell to Mona Yamauchi (Retiree), Customer Relations Assistant, Fiscal Division

Mrs. Yamauchi’s Resolution will be read at her farewell retirement (July 31st).

Ms. Ho moved to receive and adopt Resolution No. 19-01 – Farewell to Mona Yamauchi (Retiree), Customer Relations Assistant, Fiscal Division; seconded by Mr. Dahilig; with no objections, motion carried with 6 ayes.
3. **Manager’s Report No. 19-01** – Discussion and Possible Action on approval of design funding for Job No. 18-8, Limahuli Stream and Mānoa Steam Water Line Repairs in the amount of $250,000.00

**BACKGROUND:**
Manager Wienand indicated the existing water mains at both streams were severely damaged during the April flood. DOW is working on a strategy to get the water mains replaced. FEMA has a deadline of 30 months to get the work completed from design through construction to be eligible for reimbursement. Funds need to be approved for the design selection process. DOW is concurrently evaluating the possibility of working with the Department of Transportation to potentially get an agreement executed in which DOT would be the lead agency for repairing the road and their scope of work would include the water main repairs.

**DISCUSSION:**
Mr. Shiraishi referred to Page 2 that stated, “After funds for design are approved, the Department can proceed with the procurement for the design of the repairs. He asked if two designs were necessary for this job? Manager Wienand said this is one design project because the stream crossings which washed out both water lines are in close proximity to each other, and the design will also include mitigation.

Mr. Shiraishi moved to approve **Manager’s Report No. 19-01** – Discussion and Possible Action on approval of design funding for Job No. 18-8, Limahuli Stream and Mānoa Steam Water Line Repairs in the amount of $250,000.00; seconded by Mr. Canute; with no objections; motion carried with 6 ayes.

4. **Manager’s Report No. 19-02** – Discussion and Possible Action to Request Board Approval for Indemnification for Remote Support software between the Board of Water Supply, County of Kaua‘i and Splashtop

Mr. Shiraishi moved to approve **Manager’s Report No. 19-02** – Discussion and Possible Action to Request Board Approval for Indemnification for Remote Support software between the Board of Water Supply, County of Kaua‘i and Splashtop; seconded by Ms. Ho; with no objections, motion carried with 6 ayes.

I. **CONSENT CALENDAR**

1. **Manager’s Report No. 19-03** – Discussion and Possible Action to approve Grant of Easement with private owner that will allow the Department of Water to maintain and operate the Kekaha-Waimea Booster Pump station for Job No. 95-03: Kekaha-Waimea Booster Pump station, affecting the following:
   a. Waimea Plantation Makai, LLC, TMK: (4) 1-2-006:041, Waimea, Kaua‘i, Hawai‘i

Mr. Shiraishi moved to approve **Manager’s Report No. 19-03** – Discussion and Possible Action to approve Grant of Easement with private owner that will allow the Department of Water to maintain and operate the Kekaha-Waimea Booster Pump station for Job No. 95-03: Kekaha-Waimea Booster Pump station, affecting the following: a. Waimea Plantation Makai, LLC, TMK: (4) 1-2-006:041, Waimea, Kaua‘i, Hawai‘i; seconded by Mr. Tabata; with no objections motion carried with 6 ayes.

At 10:33 a.m., Mr. Tabata exited the meeting.

2. **Manager’s Report No. 19-04** – Discussion and Possible Action to approve a Grant of Easement Agreement for the Construction Plans for Kilauea Lighthouse Village project, affecting the following:
a. Kīlauea Ventures, LLC, TMK: (4) 5-2-023:030, Kīlauea, Kaua‘i, Hawai‘i

Mr. Shiraishi moved to approve Manager’s Report No. 19-04 – Discussion and Possible Action to approve a Grant of Easement Agreement for the Construction Plans for Kilauea Lighthouse Village project, affecting the following: a. Kīlauea Ventures, LLC, TMK: (4) 5-2-023:030, Kīlauea, Kaua‘i, Hawai‘i; seconded by Mr. Tabata; with no objections motion carried with 6 ayes.

At 10:33 a.m., Mr. Tabata exited the meeting.

J. STAFF REPORTS

MONTHLY

1. Discussion and Receipt of the Kaua‘i County Water Department’s Statement of Revenues and Expenditures
   a. June Monthly Summary Budget
   b. Accounts Receivable Aging Summary

Manager Wienand thanked Ms. Tateishi’s contributions on the Fiscal reports in addition to working with Waterworks Controller Mrs. Marites Yano. Ms. Tateishi will be recognized in August on her retirement.

Received – 6 members

At 10:34 a.m., Mr. Tabata re-enter the meeting.

2. Discussion and Receipt of the Report by the Public Relations Specialist on Public Relations Activities

BACKGROUND:
Public Information & Education Specialist, Ms. Kaohelaulii highlighted the following:
1. Department internal newsletter was written, designed and published by Intern Ms. Jenny Paleracio. The newsletter included a tropical smoothie recipe. Smoothies were provided to the DOW staff this morning to promote the newsletter readership and served to the Board members.
2. Mr. Jason Fujinaka, Information Specialist was introduced to the Board members.
3. Project Wet is scheduled for September 20th.
4. Blessing of the Kapa‘a Homestead Well scheduled for July 31st.
5. Hanapēpē and Eleele improvement project Informational Meeting will promote details about the construction work and will build a positive presence on August 1st at the Hanapēpē Neighborhood Center. Notices were sent out to the public.
6. DOW will shut down August 22nd for an Active Threat Training for all staff. Notices to customers have been implemented regarding bill payment as the payment drop box will remain available. Board members were invited to attend the training (4 hour morning training/lecture & followed by actual drills and scenarios in the afternoon).

Received – 6 members

3. Discussion and Receipt of the Chief of Operation’s Summary Report on Operational Activities

BACKGROUND:
Chief of Operations Mr. Reyna highlighted the following:
1. Completed Contract No. 661 and installed a temporary main line for Kahiliholo Road. Design and construction is pending and operations is working with Department of Public Works. Mr.
Tabata provided an update that the bid goes out next week, NTP is end of August, order was placed for pre-test of the concrete culvert and expected completion is end of November.

2. No significant increase in overtime May to June.

DISCUSSION:
Mr. Shiraishi noticed high leaks in June. Mr. Reyna said the high leaks were from Wainiha and Hanalei. He did not know if the leaks were rain related. Small diameter PVC pipes started to fail and Operations is monitoring trends.

Received – 6 members

At 10:44 a.m., Mr. Dahilig exited the meeting.

4. Discussion and Receipt of the Manager and Chief Engineer’s Monthly Update Regarding Activities of Note of the DOW

BACKGROUND:
Manager Wienand highlighted the following:

1. Contract Awarded/Extension/Amendments:
   - Glenmount Global Solutions, Inc. for SCADA System.
   - Hanamāʻulu Well #1 & #2 Abandonment – Executed contracts

2. Personnel Matters:
   - Jason Fujinaka, Information Specialist 1 – Hired
   - Civil Engineering III – Hired & will start August 1st
   - Pipefitter Helper – Hired; an internal move from Janitor II position
   - Goal is to address vacancies the next fiscal year. There are 23 open vacancies.

3. Customer Care & Billing (CC&B) Update – Request for Proposal deadline was yesterday for support service on CC&B to be hosted in the Cloud. Debit and credit card payment options will be part of the contract.

At 10:47 a.m., Mr. Dahilig re-entered the meeting.

Received – 6 members

   a. Report of the BAB pay down as of June 2018

Received – 6 members

K. QUARTERLY (April – June 2018)
1. Discussion and Receipt of the DOW’s Quarterly Project Status Update
   a. Construction Management Division Status

BACKGROUND:
Chief of Construction Manager highlighted the following:

1. State funded projects are out.
2. Majority of the time has been spent on Water Plan 2020.
3. Staffing – Hired new engineer that starts next week.
   More inspector applicants are being approved for interviews.
4. Working on Construction Management (CM) projects and running CIP projects.
5. Closing out private projects. Due to the CM staffing situations, CM cannot serve private projects.
   A few private projects are on hold. If inspectors are hired, they could start in October.
6. Initiative – PM web software with E-builder and went live on July 1st. All CIP projects started are electronic and 99% paperless in CM. There has been a majority of positive feedback from users.
   Previous submittals got approved in 4 weeks but are not approved in 10-20 days.
b. Engineering Division Design Status

**BACKGROUND:**
Civil Engineer Mr. Aoki highlighted the following:
1. No designs were completed the past quarter.
2. Kalâheo package A, B, C design is almost complete. Tracings were routed for signature and should be completed soon.
3. 'Anini Phase I expected to be completed this quarter.
4. MCC, Chlorination Facilities, Kīlauea Wells No. 1 & No. 2 was to be completed this quarter but Engineering is working on an Amendment with the contractor to negotiate adding scope to strengthen the MCC structure. If this project will be done, it will require additional design time to mid or early next year.
5. Two design contracts were awarded for the Kūhiʻō Hardy/Oxford 16” Main Replacement and the Island Wide Tank Rehabilitation projects.

Received - 6 members.

c. Water Resources & Planning Division Status

**BACKGROUND:**
Chief of Water Resources & Planning (WR&P) Mr. Doi highlighted the following:
1. Kauaʻi Water Use Development Plan – Stakeholders attended and provided input at a second meeting on the prototype of Līhu'e/Puhi/Hanamā'ulu area. The consultant is providing comments which may adjust the prototype.
2. WR&P is working on the upcoming Facilities Reserve Charge (FRC) grace period rule regarding different scenarios for exception to the rule. Grace period includes prior applicants who paid their FRC prior to 2015 and had three years to install their water meter but if they don’t they would have to pay the difference of the FRC. Example: Kukui‘ula did their facilities and developed in phases and was granted offsets for the FRC. The rules provide the Manager to provide exceptions with cases that are not identical. Mr. Dahilig mentioned the intent of the rule was to avoid meter squatting. Meters that were previously paid for were to go back to the Department to be reallocated for somebody else. Kukui‘ula has 1,500 meters and half way installed; Manager Wienand added that Construction Management (CM) has received a request for 1 water meter installation that has been delayed due to DOW’s staffing shortage within CM. Mr. Doi added that he estimates that there are over 1,000 meters with empty meter boxes in total. Notices were sent out to customers.

Received - 6 members.

L. **EXECUTIVE SESSION**
Pursuant to H.R.S. §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 H.R.S. §92-4 and shall be limited to those items described in H.R.S. §92-5(a).

M. **TOPICS FOR NEXT WATER BOARD MEETING** *(August 2018)*
1. Budget Rollovers
2. Resolution Adoption - Farewell to Fay Tateishi, (Retiree), Accountant IV, Fiscal Division

Regular Meeting: Friday, July 27, 2018- Page 7 of 8
   a. Report from Kaua‘i Board of Water Supply Member, Michael Dahilig
4. Manager’s Report No. 18-82 – Discussion and Possible Action on the Status Update on Water Plan 2020 (Update)
5. Manager’s Report No. 18-106 - Discussion and Possible Action on the Manager and Chief Engineer’s Goals for FY 2018-2019 (Update)
6. Correspondence from Mr. Allan Rietow, Field Representative, The Nature Conservancy Coordinator for the Benefit of the Kaua‘i Watershed Alliance requesting to present a Kaua‘i Watershed Alliance Progress Report at the August 24, 2018 Regular Board Meeting, dated July 11, 2018

N. TOPICS FOR FUTURE WATER BOARD MEETINGS
1. Capital Improvement Project suggestions for 2019-2020 (September 2018)
2. Resolution Adoption – Make A Splash Volunteers (September 2018)
3. Water Rate Study – SBRRB Results; Recommend Public Hearing (September 2018)
5. Workshop presentation regarding the Master Plan of the Department of Water’s former Administration Building, Baseyard, Micro Lab, Information Technology (2019)
6. Workshop presentation regarding the Table of Organization
7. Department of Water Performance Audit (Update)
8. Discussion and Possible Action to hire a consultant to provide a Policy in the Development of Priorities for the Current Rate Study & 2018-2019 Budget Process for:
   a. Capital Budget
   b. Operating Budget
   c. Reserves
   d. Debt
9. Update for HWWA Conference, Līhu‘e, Hawai‘i (November 7-8, 2018), Kōloa Landing

O. UPCOMING EVENTS
1. Make a Splash, Project Wet (September 20, 2018)
2. HWWA Conference, Līhu‘e, Hawaii (November 7 – 9, 2018), Kōloa Landing
3. Annual Employee Meeting (December 7, 2018)

P. NEXT WATER BOARD MEETING
1. Friday, August 24, 2018, 10:00 a.m. (Excused: Thomas Canute)
2. Friday, September 28, 2018, 10:00 a.m. (Excused: Thomas Canute)
3. Friday, October 26, 2018, 10:00 a.m.
4. Wednesday, November 21, 2018, 10:00 a.m.
5. Friday, December 28, 2018, 10:00 a.m.

Q. ADJOURNMENT
Mr. Shiraishi moved to adjourn the Regular Board meeting at 11:05 a.m., seconded by Ms. Ho; with no objections; motion carried with 6 ayes.

Respectfully submitted,

Edith Ignacio Neumiller
Commission Support Clerk

Approved,

Thomas Canute
Secretary – Board of Water Supply
Old Business
G. OLD BUSINESS

1. Discussion and Receipt of the American Water Works Association, Annual Conference Exposition Report

(June 11-14, 2018)

a. Report from Kaua'i Board of Water Supply Member, Michael Dahilig
RECOMMENDATION:
It is recommended that the Board discuss and review the Manager and Chief Engineer’s goals for the Department of Water for the upcoming FY 2018-2019.

FUNDING: N/A

BACKGROUND:
The Manager and Chief Engineer (hereinafter “Manager”) is responsible to the Board for the effective conduct of the affairs of the Department of Water. The Manager recommends and participates in Board formulation of Department mission, goals, objectives, rules, regulations, and related policies. Within that framework, the Manager plans, organizes, leads, coordinates, controls, and directs the staff, programs, and activities of the Department.

The Board of Water has the appointing authority to establish the Manager and Chief Engineer’s goals to set expectations for performance, to monitor its metrics, and provide feedback. The goals are reassessed and modified mid-year or as deemed necessary at the Board’s discretion. In addition, a performance evaluation will be provided to the Department of Human Resources by a minimum of eight (8) sources (e.g. subordinates, co-workers and superiors) at each anniversary date of the Manager. The Manager’s goals are set every fiscal year.

The following recommendations shall be used to establish goals:

A. Should be specific, measurable, attainable, realistic, relevant, and time-oriented.

B. Shall be determined in the form of a report, quantifiable result, physical accomplishment, recommendation, or other type of verifiable confirmation.

C. Must be able to accomplish or subsequently complete within the 12 month period starting July 1, 2018 and ending June 30, 2019. If the goal is expected to take more than one year, it is recommended that it be broken into achievable phases with specific benchmarks for the current year.

D. Deadlines must be set for accomplishing the goals for the Manager to focus on them in a timely fashion.

E. Priorities should be identified for the Manager to focus time and energy on the goals which deserve the most attention.

To evaluate the Manager’s performance for each goal, a “Balanced Scorecard” shall be established. The Balanced Scorecard shall show the percentage of each goal relative to the total score (i.e. the “weight”), and the total score shall equal 100%. For each goal, the following scoring legend shall be used:
Goal met: 1 point
- Goal partially met: 0.5 points
- Goal exceeded: 1.5 points
- Goal not met: 0 points

The score (points) will be multiplied by the weight (%) of each goal to determine the total score, which will be used to assess the overall performance of the Manager.

The Balanced Scorecard for the fiscal year beginning July 1, 2018 and ending June 30, 2019 is shown as Attachment 1 and includes a detailed description of each goal. The six main goals are as follows:

- Goal #1 – Expand Training Opportunities for Employees in Critical Areas of Need.
- Goal #2 – Improve Internal Communications.
- Goal #3 – Implement Customer Service Improvements.
- Goal #4 – Improve Employee Performance, Morale, and Build Unity.
- Goal #5 – Implement Operational and Fiscal Process Improvements to Increase Efficiencies and Effectuate Cost Savings.
- Goal #6 - Enhance Long Range Planning and Project Delivery.

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

Pros: The Department of Water and Manager and Chief Engineer will have a clear vision established for the next fiscal year with measurable, challenging, time-sensitive, and achievable goals aimed at improving customer service, accountability, and meeting the Department’s mission statement.

Cons: The goals set forth are intended to be challenging and the Manager and Chief Engineer and Department may not successfully complete all of them in fiscal year 2018-2019.

**Option 2:** Do not Approve Manager’s Report as recommended.

Pros: The Manager and Chief Engineer’s fiscal year 2018-2019 goals can be modified as directed by the Board.

Cons: Implementation of the goals could potentially be delayed.

**Option 3:** Approve Manager’s Report with modifications as deemed by the Board.

Pros: The Manager and Chief Engineer’s fiscal year 2018-2019 goals can be both modified as directed by the Board and implemented effective immediately.

Cons: Implementation of the goals could potentially be delayed or may not be consistent with Manager’s intentions.

Attachment: Manager’s Goals Update: Balanced Scorecard for Manager and Chief Engineer’s Goals for FY18-19
### Balanced Scorecard for Manager & Chief Engineer's Goals for FY18-19

<table>
<thead>
<tr>
<th>Goal #</th>
<th>Weight</th>
<th>Score</th>
<th>Score x Weight</th>
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<tbody>
<tr>
<td>1</td>
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<tr>
<td>2</td>
<td>15%</td>
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<tr>
<td>6</td>
<td>20%</td>
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**Scoring Legend:**
- Goal Not Met = 0 points
- Goal Partially Met = 0.5 Points
- Goal Met = 1 Point
- Goal Exceeded = 1.5 points

Goal #1 - Expand Training Opportunities for Employees in Critical Areas of Need. WEIGHT = 10%

Goal #2 - Improve Internal Communications. WEIGHT = 15%

Goal #3 - Implement Customer Service Improvements. WEIGHT = 10%

Goal #4 - Improve Employee Performance, Morale, and Build Unity. WEIGHT = 15%

Goal #5 - Implement Operational and Fiscal Process Improvements to Increase Efficiencies and Effectuate Cost Savings. WEIGHT = 30%

Goal #6 - Enhance Long Range Planning and Project Delivery. WEIGHT = 20%
## Attachment 1 - Balanced Scorecard for Manager & Chief Engineer's Goals for FY18-19

### Goal #1 - Expand Training Opportunities for Employees in Critical Areas of Need. WEIGHT = 10%

<table>
<thead>
<tr>
<th>Tactic</th>
<th>Action Steps</th>
<th>Desired Outcome</th>
<th>Success Measurements</th>
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<tbody>
<tr>
<td>#1.1</td>
<td>Provide a safe and healthy work environment for employees, customers, and visitors by creating and implementing a workplace safety program per Board Policy No. 1.</td>
<td>Development of workplace safety program. Satisfactorily address all correspondence from Hawai‘i Occupational Safety and Health Division (HIOSH).</td>
<td>Reduced incidents involving health and safety. Create and implement workplace safety program by June 30, 2019.</td>
<td>Active Shooter Training scheduled August 22, 2018 with Kaua‘i Police Department (KPD). KPD &amp; Manager to evaluate DOW facilities for potential safety improvements.</td>
</tr>
<tr>
<td>#1.2</td>
<td>Provide Incident Command System (ICS) training for selected employees to improve DOW’s ability to respond to extreme events or natural disasters.</td>
<td>Improved communications and capacity amongst DOW staff at Kaua‘i Emergency Operations Center during extreme events or natural disasters, such as 2018 flood event or a major hurricane event.</td>
<td>Ensure at least four (4) DOW staff are completely certified in all ICS courses (level 100, 200, 300, 400, 700, and 800). Ensure at least four (4) additional staff are certified in introductory level ICS courses, level 100&amp;200.</td>
<td>Identifying specific staff members who will be utilized in emergency response to Kaua‘i Emergency Management Agency’s Operations Center and corresponding level of certification that will be required.</td>
</tr>
<tr>
<td>#1.3</td>
<td>Identify specific training needs for all staff members and provide training opportunities, including leadership training.</td>
<td>All staff members to receive leadership training and job specific opportunities identified by supervisors to improve performance, improve customer service, and grow in ability to lead.</td>
<td>Manager to provide leadership training opportunities to division heads and staff. Division heads shall evaluate, determine, and provide specific training needs for staff and provide corresponding opportunities.</td>
<td>Working w/Dept. of Human Resources to determine current trainings for all division heads and employees and researching leadership training opportunities.</td>
</tr>
<tr>
<td>#1.4</td>
<td>Provide additional training to staff to fully utilize hydraulic modeling software. Execute contract with consultant software for license and maintenance of hydraulic modeling software.</td>
<td>Staff will be trained to utilize the hydraulic modeling software, coupled with G.I.S., for all DOW systems that are available and compatible with the DOW’s G.I.S.</td>
<td>Provide additional training to staff for hydraulic modeling software within FY18-19 with target date of completing prior to March 31, 2019.</td>
<td>Manager to work with Water Resources &amp; Planning to provide training and also to draft scope of services, prepare contract documents, and negotiate contract with selected consultant for hydraulic modeling software.</td>
</tr>
</tbody>
</table>
### Goal #2 - Improve Internal Communications. WEIGHT = 15%

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>#2.1</td>
<td>Establish and conduct monthly all-staff meetings and weekly division head meetings.</td>
<td>All employees shall stay informed as to the major events, outcomes, and updates of the DOW throughout the year to provide for more efficient operation and streamlined and consistent communications to internal and external customers.</td>
<td>All employees shall attend all-staff meetings, which shall be held on a monthly basis. All division heads shall attend weekly division-head meetings with Manager. Attendance to be taken at meetings.</td>
<td>Monthly all-staff meetings are ongoing and continue to be scheduled for every month throughout the year. Division head meetings shall continue to be held on a weekly basis.</td>
</tr>
<tr>
<td>#2.2</td>
<td>Identify opportunities to streamline workflow processes for more efficient operations. Identify opportunities to improve communications amongst divisions, between divisions, and with public.</td>
<td>Streamlined workflow processes with clear identification of division or person responsible for completing tasks, resulting in quicker responses to inquiries, excellent internal and external customer service.</td>
<td>Identify and implement at least four (4) workflow process improvements for more efficient operations in every division, quicker response times to customer inquiries, and quicker resolution of issues.</td>
<td>In progress. Division heads also being challenged to identify potential opportunities for workflow process improvements and provide to Manager.</td>
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### Goal #3 - Implement Customer Service Improvements. WEIGHT = 10%

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<tr>
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<tbody>
<tr>
<td>#3.1</td>
<td>Provide additional payment options for customers, including online credit card and debit card payments in addition to cash and checks.</td>
<td>More payment options for customers and improved customer service.</td>
<td>Implement additional payment options for online credit and debit card payments within fiscal year.</td>
<td>This service is being included in the Department’s solicitation for vendors for the CC&amp;B hosting solution to expedite implementation.</td>
</tr>
<tr>
<td>#3.2</td>
<td>Improve communications during and after emergencies, extreme events, or natural disasters by purchasing 800 MHz radios and/or satellite phones for selected staff, providing training, and conducting periodic testing of the system and protocols.</td>
<td>Ensure communications are maintained throughout and after an extreme event in which cell phone service would not be available.</td>
<td>Purchase and provide 800 MHz radios and/or satellite phones to selected staff and provide training. Establish radio communications plan in the event cell phone service is not available. Conduct period testing of system and protocols.</td>
<td>800 MHz radios were included in FY18-19 budget. Kaua‘i Emergency Management Agency (KEMA) has been contacted to conduct training once radios and/or satellite phones are purchased.</td>
</tr>
<tr>
<td>#3.3</td>
<td>Install new transponders for pilot project of “leak detection meters”.</td>
<td>Transponders shall be capable of notifying customers automatically if continuous usage (i.e. a leak) occurs for a which are intended to provide better customer service.specified duration, high usage occurs, etc.</td>
<td>Execute a contract to purchase 1000 new transponders for “leak detection meters” and DOW to install an average of at least 100 transponders per month once received.</td>
<td>DOW budget for FY18-19 includes budget for purchase of 1000 new transponders for “leak detection meters”.</td>
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</table>
### Goal #3 (Continued) - Implement Customer Service Improvements. WEIGHT = 10%

<table>
<thead>
<tr>
<th>Tactic</th>
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<tr>
<td>#3.4</td>
<td>Host DOW’s annual Make a Splash festival and develop one new annual water conservation and education event for DOW’s customers. Develop media campaign to promote DOW’s conservation measures.</td>
<td>Build a positive community and educational awareness of DOW through public relations programs. Educate customers about water quality and delivery, DOW’s compliance with Safe Drinking Water Act.</td>
<td>Continue to host annual Make a Splash Festival. Implement new annual water conservation and water education event in fiscal year 2018-2019.</td>
<td>In progress.</td>
</tr>
<tr>
<td>#3.5</td>
<td>Re-energize the customer service experience by developing a new customer welcome package in addition to all other ongoing DOW public-outreach efforts such as a Fix-a-Leak Week.</td>
<td>Improved customer service: upon completion of water service application provide customer with water conservation tools, DOW tips, phone list, brochure, FAQ’s, welcome letter, CTY sign-ups, etc.</td>
<td>Implement customer service welcome package in FY18-19 in addition to all other ongoing DOW public outreach efforts.</td>
<td>In progress.</td>
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### Goal #4 - Improve Employee Performance, Morale, and Build Unity. WEIGHT = 15%

<table>
<thead>
<tr>
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<tr>
<td>#4.1</td>
<td>Conduct annual Job Performance Reviews (JPRs) of six division heads &amp; all staff who direct-report to MCE (11 total), create Performance Improvement Plans as needed. Create system to schedule, track, &amp; ensure JPRs for all staff are conducted on annual basis.</td>
<td>For all division heads to perform at satisfactory level with high level of accountability. All staff given the opportunity to have an annual JPR conducted to identify opportunities for improvement and feedback between supervisors and team members.</td>
<td>MCE to conduct performance evaluations of all six division heads and all staff who direct-report to MCE. Create performance improvement plans as needed and implement to ensure satisfactory performance.</td>
<td>System has been developed and implemented to schedule and conduct JPRs of division heads and subsequently for all staff throughout the year. All supervisors expected to conduct JPRs of all staff.</td>
</tr>
<tr>
<td>#4.2</td>
<td>Fill at least 50% of all Department wide vacancies. Evaluate each division’s needs &amp; prioritize process of filling vacancies accordingly.</td>
<td>Improved performance, more balanced workloads for employees and less overtime, improved customer service.</td>
<td>Fill at least 50% of all vacancies in the Department by the end of fiscal year 2018-2019. As of July 2, 2018, the DOW had 23 vacancies.</td>
<td>Recruitment process will be ongoing. Position descriptions are being carefully evaluated.</td>
</tr>
<tr>
<td>#4.3</td>
<td>Identify and hire Deputy Manager-Engineer to assist Manager &amp; Chief Engineer in fulfilling duties of managing and leading the Department of Water.</td>
<td>Knowledgeable, talented leader who is capable of fulfilling the duties of the position, including assuming the duties of Manager &amp; Chief Engineer as needed.</td>
<td>Fill vacancy for Deputy Manager-Engineer within FY18-19.</td>
<td>In progress.</td>
</tr>
<tr>
<td>#4.4</td>
<td>Work with staff and fun committee to provide events, outings, dinners, etc. for all employees to participate in throughout the year to build morale, teamwork, and unity.</td>
<td>Happier, healthier, and more productive employees with enhanced sense of pride, value, accountability, commitment, teamwork, and dedication.</td>
<td>Provide at least six (6) events, outings, or dinners for all employees to participate in throughout the year to build morale, teamwork, and unity.</td>
<td>Fun committee meets monthly to schedule events, outings, dinners, etc. for employees to participate in.</td>
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<tr>
<td>#5.1</td>
<td>Utilize results of 2017 Water Audit to implement water-loss reduction measures and reduce system-wide water loss during FY18-19 (reduce “non-revenue” water).</td>
<td>Lower energy usage and associated production costs, as well as lower maintenance-related costs for DOW.</td>
<td>The cumulative annual water loss system-wide for FY 18-19 shall be reduced from previous year through implementation of water-loss reduction measures.</td>
<td>The 2017 Water Audit was completed by June 30, 2018 and the results are being carefully evaluated to target high priority areas for leak identification and repair. A water loss pilot study is being evaluated.</td>
</tr>
<tr>
<td>#5.2</td>
<td>Identify specific locations of water meters and input them into the DOW’s G.I.S. database to better serve customers and DOW staff. After all water meter locations are input into G.I.S., DOW will then hire consultant to migrate geodatabase to sequel server format.</td>
<td>Better customer service for all water service requests and inquiries via a system that correctly locates all existing water meters. DOW meter readers will not be completely dependent on memory or transitioning institutional knowledge when staff retire.</td>
<td>At least 99.0% of all DOW system water meters (approximately 21,800 water meters) to be located and input into G.I.S. by June 30, 2019.</td>
<td>I.T. staff have currently located and input over 50% of all DOW’s existing water meters into G.I.S. and will continue to move forward at accelerated pace. Manager to provide a DOW vehicle is available for I.T. staff to use for field work on routine basis.</td>
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<tr>
<td>#5.3</td>
<td>Negotiate and execute contract with professional engineering or architectural consultant for DOW Līhu‘e Baseyard Master Plan. Capture staff input by establishing task groups.</td>
<td>Spatial and functional planning analysis of the entire existing DOW base yard, internal and external, for present and future needs (20 years min.). Identify existing uses of facilities and determine best use and location, or relocation of existing and proposed structures, covered shelters for equipment and materials, green energy alternatives, parking for vehicles, equipment, and supplies.</td>
<td>Negotiate and execute contract within FY18-19 and initiate development of DOW Līhu‘e Baseyard Master Plan. Once the contract is executed, DOW to work with consultant to determine schedule for receiving conceptual plan alternatives with cost estimates, which will be presented to the Board for approval later in 2019.</td>
<td>A customized category was created for this proposed contract in the DOW’s most recent Notice for Professional Services to invite interested firms to submit a statement of qualifications for fiscal year 2018-2019 by the end of June, 2018.</td>
</tr>
<tr>
<td>#5.4</td>
<td>Complete the ongoing 5-year water rate study to ensure fair and reasonable water rates for DOW ratepayers. Present a recommendation to the Finance Committee and receive approval of final report from Board of Water.</td>
<td>The Department will continue to be fiscally responsible to its ratepayers in ensuring fair and reasonable water rates.</td>
<td>Receive approval of the final report from the Board of Water within FY18-19 with target of implementing any proposed rate increases by June 30, 2019.</td>
<td>The Department is working with the selected consultant to update the financial model with the approved fiscal year 2018-2019 budget, CIP projections, actual FY17-18 spending, and other details.</td>
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<tr>
<td>#5.5</td>
<td>Conduct a vulnerability and resiliency assessment to develop a comprehensive, island-wide strategy for preparing for the impacts of an extreme event, such as a Category 5 hurricane, for the DOW’s entire system. Generate a mitigation, preparedness, implementation, and rapid recovery report in 2019.</td>
<td>Improved emergency preparedness and water system hardening. Identification and prioritization of mitigation actions that can be taken before and after an extreme event to reduce impacts on the water system.</td>
<td>Negotiate and execute a professional services contract with selected consultant and substantially complete at least 50% of study in FY18-19. Scope shall realistically assess DOW’s ability to survive &amp; respond to a major disaster in a way that maintains, to the extent possible, its primary goal of providing safe, affordable, &amp; sufficient drinking water.</td>
<td>Manager has created a customized category for this professional services contract in DOW’s most recent Notice for Professional Services to invite interested firms to submit a statement of qualifications for fiscal year 2018-2019 by the end of June, 2018. DOW to initiate selection process in 3rd quarter 2018.</td>
</tr>
<tr>
<td>#5.6</td>
<td>Develop financial policies in support of the DOW’s water rate study and budgeting processes by executing a contract with a financial consultant to evaluate the DOW’s existing financial policies and make recommendations for policy development.</td>
<td>The Department will be better positioned to ensure a high level of fiscal responsibility to its ratepayers in maintaining fair and reasonable water rates. The budgeting process will be more streamlined.</td>
<td>Negotiate and execute a professional services contract with the selected financial consultant within FY18-19.</td>
<td>The scope of the proposed contract is being developed by the Fiscal division and funds for the contract have been budgeted in the fiscal year 2018-2019 budget.</td>
</tr>
<tr>
<td>#5.7</td>
<td>Identify best Asset Management software for DOW and initiate implementation of new software, if needed. The chosen software shall be used to eventually develop a Preventative Maintenance Program, compatible with G.I.S. and Great Plains, and shall be user-friendly.</td>
<td>Asset management software which will be compatible with G.I.S. and Great Plains, user friendly, and used to generate preventative maintenance work orders. Such a program will provide better water system reliability through wise asset management.</td>
<td>Identify asset management software and initiate implementation of new software in FY18-19.</td>
<td>In progress. The scope of the I.T. Strategic Plan will include identification of most appropriate asset management program for DOW.</td>
</tr>
<tr>
<td>#5.8</td>
<td>Create a vehicle fleet management system: provide a clear and simple system for staff to share and use vehicles based on needs.</td>
<td>Ensure that vehicles are maintained, replaced, and purchased in a timely and responsible manner. Ensure that the Department is responsible in purchasing, maintaining, replacing, and using vehicles.</td>
<td>Development and implementation of vehicle management program for the entire DOW in FY18-19. Provide necessary equipment to Auto Mechanics such as vehicle lift and tire machines.</td>
<td>In progress. Manager &amp; Chief Engineer is gathering information meeting with staff to identify challenges and opportunities.</td>
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<tr>
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<tr>
<td>#5.9</td>
<td>Negotiate and Execute a contract with a vendor to provide a cloud-based hosting solution for the Department’s Oracle billing system (Customer Care and Billing, “CC&amp;B”) which includes functional and technical support for more efficient CC&amp;B system and improved customer service.</td>
<td>More efficient customer care and billing system leading to improved customer service. More balanced workload for staff who are currently providing functional and technical CC&amp;B support.</td>
<td>Negotiate and execute a professional services contract with the selected financial consultant within FY18-19 with target date of completing prior to December 31, 2018.</td>
<td>In progress - DOW is working to create solicitation for vendors to submit proposals and anticipates releasing the Request for Proposals in September 2018.</td>
</tr>
<tr>
<td>#5.10</td>
<td>Create a new I.T. Strategic plan to supersede previous plan from 2013. Revise scope to include new initiatives for DOW to support current and future growth of Department.</td>
<td>Modernized I.T. Strategic Plan that accurately assesses current and future needs for Dept. of Water with feedback from I.T. steering committee. The plan shall provide recommendations and a realistic means to implement and prioritize I.T. initiatives.</td>
<td>Negotiate and execute a professional services contract with the selected financial consultant within FY18-19 with target date of completing prior to September 15, 2018.</td>
<td>In progress. DOW budget for FY18-19 includes budget for I.T. Strategic Plan.</td>
</tr>
<tr>
<td>#5.11</td>
<td>Establish systematic weekly check within Water Quality division for data required by Department of Health (SCRS/SDWIS) to ensure all required sampling is conducted. Create and implement a service plan for all dedicated sample stations for DOW systems.</td>
<td>Meet all local, state, and federal regulatory requirements from Department of Health and Environmental Protection Agency. Conduct all required sampling and monitoring throughout the year. Ensure quality control and quality assurance of all samples and laboratory practices.</td>
<td>No missed sampling, monitoring, or reporting events throughout the year. Service plan for all dedicated sample stations shall be created and implemented within FY18-19.</td>
<td>Water Quality staff and Manager and Chief Engineer (MCE) have initiated meeting on these matters and initiated an action plan. MCE to follow up with water quality staff to assist, track status, and ensure progress.</td>
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<tr>
<td>#6.1</td>
<td>Execute contract with consultant to prepare next major Water Plan document to succeed WP2020. Determine scope of services and incorporate considerations for County of Kauai General Plan update, Water Use and Development Plan, current and future zoning and land uses, DOW staff and project delivery capabilities, funding, etc.</td>
<td>Next Water Plan planning document to be completed with expertise from engineering consultant and WR/P staff. The document shall include provisions for projected growth, the County of Kauai’s General Plan, progress and status updates from ongoing Water Plan 2020 document, realistic implementation timeline for projects, industry standards (such as AWWA) for project prioritization methodologies, and flexibility to be updated and re-prioritized as needs and capabilities change over time.</td>
<td>Negotiate and execute a professional services contract with the selected financial consultant within FY18-19 that incorporates considerations for County of Kauai General Plan, update, Water Use and Development Plan, current and future zoning and land uses, DOW staff and project delivery capabilities, funding, etc.</td>
<td>Manager to work with Water Resources &amp; Planning to draft scope of services, prepare contract documents, and negotiate contract with selected consultant.</td>
</tr>
<tr>
<td>#6.2</td>
<td>Implement upgrade to project document management system (PM Web) and utilize for all WP2020 projects and private projects. Troubleshoot system to improve response time for construction submittals.</td>
<td>All construction projects will be using the electronic construction document management system and response times for construction submittals will improve.</td>
<td>Utilize new construction document management program for all DOW C.I.P. and private construction projects in FY18-19</td>
<td>Implementation of new construction management program has been initiated and training for staff and consultants was recently completed.</td>
</tr>
<tr>
<td>#6.3</td>
<td>Complete the design of at least four (4) Water Plan 2020 or C.I.P. Projects such that they are ready for construction.</td>
<td>Advance DOW’s capability to construct Water Plan 2020 projects and C.I.P. projects. Provide for more accurate budgeting and rate study projections. Ensure quality control and standardization of projects.</td>
<td>Within FY18-19 complete the design of at least four (4) Water Plan 2020 or C.I.P. Projects such that they are ready for construction.</td>
<td>Design is ongoing for Water Plan 2020 projects. Engineering division is responsible for all DOW engineering design work (CIP and private developer).</td>
</tr>
<tr>
<td>#6.4</td>
<td>Evaluate and update existing Water System Standards - make necessary revisions as it relates to water resources &amp; planning, engineering, and construction.</td>
<td>Up-to-date Water System Standards, which will be applied to all DOW projects and private developer projects.</td>
<td>Target completing at least 50% of updates by June 30, 2019.</td>
<td>Engineering, Construction, and WR/P have initiated review of Water System Standards and will schedule regular meetings to track progress.</td>
</tr>
</tbody>
</table>
New Business
WHEREAS, Fay Tateishi joined the staff of the Department of Water (DOW) on August 1, 2003, as an Accountant I. She was then promoted to Accountant III in 2010 and is now retiring as an Accountant IV, supervising the Accounting Section of the Fiscal Division; and

WHEREAS, Fay has a naturally positive attitude, sweet demeanor, and has always gone the extra mile to help her coworkers with a smile even though she was up to her eyeballs with work; and

WHEREAS, Fay has spent countless hours reviewing Requisitions and Purchase Orders, receiving Invoices and processing thousands of DOW checks every year; and

WHEREAS, Fay has exemplified the meaning of conservation with her handy tools at her desk by fixing and reusing equipment and supplies until they truly disintegrate, thus extending the life of some aging assets; and

WHEREAS, Fay can now continue to check items off her bucket list and travel in peace without having to worry about PO rollover deadlines or closing AP’s for the fiscal year end audit; and

WHEREAS, Fay can now eat her lunch in peace in the comforts of her own home or on the balcony of another boat cruise while appreciating the beauty outside of her normal confined walls and mountain pile of invoices at her workstation; and

WHEREAS, Fay can now apply her accounting skills to balancing her own travel expenditures without supplying back-up documentation to her p-card expenditures;

WHEREAS, Fay will now have more time to spend with her bon dance family to plan and organize their annual event and doesn’t have to rush to beat the traffic jam during peak hours to get to her bon dance practices; and

WHEREAS, Fay can now enjoy CHOYA during weeknights without worrying about going to work the next day; and

WHEREAS, Fay will be fondly remembered by everyone for the home grown avocados that she always brought to share, her “mochi” and “chichidango,” her sponge cake, soba noodles, and her signature dishes and dessert creations which she generously brought to the office and every DOW celebration; and

WHEREAS, the Department and its customers all benefited from her 15 years of unparalleled knowledge, experience, and dedicated service and she will be greatly missed; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER SUPPLY, COUNTY OF KAUA’I, STATE OF HAWAI’I, that on behalf of the water-consuming customers on Kaua’i, it expresses its acknowledgment and appreciation of the many years of dedicated service rendered by Fay Tateishi and it extends to Fay its best wishes for much happiness and success in her retirement, as well as many more …..

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to FAY TATEISHI with our warmest Aloha and best wishes for success in all her future endeavors.

We do certify that the foregoing was duly adopted by the Board of Water Supply during its meeting on August 24, 2018.

_______________________________________
Beth Tokioka, Chairperson

________________________________________
Thomas Canute, Secretary
Kauaʻi Watershed Alliance

2018 Presentation to Kauaʻi Board of Water Supply
Keauhou Fire Destroys 3,679 Acres So Far

By Big Island Now
August 10, 2018, 1:42 PM HST (Updated August 10, 2018, 2:17 PM)

The Keauhou fire continues to burn within Hawaii Volcanoes National Park as of Aug. 10, 2018.

Leeward Oahu brush fires almost contained, but burning

Published: Saturday, August 4th 2018.
Updated: Wednesday, August 8th 2018.

By HNN Staff

Kauai firefighters respond to 4 back-to-back brush fires

Published: Thursday, August 9th 2018, 7:53 pm HST
Updated: Thursday, August 9th 2018, 8:32 pm HST

By HNN Staff
Los Angeles Times

A Hawaiian island got about 50 inches of rain in 24 hours. Scientists warn it’s a sign of the future

By HEIDI CHANG  APR 28, 2018  |  3:00 AM  |  HONOLULU

Floodwaters on the Hawaiian island of Kauai turned orange, a sign of the high iron content in the volcanic soil.  
(Brandon Verdura / Associated Press)
Rainfall at Waiʻaleʻale Summit Comparison

Jan to Aug 2018 ~340 inches

Jan to Dec 2017 ~310 inches
Watershed Partnership Areas: Alakaʻi Plateau and Wainiha

- Watershed Protection fences
- Monitoring Cameras & associated materials
- Streamway impacts from woody & rock debris flows
- Communications antenna & Radio transmitters
Kauai Watershed Alliance Communications
Antenna & Radio Transmitters
Halehāhā Fence Stream Crossing
KWA IP Camera Monitoring Site: Wainiha

Before
KWA IP Camera Monitoring Site: Wainiha
<table>
<thead>
<tr>
<th>Infrastructure Item</th>
<th>Repair/Replace</th>
<th>Complete?</th>
<th>Cost Est.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halehaha Stream Crossing</td>
<td>Repair</td>
<td>4/24/2018</td>
<td>$20,000</td>
</tr>
<tr>
<td>E. Alakai Stream Crossing</td>
<td>Repair</td>
<td>No</td>
<td>$4,000</td>
</tr>
<tr>
<td>Laau Radio Repeater</td>
<td>Repair</td>
<td>No</td>
<td>$8,000</td>
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<tr>
<td>Wainiha IP Camera Site</td>
<td>Replace</td>
<td>No</td>
<td>$12,000</td>
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<tr>
<td>Survey Flight</td>
<td>N/A</td>
<td>Yes</td>
<td>$4,000</td>
</tr>
</tbody>
</table>

**Estimated Total Cost** $48,000
Statewide ‘Ōhi‘a Distribution

857,300 total acres
Hawai‘i Island >50%

‘Ōhi‘a Distribution by Moisture Zone

- Dry
- Mesic
- Wet
- Mixed Wet and Mesic

USGS - science for a changing world
What is Rapid ‘Ōhi‘a Death?

• Fungus: *Ceratocystis*
• Enters through wounds
• Cannot be seen on outside surfaces of tree
• Grows in sapwood
• Cuts off water supply
Where did the fungus come from?

C. huliohia or sp. B

C. lukuohia or sp. A
Kauaʻi Detection May 2018

15 trees sampled
10 positive for *Ceratocystis hulioha* (formerly species B)
Kauaʻi Detection

- Not sure how widespread the infection is
- Not sure how long Ceratocystis huliohia has been on Kauaʻi
- Next steps:
  - Remote Sensing
  - Drone Surveys
  - Helicopter surveys
  - Field sampling
What can we do?
KAUA`I WATERSHED ALLIANCE
60% OF ISLAND RECHARGE
MANAGEMENT UNITS


Map by Theresa Cabrera Menard, The Nature Conservancy of Hawai`i, March 2018
Annual Budget ~$1 million

PROGRAM FUNDING

40% Public funds raised during prior year and 60% Private funds raised during the current fiscal year.

State of Hawaii Dept of Water Fish & Wildlife Service
MANAGER’S REPORT No. 19-05

August 24, 2018

Re: Discussion and Possible Action on the Approval of the Department of Water’s Supplemental Budget for Fiscal Year 2018-2019

RECOMMENDATION:
The Department is requesting Board approval to rollover the budget of the attached list of Outstanding Purchase Orders (PO) to Fiscal Year (FY) 2018-2019 DOW Budget.

BACKGROUND:
The Department submitted the DOW Operating & New Capital Outlay Budgets for FY 2018-2019 and were subsequently approved by the Board on May 27, 2018.

In closing the FY 2017-2018 financials, the Department seeks Board approval to rollover the attached list of Outstanding Purchase Orders from FY 2017 – 2018 to FY 2018-2019 budget. These PO Rollovers are lists of existing contracts and miscellaneous purchase orders of materials and services that were encumbered but not expended as of June 30, 2018. (The Outstanding PO list is attached.)

If approved, the FY 2018 – 2019 budget will be increased as follows:

<table>
<thead>
<tr>
<th>Operating Expenses - W/U</th>
<th>$ 2,494,701</th>
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<tbody>
<tr>
<td>Capital Outlay:</td>
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<tr>
<td>Water Utility</td>
<td>$16,549,415</td>
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<tr>
<td>FRC</td>
<td>555,756</td>
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<tr>
<td>BAB</td>
<td>5,133,341</td>
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<tr>
<td>Total PO Rollovers</td>
<td>$24,733,213</td>
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</table>

Board approval is hereby recommended.

OPTIONS:
Option 1: Approve as recommended.
Pro: The Department’s unfinished programs and projects will continue to be implemented.

Con: None.
Option 2: Disapprove the recommendation.
Pro: None.
Con: DOW’s obligation to pay remaining contract balances does not terminate.

Attachments: Supplemental Budget Year End Encumbrance Increase Report

Mgrrp/August 2018/19-05/Discussion and Possible Action on the Approval of the Department of Water’s Supplemental Budget for Fiscal Year 2018-2019 (8-24-18):ein
## Supplemental Budget - Year End Encumbrance Increase Report

**PO Rollvers**

### PY Encumbrance Increase Budget

<table>
<thead>
<tr>
<th>PO Number</th>
<th>GL Account No.</th>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>PO 0003449</td>
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<td><strong>10-01-10-540-010 Total</strong></td>
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<td>PO 0002910</td>
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<td>WU-Adm-Adm-Utility Services</td>
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<td><strong>10-01-10-551-000 Total</strong></td>
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<tr>
<td>PO 0003290</td>
<td>10-01-10-561-000</td>
<td>WU-Adm-Adm-Repairs and Maint-Non Water System</td>
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<tr>
<td><strong>10-01-10-561-000 Total</strong></td>
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<td><strong>$13,388</strong></td>
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<tr>
<td>PO 0003263</td>
<td>10-01-10-573-020</td>
<td>WU-Adm-Adm-Meeting Expense - Board</td>
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<td>WU-IT-Adm-Rentals &amp; Leases</td>
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<td>PO 0002614</td>
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<td>WU-Ops-TandD-Repairs and Maintenance- Other than WS</td>
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<td>WU-Eng-ALLR-KW-07 Paua Valley Tank Repair</td>
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<td><strong>PO 0002618</strong></td>
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<td>WU-Job-13-07-Koloa D Repairs</td>
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<td>WU-Eng-ALLR-12-01 H-05 Weke Anae Hee 6-8IN Main</td>
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<td><strong>PO 0002601</strong></td>
<td>10-20-00-604-138</td>
<td>WU-Eng-69%R-11-07 HE-03 Hanapepe &amp; Koloa Well MC</td>
<td>$24,468</td>
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<td><strong>PO 0002615</strong></td>
<td>10-20-00-604-146</td>
<td>WU-Eng- Hanapepe Connecting Pipeline HE-1 &amp; HE-10 (RR12%)</td>
<td>$60,707</td>
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<td><strong>PO 0003601</strong></td>
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<td>WU-Eng- Kilauea Wells MCC Rehab</td>
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<td><strong>PO 0002626</strong></td>
<td>10-20-00-604-159</td>
<td>WU-Eng-Job no. 17-07, Moloa Road Easement</td>
<td>$21,000</td>
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<td><strong>PO 0003581</strong></td>
<td>10-20-00-604-160</td>
<td>WU-Eng- Islandwide Rehabilitation of Tanks</td>
<td>$536,527</td>
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<td><strong>PO 0003321</strong></td>
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<td>WU-Cm-Capital Purchases - R&amp;R</td>
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<td>WU-Cm-Capital Purchases - R&amp;R</td>
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<td><strong>PO 0002624</strong></td>
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<td>FRC-Eng-ALLE-18In ane Haul Road Main</td>
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<td><strong>PO 0002599</strong></td>
<td>20-20-00-605-104</td>
<td>FRC-Eng-ALLE-05-02 HW-12 Drill Wainihia- Haena Well</td>
<td>$47,869</td>
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<tr>
<td><strong>PO 0002617</strong></td>
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<td>FRC-Eng-ALLE-12-02 WK-23 UH ExpmnttalStorage Tank</td>
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<td>PO 0002597</td>
<td>20-20-00-605-118</td>
<td>FRC-Eng-ALLE-WK-39 Drill Kapaa Homestead Well</td>
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<tr>
<td>PO 0002611</td>
<td>20-20-00-605-120</td>
<td>FRC-Eng-Kilauea 1.0 MG tank (EXP 90%)</td>
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<td>PO 0002616</td>
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<td>FRC-Eng-Haena 0.2 MG tank (EXP)</td>
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<td>PO 0003149</td>
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<td>FRC-Eng-Drill and Test Kilauea Well #3 (EXP)</td>
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**BAB Fund - Capital Outlay**

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<th>BAB Fund (Capital Outlay - R&amp;R)</th>
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<td>PO 0002596 30-20-00-604-101</td>
<td>BAB-Eng-ALLR-10-01 Ani-01a Anini &amp; Kaliihawai Rd 6-</td>
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<tr>
<td>PO 0002977 30-21-00-604-107</td>
<td>BAB-Cns-KP 09, 11-07, Kōloa Well 16A &amp; 16B</td>
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<tr>
<td>PO 0003577 30-21-00-604-017</td>
<td>BAB/Cns/1.45%/R-18In Cane Haul Main (1.45% RR of $3.15M)</td>
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<td>PO 0003575 30-21-00-605-118</td>
<td>BAB-Cns-ALLE-WK-39-Kapaa Homestead Well No. 4</td>
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<tr>
<td>PO 0003605 30-40-00-604-114</td>
<td>BAB-Ops-ALLR-PLH-39a Lihue Baseyard Phase I</td>
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<tr>
<td>PO 0002607 30-20-00-604-105</td>
<td>BAB-Eng-ALLR-09-01 K-01 Kalaheo 1111FT &amp; 1222FT</td>
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<tr>
<td>PO 0002595 30-20-00-604-112</td>
<td>BAB-Eng-ALLR-11-02 PLH-01a Grove Fram Tanks 1 and 2</td>
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**BAB Fund (Capital Outlay - Expansion)**

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<tr>
<th>BAB Fund (Capital Outlay - Expansion)</th>
<th>303,753.80</th>
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<tbody>
<tr>
<td>PO 0002599 30-20-00-605-104</td>
<td>BAB-Eng-ALLE-05-02 HW-12 Drill Wainiha-Haena Well</td>
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<tr>
<td>PO 0002594 30-20-00-605-116</td>
<td>BAB-Eng-ALLE-02-14 WK-08 Kapaa Homesteads Tank</td>
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<td>PO 0002611 30-20-00-605-120</td>
<td>BAB-Cns-ALLE-02-06 WKK-15 Kilauea 466 Tank Puu Pane</td>
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<td>PO 0002608 30-20-00-605-125</td>
<td>ESAKI SURVEYING &amp; MAPPING INC.</td>
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<tr>
<td>PO 0002620 30-20-00-605-139</td>
<td>BAB-Eng-ALLE-02-11 M-02 100K Tank &amp; Pipeline Moloaa</td>
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<tr>
<td>PO 0002628 30-20-00-605-158</td>
<td>BAB-Eng-ALLE-11-3-MO-03-Land &amp; Well Acq Moloaa &amp; Wai</td>
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**Fund Balance Projections - R1**

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<thead>
<tr>
<th></th>
<th>Water Utility General Fund</th>
<th>Water Utility Emergency Reserve</th>
<th>Water Utility Debt Reserve</th>
<th><strong>Facility Reserve Charge Fund</strong></th>
<th>Bond Fund</th>
<th>State Revolving Fund</th>
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<tr>
<td><strong>Beginning Fund Balance (Unadjusted)- 7/1/18</strong></td>
<td>$25,695,016</td>
<td>$5,900,000</td>
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<td>Non- Revenue Cash - Inflow</td>
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<td>Transfers In</td>
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<td><strong>Adjusted Balance</strong></td>
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<td>PY Encumbrances (Capital Outlay)</td>
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<td>PY Encumbrances (Operating Expenses)</td>
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<td>Interfund Transfer</td>
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<td><strong>Estimated Ending Balance - 6/30/19</strong></td>
<td>$5,931,285</td>
<td>$6,300,000</td>
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<td>$0</td>
<td>$7,362,328</td>
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<td>$23,793,613</td>
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**FRC fund balance is not sufficient to fund the Proposed Capital Outlay - Expansion Projects. An Interfund transfer through a Manager's Report will be required in order to proceed with any of the FRC Capital Outlay - Expansion projects.**
MANAGER’S REPORT No. 19-06

August 24, 2018

Re: Discussion and Possible Action for Job No. 18-9, Makaleha Tunnel Water Line Repairs, for design funding in the amount of $350,000.00

RECOMMENDATION:
It is recommended that the Board approve $350,000.00 in design funding for Job Number 18-9, Makaleha Tunnel Water Line Repairs.

FUNDING:

| Account No.’s | 10-20-00-604-164 |
| Acct Description | WU/Eng/AdminCapital Outlay – Rehabilitation and Replacement |
| Funds Available | Verified by WWC | $ 350,000.00 |

| Contract No. | n/a |
| Vendor | n/a |
| Contract Amount | $ n/a |
| 5% Contingency | $ n/a |
| Total Funds Certified To Date | $ n/a |

Amendment:

| Description | $ n/a |
| Total Amendment | $ n/a |

| Contract Amount To Date | $ n/a |
| Fund Balance | $ 5,331,285.00 |

Contract NTP Date: N/A
Original Contract End Date: N/A
New Contract End Date if Contract Time Extension: N/A

BACKGROUND:
The Makaleha Tunnel water line was exposed by the April 2018 record rain event and flooding. Though still operational, the water line is extremely vulnerable to damage and failure. The Department of Water (DOW) is proposing to address the situation either by restoring and stabilizing the stream bank, and/or by realigning the water line further away from the stream bank to mitigate future water line failure. The Department is recommending that design funds of that total $350,000.00 be approved for this project so that the procurement process for the selection of a design consultant can proceed.
Additionally, because the existing lines were damaged in the flood, the project is eligible for FEMA reimbursement of up to 75% of eligible costs to replace the damaged water lines. If measures are taken to provide additional mitigation from future storm damage, the DOW may be eligible to receive up to 100% reimbursement for the mitigation component of the work. It is anticipated that the proposed design will be considered as a mitigation measure; however, the final determination will ultimately be made by FEMA.

The Department’s position is that this project is necessary and should be completed regardless of FEMA’s reimbursement determinations, which are expected to take months or years. If the DOW acts now to replace the damaged water lines and completes the repairs within 30 months of the April 2018 flood event, a majority of the costs should be reimbursed by FEMA.

**OPTIONS:**

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

**Pro:** DOW will be able to proceed with a design to repair the water lines at Makaleha Tunnel and the project is eligible for reimbursement costs from FEMA.

**Con:** The Department will need to complete the procurement, design, and construction of the project within 30 months of April 2018 to remain eligible for FEMA reimbursement.

**Option 2:** Do not Approve Manager’s Report as recommended.

**Pro:** The Department would concentrate its efforts on other ongoing projects in design and construction.

**Con:** The DOW will not be able to design permanent repairs to the water lines. The existing water line will be vulnerable to damage and subject to failing in the future. The Department will also forfeit the opportunity for FEMA reimbursement for the permanent repairs to the damaged water lines.
MANAGER’S REPORT No. 19-07

August 24, 2018

Re: Discussion and Possible Action on the First Amendment to Contract No. 636 Job No. 16-4 WP2020 WKK-03, Chlorination, MCC, Kīlauea Wells No. 1 & 2, Kīlauea, Kaua’i, Hawai’i with Brown and Caldwell for a time expenditure of 180 days for additional design funding in the amount of $64,023.00

RECOMMENDATION:
It is recommended that the Board approve a first amendment to contract No. 636 with Brown and Caldwell for the subject project for the expenditure of additional funds to the design budget in the amount of $64,023.00.

FUNDING:

<table>
<thead>
<tr>
<th>Account No.</th>
<th>10-20-00-604-157</th>
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<tbody>
<tr>
<td>Acct Description</td>
<td>WU/Eng/AdminCapitalOutlay-Rehabilitation and Replacement</td>
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<tr>
<td>Funds Available</td>
<td>$64,023.00</td>
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</tbody>
</table>

| Contract No. | 636 |
| Vendor       | Brown and Caldwell |
| Contract Amount | $349,168.00 |
| 5% Contingency | $17,458.00 |
| Total Funds Certified To Date | $366,626.00 |

Amendment:

| Additional Funds Requested for Amendment 1: MCC Building Hardening and Specialty Inspections During Construction | $64,023.00 |
| Available Contingency Funds | $17,458.00 |
| Total Amendment | $81,481.00 |

| Contract Amount To Date | $430,649.00 |
| Fund Balance | $5,267,262.00 |

Contract NTP Date: May 2, 2017
Original Contract End Date: May 1, 2018 (prior to Stop Work notices issued by DOW)
New Contract End Date if Contract Time Extension: Additional 180 calendar days if 1st Amendment approved.
BACKGROUND:
This project will replace the existing pump for well No. 2 at the existing Kīlauea Wells No. 1 & 2 site and the existing Motor Control Center (MCC). The scope also includes installing a permanent hardened generator shelter to protect the existing emergency generator on site. The Kīlauea Wells No. 1 & 2 are currently the only source for the Kīlauea water system and the project has been identified as a high priority by the DOW’s Operations division due to the poor condition of the existing MCC existing Pump No. 2, and the lack of a shelter for the existing emergency generator.

The Manager has recently initiated an island-wide evaluation of the vulnerability and resiliency of all of the DOW’s critical facilities island-wide. During this process, the Manager requested that the consultant evaluate the vulnerability and resiliency of the existing MCC structure with respect to potential damage from an extreme event such as a Category 4 or 5 hurricane. The consultant has advised that the existing MCC structure is susceptible to damage and would need to be strengthened to protect this critical site in the event of a potential hurricane event. Should the existing MCC suffer wind and rain related damage in a hurricane, the repair or replacement of the MCC could take months and there would be no source of water for the entire Kīlauea system.

The requested amendment to the contract is for the consultant to provide additional design work to strengthen the existing MCC structure such that it could withstand a Category 4 or 5 hurricane. The amendment also includes specialty inspection services for foundation soil compaction, rebar, and masonry. The Department’s construction management staff cannot provide these specialized inspection services; therefore, they will be contracted through the consultant so that the construction contractor does not hire his own specialty inspectors during construction. The Department has reviewed the proposal from the consultant and has found it reasonable.

OPTIONS:

**Option 1:** Approve the expenditure of the additional design funds.
Pro: This will allow the DOW to finish the design and include the hardening of the existing MCC building for protection from hurricane force winds. It will also provide for the required specialty inspection during construction of the project.

Con: Additional funds will be expended.

**Option 2:** Do not approve the expenditure of the additional design funds.
Pro: Additional funds will not be expended.

Con: The DOW will not be able to include the hardening of the existing MCC building for protection from hurricane force winds. The entire Kīlauea water system will remain at risk during extreme events such as hurricanes. The required specialty inspection during construction of the project will also be at risk of being hired by the construction contractor, which may compromise the integrity of the inspection services.

KA/ein

Mgrp/August 2018/19-07/Discussion and Possible Action on the First Amendment to Contract No. 636 Job No. 16-4 WP2020 WKK-03, Chlorination, MCC, Kīlauea Wells No. 1 & 2, Kīlauea, Kaua'i, Hawai'i with Brown and Caldwell for a time expenditure of 180 days for additional design funding in the amount of $64,023.00 (8-24-18):ein
DEPARTMENT OF WATER
County of Kaua‘i

"Water has no Substitute – Conserve It!"

MANAGER’S REPORT NO. 19-08

August 24, 2018

Re: Discussion and Possible Action for As-Needed Construction Management Services for the Department of Water, First Amendment, Contract No. 637, Job No. 15-07, WP2020 Project No. HE-01 Reorganize Water System: Kaumuali‘i Highway 16-Inch Main and Emergency Booster Pump Connection and WP2020 Project No. HE-10 Hanapēpē Road 6-Inch Main Replacement for revisions to allowable reimbursable items language for a revised contract end date of December 31, 2019 and time extension of 189 calendar days

RECOMMENDATION:
It is recommended that the Board approve the revisions to allowed reimbursable items and time extension for the subject contract first amendment to realize an overall cost reduction to Project Assignment Order #1.

FUNDING: Water Utility/Capital Outlay/R&R
No additional funds requested at this time. A future Project Assignment Order (PAO) #1R revision will be executed to reflect a cost reduction to PAO#1 based on contract amendment #1.

| Account No. 10-21-10-540-010, WU-CNS-ADMIN-PROFESSIONAL SERVICES-GENERAL – Approved Budget available for contract no. 637 per June 22, 2018 Board meeting | $ 619,069.00 |
| Project Assignment Order #1 (Issued June 30, 2018) | $619,069.00 |
| Approximate Project Assignment Order #1R (Will supersede PAO#1) | $597,706.00 |
| **Total Funds Required** | **$597,706.00** |
| Approximate Total Funds Remaining for contract No. 637 to be used for future project assignment orders if necessary | **$ 21,363.00** |

BACKGROUND:
Unanticipated delays during the design phase have caused the construction work to proceed later in construction than originally planned, resulting in the contract work extending beyond the original contractual limit. The DOW has been unable to attract qualified engineering and inspection staff. This has impacted our Construction Management (CM) division’s ability to manage projects with current staff and has been exacerbated with the infusion of the recent state appropriation funding projects such as the Hanapēpē Waterlines project (Job No. 15-07) that RMT Towill Corporations (RMTC) has been utilized as our As-Needed Construction Manager. Although the cost for As-Needed CM project management and inspectional services are extremely high compared to staff costs, the DOW is at a point of no other choice to meet the project construction deadlines but to use the As-Needed CM contract. The Board approved additional
funding for this project at the June 22, 2018 meeting and RMTC was given notice to proceed as the As Needed Construction Manager via Project Assignment Order #1 on June 30, 2018.

The original contract language and Project Assignment Order #1 does not clearly state that the monthly rental of housing in lieu of a hotel room is allowed. In June of 2018 when the DOW received RMTC’s proposal, they included $82,750.00 for airfare and $14,000 for car rental. During the June 22, 2018 board meeting, DOW staff mentioned to the Board having RMTC look for housing on island to lower travel costs. Due to the housing inventory, RMTC had difficulties but found two condos in the Puhi area that will reduce reimbursable overall airfare/car rental costs by approximately $17,000 - $21,000. They are currently looking to secure a condo at $1,850 per month that is furnished. If that does not happen, they plan to secure a condo at $1,800 per month that is unfurnished where they would need to be reimbursed for furnishing that the DOW has deemed reasonable such as a bed, dining table with chairs, sheets and towels. DOW staff recommends approval of the contract language changes to realize the cost savings.

DOW staff recommends approval for extending the project completion date by 189 calendar days for a revised contract end date of December 31, 2019. The time extension will allow sufficient time to pay the Project Assignment Orders that will have been issued prior to the original June 26, 2019 contract end date. No additional Project Assignment Orders will be issued under this contract after December 31, 2019.

It is the DOW staff’s opinion that RMTC has made sufficient progress related to Project Assignment Order 1 for project management and inspection and we anticipate the same performance for future. We have reviewed RMTC’s rates for the work and find them acceptable.

Contract NTP Date: June 26, 2017  
Original Contract End Date: June 25, 2019  
New Contract End Date if Contract Time Extension: December 31, 2019

Original Project Assignment Order #1 = $619,069.00  
Future Project Assignment Order #1R = Approximately $597,706.00  
Approximate savings of $17,000.00 - $21,000 depending on housing option 1 or 2 secured

Upon full execution of the contract amendment #1, the DOW will issue and execute a revised Project Assignment Order #1 (PAO#1R) to recognize the final savings with RMTC.

OPTIONS:

Option 1: Approve as recommended.

Pro: DOW can manage construction of existing and new projects such as Hanapēpē Waterlines (Job 15-07) and pay RMTC as required in the Project Assignment Orders issued. There will be an active contract with an end date that corresponds to the expected duration of construction and the contract will include additional language for reimbursable items such as accommodations.

Con: Higher costs to fly RMTC to Kaua'i daily and higher costs for daily car rental.
Option 2: **Do not approve.**

Pro: There is no real benefit other than less contract amendment paperwork to process.

Con: DOW would have to pay more money to have RMTC fly in daily and rent a car daily.

DM/ein

Attachment(s): RMTC revised fee 8-14-18

Mgrrp/August 2018/19-08/Discussion and Possible Action for As-Needed Construction Management Services for the Department of Water, First Amendment, Contract No. 637, Job No. 15-07, WP2020 Project No. HE-01 Reorganize Water System: Kaumuali’i Highway 16-Inch Main and Emergency Booster Pump Connection and WP2020 Project No. HE-10 Hanapēpe Road 6-Inch Main Replacement for revisions to allowable reimbursable items language for a revised contract end date of December 31, 2019 and time extension of 189 calendar days (8-24-18):ein
August 14, 2018

Mr. Dustin Moises, P.E.
Chief of Construction Management
Department of Water
County of Kauai
4398 Pua Loke Street
Lihue, Kauai, Hawaii 96766

Dear Mr. Moises:

Construction Management Fee Proposal
Hanapepe Waterline Improvements
Hanapepe, Kauai, Hawaii

We are pleased to submit our fee proposal for construction management services for the subject project. The fee breakdown is attached for your review.

We are currently looking at two possible housing options, one the original unfurnished unit for $1,800 per month with your conditions incorporated and the second is a furnished unit for $1,850 per month. If available we would like to propose the second option.

Thank you for the opportunity to provide you with our services. Should you have any questions regarding this proposal, please call Roy Tsutsui or the undersigned at (808) 842-1133.

Very truly yours,

Greg H. Hiyakumoto, P.E.
President

RTT:jf

Attachment
1. Pre-Construction Phase (2 months - 42 work days)

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Hourly Rate</th>
<th>Hours</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Project Engineer (Lydia Yee, PE and CCM)</td>
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<td>126</td>
<td>$17,010</td>
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<td>Construction Inspector (Phillip Ho)</td>
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2. Construction Phase (390 days - 280 work days)

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<td>$132,300</td>
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<td>Construction Inspector (Phillip Ho)</td>
<td>$110</td>
<td>2,240</td>
<td>$246,400</td>
</tr>
<tr>
<td>Clerical</td>
<td>$48</td>
<td>1,120</td>
<td>$53,760</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$432,460</td>
</tr>
</tbody>
</table>

3. Post Construction Phase (2 months - 42 work days)

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Hourly Rate</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Engineer (Lydia Yee, PE and CCM)</td>
<td>$135</td>
<td>126</td>
<td>$17,010</td>
</tr>
<tr>
<td>Construction Inspector (Phillip Ho)</td>
<td>$110</td>
<td>126</td>
<td>$13,860</td>
</tr>
<tr>
<td>Clerical</td>
<td>$48</td>
<td>50</td>
<td>$2,400</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$33,270</td>
</tr>
</tbody>
</table>

Subtotal $497,560

Reimbursable Cost
Airfare $27,000
Vehicle $7,641
Housing $39,100
Supplies $2,500

Total $573,801
GET (4.166) $23,905

Grand Total $597,706

Basis of Fee:
1. Fee is based on 8 hours per day of inspection and 3.5 hours a day of engineer's time.
2. Receipts will be submitted as a basis of payments for reimbursable expenses.
3. See attached for reimbursable expense breakdown.
Hanapepe Waterline Executed PAO #01
Reimbursable Costs:

Based on 390 Calendar Days (280 Work Days)

Airfare - (331 trips @ $250) $82,750.00
Car - (280 days @ $50) $14,000.00

Total $96,750.00

Revised Cost to have inspector stay on Kauai during the work week

Airfare:
52 trips @ $250 - 2 people $26,000.00
1 trip quarterly @ $250 - 1 person $1,000.00

$27,000.00

Vehicle:
Young Bros - ship Kawaihae to Honolulu $444.37
Young Bros - ship Honolulu to Nawiliwili $403.24
Mileage (estimated 36 miles rdtip) $5,392.80
Rental Car - (20 days @ $50 + $20 for fuel) $1,400.00

(before vehicle is available and after vehicle is shipped out at end of project)

Total $7,640.41

Housing:
Condo Unit ($1850/mon) $22,200.00
Utilities - ($300/mon) $3,600.00
Furnishings $3,500.00
Per diem for Inspector - ($35/day) $9,800.00

$39,100.00

Supplies:
Office supplies $2,000.00
Reproduction (Full-size redline sets) $500.00

$2,500.00

Total $76,240.41
GET (4.166%) $3,176.18
Grand Total $79,416.59

Savings $17,333.41

* See attached for condo info

Reimbursable via invoice if must go with option of $1,800/mon unfurnished unit only

96,750 - 79,416.59
= 17,333.41
potential savings
## Rough Estimate for Furnishings

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Bed</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Dining Table w/chairs</td>
<td>$500.00</td>
</tr>
<tr>
<td>Sheets (1set)/blankets/pillow</td>
<td>$250.00</td>
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<tr>
<td>Towels (1set)</td>
<td>$100.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$2,850.00</strong></td>
</tr>
<tr>
<td>Contingency (20%)</td>
<td>$570.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$3,420.00</strong></td>
</tr>
<tr>
<td><strong>Total (say)</strong></td>
<td><strong>$3,500.00</strong></td>
</tr>
</tbody>
</table>

*Reimbursable via approved invoice only. RMTC to minimize costs*
Hi Lydia,
I have spoke with and have approval for the rent to be set at $1,800.00 for the lease.

Sincerely,

Daniel Kurisu

Prossor Realty
4379 Rice Street
Lihue, HI 96766

danialkurisu828@gmail.com

808-652-7302 cell
808-245-4711 office
Hi Lydia,
Cable bill was $40 a month and electric was average $100 a month, but he was not using washer and dryer.

Sincerely,

Daniel Kurisu

Prosser Realty
4379 Rice Street
Lihue, HI 96768

danielkurisu308@gmail.com

808-652-7302 cell

808-245-4711 office
2090 Hanalima Street - HV AA 205, Lihue, HI 96766

2 bd, 2 ba, 800 Sq. Ft. | Available 9/1/18

Halelani Village at Puhi Condo

Rental Terms

Rent: $1,850
Application Fee: $25
Security Deposit: $1,850
Available 9/1/18

Pet Policy

Cats not allowed
Dogs not allowed
Furnished, 2 bed 2 bath, upper floor condo featuring cove molding, vaulted living room ceiling and covered lanai with mountain views. Nicely appointed kitchen and dining area. Water and trash are included in the lease. No pets/No smoking/No drugs. Halelani Village at Puhi House Rules apply to all tenants.

Not accepting HUD.

Monthly rent: $1,850.00
Security Deposit: $1,850.00
Application Fee: $25.00

No Pets/No Smoking/ No Drugs
Apply online: http://www.kauaikwr.com/vacancies/

Property Showings to be Announced Soon...
Keller Williams Kauai
Managed Properties Division
2970 Haleko Road; Suite 205
Lihue, Kauai, Hawaii 96766
PH: 808-245-5758 x. 113

Contact Us
Apply Now
Share this listing:

https://kowkauai.appfolio.com/listings/detail/09b0d53f-7e74-4674-8160-8640b3ce97f11

PAGE 70
Consent Calendar
MANAGER’S REPORT No. 19-09

August 24, 2018

Re: Discussion and Possible Action to approve a Grant of Easement Agreement for the Offsite Construction Plans for the County of Kauai Adolescent Treatment and Healing Center, affecting the following:

a. County of Kauai, TMK: (4) 3-8-018:012, Hanamā'ulu, Līhu'e, 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 Kauai, easement “W-1” on, over and under that certain parcel of land located TMK: (4) 3-8-018:012 as specified above in Hanamā'ulu, Līhu'e, Kaua'i Hawai'i for the following work:

1. Reading of water meters and for the construction, installation, reinstallation, 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 for the Offsite Plans for the County of Kauai Adolescent Treatment and Healing Center, the above owner installed a 6-inch Reduced Pressure Detector Assembly (RPDA). The RPDA facilities are on private property which requires an easement in favor of Department of Water.

OPTIONS

Option 1: Approve the Grant of Easement.

Pro: Project can be completed as designed. The 6-inch Reduced Pressure Detector Assembly (RPDA) 5/8” water meter will be installed to activate fire line.

Con: None.

Option 2: Do not approve the Grant of Easement.

Pro: None.

Con: Project won’t be completed as designed. The RPDA 5/8” meter will remain uninstalled and fire line will not be active.

Attachment(s): Grant of Easement, County of Kauai, TMK: (4) 3-8-018:012, Hanamā'ulu, Līhu'e, Kaua'i, Hawai'i

Mgrp/August 2018/19-09/Discussion and Possible Action to approve a Grant of Easement Agreement for the Offsite Construction Plans for the County of Kauai Adolescent Treatment and Healing Center, affecting the following: a. County of Kauai, TMK: (4) 3-8-018:012, Hanamā'ulu, Līhu'e, Kaua'i (8-24-18):cin

4398 Pua Loke Street Līhu'e, HI 96766 Phone: 808-245-5400 Fax: 808-245-5813 Operations Fax: 808-245-5402
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) 3 - 8 - 0 1 8 : 0 1 2;

T-19393

THIS INDENTURE is made on this ________ day of __________________, 2018, between:

County of Kauai'i, a political subdivision of the State of Hawaii

whose principal place of business is:

4444 Rice Street, Suite 275 Līhu'e, Kauai'i, Hawaii 96766

and whose mailing address is

4444 Rice Street, Suite 275 Līhu'e, Kauai'i, Hawaii 96766

Offsite Construction Plans for Adolescent Treatment and Healing Center
County of Kauai / Ken Shimonishi / County Council 1

3-8-018:012

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(hereafter "GRANTOR") and the BOARD OF WATER SUPPLY, COUNTY OF KAUA'I, whose mailing address is 4398 Pua Loke Street, Līhu'e, Kaua'i, Hawai'i 96766 (hereafter "GRANTEE");

WITNESSETH:

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 Līhu'e District, Kaua'i, Hawai'i, Tax Map Key No. (4) 3-8-018:000001; Project Name: Offsite Construction Plans for County of Kaua'i Adolescent Treatment and Healing Center, Subdivision No.: S-2017-3, 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 Grant of 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 and the benefits accruing to the GRANTOR under this Grant of 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 over 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 GRANTOR's 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 agreement 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.

[Remainder of this page was intentionally left blank]
APPROVED:

[Signature]

Steven Kono, P.E.
Acting Manager & Chief Engineer
Department of Water, County of Kaua'i

APPROVED AS TO FORM AND LEGALITY:

[Signature]

Mahealani M. Krafft
Deputy County Attorney

ACCEPTED:
BOARD OF WATER SUPPLY,
COUNTY OF KAUA'I

By: Beth Tokioka
Its: Chairperson

STAT OF HAWAI'I 
) ss.
COUNTY OF KAUA'I 
)

On this ___ day of ____________, 2018 in the ___ 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 Chairperson for the Board of Water Supply, County of Kaua'i executed Grant of Easement for TMK: (4) 3-8-018 : 1 12 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.

Notary Public, State of Hawaii
Name of Notary: Mary-jane Akuna
My Commission expires: March 30, 2022
OWNER:
County of Kaua'i

By: Ken Shimonishi
Its: Director of Finance

APPROVED AS TO FORM
AND LEGALITY:

By: [Signature]
Its: County Attorney

GRANTOR

STATE OF Hawaii )
COUNTY OF Kauai )

On this 21st day of May, 2018, in the 5th Circuit, State of Hawaii, before me appeared Ken Shimonishi who is personally known to me or whose identity I proved on the basis of satisfactory evidence, being by me duly sworn or affirmed, did say that such person is the Director of Finance of County of Kauai executed Grant of Easement for TMK: (4) 3 - 8 - 0 1 8 : 0 1 2 dated unaudited at time of notarization and consisting of 9 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.

[Notary Public Stamp]
Laurie A. Ebinger-Kelekona
Name of Notary: Laurie A. Ebinger-Kelekona
My Commission expires: April 10, 2019
OWNER:
County of Kauai

By: Jade K. Fountain-Tanigawa

I ts: County Clerk

STATE OF HAWAII )
 ) ss
COUNTY OF KAUAI )

On this 13th day of JUNE, 2018, in the Fifth Circuit, State of HAWAII, before me appeared Jade K. Fountain-Tanigawa who is personally known to me or whose identity I proved on the basis of satisfactory evidence, being by me duly sworn or affirmed, did say that such person is the County Clerk of County of Kauai executed Grant of Easement for TMK: (4) 3 - 8 - 0 1 8 : 0 1 2 dated UNDATED and consisting of 9 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.

Notary Public, State of HAWAII
Name of Notary: SCOTT K. SATO
(Affix Seal)
My Commission expires: NOVEMBER 19, 2018

NOTARY PUBLIC CERTIFICATION
Scott K. Sato State of Hawaii Fifth Judicial District
Commission No. 06-737 Exp: November
No. of Pages: 9 Date of Doc: UNDATED
Doc. Description: Grant of Easement
Notary Signature

Offsite Construction Plans for Adolescent Treatment and Healing Center
County of Kauai / Ken Shimomishi / County Council

3-8-018:012

PAGE 80
EASEMENT W-1
(for water utility purposes)

LAND SITUATED AT HANAMAUĻU, LIHUE, KAUAI, HAWAII

Being Portion of Lot 1-A-5-A
Being also Portion of R.P. 4481, L. C. Aw. 7713, Apana 2, Part 7 to V. Kamamalu
Being also Portion of Grant 188, Apana 1 to William L. Lee

Beginning at the northwest corner of this parcel of land, the coordinates of said point of beginning referred to Government Survey Triangulation Station "KALEPA" being 0.36 feet South and 5,459.24 feet West, thence running by azimuths measured clockwise from true South:

1. 256° 16' 10.00 feet along the remainder of R.P. 4481, L. C. Aw. 7713:2, Part 7 (Lot 1-A-5-A);

2. 347° 32' 19.45 feet along the remainder of R.P. 4481, L. C. Aw. 7713:2, Part 7 (Lot 1-A-5-A);

3. 78° 48' 10.00 feet along the remainder of R.P. 4481, L. C. Aw. 7713:2, Part 7 (Lot 1-A-5-A);

thence along remainder of R.P. 4481, L. C. Aw. 7713:2, Part 7 (Maalo Road) on a curve to the left with a radius of 430.00 feet, the chord azimuth and distance being:

4. 167° 32' 19.01 feet to the point of beginning and containing an area of 191 sq. ft.

DESCRIPTION PREPARED BY:
ESAKI SURVEYING AND MAPPING, INC.

Dennis M. Esaki
Licensed Professional Land Surveyor
Certificate Number 4383

Lihue, Hawaii
March 2018
MANAGER’S REPORT No. 19-10

August 24, 2018

Re: Discussion and Possible Action to approve a Grant of Easement Agreement for the Construction Plans for Eleele Iluna Phase 2 Subdivision Increment 2, affecting the following:
  a. Kaua'i Habitat for Humanity, TMK: (4) 2-1-012:036, Eleele, 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 Kauai, easement “W-2” on, over and under that certain parcel of land located TMK: (4) 2-1-012:036 as specified above in Eleele, Kaua'i, Hawai'i, for the following work:

  1. Reading of water meters and for the construction, installation, reinstallation, 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 Construction Plans for Eleele Iluna Phase 2 Subdivision Increment 2, the above owner installed a 4” Pressure Reducing Valve (PRV) station. The PRV facilities are on private property which requires an easement in favor of Department of Water (DOW).

OPTIONS

Option 1: Approve the Grant of Easement.
Pro: Project can be completed as designed. The DOW would have access to operate and maintain the PRV.
Con: None.

Option 2: Do not approve the Grant of Easement.
Pro: None.
Con: Project won’t be completed as designed. The DOW would not have legal access to the PRV for operation and maintenance.
LAND COURT SYSTEM

REGULAR SYSTEM

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

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

T-19676/S-2006-49

GRANT OF EASEMENT
for

TMK: (4) 2 - 1 - 0 1 2 : 0 3 6;

THIS INDENTURE is made on this _________ day of ____________________, 2018, between:

Kaua'i Habitat for Humanity, Inc.

whose principal place of business is:

1-3410 Kaumualii Highway Hanapēpē, Kaua'i, Hawai'i 96716

and whose mailing address is

Post Office Box 28 `Ele`ele, Kaua'i, Hawai'i 96705

Construction Plans for Elele Iluna Phase 2 Subdivision Increment 2
Kaua'i Habitat for Humanity 1
(hereafter "GRANTOR") and the **BOARD OF WATER SUPPLY, COUNTY OF KAUAI**, whose mailing address is 4398 Pua Loke Street, Līhu'e, Kaua'i, Hawai'i 96766 (hereafter "GRANTEE");

**WITNESSETH:**

**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 Kāloa District, Kaua'i, Hawai'i, **Tax Map Key No. (4) 2 - 1 - 0 1 2 0 3 6 1; Project Name: Construction Plans for Eleele Iluna Phase 2 Subdivision Increment 2. Subdivision No.: S-2006-49,** and more particularly described in Exhibit "A", which is attached and incorporated by reference into this grant of easement (hereafter "W-2").

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 Grant of 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 and the benefits accruing to the GRANTOR under this Grant of 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 over 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 GRANTOR's 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 agreement 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.

[Remainder of this page was intentionally left blank]
APPROVED:

Bryan Wienand, P.E.
Manager & Chief Engineer
Department of Water, County of Kaua‘i

APPROVED AS TO FORM
AND LEGALITY:

Mahealani M. Krafft
Deputy County Attorney

ACCEPTED:
BOARD OF WATER SUPPLY,
COUNTY OF KAUA‘I

By: Beth Tokioka
Its: Chairperson

GRANTEE

STATE OF HAWAI‘I )
) ss.
COUNTY OF KAUA‘I )

On this ___ day of ________________________, 2018 in the ___ 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 Chairperson for the Board of Water Supply, County of Kaua‘i executed Grant of Easement for TMK: (4) 2 - 1 - 0 1 2 : 0 3 6 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.

Notary Public, State of Hawaii
Name of Notary: Mary-jane Akuna
My Commission expires: March 30, 2022

(Affix Seal)
OWNER:
Kaua‘i Habitat for Humanity, Inc.

By: Stephen L. Spears

Its: Executive Director

GRANTOR

STATE OF HAWAII )
COUNTY OF KAUAI ) ss

On this 1st day of AUGUST, 2018, in the 5th Circuit, State of Hawaii, before me appeared Stephen L. Spears who is personally known to me or whose identity I proved on the basis of satisfactory evidence, being by me duly sworn or affirmed, did say that such person is the Executive Director of Kaua‘i Habitat for Humanity, Inc. executed Grant of Easement for TMK: (4) 2 - 1 - 0 1 2 : 0 3 6 dated NO DATE AT SIGNING and consisting of 8 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.

Notary Public, State of HAWAII
Name of Notary: SHANA M CRUZ
My Commission expires: JUN 1 0 2022

Doc. Date: NO DATE AT SIGNING # Pages: 8
Notary Name: SHANA M CRUZ 5th Circuit
Doc. Description: GRANT OF EASEMENT
TMK 4-2-1-012-070

Notary Signature Date
AUG 01 2018

Construction Plans for Eleele Ilihu Phase 2 Subdivision Increment 2
Kaua'i Habitat for Humanity
EASEMENT W-2
(for Water purposes)

LAND SITUATED AT ELEELE, KOLOA, KAUA'I, HAWAII

Being Portion of Lot 36
Being also Portion of L.C. Aw. 7712:5

Beginning at the south corner of this parcel of land, on the north side of Iluna Street, the coordinates of said point of beginning referred to Government Survey Triangulation "PUOLO" being 8,370.21 feet North and 9,354.52 feet East, thence running by azimuths measured clockwise from true South:

1. 116° 35' 11.00 feet along the remainder of L.C. Aw. 7712:5 (Lot 36);
2. 206° 35' 28.00 feet along the remainder of L.C. Aw. 7712:5 (Lot 36);
3. 296° 35' 11.00 feet along the remainder of L.C. Aw. 7712:5 (Lot 36);
4. 26° 35' 28.00 feet along the north side of Iluna Street to the point of beginning and containing an area of 286 Sq. Ft.

DESCRIPTION PREPARED BY:
ESAKI SURVEYING & MAPPING, INC.

Wayne T. Wada
Licensed Professional Land Surveyor
Certificate Number 4596

Lihue, Hawaii
July 2015
MANAGER’S REPORT No. 19-11

August 24, 2018

Re: Discussion and Possible Action to approve a Grant of Easement Agreement for the Construction Plans for Eleele Iluna Phase 2 Subdivision Increment 2, affecting the following:
   a. Kaua'i Habitat for Humanity, TMK: (4) 2-1-012:053, Eleele, 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 “AU-40” on, over and under that certain parcel of land located TMK: (4) 2-1-012:053 as specified above in Eleele, Kaua'i, Hawai'i, for the following work:

1. Reading of water meters and for the construction, installation, reinstallation, 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 Construction Plans for Eleele Iluna Phase 2 Subdivision Increment 2, the above owner installed a portion of 6” Ductile Iron waterline in private property which requires an easement in favor of Department of Water (DOW).

OPTIONS
Option 1: Approve the Grant of Easement.
Pro: Project can be completed as designed. The DOW would have access to operate and maintain the waterline.

Con: None.

Option 2: Do not approve the Grant of Easement.
Pro: None.

Con: Project won’t be completed as designed. The DOW would not have legal access to the waterline for operation and maintenance.

DM/ein

Attachment(s): Kaua'i Habitat for Humanity, TMK: (4) 2-1-012:053, Eleele, Kaua'i, Hawai'i

Mgrp/August 2018/19-11/Discussion and Possible Action to approve a Grant of Easement Agreement for the Construction Plans for Eleele Iluna Phase 2 Subdivision Increment 2, affecting the following: a. Kaua'i Habitat for Humanity, TMK: (4) 2-1-012:053, Eleele, Kaua'i, Hawai'i (8-24-18):ein
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) 2 - 1 - 0 1 2 : 0 5 3 :

THIS INDENTURE is made on this __________ day of __________________, 2018, between:

Kaua'i Habitat for Humanity, Inc.

whose principal place of business is:

1-3410 Kaumualii Highway Hanapēpē, Kaua'i, Hawai'i 96716

and whose mailing address is

Post Office Box 28 'Ele`ele, Kaua'i, Hawai'i 96705
(hereafter "GRANTOR") and the BOARD OF WATER SUPPLY, COUNTY OF KAUA'I, whose mailing address is 4398 Pua Loke Street, Līhu'e, Kaua'i, Hawai'i 96766 (hereafter "GRANTEE");

WITNESSETH:

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 Kōloa District, Kaua'i, Hawai'i, Tax Map Key No. (4) 2 - 1 - 0 1 2 : 0 5 3 ; Project Name: Construction Plans for Eleele Iluna Phase 2 Subdivision Increment 2, Subdivision No.: S-2006-49, and more particularly described in Exhibit "A", which is attached and incorporated by reference into this grant of easement (hereafter "AU-40").

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 Grant of 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 and the benefits accruing to the GRANTOR under this Grant of 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 over 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 GRANTOR’s 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 agreement 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.

[Remainder of this page was intentionally left blank]
APPROVED:

Bryan Wienand, P.E.
Manager & Chief Engineer
Department of Water, County of Kaua'i

APPROVED AS TO FORM
AND LEGALITY:

Mahealani M. Krafft
Deputy County Attorney

ACCEPTED:
BOARD OF WATER SUPPLY,
COUNTY OF KAUA'I

By: Beth Tokioka
Its: Chairperson

STATE OF HAWAI‘I

)  
COUNTY OF KAUA‘I

) ss.

On this ___ day of ________________________, 2018 in the ___ 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 Chairperson for the Board of Water Supply, County of Kaua'i executed Grant of Easement for TMK: (4) 2 - 1 - 0 1 2 : 0 5 3 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.

Notary Public, State of Hawaii
Name of Notary: Mary-jane Akuna  (Affix Seal)
My Commission expires: March 30, 2022
OWNER:
Kaua'i Habitat for Humanity, Inc.

By: Stephen L. Spears

Its: Executive Director

GRANTOR

STATE OF HAWAI'I

COUNTY OF KAUAI

On this 1st day of AUGUST, 2018, in the 5th Circuit, State of HAWAI'I, before me appeared Stephen L. Spears who is personally known to me or whose identity I proved on the basis of satisfactory evidence, being by me duly sworn or affirmed, did say that such person is the Executive Director of Kaua'i Habitat for Humanity, Inc. executed Grant of Easement for TMK: (4) 2-1-0 1 2:0 5 3 dated NO DATE AT SIGNING and consisting of 8 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.

Notary Public, State of HAWAI'I
Name of Notary: SHANA M CRUZ
My Commission expires: JUN 1 0 2022

Construction Plans for Elele Iula Phase 2 Subdivision Increment 2
Kaua'i Habitat for Humanity

2-1-012:053

PAGE 98
EASEMENT AU-40  
(for Access and Utility purposes)  

LAND SITUATED AT ELEELE, KOLOA, KAUAI, HAWAII  

Being Portion of Lot 53  
Being also Portion of L.C. Aw. 7712:5  

Beginning at the east corner of this parcel of land, the coordinates of said point of beginning referred to Government Survey Triangulation "PUOLO" being 6,793.57 feet North and 9,674.54 feet East, thence running by azimuths measured clockwise from true South:  

1. 46° 41’  
   31.87 feet along the remainder of L.C. Aw. 7712:5 (Lot 54);  
   thence along the north side of Iluna Street, on a curve to the left with a radius of 40.00 feet, the chord azimuth and distance being:  

2. 82° 57’ 16.5”  
   47.33 feet;  

3. 226° 41’  
   70.03 feet along the remainder of L.C. Aw. 7712:5 (Lot 53);  

4. 316° 41’  
   28.00 feet along the remainder of L.C. Aw. 7712:5 (Lot A) to the point of beginning and containing an area of 1,177 Sq. Ft.  

DESCRIPTION PREPARED BY:  
ESAKI SURVEYING & MAPPING, INC.  

Wayne T. Wada  
Licensed Professional Land Surveyor  
Certificate Number 4596  

Lihue, Hawaii  
July 2015
MANAGER’S REPORT No. 19-12

August 24, 2018

Re: Discussion and Possible Action to approve multiple Right of Entry Agreements with private owners that will allow the Department of Water to relocate and reconnect water meters for Job No. 09-01 WP2002 Project No. K-01, K-12: Kalaheo 1111’ and 1222’ Water System Improvements, affecting the following:

a. Valerie J. Camara, Trustee of the Valerie J. Camara Revocable Trust, TMK: (4) 2-4-005:127, Kalāheo, Kaua’i, Hawai’i
b. Yvonne A. Carveiro, Trustee of the Edward W. Carveiro and Yvonne A. Carveiro Revocable Living Trust Agreement and Duane E. Carveiro, TMK: (4) 2-4-005:128, Kalāheo, Kaua’i, Hawai’i
c. Jonathan K. Akita and Audrey C.C. Akita, TMK: (4) 2-4-005:129, Kalāheo, Kaua’i Hawai’i

RECOMMENDATION:
It is recommended that the Board approve the following Right of Entry (ROE) agreements whereby, the owners and/or trustees grant to the Board of Water Supply (BWS), County of Kaua‘i, its officers, employees, contractors, subcontractors, and agents, a ROE, over and across TMK (4) 2-4-05:127, TMK (4) 2-4-05:128, and TMK (4) 2-4-05:129 all for purposes of the construction, installation, reinstallation, maintenance, repair, and removal of water pipelines and related meters, valves, and other associated waterworks facilities appurtenances and any and all necessary appurtenances as part of Job No. 09-01 WP2002 Project No. K-01, K-12: Kalāheo 1111’ and 1222’ Water System Improvements.

Further, BWS approval is specifically requested of the indemnification provision in these agreements; wherein, the BWS agrees to “...indemnify and hold harmless the Grantor from and against any claims for injuries or damages of any kind occasioned, in whole or in part, by Grantee’s negligent actions or omissions arising out of its exercise of this Right-of-Entry.”

FUNDING: N/A

BACKGROUND:
The County of Kauai, Department of Water (DOW) is proposing to replace aging water mains along Poohiwi Road with our upcoming Kalaheo 1111’ and 1222’ Water System Improvements project. This project has been identified in Water Plan 2020 and will improve the water system’s reliability, service, and fire-flow capacity.

As part of the project, the DOW will be reconnecting existing water meter services to the new water main, including relocating existing water meters located in private property to the County right of way. The DOW and its contractors are required to obtain a ROE from private
landowners to relocate and/or reconnect new water meter services to private plumbing located on the subject properties.

A resolution was passed in the May 25, 2018 Board meeting for Board Policy No. 30, which delegates authority to the Manager & Chief Engineer to approve ROE agreements under certain conditions. For these specific ROE agreements, however, the private owners have already agreed to and signed the Department of Water’s previous ROE template, which includes the indemnification provisions shown on the previous page. Therefore, Board approval is required. It is recommended that the Board approve these ROE agreements so that these private owners are not required to sign an additional ROE agreement with the most current template.

**OPTIONS:**

**Option 1:** Approve the Right of Entry agreements.

*Pros:* This will allow the DOW to access the properties for construction purposes for the project, including: relocating meters out of private property and/or reconnecting the relocated services to private plumbing located in private property.

*Cons:* None.

**Option 2:** Do not approve the Right of Entry agreement.

*Pros:* None.

*Cons:* The Department will not be able to access the property for construction purposes for the project to relocate meters out of private property and/or reconnect the relocated services to private plumbing located in private property. Existing water service will not be maintained until the owner can reconnect their own plumbing.

**Attachments:**

- Right of Entries:
  - Valerie J. Camara, Trustee of the Valerie J. Camara Revocable Trust, TMK: (4) 2-4-005:127, Kalāheo, Kaua’i, Hawai’i
  - Yvonne A. Carveiro, Trustee of the Edward W. Carveiro and Yvonne A. Carveiro Revocable Living Trust Agreement and Duane E. Carveiro, TMK: (4) 2-4-005:128, Kalāheo, Kaua’i, Hawai’i
  - Jonathan K. Akita and Audrey C.C. Akita, TMK: (4) 2-4-005:129, Kalāheo, Kaua’i Hawai’i

Mgrrp/August 2018/19-12/Discussion and Possible Action to approve multiple Right of Entry Agreements with private owners that will allow the Department of Water to relocate and reconnect water meters for Job No. 09-01 WP2002 Project No. K-01, K-12: Kalaaheo 1111’ and 1222’ Water System Improvements, affecting the following: a. Valerie J. Camara, Trustee of the Valerie J. Camara Revocable Trust, TMK: (4) 2-4-005:127, Kalāheo, Kaua’i, Hawai’i, b. Yvonne A. Carveiro, Trustee of the Edward W. Carveiro and Yvonne A. Carveiro Revocable Living Trust Agreement and Duane E. Carveiro, TMK: (4) 2-4-005:128, Kalāheo, Kaua’i, Hawai’i, c. Jonathan K. Akita and Audrey C.C. Akita, TMK: (4) 2-4-005:129, Kalāheo, Kaua’i Hawai’i (8-24-18):ein
RIGHT-OF-ENTRY

THIS INDENTURE made this 27th day of Nov., 2017 by and between VALERIE J. CAMARA, formerly VALERIE O. CAMARA, TRUSTEE OF THE VALERIE J. CAMARA REVOCABLE TRUST dated March 24, 1999, whose mailing address is P.O. Box 762, Kalāheo, HI 96741, (hereinafter, the “Grantor”), and the BOARD OF WATER SUPPLY of the County of Kaua‘i, whose mailing address is 4398 Pua Loke Street, Līhu‘e, Kaua‘i, Hawai‘i 96766 (hereinafter, the “Board”).

WITNESSETH:

For and in consideration of the sum of One Dollar ($1.00) to the Grantor paid, the receipt whereof is hereby acknowledged, the Grantor does hereby grant to the Board, its officers, employees, contractors, subcontractors, and agents (hereinafter collectively the “Grantee”), a temporary construction Right-of-Entry subject to the following terms and conditions:

1. The Right-of-Entry shall be an area over and across that certain property situated, lying, and being at Kalāheo, Kaua‘i, Hawai‘i at Tax Map Key No. 2-4-05:127.
2. The Right-of-Entry shall be used by the Grantee for the purposes of the construction, installation, reinstallation, maintenance, repair, and removal of water pipelines and related meters, valves, and other associated waterworks facilities appurtenances and any and all necessary appurtenances for Job No. 09-01, Water Plan 2020 Project No. K-01, K-12 – Kalāheo 1111’ and 1222’ Water System Improvements.
3. The Grantee shall indemnify and hold harmless the Grantor from and against any claims for injuries or damages of any kind occasioned, in whole or in part, by Grantee’s negligent actions or omissions arising out of its exercise of this Right-of-Entry.
4. This Right-of-Entry shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.
5. The Grantor warrants and covenants with the Board that Grantor is the fee simple owner of the property upon which the Right-of-Entry is located, has full right to convey said right-of-entry, and will warrant and defend the Right-of-Entry granted herein against all adverse claims.
6. This Right-of-Entry 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.
7. The term of this right-of-entry shall commence upon the execution of the same by the parties hereto and shall terminate upon the Grantee’s completion of the entire work described in paragraph 2 above and the Grantee will notify the Grantor of such completion.
8. Upon termination of the Right-of-Entry, the Grantee shall remove all of its equipment from the Property and reasonably restore the Property to a condition similar to that which existed prior to the Grantee’s work thereon.

[ROE-Job No. 09-01
Kalāheo 1111’ and 1222’ Water System Improvements]
GRANTOR(S):

VALERIE J. CAMARA
Trustee of the VALERIE J. CAMARA
REVOCABLE TRUST dated March 24,
1999

GRANTEE:

BOARD OF WATER SUPPLY, COUNTY
OF KAUAI

APPROVED:

Manager and Chief Engineer

APPROVED AS TO FORM
AND LEGALITY:

Deputy County Attorney

Chairperson
STATE OF HAWAI‘I            )
           ) ss.
COUNTY OF KAUA‘I           )

On this __ day of ________________, 20___ in the Fifth Circuit, State of Hawai‘i, before me personally appeared Beth Tokioka, 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 Chairperson for the Board of Water Supply, County of Kaua‘i executed Job No. 09-01 Right-of-Entry, 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.

Notary Public, State of Hawai‘i
Name of Notary: ______________________ (Affix Seal)
My Commission expires: ________________
STATE OF HAWAI'I  
COUNTY OF Kauai

On this 29 day of November, 2017 in the 6th Circuit, State of Hawai‘i, before me personally appeared Valerie J. Camron, 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 executed the Right of Entry, dated 11-29-17 and consisting of 4 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.

Notary Public, State of Hawai‘i
Name of Notary: Deeann J. Ocampo (Affix Seal)
My Commission expires: 10/11/2019
RIGHT-OF-ENTRY

THIS INDENTURE made this 11th day of November, 2017 by and between YVONNE A. CARVEIRO, TRUSTEE OF THE EDWARD W. CARVEIRO AND YVONNE A. CARVEIRO REVOCABLE LIVING TRUST AGREEMENT dated September 20, 1997, and DUANE E. CARVEIRO, whose mailing address is P.O. Box 583, Kalâheo, HI 96741, (hereinafter, the “Grantor”), and the BOARD OF WATER SUPPLY of the County of Kaua‘i, whose mailing address is 4398 Pua Loke Street, Lihu‘e, Kaua‘i, Hawai‘i 96766 (hereinafter, the “Board”).

WITNESSETH:

For and in consideration of the sum of One Dollar ($1.00) to the Grantor paid, the receipt whereof is hereby acknowledged, the Grantor does hereby grant to the Board, its officers, employees, contractors, subcontractors, and agents (hereinafter collectively the “Grantee”), a temporary construction Right-of-Entry subject to the following terms and conditions:

1. The Right-of-Entry shall be an area over and across that certain property situated, lying, and being at Kalâheo, Kaua‘i, Hawai‘i at Tax Map Key No. 2-4-05:128.

2. The Right-of-Entry shall be used by the Grantee for the purposes of the construction, installation, reinstallation, maintenance, repair, and removal of water pipelines and related meters, valves, and other associated waterworks facilities appurtenances and any and all necessary appurtenances for Job No. 09-01, Water Plan 2020 Project No. K-01, K-12 – Kalâheo 1111’ and 1222’ Water System Improvements.

3. The Grantee shall indemnify and hold harmless the Grantor from and against any claims for injuries or damages of any kind occasioned, in whole or in part, by Grantee’s negligent actions or omissions arising out of its exercise of this Right-of-Entry.

4. This Right-of-Entry shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.

5. The Grantor warrants and covenants with the Board that Grantor is the fee simple owner of the property upon which the Right-of-Entry is located, has full right to convey said right-of-entry, and will warrant and defend the Right-of-Entry granted herein against all adverse claims.

6. This Right-of-Entry 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.

7. The term of this right-of-entry shall commence upon the execution of the same by the parties hereto and shall terminate upon the Grantee’s completion of the entire work described in paragraph 2 above and the Grantee will notify the Grantor of such completion.

8. Upon termination of the Right-of-Entry, the Grantee shall remove all of its equipment from the Property and reasonably restore the Property to a condition similar to that which existed prior to the Grantee’s work thereon.

ROE-Job No. 09-01
Kalâheo 1111’ and 1222’ Water System Improvements
GRANTOR(S):

Yvonne A. Carveiro
YVONNE A. CARVEIRO
Trustee of the EDWARD W. CARVEIRO
AND YVONNE A. CARVEIRO
REVOCABLE LIVING TRUST
AGREEMENT dated September 20, 1997

DUANE E. CARVEIRO

GRANTEE:

BOARD OF WATER SUPPLY, COUNTY
OF KAUA‘I

Manager and Chief Engineer

Chairperson

APPROVED:

APPROVED AS TO FORM
AND LEGALITY:

Manager and Chief Engineer

Deputy County Attorney
STATE OF HAWAI‘I  

COUNTY OF KAUA‘I  

) ss.

On this ___ day of ___________, 20___ in the Fifth Circuit, State of Hawai‘i, before me personally appeared Beth Tokioka, 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 Chairperson for the Board of Water Supply, County of Kaua‘i executed Job No. 09-01 Right-of-Entry, 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.

Notary Public, State of Hawai‘i
Name of Notary: ____________________________ (Affix Seal)
My Commission expires: ________________
STATE OF HAWAI'I

COUNTY OF (Kauai) ) ss.

On this 17th day of November, 2017 in the 5th Circuit, State of Hawai'i, before me personally appeared (Name of Witness), 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 executed the right (Instrument), dated 11-17-17 and consisting of 4 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]
Notary Public, State of Hawai'i
Name of Notary: (Name)
My Commission expires: 10/16/2019

STATE OF HAWAI'I

COUNTY OF (Kauai) ) ss.

On this 17th day of November, 2017 in the 5th Circuit, State of Hawai'i, before me personally appeared (Name of Witness), 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 executed the right (Instrument), dated 11-17-17 and consisting of 4 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]
Notary Public, State of Hawai'i
Name of Notary: (Name)
My Commission expires: 10/16/2019

ROE-Job No. 09-01
Kaliheo 1111’ and 1222’ Water System Improvements
RIGHT-OF-ENTRY

THIS INDENTURE made this 9 day of March, 2014, by and between JONATHAN K. AKITA AND AUDREY C.C. AKITA, whose mailing address is 2670 Poohiwi Road, Kalâheo, HI 96741, (hereinafter, the “Grantor”), and the BOARD OF WATER SUPPLY of the County of Kauai, whose mailing address is 4398 Pua Loke Street, Lihu’e, Kauai, Hawai’i 96766 (hereinafter, the “Board”).

WITNESSETH:

For and in consideration of the sum of One Dollar ($1.00) to the Grantor paid, the receipt whereof is hereby acknowledged, the Grantor does hereby grant to the Board, its officers, employees, contractors, subcontractors, and agents (hereinafter collectively the “Grantee”), a temporary construction Right-of-Entry subject to the following terms and conditions:

1. The Right-of-Entry shall be an area over and across that certain property situated, lying, and being at Kalâheo, Kauai, Hawai’i at Tax Map Key No. 2-4-05:129.
2. The Right-of-Entry shall be used by the Grantee for the purposes of the construction, installation, reinstallation, maintenance, repair, and removal of water pipelines and related meters, valves, and other associated waterworks facilities appurtenances and any and all necessary appurtenances for Job No. 09-01, Water Plan 2020 Project No. K-01, K-12 – Kalâheo 1111’ and 1222’ Water System Improvements.
3. The Grantee shall indemnify and hold harmless the Grantor from and against any claims for injuries or damages of any kind occasioned, in whole or in part, by Grantee’s negligent actions or omissions arising out of its exercise of this Right-of-Entry.
4. This Right-of-Entry shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.
5. The Grantor warrants and covenants with the Board that Grantor is the fee simple owner of the property upon which the Right-of-Entry is located, has full right to convey said right-of-entry, and will warrant and defend the Right-of-Entry granted herein against all adverse claims.
6. This Right-of-Entry 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.
7. The term of this right-of-entry shall commence upon the execution of the same by the parties hereto and shall terminate upon the Grantee’s completion of the entire work described in paragraph 2 above and the Grantee will notify the Grantor of such completion.
8. Upon termination of the Right-of-Entry, the Grantee shall remove all of its equipment from the Property and reasonably restore the Property to a condition similar to that which existed prior to the Grantee’s work thereon.
GRANTOR(S):

[Signature]
JONATHAN K. AKITA

[Signature]
AUDREY C.C. AKITA

GRANTEE:

BOARD OF WATER SUPPLY, COUNTY
OF KAUA‘I

[Signature]
Chairperson

APPROVED:

[Signature]
Manager and Chief Engineer

APPROVED AS TO FORM
AND LEGALITY:

[Signature]
Deputy County Attorney
STATE OF HAWAI‘I
 )
 ) ss.
COUNTY OF KAUA‘I )

On this ___ day of _____________, 20___ in the Fifth Circuit, State of Hawai‘i, before me personally appeared Beth Tokioka, 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 Chairperson for the Board of Water Supply, County of Kaua‘i executed Job No. 09-01 Right-of-Entry, dated _____________ and consisting of 4 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.

_________________________________________________________
Notary Public, State of Hawai‘i
Name of Notary: ________________________________ (Affix Seal)
My Commission expires: __________________________

| ROE-Job No. 09-01 |
| Kalaheo 1111’ and 1222’ Water System Improvements |
STATE OF HAWAI‘I    )
COUNTY OF KAUA‘I   ) ss.

On this 9th day of March, 2018 in the Fifth Circuit, State of Hawai‘i, before me personally appeared Jonathan K. Akita, 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 executed the Job No. 09-01 Right-of-Entry, dated March 9, 2018 and consisting of 4 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]
Notary Public, State of Hawai‘i
Name of Notary: ARLENE PURISIMA (Affix Seal)
My Commission expires: 10/06/21

STATE OF HAWAI‘I    )
COUNTY OF KAUA‘I   ) ss.

On this 9th day of March, 2018 in the Fifth Circuit, State of Hawai‘i, before me personally appeared Audrey C. Akita, 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 executed the Job No. 09-01 Right-of-Entry, dated March 9, 2018 and consisting of 4 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]
Notary Public, State of Hawai‘i
Name of Notary: ARLENE PURISIMA (Affix Seal)
My Commission expires: 10/06/21

ROE-Job No. 09-01
Kalaheo 1111’ and 1222’ Water System Improvements
FISCAL REPORT: MONTHLY SUMMARY HIGHLIGHTS – JULY, 2018

I. BUDGET SUMMARY VS. ACTUAL (see attached report for details)

YEAR TO DATE (YTD) BUDGET & ACTUAL EXPENSES SUMMARY – AS OF JULY, 2018

<table>
<thead>
<tr>
<th></th>
<th>BUDGET</th>
<th>VS</th>
<th>EXPENSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenses</td>
<td>$4,939,918.68</td>
<td>$1,761,656.10</td>
<td></td>
</tr>
<tr>
<td>Debt Principal Payment</td>
<td>3,373,697.06</td>
<td>3,373,697.06</td>
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</tr>
<tr>
<td>Capital Projects</td>
<td>21,090,606.04</td>
<td>637,261.10</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$29,404,221.78</td>
<td>$5,772,614.26</td>
<td></td>
</tr>
</tbody>
</table>

REVENUES: VARIANCE = “ACTUAL” LESS “BUDGET”; POSITIVE INDICATES HIGHER PERFORMANCE THAN EXPECTED.

- Total Revenue as of July, 2018 was 18% below projection.
  - Water sales of $2.4 million (M) was $4.2 thousand ("K") lower.
  - Other Water Revenue- Receipts of $87.5K exceeded projection by $66.7K or 320%.
  - Capital Contributions: Cash contributions including Federal & State Grants – $72K.
  - Investment Income & Net Increase in FV of Investments – none posted.
  - Miscellaneous Revenues - $0.48.

OPERATING EXPENSES: VARIANCE = BUDGET LESS ACTUAL EXPENSES; POSITIVE INDICATES LESS SPENDING THAN PLANNED. REVISED YTD BUDGET COLUMNS INCLUDE PO ROLLOVER FROM FY ENDING 2018.

- YTD Operating Expenses before depreciation and amortization was $1.76M. Total spending was $3.2M less than planned or budgeted; a positive variance of 64%.
  - Employee Related Expenses – $760.5K with a 14% positive variance.
  - Contracts & Services – $269.9K with a 90% positive variance.
    - Professional Services, Insurance, Repairs and Maintenance, non-water systems are the main items contributing to the 90% positive variance.
  - Exceptional Expenses – None.
  - Fuel & Utilities – $266.5; 7% negative variance.
  - Bulk Water Purchase – $136.7K; 9% positive variance.
  - Office & Operating Supplies – $44K, 86% positive variance.
  - Training, Travel & Meeting Expenses – $5.4K.
  - Debt Service – Interest Expense - $278.7K.
  - Depreciation & Amortization (non-cash expenses) is $638K.

NET OPERATING INCOME:

- Net Operating Income before depreciation and amortization - $1M.
- Net Operating Income after depreciation & amortization was $380K.
DEPARTMENT OF WATER  
County of Kaua‘i  
“Water has no Substitute – Conserve It!”

NON-OPERATING PROCEEDS & DISBURSEMENTS

- SRF Loan Proceeds – None  
- FRC – Facility Reserve Charge – None  
- YTD Debt Principal Payment is $3,373,697.06

CAPITAL PROJECTS BUDGET: YTD DISBURSEMENTS = $637,261.10

- Capital Projects: Water Utility Fund - $623.1K  
- Capital Projects: FRC Fund – None  
- Capital Projects: BAB Fund - $14.1K  
- Capital Projects: SRF Loan Fund - None

II. FY 2018 – 2019 CERTIFICATION OF FUNDS YTD (NEW FORMAT)

<table>
<thead>
<tr>
<th>REPORT TO MANAGER (Encumbered Funds)</th>
<th>MANAGER’S REPORT (New Budget Requests)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Utility Fund</td>
<td>$351,388.70</td>
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<tr>
<td>FRC Fund</td>
<td>$0.00</td>
</tr>
<tr>
<td>BAB Fund</td>
<td>$0.00</td>
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<tr>
<td>Total</td>
<td>$351,388.70</td>
</tr>
<tr>
<td></td>
<td>$664,023.00</td>
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</tbody>
</table>

III. COMPARATIVE CHARTS:

METERED CONSUMPTION:

- July, 2018 metered consumption – 344.4 million gallons (mg); decreased by 39.5 mg as compared from the same month of FY 2018.  
- Year to Date (YTD) metered consumption as of 7/31/18 – 344.4 mg; YTD decrease of 10.7mg as compared from the same month of FY 2018.

IV. COMPARATIVE BALANCE SHEET:

* Statement of Net Positions as of July 31, 2018 & 2017. See attached.

V. OTHER FISCAL ONGOING ACTIVITIES/INITIATIVES:

- Five (5) years Water Rate Study – The Rate Study period was changed from FY 2017-2021 to FY 2019-2023; the financial model was updated with the latest approved FY 2018-2019 budget and re-prioritized CIP lists. The DOW Staff will be scheduling a Finance Committee meeting to present the latest financial model with a recommendation.  
- IT Steering Committee continues to meet every 1st and 3rd Thursdays of the month until an IT priority list is finalized.  
- Fiscal is preparing the DOW Financials for the FY year ending June 30, 2018. Auditors’ field audit are: Week of August 27th and week of September 10th. The goal is to have a draft of the Audit Report for the November board meeting.  
- Reposted procurement for CC&B hosting services.  
- Develop Financial Policies for DOW – Procurement budget is included in FY 2019 proposed budget.  
- Budget Program Solution – It will be addressed concurrently with the Financial Policies Development procurement.
## I. OPERATING BUDGET

<table>
<thead>
<tr>
<th></th>
<th>July Original Budget</th>
<th>July Revised Budget</th>
<th>July Actual</th>
<th>July Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Sales</td>
<td>$2,446,230.58</td>
<td>$2,446,230.56</td>
<td>$2,442,069.58</td>
<td>($4,161.00)</td>
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<tr>
<td>Revenue from Public Fire Protection</td>
<td>177,744.50</td>
<td>177,744.50</td>
<td>176,042.50</td>
<td>268.00</td>
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<tr>
<td>Other Water Revenue</td>
<td>20,833.33</td>
<td>20,833.33</td>
<td>18,522.40</td>
<td>8889.07</td>
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<tr>
<td>Federal Grants</td>
<td>22,660.02</td>
<td>22,660.02</td>
<td>(22,660.00)</td>
<td>0.00</td>
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<tr>
<td>State Grants</td>
<td>655,799.58</td>
<td>655,799.58</td>
<td>(655,799.58)</td>
<td>0.00</td>
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<tr>
<td>Capital Contributions</td>
<td>52,673.50</td>
<td>52,673.50</td>
<td>71,914.92</td>
<td>19,041.42</td>
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<tr>
<td>Net Increase in Fair Value of Investments</td>
<td>(2,550.00)</td>
<td>(2,550.00)</td>
<td>(2,550.00)</td>
<td>0.00</td>
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<tr>
<td>Investment Income</td>
<td>13,750.00</td>
<td>13,750.00</td>
<td>(13,750.00)</td>
<td>0.00</td>
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<tr>
<td>Gain or Loss on Disposal of Capital Assets</td>
<td>416.67</td>
<td>416.67</td>
<td>(416.67)</td>
<td>0.00</td>
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<tr>
<td>Miscellaneous Revenues</td>
<td>83.33</td>
<td>83.33</td>
<td>83.48</td>
<td>(0.05)</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>3,387,921.57</td>
<td>3,387,921.57</td>
<td>2,775,549.88</td>
<td>(608,371.89)</td>
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<tr>
<td><strong>Employee-Related Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Salaries and Wages (Includes Leaves &amp; CTO)</td>
<td>538,245.99</td>
<td>538,245.99</td>
<td>433,622.01</td>
<td>104,623.98</td>
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<tr>
<td>Temporary Assignment</td>
<td>5,155.00</td>
<td>5,155.00</td>
<td>5,115.50</td>
<td>395.50</td>
</tr>
<tr>
<td>Overtime</td>
<td>43,250.01</td>
<td>43,250.01</td>
<td>33,114.77</td>
<td>10,135.24</td>
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<tr>
<td>Standby</td>
<td>15,132.84</td>
<td>15,132.84</td>
<td>16,038.00</td>
<td>(905.16)</td>
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<tr>
<td>FICA</td>
<td>46,671.20</td>
<td>46,671.20</td>
<td>35,670.14</td>
<td>11,001.06</td>
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<td>Retirement Contribution</td>
<td>115,262.58</td>
<td>115,262.58</td>
<td>99,874.82</td>
<td>25,387.76</td>
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<tr>
<td>Life &amp; Health Insurance</td>
<td>40,353.90</td>
<td>40,353.90</td>
<td>41,745.96</td>
<td>(1,392.06)</td>
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<tr>
<td>Workers Compensation</td>
<td>4,867.80</td>
<td>4,867.80</td>
<td>(4,867.80)</td>
<td>0.00</td>
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<tr>
<td>Unemployment Compensation</td>
<td>1,250.00</td>
<td>1,250.00</td>
<td>1,250.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Post Employment Benefits (OPEB)</td>
<td>84,249.09</td>
<td>84,249.09</td>
<td>84,249.09</td>
<td>14,290.82</td>
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<tr>
<td><strong>Total Employee-Related Expenses</strong></td>
<td>889,476.31</td>
<td>889,476.31</td>
<td>760,510.96</td>
<td>128,965.35</td>
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<tr>
<td><strong>Contracts &amp; Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Professional Services-General</td>
<td>325,866.76</td>
<td>2,104,480.28</td>
<td>1,500.00</td>
<td>2,100,980.28</td>
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<tr>
<td>Professional Services-Accounting &amp; Auditing</td>
<td>8,900.00</td>
<td>71,787.70</td>
<td>21,103.98</td>
<td>50,693.72</td>
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<tr>
<td>Other Services-General</td>
<td>5,073.17</td>
<td>5,073.17</td>
<td>1,962.33</td>
<td>3,110.43</td>
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<tr>
<td>Other Services-Billing Costs</td>
<td>17,221.47</td>
<td>17,221.47</td>
<td>11,713.50</td>
<td>5,507.97</td>
</tr>
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<td>Public Relations-General</td>
<td>9,275.00</td>
<td>9,275.00</td>
<td>3,589.16</td>
<td>5,416.84</td>
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<td>Procurement Advertising</td>
<td>833.33</td>
<td>833.33</td>
<td>833.33</td>
<td>833.33</td>
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<tr>
<td>Communication Services</td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>9,513.92</td>
<td>486.08</td>
</tr>
<tr>
<td>Freight andPostage</td>
<td>1,364.16</td>
<td>1,364.16</td>
<td>1,287.84</td>
<td>76.32</td>
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<tr>
<td>Rentals and Leases</td>
<td>12,766.22</td>
<td>29,272.14</td>
<td>3,410.01</td>
<td>25,853.13</td>
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<tr>
<td>Insurance</td>
<td>99,583.33</td>
<td>99,583.33</td>
<td>96,773.23</td>
<td>2,810.00</td>
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<td>County Service Charge</td>
<td>177,774.50</td>
<td>177,774.50</td>
<td>178,042.50</td>
<td>(278.00)</td>
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<tr>
<td>Repairs and Maintenance-Water System</td>
<td>18,446.67</td>
<td>60,578.14</td>
<td>13,349.17</td>
<td>47,289.17</td>
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<tr>
<td><strong>Total Contracts &amp; Services</strong></td>
<td>739,357.10</td>
<td>2,756,231.86</td>
<td>269,855.43</td>
<td>2,486,376.43</td>
</tr>
</tbody>
</table>

**SUMMARY**

- **FY 2019**
- **Revised YTD Budget**
- **YTD Actual**
- **Variances**
- **Variances %**

- **Revenue**
- **Water Sales**
- **Revenue from Public Fire Protection**
- **Other Water Revenue**
- **Federal Grants**
- **State Grants**
- **Capital Contributions**
- **Net Increase in Fair Value of Investments**
- **Investment Income**
- **Gain or Loss on Disposal of Capital Assets**
- **Miscellaneous Revenues**
- **Total Revenue**
- **Employee-Related Expenses**
- **Salaries and Wages (Includes Leaves & CTO)**
- **Temporary Assignment**
- **Overtime**
- **Standby**
- **FICA**
- **Retirement Contribution**
- **Life & Health Insurance**
- **Workers Compensation**
- **Unemployment Compensation**
- **Post Employment Benefits (OPEB)**
- **Total Employee-Related Expenses**
- **Contracts & Services**
- **Professional Services-General**
- **Professional Services-Accounting & Auditing**
- **Other Services-General**
- **Other Services-Billing Costs**
- **Public Relations-General**
- **Procurement Advertising**
- **Communication Services**
- **Freight and Postage**
- **Rentals and Leases**
- **Insurance**
- **County Service Charge**
- **Repairs and Maintenance-Water System**
- **Total Contracts & Services**
<table>
<thead>
<tr>
<th>Exceptional Expenses</th>
<th>Original Budget</th>
<th>Revised Budget</th>
<th>Actual</th>
<th>Variance</th>
<th>Revised YTD Budget</th>
<th>YTD Actual</th>
<th>Variance</th>
<th>Variance %</th>
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</thead>
<tbody>
<tr>
<td>FY2014 &amp; FY2015 Kalaheo Emergency</td>
<td></td>
<td></td>
<td>261,975.00</td>
<td>261,975.00</td>
<td></td>
<td>261,975.00</td>
<td></td>
<td>100%</td>
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<tr>
<td>FY 2016 Kilauea</td>
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<td></td>
<td>261,975.00</td>
<td>261,975.00</td>
<td></td>
<td>261,975.00</td>
<td></td>
<td>100%</td>
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<tr>
<td>Abandoning Hanamaulu Wells 1 &amp; 2</td>
<td></td>
<td></td>
<td>261,975.00</td>
<td>261,975.00</td>
<td></td>
<td>261,975.00</td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td><strong>Total Exceptional Expenses</strong></td>
<td><strong>261,975.00</strong></td>
<td><strong>261,975.00</strong></td>
<td><strong>261,975.00</strong></td>
<td><strong>261,975.00</strong></td>
<td><strong>261,975.00</strong></td>
<td><strong>261,975.00</strong></td>
<td></td>
<td><strong>100%</strong></td>
</tr>
<tr>
<td>Fuel &amp; Utilities</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility Services</td>
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<td>240,493.45</td>
<td>257,831.22</td>
<td>(17,337.77)</td>
<td></td>
<td>240,493.45</td>
<td>257,831.22</td>
<td>(17,337.77)</td>
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<tr>
<td>Fuel</td>
<td>9,625.00</td>
<td>9,625.00</td>
<td>8,663.89</td>
<td>961.11</td>
<td></td>
<td>9,625.00</td>
<td>8,663.89</td>
<td>961.11</td>
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<tr>
<td><strong>Total Fuel &amp; Utilities</strong></td>
<td><strong>249,420.00</strong></td>
<td><strong>250,118.45</strong></td>
<td><strong>266,495.11</strong></td>
<td><strong>(16,376.66)</strong></td>
<td><strong>250,118.45</strong></td>
<td><strong>266,495.11</strong></td>
<td></td>
<td><strong>(16,376.66)</strong></td>
</tr>
<tr>
<td>Bulk Water Purchase</td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Bulk Water Purchase</td>
<td>150,848.00</td>
<td>150,848.00</td>
<td>136,689.03</td>
<td>14,159.97</td>
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<td>150,848.00</td>
<td>136,689.03</td>
<td>14,159.97</td>
</tr>
<tr>
<td><strong>Total Bulk Water Purchase</strong></td>
<td><strong>150,848.00</strong></td>
<td><strong>150,848.00</strong></td>
<td><strong>136,689.03</strong></td>
<td><strong>14,159.97</strong></td>
<td><strong>150,848.00</strong></td>
<td><strong>136,689.03</strong></td>
<td></td>
<td><strong>14,159.97</strong></td>
</tr>
<tr>
<td>Office &amp; Operating Supplies</td>
<td></td>
<td></td>
<td></td>
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<td>Training, Travel &amp; Meeting Expenses</td>
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<td><strong>22,586.58</strong></td>
<td><strong>5,389.42</strong></td>
<td><strong>17,191.16</strong></td>
<td><strong>22,586.58</strong></td>
<td><strong>5,389.42</strong></td>
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<tr>
<td><strong>Total Interest Expense</strong></td>
<td><strong>284,846.30</strong></td>
<td><strong>284,846.30</strong></td>
<td><strong>278,739.98</strong></td>
<td><strong>6,106.32</strong></td>
<td><strong>284,846.30</strong></td>
<td><strong>278,739.98</strong></td>
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<td><strong>3,178,262.58</strong></td>
<td><strong>1,761,655.10</strong></td>
<td><strong>3,178,262.58</strong></td>
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<td><strong>1,017,893.78</strong></td>
<td><strong>2,589,890.89</strong></td>
<td>($1,551,997.11)</td>
<td><strong>1,017,893.78</strong></td>
<td><strong>2,589,890.89</strong></td>
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<tr>
<td>Depreciation &amp; Amortization</td>
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<td>609,562.50</td>
<td>576,072.05</td>
<td>33,490.45</td>
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<td>61,954.83</td>
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<td>61,954.83</td>
<td>3,621.30</td>
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<tr>
<td><strong>Total Depreciation &amp; Amortization</strong></td>
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<td><strong>667,895.83</strong></td>
<td><strong>638,026.88</strong></td>
<td><strong>26,869.15</strong></td>
<td><strong>638,026.88</strong></td>
<td><strong>26,869.15</strong></td>
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<td><strong>4%</strong></td>
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<td>Net Operating Income (Loss)</td>
<td><strong>274,808.46</strong></td>
<td>(2,219,892.94)</td>
<td><strong>379,867.10</strong></td>
<td><strong>2,895,760.04</strong></td>
<td>(2,219,892.94)</td>
<td><strong>379,867.10</strong></td>
<td><strong>2,895,760.04</strong></td>
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### Department of Water, County of Kauai

**Monthly Budget Summary vs. Actual**

**SUMMARY**

7/31/2018

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<tr>
<th>Non Operating Proceeds</th>
<th>July</th>
<th>FY 2019</th>
</tr>
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<tr>
<td></td>
<td>Original Budget</td>
<td>Revised Budget</td>
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<tr>
<td>FRC-Facility Reserve Charge</td>
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<th>Transfers Out(In) to Other Funds</th>
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<table>
<thead>
<tr>
<th>Net Proceeds (Expenditures)</th>
<th>(2,045,555.27)</th>
<th>(5,560,256.87)</th>
<th>(2,993,829.96)</th>
<th>2,566,426.71</th>
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<table>
<thead>
<tr>
<th>II. CAPITAL BUDGET</th>
<th>Capital Projects (See Attached for Details)</th>
<th>607,958.32</th>
<th>21,690,806.04</th>
<th>637,261.10</th>
<th>20,453,344.94</th>
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## Capital Projects (See Attached for Details)

<table>
<thead>
<tr>
<th>Description</th>
<th>Original Budget</th>
<th>Revised Budget</th>
<th>Actual</th>
<th>Variance</th>
<th>Revised YTD Budget</th>
<th>YTD Actual</th>
<th>YTD Variance</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Utility - Capital Projects (See Attached for Details)</td>
<td>607,956.32</td>
<td>17,157,373.48</td>
<td>623,123.00</td>
<td>16,534,250.48</td>
<td>17,157,373.48</td>
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<td>FRC Special Trust Fund - Capital Projects (See Attached for Details)</td>
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<td>555,755.84</td>
<td>555,755.84</td>
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<td>SRF Loan Fund - Capital Projects (See Attached for Details)</td>
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<td>20,453,344.94</td>
<td>21,090,606.04</td>
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Total Capital Projects (See Attached for Details)
### Capital Projects (See Attached for Details):

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<tr>
<th>Month</th>
<th>Original Budget</th>
<th>Revised Budget</th>
<th>Actual</th>
<th>Variance</th>
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<tbody>
<tr>
<td>July</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revised YTD Budget</td>
<td>YTD Actual</td>
<td><strong>%</strong></td>
<td>Variance %</td>
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<tr>
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<td>7,500.00</td>
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<td>10-20-00-604-033 WU-Job 13-JV-Kolos D Repairs</td>
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<td>10-20-00-604-136 Job 12-01 H-05 Weke Anahe Hee B-89h Maire</td>
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<td>10-20-00-604-138 WU-Eng-69%R-11-07 HE-03 Hanapepe &amp; Koloa Well MCC</td>
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<td>10-20-00-604-145 WU-Eng-12%R-Job 15-17 HE-01&amp;18 HanapepeEleleeChen PL</td>
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<td>10-20-00-604-148 WU-Eng-50%R/Kohfo Hwy Hardy-Oxford 10in Main Repl</td>
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<td>147,590.60</td>
<td>176,937.23</td>
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Total Capital Projects (See Attached for Details):

|                | 607,958.33 | 17,157,373.48 | 623,123.00 | 16,534,250.48 | 17,157,373.48 | 623,123.00 | 16,534,250.48 | 98% |

Department of Water, County of Kauai
Monthly Budget Summary vs. Actual
7/31/2018
Department of Water, County of Kauai
Monthly Budget Summary vs. Actual
20
7/31/2018

Capital Projects (See Attached for Details):
20-20-00-695-017 FRC-Job 16-02 18IN Cane Haul Road Main
20-20-00-695-104 FRC-Eng-ALLE-05-02 HW-12 Drill Wainiha-Haena Well
20-20-00-695-117 FRC-Eng-ALLE-12-02 WK-23 UH Exponential Storage Tank
20-20-00-695-118 Job 04-06 WK-39 Drill Kapaa Homestead Well 4
20-20-00-605-120 FRC-Eng-90%E-Kilauea 1.0MG Tank Job 02-06
20-20-00-695-153 Job 15-08-HW-11-Haena 0.2MG Tank
20-20-00-695-154 Job 17-11 Drill & Test Kilauea Well #3

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<th>July</th>
<th>FY 2019</th>
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<tr>
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<td>Revised Budget</td>
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</tr>
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<td>20-20-00-695-017</td>
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<td>Total Capital Projects</td>
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Capital Projects (See Attached for Details):

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<th>July</th>
<th>Revised YTD Budget</th>
<th>YTD Actual</th>
<th>Variance</th>
<th>Variance %</th>
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<tr>
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</tbody>
</table>

| 30-20-00-604-101 BAB-Eng-ALLR-10-01 Anini-01a Anini & Kaaliiwi Rd 6- | 76,428.25 | 76,428.25 | 76,428.25 | 100% |
| 30-20-00-604-105 BAB-Eng-ALLR-09-01 K-01 Kalaeheo 11111-F & 1222-F | 282,012.21 | 282,012.21 | 282,012.21 | 100% |
| 30-20-00-604-112 BAB-Eng-ALLR-11-02 PH-01a Grove Farm Tanks 1 & 2 | 28,000.00 | 28,000.00 | 28,000.00 | 100% |
| 30-20-00-605-104 BAB-Eng-AlE-05-02 HW-12 Drill Wahiha-Haena Well | 32,430.00 | 32,430.00 | 32,430.00 | 100% |
| 30-20-00-605-116 BAB-Eng-ALLE-02-14 WK-09 Kapaa Homesteads Tank | 89,231.75 | 14,138.10 | 75,093.65 | 84% |
| 30-20-00-605-120 BAB-Eng-ALLE-02-06WKK15-Kilauea 486 Tank Puu Pane | 25,175.00 | 25,175.00 | 25,175.00 | 100% |
| 30-20-00-605-125 BAB-Eng-AlE-02-01 Land for Kukuiholo Tank Site | 53,000.00 | 53,000.00 | 53,000.00 | 100% |
| 30-20-00-605-139 BAB-Eng-AlE-02-11 M-02 100K Tek & Pipeline Moaana | 94,222.00 | 94,222.00 | 94,222.00 | 100% |
| 30-20-00-605-158 BAB-Eng-AlE-11-3 MO-03 Land & Well Acq Molulua & Wai | 9,187.00 | 9,187.00 | 9,187.00 | 100% |
| 30-21-00-604-017 Job 16-02 PLH-35B Kapalua Cane Haul Rd 18" Main | 1,137,325.00 | 1,137,325.00 | 1,137,325.00 | 100% |
| 30-21-00-605-118Job 02-14 WK30 WK30 Kapana Hmstd Well 4, Fkg A Well | 1,535,000.00 | 1,535,000.00 | 1,535,000.00 | 100% |
| 30-40-00-604-118 BAB-Cps PLH-39a Lihue Baseyard Improvement | 14,957.46 | 14,957.46 | 14,957.46 | 100% |

Total Capital Projects (See Attached for Details) | 3,377,476.72 | 3,363,338.82 | 100% |
<table>
<thead>
<tr>
<th>DATE</th>
<th>Contract #</th>
<th>Vendor</th>
<th>Description</th>
<th>ACCOUNT #</th>
<th>CO/OE</th>
<th>W/U (10)</th>
<th>FRC (20)</th>
<th>BAB (30)</th>
<th>TOTALS</th>
<th>W/U (10)</th>
<th>FRC (20)</th>
<th>BAB (30)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2018</td>
<td>660</td>
<td>Eurofins Eaton Analytical, Inc.</td>
<td>Sole Source no. SS 2018-1, to furnish laboratory testing services.</td>
<td>10-10-40-540-010</td>
<td>OE</td>
<td>63,600.00</td>
<td></td>
<td></td>
<td></td>
<td>63,600.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/1/2018</td>
<td>666</td>
<td>Brio Consulting</td>
<td>Funding available 7/1/18</td>
<td>10-02-10-540-010</td>
<td>OE</td>
<td>80,000.00</td>
<td></td>
<td></td>
<td></td>
<td>80,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/1/2018</td>
<td>668</td>
<td>King Windward Nissan</td>
<td>Selection GE 2018-6: Forwarding and delivery of two (2) SUV 4 wheel drive.</td>
<td>10-01-00-604-999</td>
<td>CO</td>
<td>57,788.70</td>
<td></td>
<td></td>
<td></td>
<td>57,788.70</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/6/2018</td>
<td>632</td>
<td>Pensimento Global Solutions, Inc.</td>
<td>1st Amendment; 17-02- Scada System Maintenance and Professional Consultation Services</td>
<td>10-40-60-560-000</td>
<td>OE</td>
<td>150,000.00</td>
<td></td>
<td></td>
<td></td>
<td>150,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/6/2018</td>
<td>636</td>
<td>Brown N Caldwell</td>
<td>New Budget Request - Job No. 15-4, WP 2020 WKX-05, Chlorination, MCC, Kīlauea Wells no. 1 &amp; 2.</td>
<td>10-20-00-604-157</td>
<td></td>
<td>64,023.00</td>
<td></td>
<td></td>
<td></td>
<td>64,023.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/7/2018</td>
<td>xxx</td>
<td>New Budget Request</td>
<td>Job 18-8 Limahuli Stream and Mānoa Stream Water Line Repairs</td>
<td>10-00-00-604-163</td>
<td></td>
<td>250,000.00</td>
<td></td>
<td></td>
<td></td>
<td>250,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/7/2018</td>
<td>xxx</td>
<td>New Budget Request</td>
<td>Job 18-9, Makaleha Tunnel Water Line Repairs</td>
<td>10-20-10-540-010</td>
<td></td>
<td>350,000.00</td>
<td></td>
<td></td>
<td></td>
<td>350,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

351,388.70 - - 351,388.70 664,023.00 - - 664,023.00
### BILLED REVENUES COMPARATIVE REPORT
For Fiscal Years 2017, 2018 & 2019

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>Cum. Inc (Dec)</th>
<th>% Inc. (Dec.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$2,389,827</td>
<td>$2,760,278</td>
<td>$2,459,791</td>
<td>$(300,488)</td>
<td>-10.89%</td>
</tr>
<tr>
<td>August</td>
<td>$4,860,565</td>
<td>$5,480,992</td>
<td>$(5,480,992)</td>
<td>-100.00%</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>$7,531,310</td>
<td>$8,381,960</td>
<td>$(8,381,960)</td>
<td>-100.00%</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>$9,994,494</td>
<td>$11,028,260</td>
<td>$(11,028,260)</td>
<td>-100.00%</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>$12,481,560</td>
<td>$13,685,184</td>
<td>$(13,685,184)</td>
<td>-100.00%</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>$14,668,626</td>
<td>$15,789,273</td>
<td>$(15,789,273)</td>
<td>-100.00%</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>$16,931,050</td>
<td>$18,084,865</td>
<td>$(18,084,865)</td>
<td>-100.00%</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>$19,150,928</td>
<td>$20,286,133</td>
<td>$(20,286,133)</td>
<td>-100.00%</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>$21,325,480</td>
<td>$22,354,874</td>
<td>$(22,354,874)</td>
<td>-100.00%</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>$23,757,167</td>
<td>$24,403,932</td>
<td>$(24,403,932)</td>
<td>-100.00%</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>$25,988,852</td>
<td>$26,480,231</td>
<td>$(26,480,231)</td>
<td>-100.00%</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>$28,530,652</td>
<td>$28,792,331</td>
<td>$(28,792,331)</td>
<td>-100.00%</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** AFS error in billing AJE $288,133

---

### BILLED REVENUES COMPARATIVE CHART
As of July: FY 2017, 2018 & 2019

- **2017**
- **2018**
- **2019**

---

1. revenue comparison
<table>
<thead>
<tr>
<th>Month</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>Cum. Inc (Dec)</th>
<th>% of Inc (Dec)</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$2,036,499</td>
<td>$2,385,872</td>
<td>$2,449,372</td>
<td>$63,500</td>
<td>3%</td>
</tr>
<tr>
<td>August</td>
<td>$4,881,715</td>
<td>$5,504,876</td>
<td>$(5,504,876)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>$7,182,779</td>
<td>$8,155,772</td>
<td>$(8,155,772)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>$9,806,314</td>
<td>$11,034,364</td>
<td>$(11,034,364)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>$12,190,276</td>
<td>$13,377,231</td>
<td>$(13,377,231)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>$14,510,720</td>
<td>$15,665,947</td>
<td>$(15,665,947)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>$16,654,692</td>
<td>$18,226,254</td>
<td>$(18,226,254)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>$18,823,674</td>
<td>$20,249,770</td>
<td>$(20,249,770)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>$21,192,407</td>
<td>$22,292,891</td>
<td>$(22,292,891)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>$23,243,462</td>
<td>$24,250,091</td>
<td>$(24,250,091)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>$25,924,897</td>
<td>$26,435,971</td>
<td>$(26,435,971)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>$28,436,387</td>
<td>$28,582,930</td>
<td>$(28,582,930)</td>
<td>-100%</td>
<td></td>
</tr>
</tbody>
</table>

Cash Receipts Comparative Chart
As of July: FY 2017, 2018 & 2019
METERED CONSUMPTION (000 GALLONS) MONTHLY COMPARATIVE CHART
For Fiscal Years 2017, 2018 & 2019
(expressed in thousands)

<table>
<thead>
<tr>
<th>Month</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>INC (DEC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>436,238</td>
<td>383,831</td>
<td>344,364 *</td>
<td>-39,467 *</td>
</tr>
<tr>
<td>August</td>
<td>361,599</td>
<td>380,414</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>415,176</td>
<td>399,598</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>384,934</td>
<td>373,247</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>398,863</td>
<td>329,959</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>305,276</td>
<td>310,680</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>453,812</td>
<td>321,919</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>366,974</td>
<td>312,188</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>323,359</td>
<td>292,542</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>334,995</td>
<td>294,834</td>
<td></td>
<td></td>
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<tr>
<td>May</td>
<td>335,320</td>
<td>292,845</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>388,313</td>
<td>322,526</td>
<td></td>
<td></td>
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</tbody>
</table>

** AFS error in billing AJE

Adjustment

* refer to monthly summary highlights

3. 12 mo. consumption comp

PAGE 128
<table>
<thead>
<tr>
<th>Month</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>CUM. INC (DEC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>363,695</td>
<td>383,831</td>
<td>344,364</td>
<td>-39,467</td>
</tr>
<tr>
<td>August</td>
<td>699,151</td>
<td>764,245</td>
<td>-764,245</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>1,070,588</td>
<td>1,163,843</td>
<td>-1,163,843</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>1,415,130</td>
<td>1,537,090</td>
<td>-1,537,090</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>1,765,039</td>
<td>1,867,049</td>
<td>-1,867,049</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>2,069,285</td>
<td>2,177,729</td>
<td>-2,177,729</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>2,385,677</td>
<td>2,499,648</td>
<td>-2,499,648</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>2,700,139</td>
<td>2,811,836</td>
<td>-2,811,836</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>3,006,758</td>
<td>3,104,378</td>
<td>-3,104,378</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>3,355,539</td>
<td>3,399,212</td>
<td>-3,399,212</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>3,670,240</td>
<td>3,692,057</td>
<td>-3,692,057</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>4,025,295</td>
<td>4,014,583</td>
<td>-4,014,583</td>
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</table>

**AFS error in billing AJE 288,133 288,133**

---

**YTD METERED CONSUMPTION (000 GALLONS) COMPARATIVE REPORT**

For Fiscal Years 2017, 2018 & 2019

(expressed in thousands)
## Assets and Deferred Outflows

<table>
<thead>
<tr>
<th>Description</th>
<th>7/31/2018 (Unadjusted)</th>
<th>July 31, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>11,943,445</td>
<td>3,690,056</td>
</tr>
<tr>
<td>Equity interest in pooled investments</td>
<td>3,154,151</td>
<td>28,778,468</td>
</tr>
<tr>
<td>Receivables:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts, net of allowance for doubtful accounts*</td>
<td>1,597,163</td>
<td>2,029,820</td>
</tr>
<tr>
<td>Due from other funds</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Unbilled accounts</td>
<td>1,525,416</td>
<td>1,525,416</td>
</tr>
<tr>
<td>Grants and subsidies</td>
<td>298,411</td>
<td>627,368</td>
</tr>
<tr>
<td>Accrued interest</td>
<td>80,749</td>
<td>144,635</td>
</tr>
<tr>
<td><strong>Total receivables</strong></td>
<td>3,501,740</td>
<td>4,327,240</td>
</tr>
<tr>
<td>Materials and supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>1,097,060</td>
<td>889,994</td>
</tr>
<tr>
<td><strong>Total current asset</strong></td>
<td>19,734,670</td>
<td>37,791,287</td>
</tr>
<tr>
<td><strong>Restricted Assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility reserve charge funds:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>676,804</td>
<td>493,150</td>
</tr>
<tr>
<td>Accounts receivable and other</td>
<td>132,491</td>
<td>99,040</td>
</tr>
<tr>
<td><strong>Total facility reserve charge funds</strong></td>
<td>809,295</td>
<td>592,190</td>
</tr>
<tr>
<td>Bond funds:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>444,422</td>
<td>1,810,168</td>
</tr>
<tr>
<td>Investments</td>
<td>12,071,974</td>
<td>12,907,648</td>
</tr>
<tr>
<td>Accrued interest</td>
<td>29,424</td>
<td>57,536</td>
</tr>
<tr>
<td><strong>Total bond funds</strong></td>
<td>12,545,819</td>
<td>14,775,352</td>
</tr>
<tr>
<td><strong>Total restricted assets</strong></td>
<td>13,355,114</td>
<td>15,367,542</td>
</tr>
<tr>
<td><strong>Equity Interest in Pooled Investment - Noncurrent</strong></td>
<td>39,344,321</td>
<td>18,015,347</td>
</tr>
<tr>
<td><strong>Utility Plant:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In service</td>
<td>333,850,836</td>
<td>333,471,734</td>
</tr>
<tr>
<td>Accumulated depreciation</td>
<td>(128,497,811)</td>
<td>(120,978,149)</td>
</tr>
<tr>
<td><strong>Total utility plant</strong></td>
<td>205,353,025</td>
<td>212,493,585</td>
</tr>
<tr>
<td>Construction work in progress</td>
<td>7,687,774</td>
<td>4,042,582</td>
</tr>
<tr>
<td><strong>Total property, plant and equipment</strong></td>
<td>213,040,798</td>
<td>216,536,167</td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td>285,474,903</td>
<td>287,710,344</td>
</tr>
<tr>
<td><strong>Deferred Outflow of Resources</strong></td>
<td>6,364,433</td>
<td>2,953,134</td>
</tr>
<tr>
<td><strong>Total assets and deferred outflows of resources</strong></td>
<td>291,839,336</td>
<td>290,663,478</td>
</tr>
</tbody>
</table>

*Allowance for doubtful accounts: (258,079) (269,984)
## Liabilities, Deferred Inflows and Net Position

<table>
<thead>
<tr>
<th></th>
<th>7/31/2018 (Unadjusted)</th>
<th>July 31, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Liabilities:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable and accrued liabilities</td>
<td>2,157,576</td>
<td>2,525,905</td>
</tr>
<tr>
<td>Contracts payable, including retainages</td>
<td>122,796</td>
<td>33,160</td>
</tr>
<tr>
<td>Due to/Due From Other Funds</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Customer overpayment</td>
<td>144,103</td>
<td>126,549</td>
</tr>
<tr>
<td>Customer deposits and advances</td>
<td>699,185</td>
<td>415,582</td>
</tr>
<tr>
<td>Current portion of long term debt</td>
<td>4,835,459</td>
<td>4,835,459</td>
</tr>
<tr>
<td>Current portion of capital lease obligation</td>
<td>742,465</td>
<td>742,465</td>
</tr>
<tr>
<td><strong>Total current liabilities</strong></td>
<td><strong>8,701,584</strong></td>
<td><strong>8,679,121</strong></td>
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<td>Long-Term Debt</td>
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<td>Capital Lease Obligation</td>
<td>526,619</td>
<td>526,619</td>
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<tr>
<td>OPEB &amp; Retirement Benefits</td>
<td>17,162,305</td>
<td>11,406,972</td>
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<tr>
<td>Accrued Vacation and Compensatory Pay</td>
<td>1,292,863</td>
<td>1,283,015</td>
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<td>Deferred Inflow of Assets</td>
<td>338,104</td>
<td>1,286,710</td>
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<td><strong>Total liabilities and deferred inflows:</strong></td>
<td><strong>97,145,617</strong></td>
<td><strong>97,303,019</strong></td>
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<tr>
<td><strong>Net Position:</strong></td>
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<tr>
<td>Water Utility Reserves</td>
<td>10,200,000</td>
<td>10,200,000</td>
</tr>
<tr>
<td>Restricted FRC</td>
<td>801,444</td>
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<tr>
<td>Restricted Build American Bonds</td>
<td>12,446,531</td>
<td>14,771,227</td>
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<tr>
<td>Invested in Capital Assets Net of Related Debt</td>
<td>138,354,723</td>
<td>136,869,933</td>
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<tr>
<td>Unrestricted</td>
<td>32,891,021</td>
<td>30,927,108</td>
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<tr>
<td><strong>Total net position</strong></td>
<td><strong>194,693,719</strong></td>
<td><strong>193,360,458</strong></td>
</tr>
<tr>
<td><strong>Total liabilities, deferred inflows and net position:</strong></td>
<td><strong>291,839,336</strong></td>
<td><strong>290,663,478</strong></td>
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## Accounts Receivable Aging Summary

**As of July, 2018**

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>0-30 days</td>
<td>$1,380,775.19</td>
<td>$1,560,873.03</td>
<td>$1,383,845.44</td>
<td>$1,702,060.96</td>
<td>$1,381,354.68</td>
<td>$1,139,001.37</td>
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<td>$1,314,803.92</td>
<td>$1,400,020.34</td>
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<td>31-60 days</td>
<td>$220,121.44</td>
<td>$227,861.31</td>
<td>$197,920.08</td>
<td>$150,496.69</td>
<td>$231,756.53</td>
<td>$150,215.54</td>
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<td>$151,335.43</td>
<td>$148,614.03</td>
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<tr>
<td>61-90 days</td>
<td>$69,102.17</td>
<td>$97,667.61</td>
<td>$56,858.59</td>
<td>$49,106.42</td>
<td>$67,094.88</td>
<td>$53,741.78</td>
<td>$54,679.95</td>
<td>$53,631.88</td>
<td>$44,532.87</td>
<td>$31,509.78</td>
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<tr>
<td>91-120 days</td>
<td>$56,420.08</td>
<td>$33,024.45</td>
<td>$34,013.73</td>
<td>$31,918.55</td>
<td>$28,059.47</td>
<td>$29,418.86</td>
<td>$31,480.98</td>
<td>$33,521.54</td>
<td>$14,855.07</td>
<td>$13,509.78</td>
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<tr>
<td>121 days and over</td>
<td>$334,739.61</td>
<td>$192,320.41</td>
<td>$254,614.94</td>
<td>$234,816.86</td>
<td>$110,405.05</td>
<td>$101,527.44</td>
<td>$100,575.50</td>
<td>$103,010.83</td>
<td>$13,521.54</td>
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<td><strong>Total AR</strong></td>
<td>$2,061,158.49</td>
<td>$2,212,346.81</td>
<td>$1,927,273.87</td>
<td>$1,818,670.61</td>
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<td>$1,587,823.11</td>
<td>$1,405,222.12</td>
<td>$1,688,370.31</td>
<td>$1,704,991.15</td>
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*Total AR is net of Customer deposits and overpayments.

### Customer Deposits & Overpayments

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<tbody>
<tr>
<td><a href="#">Customer Deposits &amp; Overpayments</a></td>
<td>($124,768.31)</td>
<td>($137,487.02)</td>
<td>($134,774.33)</td>
<td>($166,498.67)</td>
<td>($181,077.13)</td>
<td>($184,820.31)</td>
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<td>($158,143.19)</td>
<td>($181,500.00)</td>
<td>($158,143.18)</td>
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### DEPARTMENT OF WATER

#### SUMMARY OF MCUTS

As of July, 2018

<table>
<thead>
<tr>
<th>FY MONTHS</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
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<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
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<td>$ 2,234.03</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 3,279.94</td>
</tr>
</tbody>
</table>

*No Mcuts, new cloud service products were being tested and validated for roll out. Staff were working closely with Consultants, training, testing and validating customer accounts into a test company.*

### FY 2018

<table>
<thead>
<tr>
<th>FY MONTHS</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
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<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>TOTALS</th>
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<tbody>
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<td>33</td>
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<td>*</td>
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*No Mcuts, new cloud service products were being tested and validated for roll out. Staff were working closely with Consultants, training, testing and validating customer accounts into a test company.*

### FY 2017

<table>
<thead>
<tr>
<th>FY MONTHS</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
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<th>March</th>
<th>April</th>
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<td>14</td>
<td>33</td>
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<td>**</td>
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<td>$ 5,635.81</td>
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<td>$ 15,205.41</td>
<td>$ 3,596.94</td>
<td>$ 2,520.71</td>
<td>$ 6,793.88</td>
<td>$ 8,051.50</td>
<td>$ 37,144.99</td>
<td>$ 136,209.11</td>
</tr>
</tbody>
</table>

**No Mcuts for August & September, 2016. DOW implemented its own instance of CC&B on October 3, 2016. The staff were doing testing and validations prior to the 10/16 conversion rollout.**

### FY 2016

<table>
<thead>
<tr>
<th>FY MONTHS</th>
<th>July</th>
<th>August</th>
<th>September</th>
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<th>November</th>
<th>December</th>
<th>January</th>
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<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
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<td>33</td>
<td>61</td>
<td>17</td>
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<td>30</td>
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<td>$ 18,475.00</td>
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<td>$ 17,195.51</td>
<td>$ 19,383.85</td>
<td>$ 11,733.26</td>
<td>$ -</td>
<td>$ 135,797.04</td>
</tr>
</tbody>
</table>

**No Mcuts for August & September, 2016. DOW implemented its own instance of CC&B on October 3, 2016. The staff were doing testing and validations prior to the 10/16 conversion rollout.**
Public Notices and Announcements
All news releases were also published on the Department’s Facebook and Twitter social media pages.

- **Informational Meeting for Hanapēpē-Ele’ele Water System Improvements Project**
  
  A news release was issued on July 18, 2018 to announce and invite the public to an informational meeting to discuss the upcoming Hanapēpē-Ele’ele Water System Reorganization and Improvements Construction Project on Wednesday, August 1, 2018 at 5 p.m. at the Hanapēpē Neighborhood Center.
  
  - The Department also sent out a courtesy public notification via postcard by mail on July 6, 2018 to the surrounding residents and businesses located within and around the project site. The postcard notification provided information of the upcoming project, project sites and included an invitation to the informational meeting.
  
  - A Facebook event was also created for this meeting on the Department’s Facebook page in order to promote the meeting to its 1,100+ online followers.

- **Department Office Closure on August 22, 2018 for Staff Training**
  
  A news release was issued on July 31, 2018 to announce the Department’s office closure on Wednesday, August 22, 2018 in order to conduct a Department-wide staff training. Customers may continue to make check or money order payments to the Department’s drop box during the closure. In addition, the news releases included a reminder of the service phone number that customers may contact to report water service issues.
  
  - A follow-up news release will be issued on August 20, 2018 and radio spots have been scheduled to remind the public of the office closure.
  
  - Customer notifications announcing the office closure began in July, with an announcement of the closure listed on all customer monthly water bill statements and a posted announcement on signage in the office lobby.

- **Blessing held for Kapa’a Homesteads Well No. 4 Project**
  
  A news release was issued on August 8, 2018 to announce the completion of a blessing ceremony and commencement of the Kapa’a Homesteads Well No. 4 Project on July 31st. The ceremony was held at the project site, at the corner of Kawaihau Road and Ka’apuni Road in Kapa’a.

  - The news release was published in the Garden Island Newspaper on August 9, 2018; “Well project starts in Kapa’a”. *(Attached)*

- **Water Conservation request issued for Hā’ena and Wainiha customers**
  
  A news release was issued on August 9, 2018 at approximately 6:45 p.m. to announce a water conservation request in effect to all customers located in Hā’ena and Wainiha due to a power outage that affected the area’s pump station. Customers were advised to limit water use to essential uses only in order to avoid a full water outage.

  - A Blackboard CTY notice was also issued to residents in the affected area.

- **Water Conservation requested lifted for Hā’ena and Wainiha customers**
  
  A news release was issued on August 10, 2018 at approximately 12:40 a.m. to lift the water conservation request for the Hā’ena and Wainiha area, allowing customers to...
resume normal water use. Electrical power was restored to the area and water tank storage levels were stabilized.

- A Blackboard CTY notice was scheduled at 7:00 a.m. on August 10, 2018 to update residents and businesses in the affected area of the water conservation request status and that they may return to normal water use.

**Public Relations Program**

**Education & Community Outreach**

- PR drafted and submitted emergency preparedness information on behalf of the Department to be included in the County of Kaua‘i’s news release regarding the monitoring and preparing for Hurricane Hector. The information focused on preparedness tips for drinking water in the event of the emergency or natural disaster and supported the information provided by the Hawai‘i Emergency Management Agency. The county’s news release was issued on August 6, 2018.

**Coordination of Department Projects & Events**

- Jonell coordinated a blessing ceremony for the Kapa‘a Homesteads Well No. 4 Project on Tuesday, July 31st at the Project site near Kawaihau Road and Ka‘apuni Road in Kapa‘a. Amongst the list of attendees to the blessing ceremony included key DOW staff, Board Member and Acting County Engineer, Lyle Tabata, Bryan Davidson and staff from Earthworks Pacific, Inc., Councilmember Joanne Yukimura and Councilmember Derek Kawakami, key representatives from design consultants SSFM, Inc., BCH Design, Inc., HDR, Inc., Mr. Godwin Esaki and members from the team of subcontractors. Reverend Jade Waialeale-Battad officiated the ceremony. Special thanks to Jenny Paleracio and Jason Fujinaka for their assistance in executing the logistics to host their first DOW blessing.

- An Informational Meeting for the Hanapēpē-Eleʻele Water System Reorganization and Improvements Project was held on August 1, 2018 at the Hanapēpē Neighborhood Center. The meeting provided an overview of the project; including construction phases explaining the work to be conducted from Hanapēpē Road, Kaumuali‘i Highway and ending at Waialo Road in Eleʻele. Approximately 20 residents and business members attended the meeting and shared their concerns, inquiries and input on the project. The community left with an understanding of the Department’s goals and anticipated construction schedules for the project. PR will be working with Construction Management, Contractors and Project Managers on this project to build and maintain a positive community presence during this project.

- PR is assisting with public notices for the scheduled closure of the Department’s offices and services on August 22, 2018 for the Department-wide, Active Shooter Training. Customer notices have begun in July via water bill statements in addition to a news release issued on July 31st. PR has scheduled radio announcements, neighborhood notices and a follow-up news release to remind the public of the office closure.

- PR is coordinating a blessing ceremony for the Hanapēpē-Eleʻele Water Systems Improvements Project. The ceremony is scheduled for August 31, 2018 at the project site in ‘Eleʻele.

**Upcoming Community Outreach & Educational Events**

- September 20, 2018 – 15th Annual Make a Splash with Project WET Festival
- October 11, 2018 – Project WET Educator Certification Workshop
- November 7-9, 2018 – HWWA Annual Conference
Project WET
Make a Splash with Project WET Festival
- The coordination of the DOW’s 15th annual Make a Splash with Project WET Festival continues. Volunteer registrations are being accepted from community partners, JROTC, Board of Water Supply members and DOW staff for the 11 activity stations planned for this year’s festival. PR is currently working on finalizing school registration forms, preparing revisions to the event’s map, activity supplies lists and will be scheduling activity training for community volunteers.

Project WET Certification Workshops
- A Facilitator certification workshop was held in Hilo, Hawai'i on August 10, 2018 at the Department of Water, County of Hawai'i base yard. Three (3) Facilitators successfully completed the training and received Facilitator certification in the Project WET curriculum and Guide 2.0. Facilitators included; DOW’s Information Specialist, Jason Fujinaka, Department of Health’s Educational Specialist, Theresa McGeehan-Takiue and Information and Education Specialist, Nyssa Kushi from the Department of Water, County of Hawai'i. Part of this fiscal year’s goals for the Project WET Hawai'i program is to have a Project WET Facilitator on each neighbor island. The expansion of the program and Facilitator network will allow water education through Project WET to expand across the state and minimize PR’s physical coordination of future workshops across the state. Nyssa and Theresa will be the main contacts for Project WET on Hawai'i and will be utilizing Project WET for their respective educational outreach needs.

- An educator workshop is tentatively being planned for October 11, 2018 in Hilo, Hawai'i by the Department of Health-Safe Drinking Water Branch with assistance by Department of Water, County of Hawai'i.

Project WET Hawai'i Partnership
- Project WET Hawai'i has received interest from the Hawai'i Pacific Foundation and is proposing a possible partnership for with the Project WET Hawai'i program. Jonell will be meeting with the foundation’s representative to share Project WET Hawai'i’s educational goals, challenges, outreach programs, information on the Project WET curriculum and Guide 2.0 and discuss future opportunities to support Project WET Facilitators statewide. A teleconference meeting is scheduled for August 13, 2018.

Miscellaneous
- The summer intern luncheon project was coordinated by DOW’s interns, Joshua Mendez, Jenny Paleracio, Jalen Yago, Kylene Pascual and Janae Park on August 3, 2018. Interns gained valuable coordination experience that included team work, advertising, responsibilities of individual and team tasks, budgeting and event management. Approximately 40 staff members attended the intern luncheon event.

- Jonell would like to acknowledge and thank PR Intern, Jenny Paleracio for her hard work and contributions towards the Department’s PR programs this summer. Her last day at DOW is on August 31, 2018.

JSK: ein

Attachments: “Well project starts in Kapa’a” – The Garden Island
“Power outage leads to water shortage on north shore” – The Garden Island

Mgrp/August 2018/Information & Education Specialist (8-24-18):ein
Well project starts in Kapaa

By The Garden Island | Thursday, August 9, 2018, 12:05 a.m.

KAPAA — The Kapaa Homesteads Well No. 4 Project kicked off with a blessing ceremony late last month, representing another step completed in the Kauai County Department of Water Plan 2020, a comprehensive, long-range plan that addresses the need to upgrade aging infrastructures and water system improvements on Kauai.

Work will include development and drilling of a new well source for the Kapaa water system and a drainage package that will incorporate installation of about 3,550 linear feet of an 18-inch, reinforced concrete drainage line and a retention system.
The $2.2 million construction contract was awarded to Earthworks Pacific Inc. Of that amount, $750,000 is state funds. The project will also serve as the potential building block to future construction of two, half-million-gallon tanks to increase the storage capacity for the Kapaa water system. Installation of the tanks will be scheduled upon development of the well.

The Kapaa Well No. 4 Project will address source needs and strengthen the Kapaa water system for customers and the community, said Dustin Moises, DOW’s chief of construction management.

He continued: “I would like to thank state representatives, former Representative Derek Kawakami and current Representative Nadine Nakamura, for their efforts towards acquiring state funding for this project, in addition to the County of Kauai, its council members, our DOW staff, design consultants, contractor Earthworks Pacific Inc. and subcontractors for working diligently together to bring this Water Plan 2020 Project to life for the people of Kauai.”
HAENA — A power outage late Thursday led to a brief water shortage and a call for conservation in Haena and Wainiha.

The Department of Water said the outage, reported about 6:30 p.m., affected the area’s pump station and well site.

The DOW lifted the water conservation request about 12:40 a.m. Friday.

Electrical power was restored to the area’s pump station and water tank levels stabilized.
Operations Division Report for the Month of July 2018

Personnel

- Interview for Pipefitter Helper completed, recommendation forwarded.
- Department of Human Resources conducted performance tests for Equipment Operator II.
- Water Service Investigator, Darren Lizama, promoted to Water Service Supervisor III.

Source and Storage

- Maintenance Workers continued cleaning various remote facilities island-wide. Works included clearing of vegetation and drainage as well as repair and construction of structures and facilities.
- Water Plant Operators performed routine inspection and maintenance at all sites including valve maintenance, piping repair and replacement, chlorination equipment maintenance, and mixing of sodium hypochlorite.
- Hanapêpê Well B was converted from gas Chlorine to Sodium Hypochlorite.
- Electrical workers performed routine electrical maintenance at all sites including SCADA radio troubleshooting, electrical wiring for motor controls, lighting repair and replacement.
- Auto mechanics performed routine maintenance of all DOW vehicle and equipment.

Distribution

- Operations Division Field Section crews continue to perform live taps and routine leak repair of service laterals and mainlines. Field Section personnel performed four (4) live taps in July; and responded to and completed thirty three (33) leak repair work orders.
- Field Section personnel installed/relocated four (4) service laterals.
- Operations personnel coordinated and with FEMA on completion and submittal of documents as well as site inspections of damaged facilities.
- We received a total of 65 calls from customers reporting leaks on the mainline, service laterals, meters, meter boxes and fire hydrants including complaints of no water, complaints of low pressure, high pressure, calls requesting remote site/facility grounds and vegetation maintenance, calls for assistance in shutting off the water meter, calls reporting damaged meter box and cover, reports of leaking or damaged fire hydrants and report of white milky water. Work orders were generated and all calls resolved. Leak after the meter needs to be addressed by the customer.
Fleet, Inventory, Warehouse and Baseyard Area

- For the month of July, a total of two hundred fourteen (214) work orders were issued for Operations Division. Works included: electrical repairs and maintenance; automotive repairs and maintenance including power generator maintenance; water meter installation and replacement; service lateral installations; leak repairs; well, tank site and PRV maintenance; replace damaged meter boxes; repair defective meters; replace damaged or leaking hydrant; door-to-door customer notifications for tie-ins of new lines to existing lines as well as notifications regarding scheduled repairs; callouts due to customer complaints/reports; meter replacement requests; contractor’s requests for markings.

- For the month of July 2018, twenty five (25) Hawaii One Call requests for markings were received. Also, 61 meters were replaced, repaired, and installed.

VPR/ein

Attachments: Overtime Chart
Leak Report Chart
Consumption Chart

Mgrp/August 2018/Operations Division Report for the Month of July 2018 (08-24-18):ein
<table>
<thead>
<tr>
<th># of W/O's</th>
<th>Job Reason Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>LEAK-BOX</td>
<td>Meter Box Leak Repair</td>
</tr>
<tr>
<td>3</td>
<td>LEAK-CUST</td>
<td>Customer-Side Leak Repair</td>
</tr>
<tr>
<td>119</td>
<td>LEAK-MAIN</td>
<td>Mainline Leak Repair</td>
</tr>
<tr>
<td>142</td>
<td>LEAK-S/L</td>
<td>Service Lateral Leak Repair</td>
</tr>
</tbody>
</table>

### Work Orders by Job Reason Code

<table>
<thead>
<tr>
<th>Job Reason Code</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEAK-BOX</td>
<td>30</td>
<td>10.2%</td>
</tr>
<tr>
<td>LEAK-CUST</td>
<td>3</td>
<td>1.0%</td>
</tr>
<tr>
<td>LEAK-MAIN</td>
<td>119</td>
<td>40.5%</td>
</tr>
<tr>
<td>LEAK-S/L</td>
<td>142</td>
<td>48.3%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>188</strong></td>
<td><strong>100.0%</strong></td>
</tr>
</tbody>
</table>

### Number of Leak Repairs per Month

- LEAK-BOX
- LEAK-CUST
- LEAK-MAIN
- LEAK-S/L
## Monthly Water Produced, Customer Meter Read and Waterloss Comparison For Calendar Year 2017/2018

<table>
<thead>
<tr>
<th></th>
<th>Jul-17</th>
<th>Aug-17</th>
<th>Sep-17</th>
<th>Oct-17</th>
<th>Nov-17</th>
<th>Dec-17</th>
<th>Jan-18</th>
<th>Feb-18</th>
<th>Mar-18</th>
<th>Apr-18</th>
<th>May-18</th>
<th>Jun-18</th>
<th>Total Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Produced (Kgals.)</td>
<td>427,658</td>
<td>448,372</td>
<td>433,917</td>
<td>405,489</td>
<td>373,942</td>
<td>350,459</td>
<td>369,875</td>
<td>316,833</td>
<td>321,327</td>
<td>351,030</td>
<td>367,094</td>
<td>377,075</td>
<td>4,543,070</td>
</tr>
<tr>
<td>Customer Meter Read (Kgals.)</td>
<td>383,966</td>
<td>380,414</td>
<td>400,670</td>
<td>373,660</td>
<td>332,876</td>
<td>322,236</td>
<td>323,671</td>
<td>292,441</td>
<td>295,052</td>
<td>293,328</td>
<td>322,593</td>
<td>329,262</td>
<td>4,050,169</td>
</tr>
<tr>
<td>Waterloss (Kgals.)</td>
<td>43,692</td>
<td>67,958</td>
<td>33,247</td>
<td>31,829</td>
<td>41,066</td>
<td>28,223</td>
<td>46,204</td>
<td>24,392</td>
<td>26,275</td>
<td>57,703</td>
<td>44,501</td>
<td>47,813</td>
<td>492,902</td>
</tr>
<tr>
<td>Waterloss (%)</td>
<td>10.2</td>
<td>15.2</td>
<td>7.7</td>
<td>7.8</td>
<td>11.0</td>
<td>8.1</td>
<td>12.5</td>
<td>7.7</td>
<td>8.2</td>
<td>16.4</td>
<td>12.1</td>
<td>12.7</td>
<td>10.8</td>
</tr>
<tr>
<td>Waterloss ($)</td>
<td>55,795</td>
<td>86,783</td>
<td>42,456</td>
<td>40,646</td>
<td>52,441</td>
<td>36,041</td>
<td>59,002</td>
<td>31,148</td>
<td>33,553</td>
<td>73,686</td>
<td>56,827</td>
<td>61,057</td>
<td>629,436</td>
</tr>
<tr>
<td>Waterloss (gal/con/day)</td>
<td>67.08</td>
<td>100.96</td>
<td>49.39</td>
<td>48.86</td>
<td>61.01</td>
<td>43.33</td>
<td>66.50</td>
<td>36.24</td>
<td>38.73</td>
<td>87.85</td>
<td>68.32</td>
<td>71.03</td>
<td>61.70</td>
</tr>
</tbody>
</table>

### Waterloss Graphs

- **Waterloss (gal/con/day)**
- **Waterloss (%)**
MANAGER’S UPDATE

August 24, 2018

Pursuant to Board Policy No. 3

CONTRACTS AWARDED/EXTENSION/AMENDMENTS:

(1) FOURTH AMENDMENT 180 CALENDAR DAY TIME EXTENSION TO CONTRACT NO. 557, JOB NO. 11-07, WP2020 #KP-09 KŌLOA WELLS “16A & 16B,” SITE AND BUILDING IMPROVEMENTS, MCC CHLORINATION FACILITIES WITH OKAHARA AND ASSOCIATES, INC. WITH NO ADDITIONAL FUNDING

FUNDING:

<table>
<thead>
<tr>
<th>Account No.</th>
<th>10-20-00-604-138</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct Description</td>
<td>WU/Eng/AdminCapital Outlay-Rehabilitation and Replacement</td>
</tr>
<tr>
<td>Funds Available</td>
<td>Verified by WWC</td>
</tr>
<tr>
<td></td>
<td>$ 199,592.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract No.</th>
<th>557</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>Okahara and Associates, Inc.</td>
</tr>
<tr>
<td>Contract Amount</td>
<td>$ 181,447.00</td>
</tr>
<tr>
<td>5% Contingency</td>
<td>$ 18,145.00</td>
</tr>
<tr>
<td>Total Funds Certified To Date</td>
<td>$ 199,592.00</td>
</tr>
<tr>
<td>Fourth Amendment:</td>
<td></td>
</tr>
<tr>
<td>Contract Time Extension for additional 180 Calendar Days</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Total Fourth Amendment</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Contract Amount To Date</td>
<td>$ 181,447.00</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>$ 199,592.00</td>
</tr>
</tbody>
</table>

BACKGROUND:

Contract NTP Date: 09/18/12
Original Contract End Date: 06/15/13 (duration 270 calendar days)
First Amendment: Executed 04/24/14, Contract Time Extension to 05/30/14
Second Amendment: Executed 04/28/17, Contract Time Extension for additional 180 calendar days
Third Amendment: NTP issued 12/04/17, Contract Time Extension for additional 180 calendar days
Fourth Amendment: Contract Time Extension for additional 180 calendar days

The existing motor control center (MCC) and chlorination facilities at the Department’s Kōloa Wells “16A”, “16B”, and “E” are in need of improvements which must be made to maintain reliable water service
in the Kōloa-Po‘ipu water service area. This project will alleviate those issues through installation of a
new well pump and control valve for Well 16B; discharge piping, disinfection system, new control
building & MCC, new SCADA Systems for both Wells 16A & 16B, appurtenances for both wells
including pressure transmitter, flow meter, chlorination system, chlorine analyzer, air compressor,
metering & circulating pump, exhaust pump and new pavement.

The project is in the construction phase now. However, the design contract needs to be active to allow
payment for Okahara and Associates, Inc. to review and respond to submittals made by the construction
contractor. The Department is limited to a maximum of 180 calendar days per contract amendment,
however the construction period is anticipated to take longer. The Fourth Amendment is to extend the
contract an additional 180 days, which is the maximum permitted by law (HAR § 3-122-3).

(2) FIRST AMENDMENT 180 CALENDAR DAY TIME EXTENSION TO
CONTRACT NO. 636, JOB NO. 16-04, WP2020 WKK-03, CHLORINATION, MCC,
KILAUEA WELLS NO. 1 & 2 WITH BROWN AND CALDWELL WITH
ADDITIONAL FUNDING IN THE AMOUNT OF $81,481.00

FUNDING:

<table>
<thead>
<tr>
<th>Account No.</th>
<th>10-20-00-604-157</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct Description</td>
<td>WU/Eng/AdminCapitalOutlay-Rehabilitation and Replacement</td>
</tr>
<tr>
<td>Funds Available</td>
<td>Verified by WWC</td>
</tr>
<tr>
<td></td>
<td>$ 64,023.00</td>
</tr>
</tbody>
</table>

| Contract No. | 636 |
| Vendor       | Brown and Caldwell |
| Contract Amount | $ 349,168.00 |
| 5% Contingency       | $ 17,458.00 |
| Total Funds Certified To Date | $ 366,626.00 |

First Amendment:

| Additional Funds Requested for Amendment 1: MCC Building Hardening and Specialty Inspections During Construction (Per Approved Manager’s Report No. 19-07, at 8/24/18 Board Meeting) | $64,023.00 |
| Available Contingency Funds | $ 17,458.00 |
| Total First Amendment | $ 81,481.00 |

| Contract Amount To Date | $ 430,649.00 |
| Fund Balance | $ 0.00 |

BACKGROUND:
Contract NTP Date: May 2, 2017
Original Contract End Date: May 1, 2018 (prior to Stop Work notices issued by DOW)
New Contract End Date if Contract Time Extension: Additional 180 calendar days if First Amendment approved.
This project will replace the existing pump for well No. 2 at the existing Kīlauea Wells No. 1 & 2 site and the existing Motor Control Center (MCC). The scope also includes installing a permanent hardened generator shelter to protect the existing emergency generator on site. The Kīlauea Wells No. 1 & 2 are currently the only source for the Kīlauea water system and the project has been identified as a high priority by the DOW’s Operations division due to the poor condition of the existing MCC existing Pump No. 2, and the lack of a shelter for the existing emergency generator.

The Manager has recently initiated an island-wide evaluation of the vulnerability and resiliency of all of the DOW’s critical facilities island-wide. During this process, the Manager requested that the consultant evaluate the vulnerability and resiliency of the existing Kīlauea Wells No. 1 & 2 MCC structure with respect to potential damage from an extreme event such as a Category 4 or 5 hurricane. The consultant has advised that the existing MCC structure is susceptible to damage and would need to be strengthened to protect this critical site in the event of a potential hurricane event. Should the existing MCC suffer wind and rain related damage in a hurricane, the repair or replacement of the MCC could take months and there would be no source of water for the entire Kīlauea water system.

The requested amendment to the contract is for the consultant to provide additional design work to strengthen the existing MCC structure such that it could withstand a Category 4 or 5 hurricane. The amendment also includes specialty inspection services for foundation soil compaction, rebar, and masonry. The Department’s construction management staff cannot provide these specialized inspection services; therefore, they will be contracted through the consultant so that the construction contractor does not hire his/her own specialty inspectors during construction. The Department has reviewed the proposal from the consultant and has found it reasonable.

(3) FIRST AMENDMENT 190 CALENDAR DAY TIME EXTENSION TO CONTRACT NO. 637 AS-NEEDED CONSTRUCTION MANAGEMENT SERVICES WITH RM TOWILL CORPORATION WITH NO ADDITIONAL FUNDING

FUNDING: NO ADDITIONAL FUNDS REQUESTED

Project Assignment Order (PAO) #1 - REVISED will be issued and executed to reflect a cost reduction to PAO#1, after execution of the First Amendment to Contract No. 637.

<table>
<thead>
<tr>
<th>Account No.</th>
<th>10-21-10-540-010</th>
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</thead>
<tbody>
<tr>
<td>Acct Description</td>
<td>WU-CNS-ADMIN-PROFESSIONAL SERVICES-GENERAL</td>
</tr>
<tr>
<td>Funds Available</td>
<td>$ N/A</td>
</tr>
<tr>
<td>Contract No.</td>
<td>637</td>
</tr>
<tr>
<td>Vendor</td>
<td>RM Towill Corporation</td>
</tr>
<tr>
<td>Contract Amount</td>
<td>$ 200,000.00</td>
</tr>
<tr>
<td>Additional Funds for PAO#1</td>
<td>$ 419,069.00</td>
</tr>
<tr>
<td>Total Funds Certified for PAO#1</td>
<td>$ 619,069.00</td>
</tr>
</tbody>
</table>
**MANAGER’S UPDATE**  
Re: Manager’s Update for July 2018 through August 2018  
August 24, 2018  
Page 4 of 8

<table>
<thead>
<tr>
<th>Contract Time Extension and Revised Language</th>
<th>$ 0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amendment</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>PAO#1-REVISED (Reference Manager’s Report No. 19-08, approved at 8/24/18 board meeting), approximately</td>
<td>$ 597,706.00</td>
</tr>
<tr>
<td>Contract Amount To Date</td>
<td>$ 619,069.00</td>
</tr>
<tr>
<td>Contract Funds Available</td>
<td>$ 21,363.00</td>
</tr>
</tbody>
</table>

**BACKGROUND:**  
Contract NTP Date: June 26, 2017  
Original Contract End Date (Revised): June 25, 2019  
New Contract End Date if Contract Time Extension: December 31, 2019

Unanticipated delays during the design phase have caused the construction work to proceed later in construction than originally planned, resulting in the contract work extending beyond the original contractual limit. The DOW has been unable to attract qualified engineering and inspection staff. This has impacted our Construction Management (CM) division’s ability to manage projects with current staff and has been exacerbated with the infusion of the recent state appropriation funding projects such as the Hanapēpē Waterlines project (Job No. 15-07) that RM Towill Corporations (RMTC) has been utilized as our As-Needed Construction Manager. Although the cost for As-Needed CM project management and inspectional services are extremely high compared to staff costs, the DOW is at a point of no other choice to meet the project construction deadlines but to use the As-Needed CM contract. The Board approved additional funding for this project at the June 22, 2018 meeting and RMTC was given notice to proceed as the As Needed Construction Manager via Project Assignment Order #1 on June 30, 2018.

The original contract language and Project Assignment Order #1 does not clearly state that the monthly rental of housing in lieu of a hotel room is allowed. In June of 2018 when the DOW received RMTC’s proposal, they included $82,750.00 for airfare and $14,000 for car rental. During the June 22, 2018 board meeting, DOW staff mentioned to the Board having RMTC look for housing on island to lower travel costs. Due to the housing inventory, RMTC had difficulties but found two condos in the Puhi area that will reduce reimbursable overall airfare/car rental costs by approximately $17,000 - $21,000. They are currently looking to secure a condo at $1,850 per month that is furnished. If that does not happen, they plan to secure a condo at $1,800 per month that is unfurnished where they would need to be reimbursed for furnishing that the DOW has deemed reasonable such as a bed, dining table with chairs, sheets and towels. DOW staff recommends approval of the contract language changes to realize the cost savings.

DOW staff recommends approval for extending the project completion date by 189 calendar days for a revised contract end date of December 31, 2019. The time extension will allow sufficient time to pay the Project Assignment Orders that will have been issued prior to the original June 26, 2019 contract end date. No additional Project Assignment Orders will be issued under this contract after December 31, 2019.

It is the DOW staff’s opinion that RMTC has made sufficient progress related to Project Assignment Order 1 for project management and inspection and we anticipate the same performance for future. We have reviewed RMTC’s rates for the work and find them acceptable.
WAIVER RELEASE & INDEMNITY APPLICATIONS:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>TMK Location &amp; Building permit</th>
<th>Performance Bond Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STAFF REPORTS - FY 17-18:

PERSONNEL MATTERS

August 14, 2018

RECRUITMENT AND POSITION ACTIONS

Construction Management Division

1. Civil Engineer III #2351. As of 8/14/2018, pending eligibles list.
2. Civil Engineer V #2355. As of 8/14/2018, pending eligibles list.

Engineering Division

1. Civil Engineer IV #2468. Reallocation approved from CE III effective 7/1/2018.

Fiscal Division

2. Accountant IV #2303. Position to be filled 9/1/2018.
3. Customer Relations Assistant #2606 and #2447. Interviews scheduled for 8/16/2018.
5. Janitor II #2603. Selection made. Working with DHR to fill position.

Operations Division

1. Equipment Operator II #2600-Plant Section. Eligibles list has been received.
3. Water Plant Operator I #2414. As of 8/14/2018, pending eligibles list.

Hires, Separations and Position Changes:

1. Accountant IV #2303 starts 9/1/2018.
3. Civil Engineer IV #2468 position change from CE III effective 7/1/2018.

Pursuant to Board Policy No. 24

CONVEYANCE OF WATER FACILITIES $376,592.00

<table>
<thead>
<tr>
<th>County of Kauai</th>
<th>Hanamā'ulu</th>
<th>Puhi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kauai Habitat for Humanity, Inc; Josey Maria Jacinto; Ashley Nicole Conner</td>
<td>3-8-018:012</td>
<td>$ 54,307.00</td>
</tr>
<tr>
<td>Puhi Road Rehabilitation Federal Aid Project No. STP-5010(1)</td>
<td>2-1-012:021 thru 2-1-012:079</td>
<td>$ 270,205.00</td>
</tr>
<tr>
<td>County of Kauai</td>
<td>NONE</td>
<td>$ 52,080.00</td>
</tr>
</tbody>
</table>
CUSTOMER CARE AND BILLING (CC&B) SYSTEM UPDATE:
The DOW released a solicitation for Requests for Proposal (RFP) on July 31, 2018 for CC&B Hosting and Support Services. The RFP due date is September 4, 2018. The scope of the RFP includes the following key elements:

1. Provide Hosting of DOW’s Oracle database and CC&B Application.
   a) Provide and manage DOW cloud hosting solutions that includes servers, operating systems, storage, backups, networking, and security.

2. Provide ongoing support to the DOW staff during normal office hours. Functional and Technical Support for CC&B business processes, customization, consulting and database administration includes but is not limited to the following:
   a) Daily batch processing, daily back up of the system.
   b) Errors and problems arising from manual or automated reports.
   c) Assist with administrative control functions.
   d) Bill factor rate changes as needed.
   e) Report generation; Daily/Monthly/Annual reporting.
   f) Apply fixes & patches and future updates and upgrades within the contract period, answer questions, troubleshoot, and resolve issues.
   g) Answer questions, troubleshoot, and resolve issues.

3. In addition, the successful vendor must be able to work with other DOW outside service providers for services such as:
   - Bill processing and mailings.
   - Online Payments such as ACH or credit card third party providers.
   - Bank institutions.
   - Auditors.

The successful vendor must established a desk help center available during normal office hours from 7:30 a.m. to 4:45 p.m. Hawaii Standard Time (HST) for any functional and technical support when the needs arises. As needed customized solutions:

   - Modify existing or create new CC&B reports.

Payment Options shall include:

   - An interactive voice Response (IVR) service
   - A Payment APP (Apple and Android Based Device)
   - Online Customer Service Portal – Debit and Credit Card Payments

The selected vendor should propose any additional payment options that are customer friendly, such as PayPal, etc.

Background:
On October, 2016, the DOW converted from the HBWS’ CC&B hosted environment to its own instance of CC&B using oracle V2.5 database. The conversion from HBWS’ hosted environment to DOW’s own CC&B environment created a huge impact on personnel to the DOW. The daily monitoring, maintenance and support is beyond the capabilities of the limited IT staff of the DOW. The DOW finds that the need for a CC&B hosted solution is critical to the DOW’s operations to ensure that the system is functioning reliably while allowing its own IT staff to focus on the day to day operations of the department. The DOW will continue to maintain its own CC&B license while the successful vendor will be responsible for the overall reliability of the CC&B system. The services must include but not limited to the daily, monthly,
and annual maintenance of the CC&B system. It must also include regular updates and upgrades as required of the software program.

**I.T. STRATEGIC PLAN UPDATE:**

*July 31, 2018*

IT Plan Task 3: Project Management and Document Imaging:

Project Management:
We executed a contract for a Project Management System with PMWeb and vendor came down to do a Discovery Session with staff. We are currently doing a pilot project and working with a consultant to get a better understanding of the system before going live. We are finalizing configuration of the system and reports. We are also migrating our CM SharePoint documents into the Project Management System.

There were issues with the 2020 Project folders and have since been fixed. The private jobs still have issues for some folders and will be addressing those with PMWeb. PMWEB training occurred for some DOW staff and Consultants the last two weeks of June, 2018 and a User’s Manual for the Consultants and Contractors was completed. PMWeb went live on July 1st. I.T. is working on issues as they come up supporting CM for projects that we are doing in PMWeb.

Document Imaging:
In the area of document imaging, IT completed exporting all the images from the Stellent Document Imaging System and is converting all the images so that they may be uploaded into the SharePoint system. IT completed the SharePoint upload and is working on a sort/filter feature.

On-going:
We completed the upgrade to SharePoint 2016 at the end of October and provided a demo/training and documentation to WRP on November 3, 2017. Currently configuring and testing the Fiscal portal that was migrated from Document Imaging to SharePoint 2016. All documents have been migrated and currently testing validity of data migration.

For the Fiscal SharePoint Portal duplicate entries have been addressed and there are some remaining minor items to be cleaned up for archive folders. Engineering is using SharePoint more and relying less on the old Document Imaging system. Have been working with users and finding ways to resolve issues.

IT Task 4: Develop Web based GIS Viewer and Map Layers:
Mapping for the following water systems are completed and have been released to the GIS users.


*IT has completed the Kōloa-Po’ipū area for all G.P.S. points and has completed the Water Model. The only assets remaining to be entered into G.I.S. for the Koloa-Poipu are water meters. Upon completion, I.T. will be working on the remaining area for the Pubi-Līhu'e-Hanamā'ulu area (Līhu'e to Kapa’a water system) which will finalize the system.

I.T. is adding collection of GPS points for all water meters, system wide. To date, I.T. has collected roughly 1900 meters in Waimea-Kekaha Water System and have approximately 30 meters left to locate in Waimea-Kekaha. I.T. is currently working on Waimea-Kekaha Water System and have approximately 90% completed, with only approx. 50 meters left to locate in Waimea-Kekaha.
IT Task 10: Upgrade IT Infrastructure:

IT will be doing a modem upgrade to replace an aging modem provided by Spectrum.

Miscellaneous:

- Committee reviewed SOQ’s to create a new I.T. Strategic Plan. Brio was selected.
- IT is live with the Help Desk Software and has been very helpful in managing requests and keeping track of open requests.
- Working on purchasing Adobe for the Department.
- Sent out a purchase order for an order of VariDesk (adjustable height standing desk) computer stands for the Department. Still awaiting receiving of shipment.
- We are currently working a contract.
- Working on procuring an E-Procurement System for the Department.