

On March 16, 2020, Governor David Y. Ige issued a Supplementary Emergency Proclamation related to COVID-19 which suspended Chapter 92 of the Hawai‘i Revised Statutes (“HRS”), relating to Public Agency Meetings and Records (commonly referred to as the Sunshine Law) to the extent necessary in order to enable boards to conduct business in-person or through remote technology without holding meetings open to the public. Boards shall consider reasonable measures to allow public participation consistent with social distancing practices, such as providing notice of meetings, allowing the submission of written testimony on items which have been posted on an agenda, live streaming of meetings, and posting minutes of meetings online. No board deliberation or action shall be invalid, if such measures are not taken.

In accordance with the Governor’s Proclamations including the stay-at-home order and the Mayor’s Proclamations and Emergency Rules, the Board of Water Supply public hearing will be conducted as follows:

- The public hearing will be held via remote technology to be consistent with social distancing practices and stay-at-home orders.
- Board members and/or resource individuals will appear via remote technology.
- The public hearing will continue to be noticed pursuant to HRS Chapter 92.
- Written and oral testimony on the proposed Rules will continue to be accepted.
 - Written testimony may be submitted to Edie Ignacio-Neumiller, the Commission Support Clerk via email at eineumiller@kauaiwater.org by the close of business the day before the public hearing is scheduled or mailed to the Board of Water Supply at 4398 Pua Loke Street, Lihue, Kaua‘i, Hawai‘i 96766 with attention to the Commission Support Clerk. The public is asked to please provide sufficient time if mailing in public testimony.
 - Oral testimony may be submitted by leaving a voice message at (808) 245-5412.
 - The Commission Support Clerk will provide electronic copies of public testimony received, if any, to the Board members prior to the start of the public hearing.
- The public hearing will comply with HRS Chapter 92 and be posted to the Board’s website at http://www.kauaiwater.org/cp_waterboard_agendas.asp.

The proposed rule will be available to view on the Kaua‘i Department of Water’s website, www.kauaiwater.org. A copy of the proposed rule will be mailed to any interested person who requests a copy and pays the required fees for the copy and the postage. Requests may be made by calling the Commission Support Clerk at (808) 245-5406 or via email at eineumiller@kauaiwater.org. Requests may also be made up to and including the date of the public hearing.

BOARD OF WATER SUPPLY of the COUNTY OF KAUA'I

REGULAR MEETING

Board Room, Second Floor, Department of Water
4398 Pua Loke Street, Līhu'e, Kaua'i, Hawai'i 96766

Thursday, July 23, 2020

10:00 a.m. or soon thereafter

PUBLIC ACCESS: +1-415-655-0001 United States Toll

Access code: 126 722 1021 - Password: 4398

To listen live to the Regular Board meeting, members of the public may use the public access number and enter the access code. No live public testimony will be received. If members of the public require technical assistance with please contact: informationtechnology@kauaiwater.org

- A. CALL TO ORDER
- B. ROLL CALL
- C. ACCEPTANCE OF AGENDA
- D. MEETING MINUTES
Review and Approval of:
Regular Board Meeting – June 25, 2020

Review of Executive Session
Executive Session – June 25, 2020
- E. CORRESPONDENCE/ANNOUNCEMENTS/PUBLIC TESTIMONY
- F. BOARD COMMITTEE & PERMITTED INTERACTION GROUP REPORTS
- G. OLD BUSINESS
 - 1. *Manager's Report No. 19-16* – Discussion and Possible Ratification of the Amendment to the Memorandum of Agreement between the Department of Public Works, County of Kaua'i and the Board of Water Supply, County of Kaua'i and the approval of Funds for the Reconstruction of Weke Road and Reinstallation of Damaged Water Main and Appurtenances, Hanalei Water System, in the amount of \$139,215.00
 - 2. *Manager's Report No. 20-41* - Waiahi Surface Water Treatment Plant Renovation Construction Cost Progress Report (*Update*)
- H. NEW BUSINESS
 - 1. *Manager's Report No. 21-01* - Discussion and Possible Action to Request Board Approval for Indemnification for CrowdStrike Falcon Complete software between the Board of Water Supply, County of Kaua'i and CrowdStrike

I. 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
2. Discussion and Receipt of the Report by the Information & Education Specialist on Public Relations Activities
3. Discussion and Receipt of the Chief of Operation's 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
 - a. Build America Bond Quarterly Report *(April – June 2020)*

QUARTERLY *(April – June 2020)*

1. Discussion and Receipt of the DOW's Quarterly Project Status Update
 - a. Construction Management Division Status
 - b. Engineering Division Design Status
 - c. Water Resources & Planning Division Status
 - d. Information Technology Strategic Plan Status

J. EXECUTIVE SESSION

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

1. Pursuant to Hawai'i Revised Statutes § 92-4 and § 92-5(a)(2) and (4), the purpose of this Executive Session is for the Board to consider the hiring, evaluation, dismissal, or discipline of the an officer or employee or of charges brought against the officer or employee, where consideration of matters affecting privacy will be involved; provided that if the individual concerned requests an open meeting, an open meeting shall be held; and for the Board to consult with the Board's attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities.

K. TOPICS FOR NEXT BOARD OF WATER SUPPLY MEETING (August 2020)

1. Discussion and Possible Action on the Approval of the Department of Water's Supplemental Budget for Fiscal Year 2021
2. Manager's Report No. 19-47 - Discussion and Possible Action for Board Approval to enter into the First Amendment to the Memorandum of Agreement between the Department of Public Works, County of Kaua'i and the Board of Water Supply, County of Kaua'i for the County's Kahilihoho Road Culvert Repair Project and expenditure of funds in the amount of \$44,100.00

L. TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETINGS

1. Department of Water Performance Audit (Update)
2. Table of Organization Workshop
3. Discussion and Possible Action to establish Fiscal Policies and Procedures
4. Report of the Finance Committee of the Kaua'i County Board of Water Supply, Financial Management Planning and Water Rate Analysis for the Department of Water's FY2020 through FY2024 held on November 4, 2019
5. *Manager's Report No. 20-51* – Discussion and Possible Action regarding the communication from the Salary Commission requesting for the Board's opinion on the challenges that the Board is facing while hiring a Manager & Chief Engineer (*Update*)
6. Baseyard Master Plan Workshop
7. Discussion and Suggestions of the Department of Water's Capital Improvement Projects for 2021-2022 (September)
8. Discussion and Receipt of the Department of Water's Draft Audit Financial Statements and Independent Auditor's Report by Accuity, Inc. for Fiscal Year 2020 and 2019 (November 2020)
9. Election of Officers for 2021 (November 2020)
10. Board Meeting Dates for 2021 (November 2020)

L. UPCOMING EVENTS

M. NEXT WATER BOARD MEETING

1. Friday, August 28, 2020, 10:00 a.m.
2. Friday, September 25, 2020, 10:00 a.m.
3. Friday, October 23, 2020, 10:00 a.m.
4. Friday, November 20, 2020, 10:00 a.m.

N. ADJOURNMENT

PUBLIC TESTIMONY

The Board is required to afford all interested persons an opportunity to present testimony on any agenda item. At each Board meeting, the Board will accept oral and written testimony on any agenda item at item E Correspondence/Announcements/Public Testimony.

If any member of the public wishes to submit written testimony, please submit the written testimony to Edie Ignacio-Neumiller, the Commission Support Clerk via email at least two (2) business days prior to the meeting and the Commission Support Clerk will provide copies to the Board members or bring eight (8) copies with you the day of the meeting.

SPECIAL ASSISTANCE

If you need an auxiliary aid/service, other accommodation due to a disability, or an interpreter for non-English speaking persons, please contact Edie Ignacio-Neumiller at (808) 245-5406 or eineumiller@kauaiwater.org as soon as possible. Requests made as early as possible will allow adequate time to fulfill your request. Upon request, this notice is available in alternate formats such as large print, braille, or electronic copy.

Draft Minutes

MINUTES
BOARD OF WATER SUPPLY
June 25, 2020

The Board of Water Supply, County of Kaua'i, met in regular meeting **via remote** in Lihu'e on Thursday, June 25, 2020. Vice Chair Julie Simonton called the meeting to order at 10:00 a.m. The following Board members were present:

BOARD: Ms. Julie Simonton, *Vice Chair*
Mr. Lawrence Dill
Mr. Elesther Calipjo
Mr. Troy Tanigawa
Mr. Gregory Kamm (*Joined @ 10:33 a.m.*)

EXCUSED: Mr. Kurt Akamine, *Chair*
Mr. Ka`aina Hull

Quorum was achieved with 4 members present at Roll Call.

<u>STAFF:</u>	Mr. Bryan Wienand	Mr. Valentino Reyna
(<i>via remote</i>)	Mr. Michael Hinazumi	Mr. Dustin Moises
	Mr. Keith Aoki	Mr. Marcelino Soliz
	Mrs. Marites Yano	Mrs. Mary-jane Akuna
	Mrs. Jonell Kaohelaulii	Mr. Jas Banwait
	Deputy County Attorney Mahealani Krafft	Mr. Darrell Acob

C. ACCEPTANCE OF AGENDA

Mr. Dill moved to approve the Agenda as distributed; seconded by Mr. Tanigawa; with no objections, motion carried with 4 ayes.

D. MEETING MINUTES

Review and Approval of:

Regular Board Meeting – May 28, 2020

Mr. Dill moved to approve the Regular Board meeting minutes of May 28, 2020; seconded by Mr. Calipjo; with no objections, motion carried with 4 ayes – Roll Call: JS, LD, C, TT

Finance Committee Meeting – May 19, 2020

Mr. Dill moved to approve the Finance Committee meeting minutes of May 19, 2020; seconded by Mr. Calipjo; with no objections, motion carried with 4 ayes – Roll Call: JS, LD, C, TT

Finance Committee Meeting – May 20, 2020

Mr. Dill moved to approve the Finance Committee meeting minutes of May 20, 2020; seconded by Mr. Calipjo; with no objections, motion carried with 4 ayes – Roll Call: JS, LD, C, TT

Finance Committee Meeting – May 21, 2020

Mr. Dill moved to approve the Finance Committee meeting minutes of May 21, 2020; seconded by Mr. Calipjo; with no objections, motion carried with 4 ayes – Roll Call: JS, LD, C, TT

Public Hearing Notice Meeting – May 27, 2020

Mr. Dill moved to approve the Public Hearing Notice meeting minutes of May 27, 2020; seconded by Mr. Calipjo; with no objections, motion carried with 4 ayes – Roll Call: JS, LD, C, TT

Review of Executive Session

Executive Session - May 28, 2020

Mr. Dill moved to approve the Executive Session minutes of May 28, 2020; seconded by Mr. Calipjo; with no objections, motion carried with 4 ayes – Roll Call JS, LD, LC, TT

E. CORRESPONDENCE/ANNOUNCEMENTS/PUBLIC TESTIMONY

None.

F. BOARD COMMITTEE & PERMITTED INTERACTION GROUP REPORTS (PIG)

None.

G. OLD BUSINESS

1. Manager's Report No. 20-41 - Waiahi Surface Water Treatment Plant Renovation Construction Costs (*Update*)

BACKGROUND:

Civil Engineer Mr. Bryan Wienand mentioned that the membranes were invoiced up to the 90% which the Board approved \$638,000 in February. On June 25th, the Department received notification from Kodani & Associates that all four of the membranes have been completed. An invoice would be received before the July Board meeting. (Refer to totals Page 35.)

DISCUSSION:

Mr. Dill wanted to make sure the Department inspects the membrane work. Chief of Construction Management Mr. Dustin Moises commented that there were no plans for this portion and inspection. He said Mr. Bill Eddy of Kodani & Associates have been overseeing the construction. The actual expansion would have approved plans then Construction Management (CM) would inspect periodically. Mr. Dill suggested the Department coordinate a quick inspection of the SWTP installed membranes. Mr. Wienand agreed to provide the following: an update at the July Board meeting, the water quality stats after membranes are installed before completion and final payment. The work will be completed this week.

2. Manager's Report No. 20-54 - Discussion and Possible Action to Approve the Proposed Operating and Capital Budget for Fiscal Year 2021 (*Update*)

BACKGROUND:

Waterworks Controller Mrs. Marites Yano commented that the proposed Operating and Capital Budget for Fiscal Year 2021 was discussed at the May Board meeting which was updated at this meeting.

Updated Summary of Changes were presented (Page 228):

Estimated Available Resources – are the estimated cash receivables at the end of June 30, 2020; decreased by \$1.6M. Professional Services budget – changes were made to increase Water Resources & Planning by \$150,000 and Admin. increased to \$120,000 for a possible Board Advisor. Engineering Services (not shown) did not need to increase this budget by \$100,000.

Salaries and Wages – All vacant positions over one year is dollar funded with a new decrease of \$758,000 & Benefits New Capital Outlay - Lihu'e Baseyard Masterplan –\$1,080,000 was deducted

Net Change - Estimate Ending Balance = (\$30,383.00)

Fund Balance Projections (Page 47) – as of June 30, 2021, the Water Utility general fund = \$6.5M.

Water Utility (WU) Reserve & WU Debt Reserve – show zero because Reserve Fund Board Policy No. 31 was approved at the May Board meeting which is not consolidated WU Reserve Fund = \$9.3M

DISCUSSION:

Mr. Dill asked why was there a decrease of \$1.6M on the Estimated Available Resources attributed to? Mrs. Yano explained that the estimated change in the fund balance as of July 1, 2020 due to the change in the estimated cash investments receivable and balances of \$50M and encumbrances of \$16M. This was a comparison from the fund balance projections of last month. Encumbrances are \$15.7M and was updated to \$16.5M. Beginning balance \$50.4M; last month was \$50.8M. Current liabilities changed since the last Board meeting at \$4.1M; up \$4.5M this month.

Mr. Calipjo asked how did the current liabilities add up to \$400,000? The current liabilities consisted of the accounts payable, contracts payable, customer overpayments, customer deposits and advances which are equal to \$4M (updated as of May 31, 2020). Payables are vendors, contracts payables, vacation and comp time accrued for staff. The Short Term Debt Principal payment of \$5M was not included but shown on a separate sheet.

Mr. Dill moved to approve Manager's Report No. 20-54 - Discussion and Possible Action to Approve the Proposed Operating and Capital Budget for Fiscal Year 2021 (*Update*); seconded by Vice Chair Simonton; with no objections, motion carried with 4 ayes – Roll Call: JS, LD, LC, TT
Gregory Kamm joined @ 10:33 a.m.

H. NEW BUSINESS

1. Manager's Report No. 20-55 – Discussion and Possible Adoption of the Budget Resolution No. 20-08 (06/20), of the Department of Water's Operating and Capital Outlay Budgets for Fiscal Year 2021, effective July 1, 2020 – June 30, 2021

BACKGROUND:

Mrs. Yano expressed that the Board Adopt Budget Resolution No. 20-08 (06/20), of the Department of Water's Operating and Capital Outlay Budgets for Fiscal Year 2021, effective July 1, 2020 – June 30, 2021.

Mr. Dill moved to approve Manager's Report No. 20-55 – Discussion and Possible Adoption of the Budget Resolution No. 20-08 (06/20), of the Department of Water's Operating and Capital Outlay Budgets for Fiscal Year 2021, effective July 1, 2020 – June 30, 2021; seconded by Ms. Simonton; with no objections, motion carried with 5 ayes – Roll Call: JS, LD, LC, TT, GK

2. Manager's Report No. 20-56 – Discussion and Possible Action for Board Approval of the Conservation District Use Permit conditions set forth by the Board of Land and Natural Resources for WP2020 Job No. HW-11, Construct 0.2 MG Storage Tank, 144', Ha'ena, Kaua'i, Hawai'i

BACKGROUND:

Mr. Wienand explained that a Conservation District Use Permit is needed to complete the project with the Board's approval. One of the conditions is the permittee would indemnify and hold harmless the State of Hawai'i.

DISCUSSION:

Mr. Kamm mentioned this is a common condition with the State and asked if it was necessary; he didn't agree with the State's process. DCA Krafft agreed this is a general provision with the State and the Department to allow people to enter Board or County property to do any work. This could be negotiated out if the Department goes back to the State.

Mr. Kamm moved to approve Manager's Report No. 20-56 – Discussion and Possible Action for Board Approval of the Conservation District Use Permit conditions set forth by the Board of Land and Natural Resources for WP2020 Job No. HW-11, Construct 0.2 MG Storage Tank, 144', Ha'ena, Kaua'i, Hawai'i; with no objections; seconded by Mr. Dill; motion carried with 5 Ayes – Roll Call: JS, LD, LC, TT, GK

I. STAFF REPORTS MONTHLY

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

BACKGROUND:

Mrs. Yano commented that the Statement of Net Position as of May 31, 2020 was shown on Page 271. She went over the Current Assets – Cash, Short Term Investment/Equity interest in pooled investment, Total Receivables (prepaid materials & other expenses), Total Assets for Facilities Reserve funds, Build America Bond (BAB) receivables, Cash & Investments, Total restricted assets. Equity Interest in Pooled Investment – Noncurrent, Utility Plant assets, In service, Net utility plant, Total Construction in progress, Deferred Outflow of Resources – total assets and deferred outflow of resources Other Post-Employment Benefits and Employee Retirement System expenses.

Current Liabilities (Page 272) – Listed Accounts payable and accrued liabilities, Contracts, Accrued Vacation and Compensatory Pay, current portion, etc. This includes the short term portion of the long term debt. Total assets less liabilities = net position. Net position is broken down with WU Reserves, Restricted FRC (non-spendable projects), BAB funds, Invested in Capital Assets Net of Related Debt includes investment in infrastructure assets, & Unrestricted (billable use for any operating or capital projects by Board approval).

DISCUSSION:

Mr. Kamm asked if the Deferred Outflow of Resources is a liability and fully funded? Mrs. Yano explained that these are payment that the Department paid. It is not recognized as an expense during this fiscal year. It is an asset but deferred which is not a liability.

Mr. Dill referred to the five year Water Rate Study on Page 257 and recommended further discussion with the Board. Mrs. Yano was in agreement to discuss the Water Rate Study with Mr. Dill and another Board member whether to hold or to proceed with the study.

The federal and State grants that are anticipated for \$400,000 are yet to be received (Page 258). Mrs. Yano referred to the YTD column and the State grant is pending receipt is \$2M for Kapaia which is on hold with no movement on the project. The Hanapēpē project will be completed soon and the Department will request reimbursement from the State grant. The Variance is \$2M based on completed projects.

Received for the Record

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

BACKGROUND:

Information & Education Specialist Mrs. Jonell Kaohelaulii provide the following highlights:

1. A reminder news release was sent out to request customers of a weekly flushing of all plumbing fixtures including hot water to avoid micro bacteria legionella prior to normal use. This directive was part of the Department of Health Safe Drinking Water Branch. Reminders were sent by mail and email to large customers as hotels in the data base.
2. 2020 Water Quality Report was published on line for public viewing on June 4th. The report is produced by the Water Quality Division. On June 15th there was an update on the reporting method which will be published in a news release on June 23rd. Revised reports were reposted and mailed to customers requesting a hard copy.

Received for the Record

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

BACKGROUND:

Mr. Valentino Reyna provided highlights:

1. Three (3) well refurbishments: Puhī Well 3 & Anahola A – completed and will test water quality and Kōloa Well B.
2. Hydrant hits – 5 hydrants were hit. When curfew was lifted that evening, 2 hydrants were hit.

Received for the Record

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

DISCUSSION:

The Report of the Advisor to the Board of Water Supply was “Received for the Record” submitted by Mr. Steve Kyono. Mr. Kyono clarified he is still retained on contract with the Department. At the end of May, his responsibility was delegated to him by the Chair which was not under Mr. Kyono’s contract. He continues to serve as an Advisor to the Board.

Received for the Record

Vice Chair Simonton read the Executive Session language.

Mr. Dill moved to go into Executive Session then Adjourn the Meeting after Executive Session; seconded by Mr. Tanigawa; with no objections, motion carried with 5 ayes – Roll Call: LD, LC, TT, GK, JS

J. EXECUTIVE SESSION

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

1. Pursuant to Hawai'i Revised Statutes § 92-4 and § 92-5(a)(2) and (4), the purpose of this Executive Session is for the Board to consider the hiring, evaluation, dismissal, or discipline of the an officer or employee or of charges brought against the officer or employee, where consideration of matters affecting privacy will be involved; provided that if the individual concerned requests an open meeting, an open meeting shall be held; and for the Board to consult with the Board's attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities.

K. TOPICS FOR NEXT BOARD OF WATER SUPPLY MEETING (July 2020)

1. Manager's Report No. 20-41 - Waiahi Surface Water Treatment Plant Renovation Construction Costs (Update)

L. TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETINGS

1. Department of Water Performance Audit (Update)
2. Table of Organization Workshop
3. Discussion and Possible Action to establish Fiscal Policies and Procedures
4. Report of the Finance Committee of the Kaua'i County Board of Water Supply, Financial Management Planning and Water Rate Analysis for the Department of Water's FY2020 through FY2024 held on November 4, 2019
5. Manager's Report No. 20-51 – Discussion and Possible Action regarding the communication from the Salary Commission requesting for the Board's opinion on the challenges that the Board is facing while hiring a Manager & Chief Engineer(Update)
6. Baseyard Master Plan Workshop

M. UPCOMING EVENTS

1. Make a Splash Project WET Festival (Tentative, September 18, 2020)

N. NEXT WATER BOARD MEETING

1. ~~Friday, July 24, 2020, 10:00 a.m.~~ Thursday, July 23, 2020, 10:00 a.m.
2. Friday, August 28, 2020, 10:00 a.m.
3. Friday, September 25, 2020, 10:00 a.m.
4. Friday, October 23, 2020, 10:00 a.m.

O. ADJOURNMENT

Mr. Dill moved to Adjourn the Regular board meeting at 11:12 a.m.; seconded by Ms. Simonton, with no objections, motion carried with 4 ayes Roll Call: LD, TT, GK, JS

Respectfully submitted,

Approved,

Edith Ignacio Neumiller
Commission Support Clerk

Elesther Calipjo
Secretary, Board of Water Supply

Old Business

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT No. 19-16 (Update)

July 23, 2020

Re: Discussion and Possible Ratification of the Amendment to the Memorandum of Agreement between the Department of Public Works, County of Kaua'i and the Board of Water Supply, County of Kaua'i and the approval of Funds for the Reconstruction of Weke Road and Reinstallation of Damaged Water Main and Appurtenances, Hanalei Water System, in the amount of \$139,215.00

RECOMMENDATION:

It is recommended that the Board enter into the First Amendment to the Memorandum of Agreement (MOA) with the Department of Public Works, County of Kaua'i and approve Funds in the amount of \$139,215.00 for the Reconstruction of Weke Road and Reinstallation of Damaged Water Main and Appurtenances.

FUNDING: Water Utility Fund –\$ 6,517,371 (estimated amount available pending year end closing adjustments)

Account No.	10-21-00-604-165		
Acct Description	WU/Eng/AdminCapital Outlay – Rehabilitation and Replacement		
Funds Available	Verified by WWC		
Contract No.	N/A		
Vendor	County of Kauai		
	MOA for FEMA Scoped Work	\$	96,250.00
	Allowance for Change Order Work	\$	42,965.00
	Total Funds Certified To Date	\$	139,215.00
Amendment:			
Description		\$	
	Total Amendment	\$	
Amount for MOA Purchase Order		\$	139,215.00

Contract NTP Date: N/A

Original Contract End Date: N/A

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

BACKGROUND:

The Department of Public Works, County of Kaua'i (County) reconstructed the portion of Weke Road that was washed away during the historic flood of April 13-15, 2018. As part of the reconstruction, the County was the lead agency in construction and the scope of the project includes the replacement of the water line for the Department of Water (DOW).

A MOA was executed between the Board and the County on September 28, 2018. In the terms of the MOA, the County would be requesting reimbursement from FEMA, 75% of the cost to complete all of the water facilities work they were doing for the DOW. FEMA allows up to 75% of the cost to be reimbursable by FEMA. The DOW would pay the County the remaining 25% of the cost of the water line work that is not reimbursable by FEMA to the County.

Subsequent to the execution of the original MOA, the Hawai'i Emergency Management Agency (HIEMA) determined that the County's scope of work to FEMA did not include all of the water facilities and that the portion of the work not covered by the County was covered by the DOW's scope of work to FEMA. HIEMA requested that the MOA completed be revised to specify that the County would be requesting reimbursement from FEMA for the portion of the water line work HIEMA determined to be in the County's FEMA scope of work and the DOW would be requesting reimbursement from FEMA for the other portions of the water line work covered in the DOW's scope of work (not covered in the County's scope of work to FEMA).

The County has submitted an invoice to the DOW in June 2020 for the total cost of the work. From the invoice, the DOW calculated that the DOW's obligation to the County based on the current FEMA scope of work is \$96,250.00. There was a construction change order that was not included in the FEMA scope of work in the amount of \$42,965.00. If this change order scope of work is not allowed to be added by FEMA, the DOW should reimburse the County for this full change order amount. If FEMA allows the change order work and reimburses the County 75% of the cost of the change order work, then the DOW should pay the County the remaining 25% of the change order cost. At the time of this report, it is not known if FEMA will accept the change in scope for FEMA reimbursement so the DOW is requesting that the full change order amount be approved in the funding.

OPTIONS:

Option 1: Approve the First Amendment to the Memorandum of Agreement.

- Pro: This will meet HIEMA's request that the original MOA be revised and allow the County and the DOW to request reimbursement from FEMA for the applicable water facilities in the FEMA scope of work and for the DOW to reimburse the County fairly for the work the County completed for the DOW.
- Con: None known.

Option 2: Do not approve First Amendment to the Memorandum of Agreement.

- Pro: None known.
- Con: Not approving the submittal of Memorandum of Agreement would prevent the MOA from being revised per HIEMA's request and it may result in loss of the maximum FEMA reimbursements for the water line work. There will also not be an agreement if place to reimburse the County fairly.

KA/ein

Attachments: First Amendment to the Memorandum of Agreement: Reconstruction of Weke Road and Reinstallation of Damaged Water Main and Appurtenances, Hanalei Water System

Mgrpp/July 2020/19-16/Discussion and Possible Ratification of the Amendment to the Memorandum of Agreement between the Department of Public Works, County of Kaua'i and the Board of Water Supply, County of Kaua'i and the approval of Funds for the Reconstruction of Weke Road and Reinstallation of Damaged Water Main and Appurtenances, Hanalei Water System, in the amount of \$139,215.00 (Update) (9-28-18, 7-23-20):ein

**AMENDMENT TO
MEMORANDUM OF AGREEMENT**

FOR

**RECONSTRUCTION OF WEKE ROAD AND REINSTALLATION
OF DAMAGED WATER MAIN AND APPURTENANCES
HANAIEI WATER SYSTEM**

THIS MEMORANDUM OF AGREEMENT (“Agreement”) is made and entered into by and between the COUNTY OF KAUA‘I BOARD OF WATER SUPPLY (hereinafter referred to as the “BWS”), whose business and mailing address is 4398 Pua Loke Street, Līhu‘e, Hawai‘i 96766, and the COUNTY OF KAUA‘I (hereinafter referred to as the “COUNTY”), acting through its DEPARTMENT OF PUBLIC WORKS, whose principal place of business and mailing address is 4444 Rice Street, Suite 275, Līhu‘e, Hawai‘i 96766.

RECITALS

WHEREAS, the historic flood of April 13-15, 2018 damaged the County’s Black Pot Beach Park and Weke Road including the water distribution system and its appurtenances along, under, and within Weke Road and the County Right-of-Way; and

WHEREAS, the COUNTY is the owner of that certain parcel of land upon which County road, Weke Road is situated; and

WHEREAS, the BWS is the owner of the water distribution system and appurtenances (herein referred to as “BWS Facilities”); and

WHEREAS, both the COUNTY and BWS will seek funding reimbursement from the Federal Emergency Management Agency (FEMA); and

WHEREAS, the BWS desired the reconstruction of the BWS Facilities which are located within the County Road and the County Right-of-Way; and

WHEREAS, the County and BWS entered into a Memorandum of Agreement to declare that the work to demolish, remove, reinstall, and reconstruct the BWS water distribution system and appurtenances would be included in the RAIN18 projects to reconstruct Weke Road, and to apportion the costs for work done for the reconstruction of Weke Road which work included the demolition, removal, reinstallation and reconstruction of the BWS water distribution system and appurtenances; and

WHEREAS, FEMA and the Hawai‘i Emergency Management Agency (HIEMA) requested changes to provisions in the Original Agreement involving the apportionment and reimbursement of project related costs. To wit, the costs for the water line, fittings, and appurtenances to these were determined by HIEMA to be in the COUNTY scope of responsibility with regard to FEMA reimbursement. The costs for the water meters, laterals, fire

hydrant, water valve, and related appurtenances to these were determined by HIEMA to be in the BWS scope of responsibility with regard to FEMA reimbursement, and the COUNTY and the BWS would each submit separate reimbursement requests to FEMA for their portion of costs of the water facilities work in their respective requests to FEMA.

NOW THEREFORE, in consideration of the mutual covenants and promises herein made, the parties do hereby agree as follows:

1. This Agreement supersedes the original Memorandum of Agreement for Reconstruction of Weke Road and Reinstallation of Damaged Water Main and Appurtenances, Hanalei Water System that became effective on September 28, 2018.
2. The COUNTY shall utilize any and all available BWS record drawings for reconstruction and reinstallation of the BWS Facilities during the design of any road reconstruction of the County Roads.
3. The BWS Facilities design shall conform to Water System Standards, 2002, as amended, as reviewed and approved by BWS. Reconstruction and reinstallation of BWS Facilities shall be monitored and inspected by a BWS inspector. The BWS will issue a Final Inspection notice upon satisfactory construction for the BWS water facilities construction work done by COUNTY for the BWS and a Certification of Completion upon completion of the post construction required submittals.
4. The COUNTY shall include the removal and proper disposal of the old and damaged BWS Facilities in the bid specifications and contracts relating to the reconstruction of the County Road that contain BWS Facilities.
5. The BWS shall pay the COUNTY for the project contractor's costs attributable to the removal and replacement of BWS's water system facilities as follows:
 - a. The BWS shall pay the COUNTY 100% of the project contractor's costs attributable to BWS's twenty (20) water meters, one (1) water valve, one (1) fire hydrant and related appurtenances including lateral pipes, fittings, reaction blocks, meter boxes and other facilities not specified in the original scope of work due to field conditions and as allowed by FEMA.
 - b. The BWS shall pay the COUNTY 25% of the project contractor's costs attributable to the removal and replacement of all other elements of BWS's water system facilities not included in subparagraph 4a and in the COUNTY scope of work to FEMA, and other water facilities as allowed by FEMA.
 - c. The COUNTY shall provide copies of invoices which detail the completion of the reconstruction and reinstallation of the BWS Facilities not later than sixty calendar days of the execution of this First Amended to the Original Agreement.
 - d. BWS shall pay the COUNTY within sixty calendar days of receipt of the invoices from the COUNTY. Costs attributable to the BWS may be adjusted for any reimbursement from FEMA either directly or indirectly.

6. If not otherwise terminated or canceled, this Agreement may be canceled by the mutual written agreement of the parties hereto. This Agreement shall automatically terminate upon issuance of the Certificate of Completion for the BWS Facilities and final payment to COUNTY by the BWS.

IN WITNESS WHEREOF, the parties hereto have made and enter into this Agreement, effective as of the date of execution by the Director of Finance below.

RECOMMEND APPROVAL:


Keith Aoki (Jul 13, 2020 16:55 HST)

CE VI for

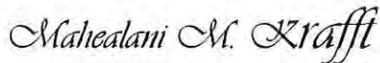
Manager and Chief Engineer
Department of Water

COUNTY OF KAUA'I
BOARD OF WATER SUPPLY



Kurt Akamine
Chairperson, Board of Water Supply

APPROVED AS TO FORM
AND LEGALITY:



Mahealani M. Krafft
Deputy County Attorney

RECOMMEND APPROVAL:


Troy Tanigawa (Jul 14, 2020 07:14 HST)

Troy Tanigawa
Acting County Engineer

APPROVED:


Reiko Matsuyama (Jul 14, 2020 07:33 HST)

Reiko Matsuyama
Director of Finance
Jul 14, 2020

APPROVED AS TO FORM
AND LEGALITY:


Mark L. Ishmael (Jul 13, 2020 17:19 HST)

Mark L. Ishmael
Deputy County Attorney

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT No. 20-41 (Update)

July 23, 2020

Re: Waiahi Surface Water Treatment Plant Improvements Project Construction Cost Progress Report

RECOMMENDATION:

There is no action necessary; for Board review and discussion purposes only.

FUNDING: N/A

BACKGROUND:

As requested by the Board of Water during its January 24th and February 28th Regular Board meeting, the Board requested the Department to provide a monthly update on the status of payments to Grove Farm in accordance with the project's budget. Please refer to Attachment 1.

There is one item to highlight on Attachment 1, shown as *"Taxes and Additional US Customs Duty Fees, in accordance with SUEZ's proposal dated 9/16/2019"* under the *"Membrane Unit Replacement"* category. Due to a misunderstanding between the membrane manufacturer, Suez, and Grove Farm it was previously thought that these taxes and fees were included in the lump sum total for the \$1,015,545.00 line item listed as *"Membrane Unit Upgrades by Suez, all in accordance with SUEZ's proposal dated 9/6/2019"*. However, State tax (4.166%) and County of Kaua'i tax (0.546%) should have been added to this line item. The total amount of taxes and fees is therefore \$47,852.48 and the DOW's 2/3 cost-share of this item, per the Water Treatment and Delivery Agreement, is \$31,901.65.

DOW staff initially rejected the invoice from Grove Farm requesting the \$31,901.65 in taxes and fees as this line item was shown as \$0 in the cost estimate table that was agreed upon by the DOW and Grove Farm and approved by the Board at the February 28, 2020 Board meeting. However, after further discussions with the Board Chair, DOW staff were authorized to approve the invoice on the basis that:

1. The request is fair and reasonable, and
2. It is understood and acknowledged by DOW staff and the Board that the actual construction costs may differ from the line item estimates approved by the Board at the February 28, 2020 Board meeting. DOW staff are authorized to exercise judgment in approving invoices as long as the Board-approved project total of \$2,821,347.00 is not exceeded. In the future, should an invoice request an amount that would exceed this project total, the DOW will evaluate the request and, if deemed fair and reasonable, bring the request to the Board for approval of any additional funds.

For transparency, DOW staff approved the invoice for the \$31,901.65 in taxes and fees, and DOW staff will continue to review and approve invoices based on this direction from the Board Chair unless

instructed otherwise. Any discussion or direction from the Board at the July 23, 2020 meeting is welcome.

Construction Update:

As requested by the Board at the June 25, 2020 Board meeting, DOW Engineering staff visited the Waiahi Surface Water Treatment Plant to inspect the new membrane installation and verify the items shown on invoices requested to date. There were no issues noted and all invoices have been paid within 15 calendar days.

Update from Grove Farm:

As requested by the Board at the June 25, 2020 Board meeting, Grove Farm has provided an update regarding the performance of the new membranes; please see Attachment 2.

BW/ein

Attachment(s): 1) Waiahi Surface Water Treatment Plant Renovation Construction Cost Progress Report as of July 15, 2020
 2) Report from Grove Farm and Aqua Engineers for membrane installation and performance of new membranes

Mgrrp/July 2020/20-41 Waiahi Surface Water Treatment Plant Improvements Project Construction Cost Progress Report (Update) (1-24-20, 2-28-20, 6-25-20, 7-23-20):ein

**Waiahi SWTP Renovation
Maintaining 3.0 MGD
Construction Costs**

Item No.	Qty.	Unit	Cost Per Unit	Description	Total Cost Estimate	Grove Farm Total (2/3) 33.33%	BWS Total (2/3) 66.67%	BWS Total Amount Due to Date (\$)	BWS Amount Paid to Date (\$)	Estimate Total to Date (% Line Item)	All Payments Received by Grove Farm within 15 days?
SITEWORK¹											
1	1	LS	\$100,000	Mobilization & Demobilization	\$100,000	\$33,333	\$66,667	\$0	\$0	0.00%	N/A
2	1.44	Acre	\$14,876	Clearing & Grubbing, including demolition of existing shed at Off-site Detention Basins, in place complete	\$21,421	\$7,140	\$14,281	\$0	\$0	0.00%	N/A
3	4151	CY	\$30	Excavation, in place complete	\$124,530	\$41,510	\$83,020	\$0	\$0	0.00%	N/A
4	2673	CY	\$15	Embankment, in place complete.	\$40,095	\$13,365	\$26,730	\$0	\$0	0.00%	N/A
5	1	LS	\$11,950	Erosion Control, including temp silt fence, temp wheel wash area, temp ground cover & erosion control fabric	\$11,950	\$3,983	\$7,966	\$0	\$0	0.00%	N/A
6	16	SY	\$450	Rip-rap Lined Embankment Swale, in place complete	\$7,200	\$2,400	\$4,800	\$0	\$0	0.00%	N/A
7	956	LF	\$80	Chain Link Fence, including warning signs, in place complete	\$76,480	\$25,493	\$50,987	\$0	\$0	0.00%	N/A
8	1	EA	\$2,500	Chain Link Gate, 18' Wide X 6' High at Off-site Detention Basins, in place complete.	\$2,500	\$833	\$1,667	\$0	\$0	0.00%	N/A
9	1	EA	\$1,000	Chain Link Pedestrian Gate, 30" Wide X 6' High at Drain/Reject Water Pump Station, in place complete	\$1,000	\$333	\$667	\$0	\$0	0.00%	N/A
10	2434	SY	\$80	Asphalt Concrete Pavement, including base course, in place complete	\$194,720	\$64,907	\$129,813	\$0	\$0	0.00%	N/A
11	1055	LF	\$55	Concrete curb, in place complete	\$58,025	\$19,342	\$38,683	\$0	\$0	0.00%	N/A
12	1321	LF	\$45	Concrete header, in place complete	\$59,445	\$19,815	\$39,630	\$0	\$0	0.00%	N/A
13	8	EA	\$250	Concrete drop curb, in place complete	\$2,000	\$667	\$1,333	\$0	\$0	0.00%	N/A
14	13	EA	\$800	Bollards, in place complete.	\$10,400	\$3,467	\$6,933	\$0	\$0	0.00%	N/A
15	2	EA	\$500	Ring Buoy, including pipe stand, in place complete	\$1,000	\$333	\$667	\$0	\$0	0.00%	N/A
YARD PIPING¹											
1	1	LS	\$58,000	Pre-lube Line for Existing Reservoir Intake Pumps, including fittings and appurtenances, in place complete	\$58,000	\$19,333	\$38,667	\$0	\$0	0.00%	N/A
2	1	LS	\$123,000	Flocculation Tank Inlet Line, including fittings, valves, and appurtenances, cutting, removing and relocating	\$123,000	\$41,000	\$82,000	\$0	\$0	0.00%	N/A

**Waiahi SWTP Renovation
Maintaining 3.0 MGD
Construction Costs**

Item No.	Qty.	Unit	Cost Per Unit	Description	Total Cost Estimate	Grove Farm Total (2/3) 33.33%	BWS Total (2/3) 66.67%	BWS Total Amount Due to Date (\$)	BWS Amount Paid to Date (\$)	Estimate Total to Date (% Line Item)	All Payments Received by Grove Farm within 15 days?
3	1	LS	\$29,000	Drainline "A", including connection to existing drain manholes & modifications to existing DMH "A-2"	\$29,000	\$9,667	\$19,333	\$0	\$0	0.00%	N/A
4	1	LS	\$150,000	Drainline "B," including headwall with ungrouted rip rap, & drain manholes, in place complete	\$150,000	\$50,000	\$100,000	\$0	\$0	0.00%	N/A
5	1	LS	\$24,000	Drainline "C", including headwalls, in place complete	\$24,000	\$8,000	\$16,000	\$0	\$0	0.00%	N/A
6	1	LS	\$130,000	Force Mains "A", "B" & "C", including fittings, valves & appurtenances, & concrete blocks	\$130,000	\$43,333	\$86,667	\$0	\$0	0.00%	N/A
7	1	LS	\$69,182	Off-Site Detention Basin Inlet & Outlet Lines, including residuals discharge connection	\$69,182	\$23,061	\$46,121	\$0	\$0	0.00%	N/A
8	1	LS	\$28,302	Residuals Discharge Lines "A" & "B", including fittings, valves & appurtenances & concrete blocks	\$28,302	\$9,434	\$18,868	\$0	\$0	0.00%	N/A
9	1	LS	\$75,472	Residuals Drying Beds Inlet Lines, including fittings, valves & appurtenances, concrete blocks	\$75,472	\$25,157	\$50,315	\$0	\$0	0.00%	N/A
STRAINER SYSTEM¹											
1	1	LS	\$120,000	16" Automatic Backwashing Strainer, including removal & disposal of ex. strainer, drain & backwash lines	\$120,000	\$40,000	\$80,000	\$0	\$0	0.00%	N/A
PUMP GALLERY IMPROVEMENTS¹											
1	1	LS	\$5,000	Liquid Level Sensor Alarm System, in place complete	\$5,000	\$1,667	\$3,333	\$0	\$0	0.00%	N/A
2	1	LS	\$5,000	8" Butterfly Valve on Permeate Line to Backpulse Tank, in place complete	\$5,000	\$1,667	\$3,333	\$0	\$0	0.00%	N/A
3	1	LS	\$10,000	Replace Existing Membrane Tank Level Transmitters. (Transmitters furnished by SUEZ. See Bid Item G-1.)	\$10,000	\$3,333	\$6,667	\$0	\$0	0.00%	N/A
4	1	LS	\$10,000	Combined Permeate Turbidimeter, including sampling line & revisions to sample drains & control wiring	\$10,000	\$3,333	\$6,667	\$0	\$0	0.00%	N/A
DRAIN/REJECT WATER PUMP STATION¹											
1	1	LS	\$44,025	Drain/Reject Water Pump Station Concrete Wet Well & Pipe Support, including structural excavation	\$44,025	\$14,675	\$29,350	\$0	\$0	0.00%	N/A

**Waiahi SWTP Renovation
Maintaining 3.0 MGD
Construction Costs**

Item No.	Qty.	Unit	Cost Per Unit	Description	Total Cost Estimate	Grove Farm Total (2/3) 33.33%	BWS Total (2/3) 66.67%	BWS Total Amount Due to Date (\$)	BWS Amount Paid to Date (\$)	Estimate Total to Date (% Line Item)	All Payments Received by Grove Farm within 15 days?
2	1	LS	\$69,182	Drain/Reject Water Pump System, including liquid level sensor, transducer, pump accessories, access hatch	\$69,182	\$23,061	\$46,121	\$0	\$0	0.00%	N/A
3	1	LS	\$62,893	Drain/Reject Water Piping, including fittings, valves & appurtenances, & connection to existing drain line	\$62,893	\$20,964	\$41,929	\$0	\$0	0.00%	N/A
MEMBRANE UNIT REPLACEMENT²											
1	1	LS	\$1,015,545	Membrane Unit Upgrades by SUEZ, all in accordance with SUEZ's proposal dated 9/6/2019.	\$1,015,545	\$338,515	\$677,030	\$677,030.00	\$677,030.00	100.00%	Yes
2	1	LS	\$160,941	Installation of Membrane Unit Upgrades by SUEZ, in place complete. Aqua Engineers, proposal dated 9/16/2019	\$160,941	\$53,647	\$107,294	\$107,294.00	\$107,294	100.00%	Yes
3	1	LS	\$0	Taxes & Additional US Customs Duty Fees, in accordance with SUEZ's proposal	\$0	*See M.R.	*See M.R.	\$31,901.65	\$31,901.65	N/A	N/A
LINER FOR OFF-SITE DETENTION BASINS¹											
1	1	LS	\$119,497	Liner for Off-Site Detention Basins, including geotextile fabric, anchoring battens & trenches	\$119,497	\$39,832	\$79,665	\$0	\$0	0.00%	N/A
PORTABLE PUMP FOR RESIDUALS TRANSFER³											
1	1	LS	\$41,024	Portable Pump for Residuals Transfer, including wheel kit & hoses, in place complete.	\$41,024	\$13,675	\$27,349	\$0	\$0	0.00%	N/A
GENERATOR BUILDING¹											
1	1	LS	\$350,000	Generator Building	\$350,000	\$116,667	\$233,333	\$0	\$0	0.00%	N/A
2	1	LS	\$300,000	Emergency Generator System	\$300,000	\$100,000	\$200,000	\$0	\$0	0.00%	N/A
3	1	LS	\$28,000	Painting and Coating	\$28,000	\$9,333	\$18,667	\$0	\$0	0.00%	N/A
ELECTRICAL WORK¹											
1	1	LS	\$493,192	Electrical Work, in place complete.	\$493,192	\$164,397	\$328,795	\$0	\$0	0.00%	N/A

**Waiahi SWTP Renovation
Maintaining 3.0 MGD
Construction Costs**

Item No.	Qty.	Unit	Cost Per Unit	Description	Total Cost Estimate	Grove Farm Total (2/3) 33.33%	BWS Total (2/3) 66.67%	BWS Total Amount Due to Date (\$)	BWS Amount Paid to Date (\$)	Estimate Total to Date (% Line Item)	All Payments Received by Grove Farm within 15 days?
----------	------	------	---------------	-------------	---------------------	----------------------------------	---------------------------	-----------------------------------	------------------------------	--------------------------------------	---

Summary for July 23, 2020 Board Meeting

	Total Cost Estimate	GF Total 1/3 (33.33%)	BWS Total 2/3 (66.67%)	BWS Total Amount Due to Date (\$)	BWS Total Amount Paid to Date (\$)	Estimate Total to Date (% of total project)	All Payments Received by Grove Farm within 15 days?
Project Total Estimates =	\$4,232,021	\$1,410,674	\$2,821,347	\$816,226	\$816,226	28.93%	Yes

DOW NOTES

*Payments due within 15 calendar days of receipt of invoice.

*DOW will not be withholding 5% retainage.

Waiahi Water Company

The original *Water Treatment and Delivery Agreement* was entered into by Grove Farm Properties, Inc. and the Board of Water Supply in February 2004. Grove Farm's obligation under this agreement was to design, construct, finance and operate the facility to deliver to the Kauai Department of Water with safe drinking water.

Waiahi Surface Water Treatment Plant – Membrane Refurbishment Background

The Waiahi Surface Water Treatment Plant (SWTP) was commissioned in late 2005 with a rated capacity of 3.0 MGD. The SWTP utilizes an immersed membrane filtration process called ultrafiltration (UF). UF is typically used to separate or remove particles, such as microbes, bacteria, and macromolecules.

The SWTP has four processing tanks, called trains, and each train holds two cassettes. The original cassettes were populated with 52 modules each. Each module is made up of about 2,700 fibers. These fibers are the filters that produce high quality permeate by drawing the raw water through an 'outside-in,' vacuum process.

In June of 2020, the original membranes were replaced after 15 years of service. The plant has been a reliable source of drinking water since its inception. The manufacturer recommended a replacement schedule of +/- 10 years, pending on the condition of the membrane over time. The Waiahi SWTP filters performed for 5 years beyond their expected useful life. Imminent replacement was called for as the aged cassette hardware resulted in a reduction in processing capacity. Over time, the fibers experienced shrinkage. Every three to five years, the operators worked with a technician to conduct slack adjustments on the fibers, with the goal of optimizing for production. With time and because the membranes far exceeded their projected useful life, there was no room for any further slack adjustments. We risked compromising the membranes and losing this critical source of potable water for the DOW.

Over the years of operation, ten modules were completely removed from production. Water quality was never compromised as the remaining fibers, the core to the filtration process, continued to produce high quality water. Daily membrane integrity tests and pressure checks allowed operators to plug fractured fibers. It was the aging on the hardware, headers/footers or potting molds cracks that required module removal. The installation of the new membranes and updated software brings more efficiency to the process and regulatory compliance monitoring.

The filter fiber technology has not altered much, however, the manufacturer has made several improvements to its Zeeweed 500d model design over the last 15 years. One being the increase in fiber square footage per module and more sturdy hardware. Thus, the recent installation has each cassette populated with 42 modules (versus 52) with the rated production capacity of 3.0 MGD.

In summary, the plant has always delivered safe drinking water to the DOW. With this project being completed, the efficiency of the plant is now much improved. We are no longer in a compromised position by using the old membranes 50% longer than the projected useful life. Given this fact and the critical nature of this source of potable water for more than 20% of the DOW customers, those were the two primary factors driving the “urgency” in replacing the membranes.

Installation Summary:

Hungary - March 24, 2020 the newly manufactured membranes and hardware for the refurbishment of the SWTP were packed and loaded into two 40-foot containers to make their way to Hawaii.

Installation Work Dates:

Shipment on-site Off Load – June 22, 23

TR 1- June 12, 13, 14, 15 glycerin haul and overnight Cl2 soak (June 16 train in production)

TR 2 -June 16, 17 glycerin haul and overnight Cl2 soak (June 18 train in production)

TR 3 – June 18, 19 glycerin haul and overnight Cl2 soak (June 20 train in production)

TR 4 – 19, 20, 21, 22, 23, 24, 25 glycerin haul and overnight Cl2 soak (June 26 train in production)

Blower Sheave pullies – June 23, 24

PLC Update/HMI/SCADA Install and test facility – June 25, 26, 27

MIT testing – readjusting set points - June 25, 26, 27

#

Waiahi Surface Water Treatment Plant – Membrane Refurbishment

June 2, 2020

Containers delivered to site



Inventoried and off loaded – hardware to rebuild cassettes



[3 & 4] 11 frames of membrane modules stored in a container in a shaded area to regulate the temperature



June 12-16, 2020

Remove original membranes from Train 1



Permeate center pipes – pre-fabrication required

Reconfigure and rebuild tracks and locking mechanism for new membranes



Train 1 installation of rails and locking mechanism





[9 & 10 above] New membranes removed off shipping rack

[11 & 12 below] Train 1 populated with 21 modules on one side. After the installation and pressurized/integrity check, membranes are flushed, and aerated -- three full tank cycles. Pumpers haul 30,000 gallons per train.



June 16-18, 2020

Workstation 1 for prefabrication and
Lubrication of o-rings for headers



Train 2 – two cassettes and old membranes
and hardware removed. Getting ready for
rebuild



Installation of new aeration diffusers

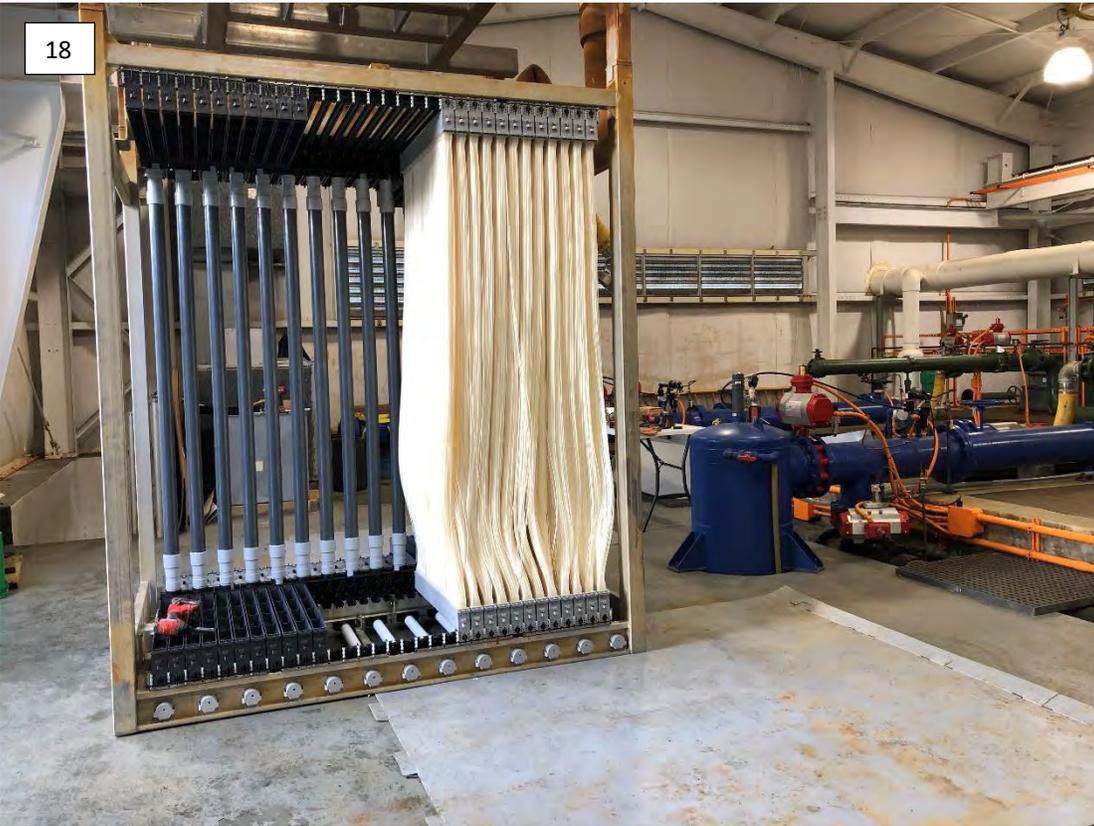


Hardware parts for the rebuild – locking
mechanisms



June 18-20, 2020 – Train 3

Removal of original membranes [17] and installation of new membranes [18]



June 19-25, 2020 – Train 4



June 24-25 – Sheaving of the blowers



June 25, 2020

Installation of the new HMI and updated PCL [23].
SCADA [24] also updated with new reconfiguration and set points in PCL.



New Business

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT No. 21-01

July 23, 2020

Re: Discussion and Possible Action to Request Board Approval for Indemnification for CrowdStrike Falcon Complete software between the Board of Water Supply, County of Kaua'i and CrowdStrike

RECOMMENDATION:

The Department recommends that the Board approve Option 1, which will allow the Department to move forward with the purchase and implementation of a new Endpoint Protection software.

FUNDING: N/A

BACKGROUND:

Currently, the Department's Information Technology Division (IT) is utilizing Symantec Endpoint software to manage its internet security. The software provides intrusion prevention, firewall, and anti-malware features; and, is installed on all of the Department's servers, office workstations and remote laptops.

In light of the evolving internet and network requirements of the Department, with the proposed improvements identified and in the process of implementation, of the IT Strategic Plan, coupled with the added deployment of remote laptops for teleworking employees, due to COVID-19, the IT Division has reviewed and reassessed its internet security capabilities. The Symantec Endpoint software is capable of providing the security needs of the Department. However, it requires continual IT staff resources and technical support to monitor and maintain the system to manage the Department's internet security.

The Department's IT staff have reached out to technical experts in the internet security field, as well as, the County of Kaua'i's IT Manager, to review and discuss solutions which would provide the internet security necessary with added efficiency – reduction in IT staff resources. Based on those recommendations and the fact that the County of Kaua'i's IT Division has recently reviewed and has implemented new internet security software by CrowdStrike, Inc., the IT Division proposes to utilize and implement the CrowdStrike, Inc. internet security software along with its technical support.

The internet security software and its associated technical support by CrowdStrike, Inc. provides similar features as the Symantec Endpoint software along with added features, internet security monitoring, quarantining, removal and repair of system files to provide added protection for the Department's internet system. Additionally, it will be able to provide the proper number of licenses to allow the Department to protect all of its current as well as near future equipment needs.

The Department's IT staff has been working closely with our Deputy County Attorney to review and approve of the Terms and Conditions from CrowdStrike, Inc. However, before the IT Division can move forward with the software implementation Board approval is required as the agreement contains language for unspecified future obligations such as indemnification and governing law provisions.

The sections within the agreement that reference Indemnification, Limitation of Liability, and Governing Law and Arbitration are shown below:

CROWDSTRIKE TERMS AND CONDITIONS:

9. Indemnification.

9.1 CrowdStrike's Obligation. CrowdStrike shall at its cost and expense: (i) defend and/or settle any claim brought against Customer by an unaffiliated third party alleging that an Offering infringes or violates that third party's intellectual property rights, and (ii) pay and indemnify any settlement of such claim or any damages awarded to such third party by a court of competent jurisdiction as a result of such claim; provided, that Customer: (a) gives CrowdStrike prompt written notice of such claim; (b) permits CrowdStrike to solely control and direct the defense or settlement of such claim (however, CrowdStrike will not settle any claim in a manner that requires Customer to admit liability without Customer's prior written consent); and (c) provides CrowdStrike all reasonable assistance in connection with the defense or settlement of such claim, at CrowdStrike's cost and expense. In addition, Customer may, at Customer's own expense, participate in defense of any claim.

10. Limitation of Liability.

10.1 TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, EXCEPT FOR LIABILITY FOR ANY AMOUNTS PAID OR PAYABLE TO THIRD PARTIES UNDER SECTION 9 (INDEMNIFICATION), CUSTOMER'S PAYMENT OBLIGATIONS, AND/OR ANY INFRINGEMENT OR MISAPPROPRIATION BY ONE PARTY OF THE OTHER PARTY'S INTELLECTUAL PROPERTY RIGHTS, NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY IN CONNECTION WITH THIS AGREEMENT OR THE SUBJECT MATTER HEREOF (UNDER ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STATUTE, TORT OR OTHERWISE) FOR ANY LOST PROFITS, REVENUE, OR SAVINGS, LOST BUSINESS OPPORTUNITIES, LOST DATA, OR SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR LOSSES OR SUCH DAMAGES OR LOSSES WERE REASONABLY FORESEEABLE; OR (B) AN AMOUNT THAT EXCEEDS THE TOTAL FEES PAID OR PAYABLE TO CROWDSTRIKE FOR THE RELEVANT OFFERING DURING THAT OFFERING'S SUBSCRIPTION/ORDER TERM. THESE LIMITATIONS WILL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY REMEDY SPECIFIED IN THIS AGREEMENT. MULTIPLE CLAIMS SHALL NOT EXPAND THE LIMITATIONS SPECIFIED IN THIS SECTION 10.

14.3 Governing Law; Venue. Except as otherwise provided in Exhibit B (if applicable), this Agreement, and the rights and duties of the parties arising from this Agreement, shall be governed

by, construed, and enforced in accordance with the laws of the State of California, excluding its conflicts-of-law principles. The sole and exclusive jurisdiction and venue for actions arising under this Agreement shall be state and federal courts in Santa Clara County, California, and the parties agree to service of process in accordance with the rules of such courts. The Uniform Computer Information Transactions Act and the United Nations Convention on the International Sale of Goods shall not apply. Notwithstanding the foregoing, each party reserves the right to file a suit or action in any court of competent jurisdiction as such party deems necessary to protect its intellectual property rights and, in CrowdStrike's case, to recoup any payments due.

OPTIONS

Option 1:

Approve Manager's Report.

Pro: The Department will be able to move forward with the purchase and implementation CrowdStrike software and technical support to improve the Department's internet security reliability and efficiency; and, be able to free up a majority of IT staff resources dedicated to support the Symantec Endpoint software for other IT projects and priorities.

Cons: The Department would maintain status quo and continue to utilize Symantec Endpoint software and the limited IT staff resources to maintain, troubleshoot and support the internet security.

Option 2:

Deny request to approve Indemnification, Limitation of Liability, Arbitration, and Governing Law.

Pro: Status quo. No potential legal risk associated with indemnification, limitation of liability, arbitration, and governing law of the proposed CrowdStrike software and technical support.

Cons: The Department would not be able to improve its internet security reliability and efficiency; and, it would continue to dedicate the already limited IT staff resources to maintain, troubleshoot and support the Symantec Endpoint software instead of elsewhere.

MH/ein

Mgrrp/July 2020/21-01/Discussion and Possible Action to Request Board Approval for Indemnification for CrowdStrike Falcon Complete software between the Board of Water Supply, County of Kaua'i and CrowdStrike (7-23-20):ein

Staff Reports

I. 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

PENDING
REPORT

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve it!"

INFORMATION & EDUCATION SPECIALIST REPORT

July 23, 2020

Public Notices and Announcements

All news releases were also published on the Department's Facebook social media page and online at www.kauai.gov/press-releases.

- **Kilauea – Emergency water service shutdown on Kalihiwai Road**
 - A news release was issued on June 16, 2020 to announce an emergency water service shutdown on a portion of Kalihiwai Road; from Kaohe Road to the north-end of Kalihiwai Road in Kilauea, due to a recent main line break. Water service will be turned off for approximately 6 hours in order to conduct emergency repairs to the main line break that is currently situated near a cliffside on Kalihiwai Road.
 - A courtesy notice was also issued to the affected service area via BlackBoard Connect mass notification service.
 - A final news release was issued on June 16, 2020 to announce that water services were restored to customers at approximately 1:45 p.m. Crews completed the repairs and customers resumed normal water use.
 - A courtesy notice was also issued to the affected service area via BlackBoard Connect mass notification service.
- **Wailua – Emergency water service shutdown on Molo Street**
 - A news release was issued on June 17, 2020 to announce an emergency water service shutdown on Molo Street in Wailua at approximately 11:30 a.m. until further notice, due to a main line break.
 - A courtesy notice was also issued to the affected service area via BlackBoard Connect mass notification service.
 - A news release was issued on June 17, 2020 at approximately 2:30 p.m. to provide an update that water service will be unavailable for 3 to 5 hours. The update also reported that customers on Hie Street may experience low water pressure during the repairs.
 - A courtesy update notice was also issued to the affected service area via BlackBoard Connect mass notification service.
 - A final news release update was issued on June 17, 2020 at approximately 5:30 p.m. to report that water service was restored to customers on Molo Street at 5:15 p.m.
 - A courtesy notice was also issued to the affected service area via BlackBoard Connect mass notification service.
- **All Systems – 2020 Water Quality Reports updated on kauaiwater.org**
 - A news release was issued on June 23, 2020 to inform the public that the 2020 Water Quality Reports, covering from Jan. 1, 2019 to Dec. 31, 2019, had been updated since June 4th in accordance to proper reporting methods and are available to view on the DOW's website at www.kauaiwater.org.
- **Hanalei – Water service interruptions reported in Hanalei**
 - A news release was issued on June 25, 2020 to announce that a potential water main break was reported and customers were experiencing water service interruptions on a portion of Kuhio Highway in Hanalei.
 - A courtesy notice was also issued to the affected service area via BlackBoard Connect mass notification service.

- A news release update was issued at approximately 12:40 p.m. on June 25, 2020 to announce that water services were restored to customers on Kuhio Highway in Hanalei.
 - A courtesy notice was also issued to the affected service area via BlackBoard Connect mass notification service.
- **Kapa'a - Scheduled water service shutdown**
 - A news release was issued on July 9, 2020 to announce a water service shutdown scheduled on a portion of Kaulana Road, from the Haleilio Road intersection to the Kihei Road intersection in Kapa'a. The affected service area also includes a portion of Kihei Road, from the Kaulana Road intersection to the mauka-end of Kihei Road. Water service is scheduled to be turned off on Tuesday, July 14th, from 10 a.m. to 5 p.m., weather permitting, in order to upgrade and install fire hydrant valves, service laterals and a main line.
 - A courtesy notice was also issued to the affected service area via BlackBoard Connect mass notification service.

Public Relations Program

Community Outreach & Education

- Public Relations staff (PR) has been progressive in the improvement and increase of direct communications with customers; by providing courtesy calls, assisting divisions with information dissemination and by issuing additional notices regarding service disruptions, service inquiries, etc. *On-going*.
- PR continues to assist public notification of the Department of Health's Customer Confidence Reports (CCR), also known as Water Quality Reports. On June 23, 2020 an update was made to the reporting method of the water quality report and the published reports were updated. A second round of notifications were sent; including a mail-out of the revised reports were completed, with the revised reports.
- To promote water emergency preparedness in our community during hurricane season, PR is preparing radio advertisements, social media posts and a water jug distribution event to distribute collapsible jugs in 4 locations around the island. The water storage jug features step-by-step instructions on how to safely store water in preparation of an emergency or when water service may be temporarily unavailable. PR is partnering with the Department of Education to help distribute the jugs during their free meal programs at Waimea High School, Koloa Elementary, Chiefess Kamakahelei Middle School and Kapa'a High School. This is the first community outreach event since the Department suspended its community outreach events in March. PR will conduct post-event evaluations to help determine the planning of future outreach events.

Advertising

- PR has increased social media efforts to promote the Department's available services, water emergency preparedness tips and continue water conservation program efforts through hurricane season and office closure due to COVID-19. An estimated 12,700 people viewed the Department's Facebook page posts over a 25-day period in June 2020; which included the promotion of billing services, office contact information, conservation and emergency and planned service shutdowns. The page also received 30 new page followers in the month of June. We anticipate a continued increase of customer service and community interaction on the Department's Facebook page as the Department moves to online services. PR will continue

to adjust and adapt resources towards providing effective communications and online customer services via social media tools to support this effort.

- PR continues to support the Department with COVID-19 related updates and planning efforts as needed; including news releases, customer notifications, updated service announcements, etc. PR will be reviewing additional print advertisement opportunities in the new fiscal year to expand the Department's educational and service awareness outreach efforts.
- PR has secured radio advertising contract renewals with Pacific Media Group, Inc. and FM97 radio stations for the Fiscal year 2020-2021. Pacific Media Group (formally known as Kong Radio Group) is Kauai's civil defense radio station with a very wide outreach that the Department would like to extend its messages to. The Department's target audience fits the demographics of FM97's adults' age 25-54 listening at home and at work. PR discussed the Department's need for consistent radio advertising to notify public of water system-related announcements (i.e. water shutdowns, road closures, emergency service announcements, outages, workshops, festivals and general water information). Both radio stations agreed to the Department's need for flexibility on airing announcements and offered the Department a primetime spot when ads are scheduled. PR conducted competitive research for radio advertisement and a third proposal was also received from H.Hawaii Media radio station, however, it was not favorable in consideration of budget and target reach when compared to the other stations.

Upcoming Community Outreach & Educational Events

- July 14-16, 2020 – Water Emergency Preparedness: Water jug distribution
- October 21, 2020 – Imagine a Day Without Water (online campaign)

Project WET Hawaii

- Effective March 13th, all Project WET Hawaii training and workshops have been postponed until further notice. Workshops and training requirements include hands-on experiences that are unable to be offered at this time. *No update.*
- The 2020 Make a Splash with Project WET festival was cancelled this year due to COVID-19 related safety precautions. In an attempt to continue water education in our community, the Department's PR section is currently in the planning stages of an alternative Make a Splash experience to offer activities that can be self-guided through written or video instructions when students return to school. The research and planning on this effort is on-going as we work on specific activity selection that will aid teachers and students when they return to the classroom.

JK/ein

Mgrrp/July 2020/Information & Education Specialist Report (7-23-20):ein

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

Operations Division Report for the Month of June 2020

Personnel

- Operations personnel attended HRWA virtual training on Operator Safety.

Source and Storage

- Maintenance Workers continued cleaning of various remote facilities island-wide. Works included clearing of vegetation and drainage as well as repair and construction of structures and facilities including access driveways.
- 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.
- Puhi Well 3 refurbishment Contract 679 with Derrick's Well Drilling is on-going.
- Contract for Kapilimao On-Site Sodium Hypochlorite Generation being processed.
- Anahola Well A pump replacement Contract 687 completed. Well is back in service.
- Koloa Well D pump replacement Contract 693 Notice to Proceed issued, June 1, 2020.
- Monitoring of Sodium Hypochlorite on-site generation equipment on Makaleha Wells and Tank Site is on-going.
- Electrical workers performed routine electrical maintenance at all sites including SCADA radio troubleshooting, electrical wiring for motor controls, lighting repair and replacement.
- SCADA RFP submittal from Glenmount Global Services is under review.
- Auto mechanics performed routine maintenance of all DOW vehicle and equipment including light, medium and heavy vehicles as well as construction equipment and generators.

Distribution

- Operations Division Field Section crews continue to perform routine leak repair of service laterals and mainlines. Field Section personnel responded to thirty nine (39) leak repair work orders.
- Field Section personnel installed a service lateral.

- We received a total of 134 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, and non-water emergency calls mainly customer inquiries. Work orders were generated and all calls resolved. Leak after the meter needs to be addressed by the customer.
- Field Operations personnel began preparations to replace 2” galvanized steel pipe on Amio Road in Poipu.
- Operations Division received four (4) emergency calls for hydrants hit by vehicle.

Fleet, Inventory, Warehouse and Baseyard Area

- A total of two hundred sixteen (216) work orders were issued for Operations Division. Works included: electrical repairs and maintenance; automotive repairs and maintenance including power generator maintenance; Hawai'i One Call requests for markings; 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; Hawai'i One Call relative to contractor's requests for markings.
- Thirty one (31) Hawaii One Call requests for markings were received. Also, thirty (30) meters were maintained, replaced, repaired, issued and installed.
- Operations personnel is coordinating with Fiscal Division personnel to proceed with auction of vehicles and equipment.

VPR/ein

Attachments: Overtime Chart
Leak Report Chart
Production/Billing Chart

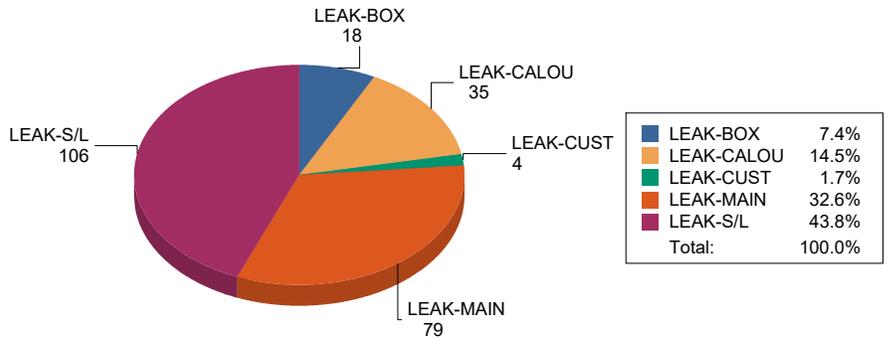
Mgrpp/June 2020/Operations Division Report for the Month of June 2020 (7-23-20):ein

Work Orders by Job Reason Code for Selected Date Range

06/01/2019 to 06/30/2020

# of W/O's	Job Reason Code	Description
18	LEAK-BOX	Meter Box Leak Repair
35	LEAK-CALOU	LEAK CALL OUT
4	LEAK-CUST	Customer-Side Leak Repair
79	LEAK-MAIN	Mainline Leak Repair
106	LEAK-S/L	Service Lateral Leak Repair

Work Orders by Job Reason Code

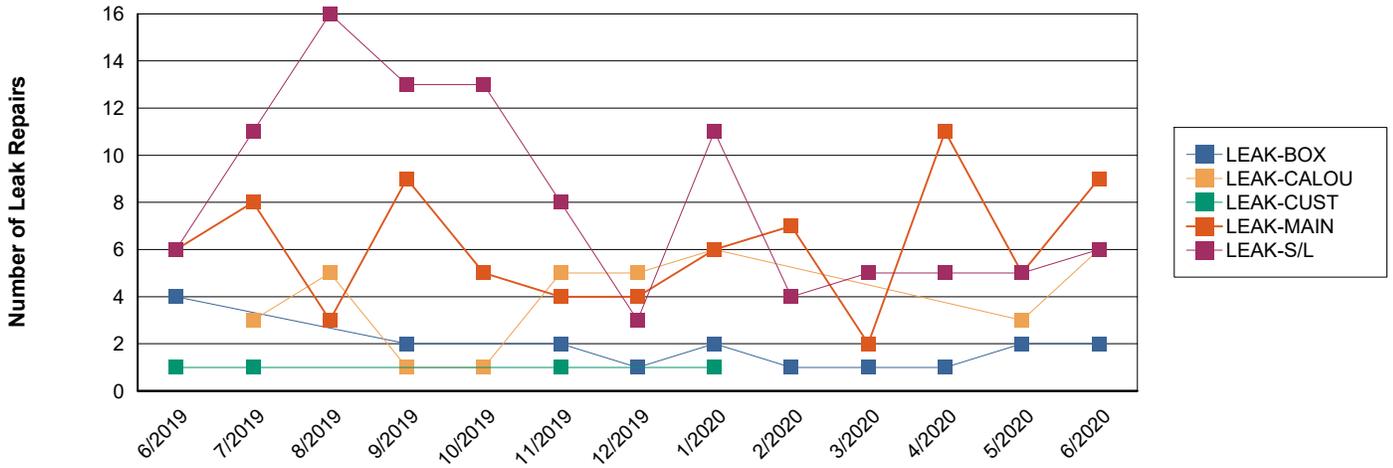


Work Orders by Job Reason Code for Selected Date Range

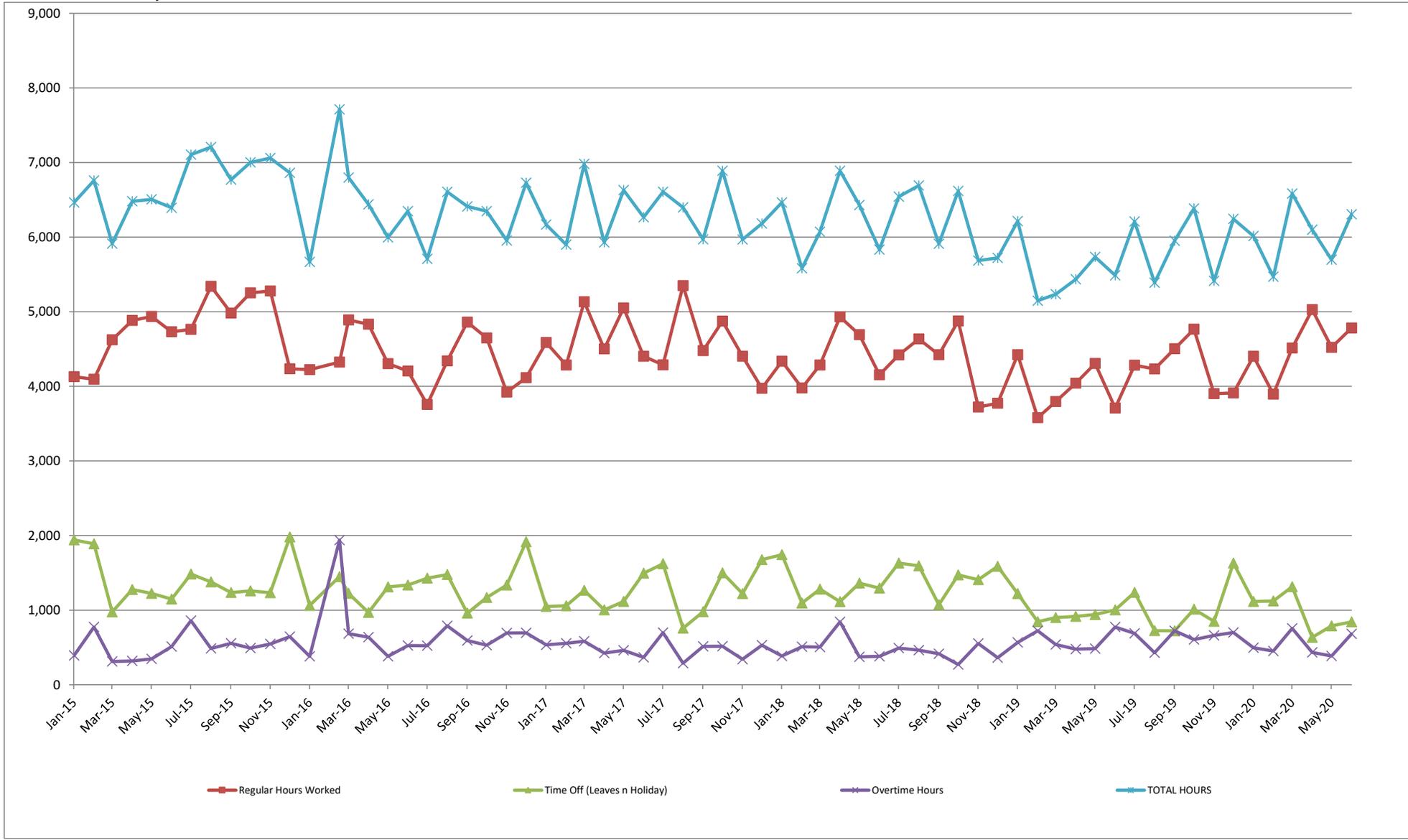
06/01/2019 to 06/30/2020

of W/O's Job Reason Code Description

Number of Leak Repairs per Month

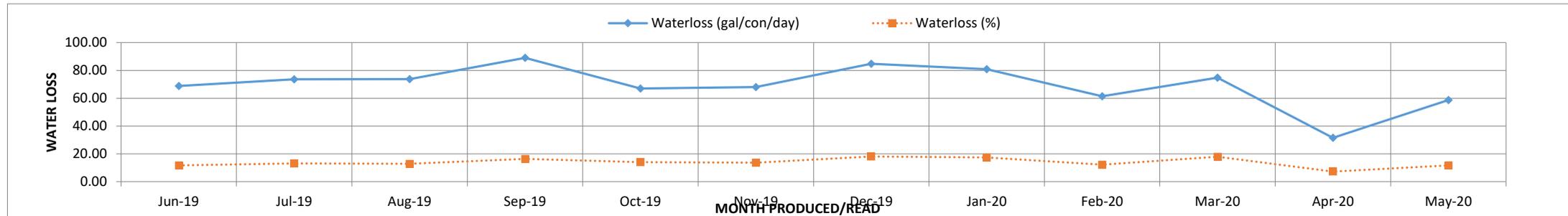
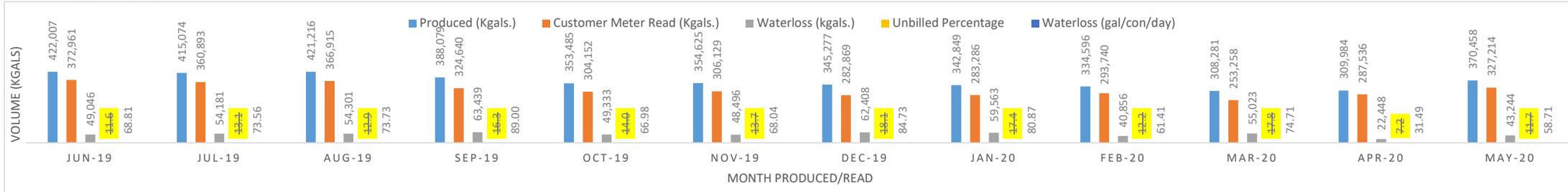


County Of Kauai - DEPARTMENT OF WATER
 Operations Division: Plant & Field
 Total Hours for the Month
 For the Period: January 2015 to June 2020



Monthly Water Produced, Customer Meter Read and Waterloss Comparison For Calendar Year 2019/2020

	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Total Year
Produced (Kgals.)	422,007	415,074	421,216	388,079	353,485	354,625	345,277	342,849	334,596	308,281	309,984	370,458	4,365,929
Customer Meter Read (Kgals.)	372,961	360,893	366,915	324,640	304,152	306,129	282,869	283,286	293,740	253,258	287,536	327,214	3,763,593
Waterloss (kgals.)	49,046	54,181	54,301	63,439	49,333	48,496	62,408	59,563	40,856	55,023	22,448	43,244	602,336
Waterloss (%)	11.6	13.1	12.9	16.3	14.0	13.7	18.1	17.4	12.2	17.8	7.2	11.7	13.8
Waterloss (\$)	62,632	69,189	69,343	81,011	62,998	61,929	79,695	76,061	52,173	70,264	28,666	55,222	769,184
Waterloss (gal/con/day)	68.81	73.56	73.73	89.00	66.98	68.04	84.73	80.87	61.41	74.71	31.49	58.71	69.46



DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S UPDATE

July 23, 2020

Pursuant to Board Policy No. 3

CONTRACTS AWARDED/EXTENSION/AMENDMENTS:

1 MEMORANDUM OF UNDERSTANDING BETWEEN THE OFFICE OF THE AUDITOR, STATE OF HAWAII AND THE DEPARTMENT OF WATER, COUNTY OF KAUA'I

FUNDING:

Account No.	10-31-10-540-010			
Acct Description	WU/Acctg/Admin/Professional Services-General			
Funds Available	<i>Verified by WWC</i>		\$	3,500.00
Contract No.	N/A			
Vendor	Office of the Auditor, State of Hawai'i			
	FY 2020 (1 st Year)	\$	3,500.00	
	Total Funds Certified	\$	3,500.00	
Fund Balance			\$	0.00

BACKGROUND:

The Office of the Auditor conducts the audit of Hawai'i Employer-Union Health Benefits Trust Fund ("EUTF") of the actuarial information received for the schedule of changes in fiduciary net position by employer and related notes to the schedule and the examination report on census data for the fiscal years ending June 30, 2020, 2021 and 2022, in accordance to GASB Statement No. 75. The total cost for each Fiscal Year's audit are as follows:

FY 2020 (1st Year) = \$3,500.00

FY 2021 (2nd Year) = \$3,700.00

FY 2022 (3rd Year) = \$3,800.00

For participating in this MOU, the actuary report, and the audit results from KKDLY LLC (Auditor for the State of Hawai'i, and Office of the Auditor) will be provided to the DOW with the financial information specific to DOW.

WAIVER, RELEASE & INDEMNITY APPLICATIONS:

County of Kaua'i TMK: (4) 3-8-005:028 and 029 for the construction of Workforce Housing Units for the Pua Loke Affordable Housing Development. Payment and performance bond in the amount of \$250,000.00

STAFF REPORTS - FY 19-20:

PERSONNEL MATTERS

July 9, 2020

Administration

1. Manager & Chief Engineer. Position currently in recruitment.

I.T. Division

1. Information Technology Specialist III #2475, #2615. Positions vacant.
2. Waterworks IT Manager #2485. Submitted selection to DHR.

Fiscal Division

1. Assistant Waterworks Controller #2619. Submitted selection to DHR.
2. Customer Service Representative I #2605. New employee starts 7/16/2020.

Construction Management Division

1. Civil Engineer V#2355. Pending eligibles list.

Operations Division

1. Construction & Maintenance Worker I #2401. Pending eligibles list.
2. Pipefitter #2418. Pending eligibles list. Acquired referred list.
3. Pipefitter Helper #2471. Pending eligibles list.
4. Plant Electrician #2457. Pending eligibles list.
5. Utility Worker #2438. Pending eligibles list.
6. Water Service Investigator III #2617. Pending eligibles list.

Pursuant to Board Policy No. 24

CONVEYANCE OF WATER FACILITIES None

CUSTOMER CARE AND BILLING (CC&B) SYSTEM UPDATE:

None

I.T. STRATEGIC PLAN UPDATE:

These updates will be placed in the Quarterly reports per Board action during the July 26, 2019 Regular Board meeting. The current update is in the October 25, 2019 Regular Board meeting.

I.T. INITIATIVES UPDATE:

July 15, 2020

Information Technology continues to work diligently to assist the Department to adapt to the COVID-19 challenges. Support to improve the DOW IT network with upgrades and maintenance of the server system continues.

A recommendation for the Waterworks Information Technology Manager position was prepared and submitted to the Department of Human Resources last month. The Department is awaiting notification that the candidate has been offered the position and the candidate's decision.

QUARTERLY UPDATES – 2nd Quarter (April – June 2020)

WATER QUALITY QUARTERLY REPORT:

1. Engineering continues to work with the Lab and contractors to install sample stations in new subdivisions. The new subdivision behind the Poipu Shopping Center will also have a sampling station. They will be added to the updated sampling plan required by new Total Coliform Rule. One has been installed in the current Hanamaulu project. One more slated for the expansion of the Ulu Ko subdivision. The Lab will incorporate the Hanamaulu Station and Poipu Subdivision station into the Routine Sampling Plan in 2019. Sampling Points are being looked at to update the site list before end of year when the Compliance Monitoring Data Portal (CMDP) is implemented. So, the next sample station may in the new Kulana Subdivision after it is conveyed to DOW.
2. Micro data is being submitted to CMDP website. Hawaii is still in the test environment, however, SDWB is saying we are going real time shortly. Covid19 has slowed thing down.
3. Continued microbiological sampling of sources to see if any will present problems with fecal indicators. This is part of the Triggered Monitoring part of the Ground Water Rule.
4. Phase 2-5 sampling for 2017-2019 period completed. Sampling for the 2020-2021 period will begin later this year. System 400 is scheduled for 3rd and 4th Quarter 2020
5. Baseline Chemistry for sources ongoing. Emphasis is on pH at problem sources, Puhi #3 and Wainiha #2. The existing soda ash equipment at Waihiha #2 initially boosted the pH to 7.0. We are monitoring it monthly with the addition of alkalinity testing and it seem to be holding. Testing results are sent to SDWB for their records. SDWB has put the system on an advanced monitoring schedule for Lead and Copper (20 samples 2x/year). This is problematic as it is difficult to get volunteers out there because mostly, it is vacation rentals. However, both rounds were accomplished with results below the Action Level so Sys.415 only has to sample once in 2019 which was completed this Qtr. Sampling will also occur in July of 2020.
6. Contract for analytical services with Eurofins has been extended to FY 2020-2021. Contract executed. RTM has been submitted for FY2020 budget. RTM was not submitted for 2021 as contact covers 2021 fiscal year.
7. Updated sample site plan and sites on Xcel spreadsheet. Continuing.
8. Lab inspection for microbial analysis certification in April 2018 - passed. Next inspection is in 2020 but not sure due to COVID19.
9. Microbiological analysis ongoing with no coliform hits.
10. Maintenance and filter replacement completed for RO system. Although we may have to do water suitability testing anyway. Connected autoclave to RO system to use more water. It seems to be working as we are getting conductivity readings below 1.0 uU/cm. Still good.
11. UCMR 4 – Updating SDWARS inventory and scheduling. Sys. 400 AM1, AM2 and AM3 UCMR4 is completed for 2019. Next round will be in May 2020.
12. PCBs found in Paua Valley tank. Tank has been isolated. Lab is working with SDWB and Engineering to get tank back on line. Ongoing.
 - a. On Kauai entry points to distribution (EPD) are usually after the well head and before the storage tanks. The reason for this is because well water can go into the distribution system before going to a storage tank. This is common to most of DOW sources.
 - b. Therefore, chemical (and to a limited extent, microbiological) samples are taken at the EPDs before going to the storage tanks. DOH does not require sampling from the tanks unless it represents an EPD. There are two tanks that qualify, the Kalaheo Deep Well Tank and the Anahola Tanks.
 - c. Because of the recent findings, we are requesting sampling taps on the storage tanks (many do not have them). OPS has installed taps on most of the tanks in question. They have been sampled for PCB.
13. We are back on schedule for sampling and testing with the DOH Lab.

MANAGER'S UPDATE

Re: Manager's Update for June 2020 to July 2020

July 23, 2020

Page 4 of 4

14. Microbiological QA/QC items for certification completed for 2nd Qtr. 2020.
15. Monitoring of chlorides in Sys. 406 ongoing. Waipa Well back in service.
16. All Lab personnel are working in Lab. Peggy and Carl are on the 4-10 work week and Andy is on the 5-8 work week.
17. Working with Brown and Caldwell on GAC system in Wailua Homesteads. We will be doing the required sampling and paying for the testing.
18. Will be looking at the Moalepe Tunnel chlorination project again to revive it.

Pursuant to Board Policy No. 25

COUNTY ATTORNEY QUARTERLY REPORT:

CLAIMS SETTLED: NONE

DEPARTMENT OF WATER'S CAPITAL IMPROVEMENT PROJECTS REQUESTS FOR STATE AID FOR FY 2020-2021 UPDATE

None

ADVISOR REPORT TO THE BOARD OF WATER SUPPLY UPDATE

Period ending June 30, 2020

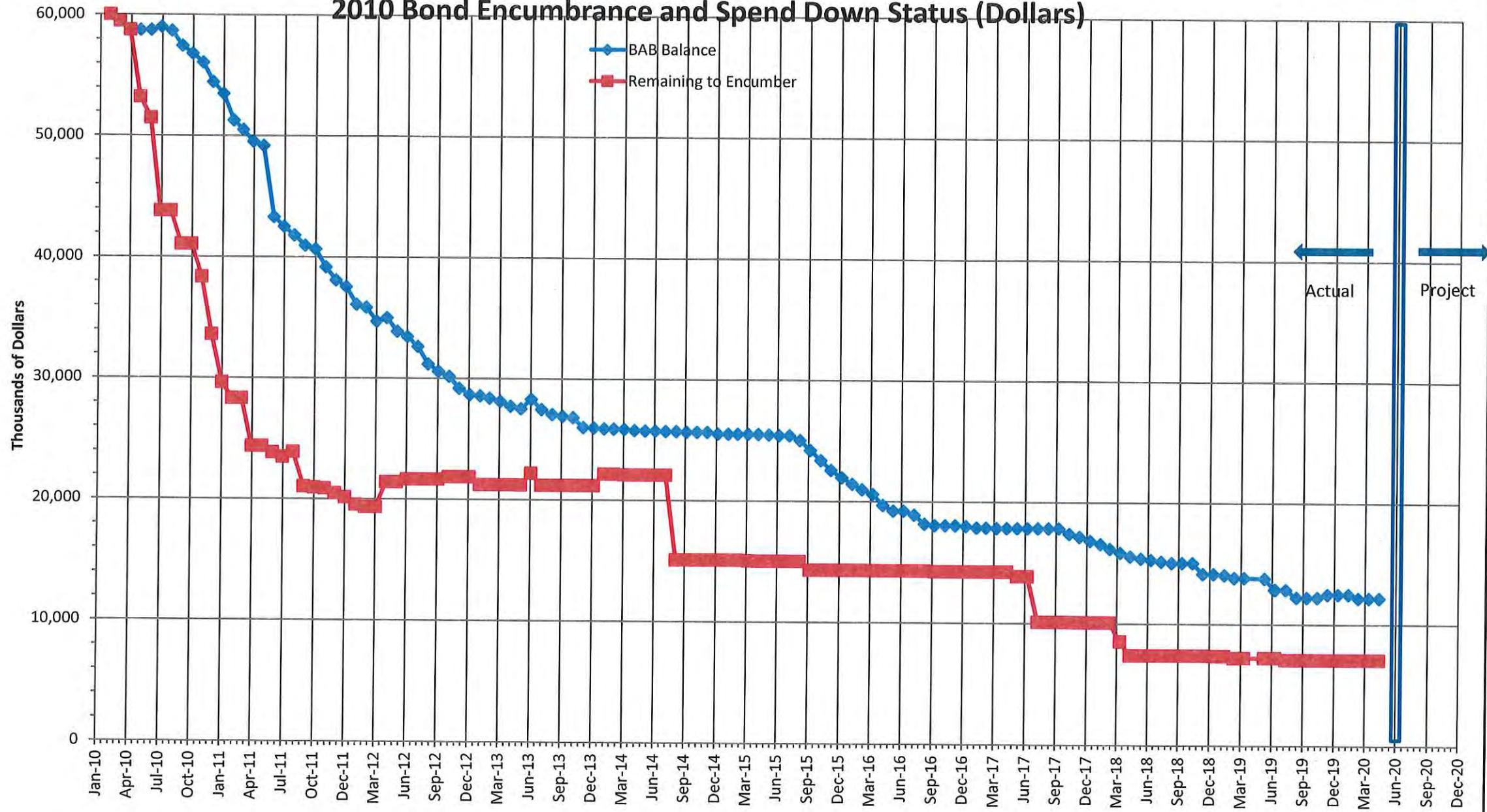
- Handled emails, calls and texts from staff
- Discussed and advised staff on personnel matters.
- Discussions with Chair Akamine and staff on various matters
- Discussions with Construction Division on various projects
- Participated in and/or conducted DH/Leads weekly meeting

REOPENING THE DEPARTMENT OF WATER, COUNTY OF KAUA'I GATES TO THE PUBLIC

Attachment: 2010 BAB Spend Down Report as of June 2020

Mgrrp/Manager's Update (July 3, 2020):mja

2010 Bond Encumbrance and Spend Down Status (Dollars)



Quarterly Reports

Quarterly Status of DOW Projects

Period of April 1, 2020– June 30, 2020

CONSTRUCTION MANAGEMENT DIVISION

Submitted by Dustin Moises, P.E.

Department of Water

July 23, 2020

EXECUTIVE SUMMARY

The significant changes for Water Plan 2020 Projects within the CM Division during this quarter are:

Current WP 2020 CM Design Reviews:

Current WP 2020 Construction:

1. Job No. HE-01– Kaumuali'i Highway 16" Main and Emergency Booster Pump Connection – In construction. Anticipated construction contract completion by end of calendar year.
2. Job No. HE-10 – Hanapepe Road 6" Main Replacement – In construction. Anticipated construction contract completion by end of calendar year.
3. Job No. WK-08, WK-39 – Kapaa Well 4 Drainage line & Kapaa Well 4 Drill & Test– In construction. Will be on hold once well casing completed in July while awaiting drainage system resolution with land owner
4. Job No. PLH-35B – Kapaia Haul Cane Road 18" Transmission Line –Issued extension of stop work order until September 30, 2020.
5. Rehabilitate Paua Valley Tank #1, 0.5MG. – Issued NTP, January 2020. Contractor met requirements for preconstruction meeting which was held on June 2, 2020. However design issues have delayed start of physical construction until those issues are resolved and change order approved if needed.

Upcoming WP 2020 Construction Projects: CM RFP/IFB Reviews:

1. Kukuiolono 0.2 MG Tank Demolition – Advertised. Bid opening January 9, 2020 with no bidders. DOW design team revised IFB bid documents based on procurement responses. Awaiting DOW admin to provide revised finalized bid documents for reprocurement. Anticipate a July advertisement.
2. Kīlauea Well 1 & 2 Site Improvements – Advertised and received single bid. Reviewing bid docs.

Private Construction Projects:

1. Certificate of completion – 0 projects.

- Current WP 2020
Construction Projects

Construction Projects – Water Plan 2020

WP 2020 NUMBER	JOB NO	PROJECT TITLE	% COMPLETE MAR 2020	% COMPLETE JUNE 2020	ORIGINAL ESTIMATE TO COMPLETE	CURRENT ESTIMATE TO COMPLETE	CURRENT CONTRACT AMOUNT
HE-01	15-07	Kaunualii Highway 16" Main and Emergency Booster Pump Connection	60 (10)	64 (10)	Q3 2019	Q4 2020 (9 & 11)	\$10,849,814.51
HE-10	15-07	Hanapepe Road 6" Main Replacement					Combined with HE-01
WK-39& WK-08	02-14	Kapaa Well 4 Drainage line & Kapaa Well 4 Drill & Test	84	85	Q3 2019	Q1 2021 (9 & 11)	\$2,381,488.35
KW-07	17-10	Paua Valley Tank Repairs	0	0	Q2 2021	Q4 2021 (11)	\$2,264,750.00
PLH-35B	16-02	Kapaia Haul Cane Road 18" Transmission Line	7	7	Q3 2019	Q4 2021 (8)	\$4,127,545
						TOTAL =	\$19,623,597.86

- (1) Change order issued which extended project schedule.
- (2) Awaiting close out documents
- (3) Awaiting contract dispute resolution
- (4) Awaiting DPW road permit signoff
- (5) Contract closed out
- (6) Liquidated Damages being enforced
- (7) Awaiting Building Permit signoff
- (8) Project issued stop work order and is on hold due to litigation
- (9) Redesign required additional time
- (10) Progress made but new change order amounts were substantial and reduced work completed to contract amount ratio.
- (11) Project issued stop work order due to COVID-19

Water Plan 2020 Construction Projects

Previous 4 quarters				
QUARTER	JUL – SEP 2019	OCT - DEC 2019	JAN – MAR 2020	APR-JUN 2020
CONSTRUCTION CONTRACTS AWARDED	0	0	1	0
CONSTRUCTION CONTRACTS COMPLETED	0	2	0	0
OPEN CONSTRUCTION CONTRACTS (#)	5	3	4	4
OPEN CONSTRUCTION CONTRACTS (\$)	\$19,987,906.28	\$21,703,086.51	\$19,351,435.86	\$19,623,597.86

- Upcoming WP 2020
Construction Projects

Water Plan 2020 CM Design/RFP Review Status

OCTOBER 2019- DECEMBER 2019

WP 2020 No.	PROJECT TITLE	DESIGN STATUS	IFB/RFP STATUS
WKK-15	CONSTRUCT KILAUEA 466 TANK, 1.0 MG	REVIEWED FINAL DESIGN REVIEW SET	AWAITING FINAL SET FOR IFB REVIEW
HW-11	CONSTRUCT 0.2 MG HAENA TANK, 144' SYSTEM	REVIEWED PREFINAL DESIGN SET	WILL REVIEW IFB WITH FINAL DESIGN REVIEW
PLH-01A	GROVE FARM TANKS REPLACEMENT	RECEIVED SIGNED SET	RFP CANCELLED – PROJECT SHELVED MARCH 2017
WK-08	KAPAHI HOMESTEADS 2-0.5 MG STORAGE TANKS	REVIEWED FINAL DESIGN REVIEW SET	REVIEWED FINAL SET. AWAITING BID DOCS
WKK-03	MCC, CHLORINATION FACILITIES FOR KILAUEA WELLS 1 & 2	REVIEWED PREFINAL DESIGN SET	RECEIVED BID & EVALUATING
K-01, K-12	KALAHEO CLEARWELL TANK, YAMADA TANK AND PIPELINE (PACKAGES A, B AND C)	REVIEWED FINAL DESIGN SET	AWAITING FINAL SET FOR IFB REVIEW
ANI-01A	ANINI PIPELINE PHASE 2	RECEIVED SIGNED SET	RFP CANCELLED – PROJECT SHELVED APRIL 2017
K-05A	KUKUIOLONO 0.5 MG TANK (886')	REVIEWED PREFINAL DESIGN SET	WILL REVIEW WITH FINAL PLAN REVIEW
	KUKUIOLONO 0.2 MG TANK DEMOLITION	REVIEWED FINAL DESIGN SET	AWAITING REVISED BID DOCS FROM ADMIN
	ISLANDWIDE REHAB OF KAUAI INN AND PAANAU TANK 1	REVIEWED PRELIMINARY DESIGN SET	AWAITING IFB SET WITH PREFINAL DESIGN SET
	KUHIO HIGHWAY (HARDY-OXFORD) 16" MAIN REPLACEMENT	REVIEWED PRELIMINARY DESIGN SET	AWAITING IFB SET WITH PREFINAL DESIGN SET

Note: DOW CM Division reviews all WP 2020 or DOW funded plans prior to design completion. Green indicates work is during this quarter. **PAGE 59**

Future Water Plan 2020 Construction Projects

FY 19-20						
WP 2020 No.	PROJECT TITLE	STATUS	% EXP	% R&R	ANTICIPATE NTP	EST. COST
	KUKUIOLONO 0.2 MG TANK DEMO	IN DESIGN	0	100	OCTOBER 2020	\$0.75 M
WKK-03	MCC, CHLORINATION FACILITIES FOR KILAUEA WELLS 1 & 2	IN DESIGN	0	100	NOVEMBER 2020	\$3.755
K-01, K-12	KALAHEO PACKAGES A, B, C	IN DESIGN	VARIES		JUNE 2021	\$19.0M
WKK-15	KILAUEA 1.0 MG TANK	IN DESIGN	100	0	OCT 2021	\$5M
WK-08	KAPAHI 2-0.5MG TANKS	IN DESIGN	100	0	MAR 2022	\$11.5M
* Optimistic estimate at this time – DOW CM will procure no more than 3-4 projects per year or have more than 4 active projects due to staffing capabilities.					TOTAL =	\$40.005M

- Private Construction Projects

Construction Projects – Private

TMK #	OWNER	DESCRIPTION	STATUS	CERT. OF COMPLETION
1-6-08:006	Ahe Group/Kaua'i Habitat	Waimea Huakai and Habitat Affordable Housing [S-2019-10]	In Construction	
1-6-08:006	Ahe Group/Kaua'i Habitat	Waimea Huakai Affordable Housing OFFSITE [S-2019-10]	In Construction	
NONE	State DOT	Hanapēpē River Bridge (Federal Highways)- Permanent	Awaiting Precon	
2-1-01:052 (por)	COK - Dept. of Public Works	Mahea Road Sidewalk	Awaiting closeout documents	
2-1-01:052 (por)	Kauai Habitat for Humanity	Sidewalk Improvement Plans Eleele Iluna Phase 2 Subdivision Increment 1	Awaiting closeout documents	
	State of Hawaii - DOT - Harbors Division	Installation of Lift Station and Force Main	Awaiting closeout documents	
(4)2-1-003:017; (4)2-3-012:030; (4)2-6-004:057; (4)2-6-004:058	Department of Human Services Hawaii Public Housing Authority State of Hawaii	AMP 38 Infrastructure, Site & Water Improvements, & Installation of 8" RPDA at Hale Hoonanea (HA 1055), Kalaheo Homes (HA 1022), Kawailehua Federal (HA 1086) & Kawailehua State (HA 2204) Eleele, Kalaheo & Koloa Kauai Hawaii [HPHA]	In Construction	
2-3-02:108; 3-02:111	2- Kealalaka Partners LLC	Construction Plans for Makaio Estates & Lalena Gardens	In Construction	
2-3-12:003	HoiHui LLC	Construction Plans for Lot 114-A-1 [Kalaheo Hmstd]	In Construction	
2-4-01:083	Sharon Gonzalez	Water Meter Plan for Lot 6 Unit A	Awaiting Precon	
2-5-01:Por 2	Kauai Bible Church	Kauai Bible Church Highway Access	Awaiting closeout documents	
NONE	Kukuiula Development Company, LLC	Kōloa 69kV Transmission Line Relocation	Awaiting closeout documents	

Construction Projects – Private

TMK #	OWNER	DESCRIPTION	STATUS	CERT. OF COMPLETION
2-6-03:031; 2-6-03:068	Kukuiula Development Company, LLC	Electrial Plans for Kukui'ula Antenna Site	Awaiting closeout documents	
2-6-14:042	Kukuiula Development Company, LLC	Construction Plans for Lopaka Paipa Blvd.	Awaiting closeout documents	
2-6-15:014 (por)	Kukuiula Development Company, LLC	S-2016-02 - Kahela Subdivision [Parcel H]	Awaiting Precon	
2-6-19:017; 2-6-19:018; 2-6-19:019; 2-6-19:026; 2-6-19:029; 2-6-19:031	Kukuiula Development Company, LLC	S-2019-09 - Parcel FF	Awaiting Precon	
2-6-20:022	Kukuiula Development Company, LLC	Kainani Villas	Awaiting closeout documents	
2-6-21:005	Kukuiula Development Company, LLC	S-2019-13 - Kainani Villas Phase 2	Awaiting Precon	
2-8-14:038	Timothy Beckman Trust	S-2019-04 - Water Meter Plan for Lot C	Awaiting Precon	
2-8-16:004	Vistana Sheraton Kauai	Vistana Sheraton Kauai Conversion Site Improvement Plan	Awaiting closeout documents	
2-8-22:033-4	Blake and Kathy Hillis Trust	Proposed Structural Utilities Jacket Crossing Easement W-9	Awaiting closeout documents	
NONE	County of Kaua'i	Koae Workforce Housing Development [ELECTRICAL]	Awaiting closeout documents	
2-8-06:001	Kōloa Rum Company	Improvements on Maluhia Road	Awaiting closeout documents	
2-8-08:001	Kōloa Village LLC	Construction Plan for Commercial Site	Awaiting closeout documents	PAGE 63

Construction Projects – Private

TMK #	OWNER	DESCRIPTION	STATUS	CERT. OF COMPLETION
2-8-31:184	John H. Murray	Installation of 2nd Single Service Lateral & Backflow Preventor for Lot 184	Awaiting Precon	
NONE	County of Kauai-Department of Public Works	Improvements to Maluhia & Koloa Road	Awaiting Precon	
3-3-02:001	Grove Farm	Construction Plans for Sewer Lateral for Lot 1528 (Puhi Road & Kaneka Street Intersection)	Awaiting closeout documents	
3-3-11:002; 3-3-11:005; 3-3-18:005	Grove Farm	Construction Plans for 8" Sewer Line	Awaiting closeout documents	
3-3-13:017	Extra Space Management	Installation of 6-Inch RPDA for Lot 1105 [Puhi Industrial]	Awaiting Precon	
3-3-13:23	Hawthorne Pacific Corporation	Construction Plans for Hawthorne Pacific Corporation Facility	Awaiting Precon	
3-3-13:025	Carswell/Spalding Partner	2nd Water Service Installation Plan for Lot 1113	Awaiting Precon	
	State-DOT	Nawiliwili Road Improvements Phase I (Kaunualii HWY to Kanani St.)	Awaiting closeout documents	
3-6-17:057	Steve Trinh	Water Service Connection Single Service Lateral for Unit 2	Awaiting Precon	
3-7-03:012; 3-8-02:012	Grove Farm	Improvements to Existing Hanamaulu & Kapaia Wastewater Pump Station	In Construction	
3-8-05:002 por	COK	Lihue Affordable Housing Homeless Families (LAHFF)	Awaiting closeout documents	

Construction Projects – Private

TMK #	OWNER	DESCRIPTION	STATUS	CERT. OF COMPLETION
3-8-05:028; 3-8-05:029	County of Kauai	Pua Loke Affordable Housing	In Construction	
NONE	COK-DPW	Līhu'e Town core Mobility and Revitalization Project (Kūhi'ō Hwy to Rice St.) [TGR-0700(073)]	In Construction	
	County of Kauai	Kamalu Bridge Erosion Protection Repairs	Awaiting closeout documents	
	County of Kauai	Kamalu Road Culvert Emergency Repair	Awaiting closeout documents	
	County of Kaua'i	Puuopae Bridge Replacement	In Construction	
4-2-06:	COK-DPW	Opaekaa Bridge Repair/Rehabilitation [Federal Aid Project No. BR-0700(60)]	In Construction	
4-3-02:015; 4-3-02:016; 4-3-02:020	SPD II Makawa Resort Developmet LLC	Water System Improvements @ Coconut Beach Resort	Awaiting closeout documents	
4-3-03:004	Troy & Renee Johnston	Water Service Installation Plan for Twin Lakes Condominium Unit 4	Awaiting Precon	
4-3-03:005	AOUA Kulana	Kulana Subdivision OFFSITE Water System & 0.25 MG Tank	In Construction	
4-3-01:001	AOUA Kulana	Kulana Subdivision ONSITE Phase 1	Awaiting closeout documents	
4-3-03:005	Steven W. Long & Associates	Relocation of Hauiki Road	In Construction	
4-3-11:001		Kulana Subdivision Roadways & Onsite Water System Phase II	In Construction	

Construction Projects – Private

TMK #	OWNER	DESCRIPTION	STATUS	CERT. OF COMPLETION
4-5-10:001	Aloiau Inc.	Water Meter Relocation Plan for Dragon Treasures LLC Lot 8	Awaiting Precon	
4-5-12:024	South Pacific Bistro Inc.	1-Inch Water Meter Plan for Lot 1	Awaiting Precon	
4-6-04:	County of Kauai	Kapahi Bridge Replacement	Awaiting closeout documents	
4-6-06:093	Anuenue Gardens LLC	Cut & Plug Water Lateral for Lot 5	Awaiting closeout documents	
4-6-07:010; 4-6-07:040	Hauiki Hui LLC	Construction Plans for Lot 83 - WATERS	In Construction	
NONE	State of Hawaii-Department of Transportation	Kuhio Hwy Short Term Improvements - Kuamoo Rd.- Temporary Kapaa Bypass	Awaiting Precon	
5-1-04:007; 5-1-04:008	Jeffrey Lindner	Water Meter and Fire Protection Service Connections for Bertleman's Subdivision	Awaiting closeout documents	
5-2-04:099	County of Kauai	Agricultural Water System Crossing at Kilauea Road for Aina Hookupu O Kilauea	In Construction	
5-2-12:035/915	Charles Somers	Water Service Installation Plan for Lot 8-W-9-A (Parcel 35)	Awaiting closeout documents	
NONE	County of Kaua'i	Kahilihoho Road Emergency Repairs	Awaiting closeout documents	
(4) 5-1-05:105	Bruce Martin 2007Trust	Water Service Connection Single Service Lateral for Pu'u Pane Subdivision Phase 1 [MARTIN]	Awaiting closeout documents	
5-5-05:003	Scott Morison	Water Relocation Plan for Wahi Lani	Awaiting Precon	

Construction Projects – Private

TMK #	OWNER	DESCRIPTION	STATUS	CERT. OF COMPLETION
5-5-06:016	Hanalei Ozone LLC	WS Installation Plan for Parcel 16	In Construction	
5-5-10:073; 5-5-10:074	Jay & Nicole Welsh	Water Service Installatin Plan for Parcel 73; Lot 28-A	Awaiting closeout documents	
5-6-04:023/853	Waipa Foundation Community Cultural Center	Waipa Foundation Community Cultural Center	Awaiting closeout documents	
NONE	County of Kaua'i	Weke Road Emergency Repairs	Awaiting closeout documents	
5-8-08:009	Lon Malapit	Water Meter Plan for Lot 62	Awaiting Precon	
5-8-08:014	Kent & Sharon Lucien	Water Improvement Plan for Lot 55	Awaiting closeout documents	
5-9-03:001; 5-9-03:029	Katherine Richardson/Jonathan Wichman	Water Service Installation Plan for Lot 148 and Lot 149	Awaiting closeout documents	
NONE	SOH - DOT - Highways	WAIKOKO Temp Line	Awaiting closeout documents	
NONE	SOH - DOT - Highways	WAIPA Temp Line	Awaiting closeout documents	
NONE	SOH - DOT - Highways	WAIOLI Water Line Brackets	Awaiting closeout documents	
NONE	SOH - DOT - Highways	WAIPA Permanent Line	Awaiting closeout documents	
NONE	SOH - DOT - Highways	WAIKOKO Permanent Line	Awaiting closeout documents	

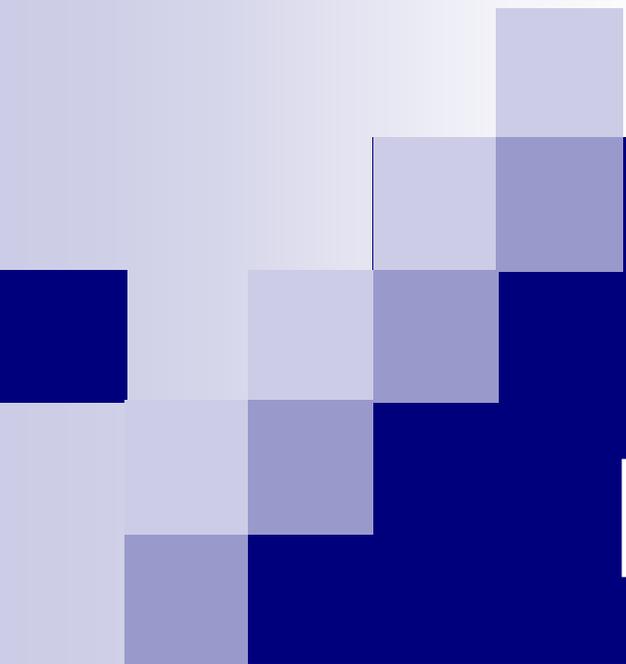
DOW CM Staffing Update

POSITION #	POSITION TITLE	NAME	STATUS
2470	Chief of Construction Management	Dustin Moises	
2355	Civil Engineer V	Vacant	In Recruitment
2484	Civil Engineer III	Claus Bollman	
2351	Civil Engineer II	Takara Kunioka	
2353	Waterworks Inspector III	Jet Levinthol	
2483	Waterworks Inspector II	Craig Shirai	
2357	Waterworks Inspector I	Weston Moniz	
2604	Engineering Program Assistant	Bekki Malapit	

See As Needed CM Staffing Update for additional staff overseen by chief of CM

As Needed CM Staffing Update

Contract #	Company	Contract Amount	Scope
690	Bowers & Kubota	\$700,000	Anticipate Kīlauea Well 1 & 2 MCC Improvements (1 - Project Engineer) Possibly Kukuīolono Tank
637	RM Towill Inc.	\$1,059,069	Hanapēpē Waterlines (State & County Phases)– Provide 1 Project Engineer & 1 Inspector



Quarterly Status of DOW Projects

Period of April 1, 2020 – June 30, 2020

ENGINEERING DIVISION

Department of Water

July 23, 2020

Submitted by Keith Aoki, P.E.

EXECUTIVE SUMMARY

The Engineering Division is currently overseeing **22** ongoing **DOW Design projects**, including several multi-phased projects:

Significant updates for this quarter include:

1. Island-Wide Vulnerability and Resiliency Assessment – Job No 19-01. Milestone progress updates include:
 - Meetings held with consultant to discuss strategy, expectations, and goals to complete project, including the update to the Emergency Response Plan and the analysis and prioritization of critical water facilities.
2. Department of Water Baseyard Master Plan, Job No. 19-02
 - Final draft submitted for DOW review. Building permit for temporary Ops offices close to being submitted for approval.
3. Rehabilitate Paua Valley Tank No. 1, 0.5MG – Job No. 17-10, WP2020 Project No. KW-07:
 - Work on addressing revised scope of work and hazardous material mitigation in light of recent sampling results.
4. Kīlauea Wells No. 1 & 2 MCC, Chlorination – Job No. 16-04, WP2020 Project No. WKK-03
 - Support CM division with responses to pre-bid questions and bid analysis.
5. Kapaia Cane Haul Road 18” WL, Job No. 16-02, WP2020 Project No. PLH-35b
 - Support litigation for Civ. No. 18-1-0063, Kia ‘i Wai O Wai’ale’ale vs. Dept. of Water, County of Kaua’i.
6. Hanapēpē-‘Ele’ele Connecting Pipeline, Job No. 15-07, WP2020 Project Nos. HE-10 & HE-1:
 - Use and Occupancy Agreements required by the State were completed and submitted to the State DOT.
 - Redesign of the water line for the Hanapepe Bridge completed.
7. Kukuiolono Tank Demolition:
 - Demolition plans approved. Project turned over to DOW CM Division for construction and second solicitation.
 - Amendment to contract with Enviro Services is executed to support the demolition work.

EXECUTIVE SUMMARY (cont'd)

The Engineering Division is currently overseeing **22** ongoing **DOW Design projects**, including several multi-phased projects:

(Continued) Significant updates for this quarter include:

8. Kalāheo Water System Improvements, Package A – 0.5 MG Yamada Tank, Package B – 0.1 MG Clearwell Tank, Package C Water Main Improvements, Job No. 09-01, WP2020 Project Nos. K-01, K-12

- Continuing to address Environmental cross-cutting federal authorities and Section 106 Federal requirements for DOH-SDWRF loan application preparation. Re-certification and construction document revisions progressing with consultant.

9. U.H. Experimental Station 0.25 MG Tank – Job No. 12-02, WP2020 Project No. WK-23

- Continue work to address questions from U.H. regarding proposed water tank site location.

10. Kūhiʻō Highway Hardy-Oxford 16” WL Replacement – Job No. 18-03, WP2020 Project No. PLH-27

- 60% plans and specifications submitted to DOW on 6/29 for review.

11. Hā’ena 0.2 MG Tank – Job No. 15-08, WP2020 Project No. HW-11

- Conservation District Use Application KA-3857 conditionally approved by the State BLNR. The Board of Water agreed to the conditions of the Application at the June 25, 2020 Board meeting.

12. Kīlauea 1.0 MG Tank – Job No. 02-06, WP2020 Project No. WKK-15

- Reviewed revised draft Memorandum of Understanding from Ian Jung for proposed Easement Modification on behalf of Oliver and Constanze Niedermaier (Achberg LLC).

13. Kīlauea Well No. 3 – Job No. 17-11, WP2020 Project WKK-02

- Continued negotiations with landowner and made progress towards Right of Entry at proposed well site.

14. Island-Wide Rehabilitation of Storage Tanks – Job No. 18-02

- 60% submittal of plans and specifications, under review.

15. *NEW – As-Needed Engineering Services for Indefinite Quantity and Indefinite Delivery

- Negotiations completed (contract executed 7/7).

16. *NEW – Wailua Granular Activated Carbon Evaluation (procurement support)

- Assisting Water Quality with procurement, scoping, and negotiations to execute contract to address D.O.H. request.

EXECUTIVE SUMMARY

Upcoming design projects:

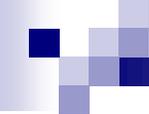
- 1) WK-39, Develop Kapaa Well No. 4 Well Site (pending successful completion of Drill and Test Kapaa Well No. 4 project)
- 2) As-Needed Engineering Services I.D.I.Q.
- 3) Manoa Stream WL Repairs

Projects with design estimated to be completed within the next three to six months :

- Job No. 09-01, WP2020 Project Nos. K-01, K-12 Kalāheo Water System Improvements, Package A – 0.5 MG Yamada Tank, Package B – 0.1 MG Clearwell Tank, Package C Water Main Improvements – re-certification of approved plans, permit renewals, and DWSRF loan application requirements.
- Job No. 19-02 Department of Water Baseyard Master Plan
- Job No. 11-03 Land Acquisition, Waimea, (depending on State BLNR review)
- Job No. 02-06 Kīlauea 1.0 MG Storage Tank, WP2020 No. WK-15
- Job No. 15-8, Construct Hā'ena 0.2 MG tank

PRIVATE PROJECTS:

- **22** private project reviews (new and existing) were completed by Engineering during this quarter, including 9 new projects which were submitted for Engineering review during this quarter.
- Waiahi SWTP Improvements – Continuing to review invoices submitted by Waiahi Water Co. per request from Board approved at Feb. 28, 2020 meeting for approved funding of \$2.82M per the Water Treatment and Delivery Agreement.



Design Projects

WEST SIDE DESIGN PROJECTS

Kekaha, Waimea, Hanapēpē, 'Ele'Ele

WP 2020 NUMBER	PROJECT TITLE	% COMPLETE MAR 2020	% COMPLETE JUN 2020	EST. DESIGN COMPLETE	BUDGET COST (DESIGN)	FRC GENERATING PROJECT?	STATUS
	Island Wide Rehab of Storage Tanks	40%	40%	Q1 2021	\$458,594	No	In design, pursuing ROE's for soil testing/plan. Soil testing added scope..
	Island Wide Vulnerability and Resiliency	20%	30%	Q4 2020	\$629,686	No	In design
KW-28	Amfac Shaft Renovation, Phase 3	0%	0%	-	-	Yes	No change - project on hold indefinitely.
HE-1 & HE-10	Reorganize Water System- Hanapēpē-'Ele'ele Connecting Pipeline	100%	100%	Completed	\$499,972	Yes	In construction Re-design of bridge approved
KW-07	Rehabilitate Paua Valley Tank #1, 0.5 MG Concrete	100%	100%	Completed	\$162,420	No	Addressing design for unexpected field conditions.

SOUTH SIDE DESIGN PROJECTS

Kālaheo, Lawai, Po'ipu, Kōloa

WP 2020 NUMBER	PROJECT TITLE	% COMPLETE MAR 2020	% COMPLETE JUN 2020	EST. DESIGN COMPLETE	BUDGET COST (DESIGN)	FRC GENERATING PROJECT?	STATUS
K-01	Kālaheo 1111' & 1222' Water System Improvements: Package A (Yamada Tank) Package B (Clearwell Tank) Package C (Water Main) Package D (Yamada Well)	95%	95%	Packages A, B, and C completed. Package D completion TBD	\$1.2 million	Yes	Additional environmental work to meet SRF requirements being worked on. Re-certification of plans expected to be needed. <u>Package D</u> : - Design to commence after Package A construction is complete.
K-05A	Kukuiolono (Kālaheo) 0.5 MG Tank, 886'	95%	95%	TBD	\$250,253	Yes	DOW working on land exchange. Plans for old tank demo approved by DOW.

SOUTH SIDE DESIGN PROJECTS

Kālaheo, Lawai, Po‘ipu, Kōloa

WP 2020 NUMBER	PROJECT TITLE	% COMPLETE MAR 2020	% COMPLETE JUN 2020	EST. DESIGN COMPLETE	BUDGET COST (DESIGN)	FRC GENERATING PROJECT?	STATUS
KP-09	Kōloa Wells “16A” & “16B”, MCC Improvements, Site and Building Improvements, MCC Chlorination Facilities	100%	100%	Completed	\$300,000	No	Consultant working on drainage overflow discovered after construction.

EAST SIDE DESIGN PROJECTS

Lihu'e-Puhi, Wailua-Kapa'a, Anahola

WP 2020 NUMBER	PROJECT TITLE	% COMPLETE MAR 2020	% COMPLETE JUN 2020	EST. DESIGN COMPLETE	BUDGET COST (DESIGN)	FRC GENERATING PROJECT?	STATUS
PLH-37	Deepen Puhi Well No. 2	PH 1 is 100%	PH 1 is 100%	-	\$ 67,900	No	No change - Phase II Proposal Pending
PLH-27	Kūhi'ō Hwy (Hardy-Oxford) 16" Main Replacement	35%	50%	Q4 2020	\$270,608	No	Design ongoing
N/A	DOW Baseyard Master Plan	90%	95%	Q3 2020	\$301,983	No	Final draft of master plan submitted for review.
(DOW Job No. 18-09)	Makaleha Tunnel Water Line Repair (Rain18 project)	15%	20%	TBD	\$335,820	No	Design ongoing. Will need a new ROE for construction

EAST SIDE DESIGN PROJECTS

Lihu'e-Puhi, Wailua-Kapa'a, Anahola

WP 2020 NUMBER	PROJECT TITLE	% COMPLETE MAR 2020	% COMPLETE JUN 2020	EST. DESIGN COMPLETE	BUDGET COST (DESIGN)	FRC GENERATING PROJECT?	STATUS
WK-8	Construct Drainage Improvements (Package A) and Kapa'a Homestead 325' Tanks, 1.0MG - Two 0.5 MG Tanks (Package B)	Package B 92% Package A 100%	Package B 92% Package A 100%	Package B Q1 2020 Package A completed	\$989,788	Yes	Resolution for drainage pending
WK-23	Wailua Homesteads 0.25 MG Tank site - U.H. Experimental Station Phase 1	35%	35%	TBD (2021)	\$50,000	Yes	DOW working on land rights
WK-39	Kapa'a Homesteads Well #4 drill and test	100%	100%	Design is complete	\$ 352,000	Yes	In construction with the drainage Package A Drainage Improvements - Kapa'a Homesteads 325' Tanks. Drainage needs to be resolved prior to pump test.

NORTH SHORE DESIGN PROJECTS

Moloa'a, Kilauea, 'Anini, Hanalei, Ha'ena

WP 2020 NUMBER	PROJECT TITLE	% COMPLETE MAR 2020	% COMPLETE JUN 2020	EST. DESIGN COMPLETE	BUDGET COST (DESIGN)	FRC GENERATING PROJECT?	STATUS
MO-03	Land and Well Acquisition, Moloa'a and Waimea	100% (Moloa'a) Waimea - 90% Complete TBD	100% (Moloa'a) Waimea - 90% Complete TBD	Moloaa complete Waimea TBD – Dependent on State BLNR	\$161,278	No	Moloa'a portion of contract complete. Waimea land acquisition ongoing. State is requiring DOW to resolve mapping discrepancy with DOT for Waimea tank and well site. Pending DOT research and response.
M-02	Construct Moloa'a 0.10 MG Tank	25%	25%	TBD	\$ 119,207	Yes	No change Contract amendment needed. DOW reevaluating project and priority.
WKK-15	Kilauea 1.0 MG Tank	95%	95%	Q3 2020	\$367,884	Yes	final plans submitted to DOW for review
WKK-2	Drill and Develop New Kilauea Well No. 3	10%	15%	TBD	\$370,000	Yes	Design cannot proceed until land rights for the well are obtained. Working on obtaining a ROE from the land owner.
	Mānoa Stream Water Line Repair	0%	0%	TBD	\$250,000	No	Negotiating with selected consultant

NORTH SHORE DESIGN PROJECTS

Moloa'a, Kilauea, 'Anini, Hanalei, Ha'ena

WP 2020 NUMBER	PROJECT TITLE	% COMPLETE MAR 2020	% COMPLETE JUN 2020	EST. DESIGN COMPLETE	BUDGET COST (DESIGN)	FRC GENERATING PROJECT?	STATUS
WKK-03 & WKK-21	MCC, Chlorination Facilities – Kilauea Wells No. 1 & 2 & Replace Kilauea Well #2	100%	100%	Completed	\$349,168	No	Design completed.

NORTH SHORE DESIGN PROJECTS

Moloa‘a, Kīlauea, ‘Anini, Hanalei, Ha‘ena

WP 2020 NUMBER	PROJECT TITLE	% COMPLETE MAR 2020	% COMPLETE JUN 2020	EST. DESIGN COMPLETE	BUDGET COST (DESIGN)	FRC GENERATING PROJECT?	STATUS
HW-11	Construct 0.2 MG Storage Tank Project, 144', Ha'ena	90%	90%	Q4 2020	\$412,401	Yes	Conservation District Use Permit approved by BLNR and Board of Water.
HW-12	Drill and Test Wainiha Well #4	75% (Re-design)	75% (Re-design)	TBD	\$133,740	Yes	Alternate well site agreed upon. Contract amendment needed. Proposal from consultant to be submitted to DOW.
N/A	Rain18 Repair Mānoa Stream Water Line	0%	0%	TBD	TBD	No	Negotiating with selected consultant for design.

Private Projects of Note

Area	DEVELOPMENT OR DEVELOPER	PLAN REVIEW STATUS (as of 6/30/2020)
Hanapepe	COK – Hanapēpē Stadium Complex Improvements	DOW awaiting resubmittal
Lawai	DOT – Kaumualii Hwy Improvements (Laoho-Kuli)	DOW awaiting resubmittal
Koloa	Kōloa Rum On-Site	Approved
Koloa	Waihohonu CPR (Z-III-2015-2) - Recertification	DOW awaiting resubmittal
Koloa	Kōloa Makai 3" Water Meter	In review
Poipu	Kukui'ula parcel E Subdivision	Approved
Poipu	Kukui'ula parcel CC West Ph 2	In review
Līhu'e	Waiola Subdivision Ph I	DOW awaiting resubmittal
Līhu'e	Waiola Subdivision Ph III (S-2009-15)	DOW awaiting resubmittal
Līhu'e	Waiahi SWTP – Initial upgrades	Approved
Līhu'e	Waiahi 2 MG Storage Tank	Approved
Līhu'e	COK Puhi Road Rehabilitation, Phase II	DOW awaiting resubmittal
Lihue	COK King Kaumuali'i Safe Routes to School	*DOW awaiting resubmittal
Lihue	Ahukini Makai Subdivision (S-2005-41)	DOW awaiting resubmittal
Lihue	Ahukini Makai Subdivision-offsite (S-2005-41)	DOW awaiting resubmittal

*Plans expedited for County and approved digitally on 7/6/2020.

Private Projects of Note

Area	DEVELOPMENT OR DEVELOPER	PLAN REVIEW STATUS (as of 6/30/2020)
Kōloa	COK – Kōloa Safe Routes to School	*DOW awaiting resubmittal
Kapa`a	DOT-Mailihuna Road Water Main Extension	In review
Kapa`a	COK-Impr. To Collector Roads: Olohena, Kukui, Ulu	DOW awaiting resubmittal
Kapaa	COK-Kawaihau, Hauaala, Mailihuna, Complete Streets	*DOW awaiting resubmittal

*Plans expedited for County and approved digitally on 7/6/2020.

Personnel Status

Civil Engineer VI	Keith Aoki
Civil Engineer V	Bryan Wienand
Civil Engineer V	Vacant
Civil Engineer V	Vacant
Civil Engineer II	Vacant

QUARTERLY REPORT

Period of April 01, 2020 to June 30, 2020

WATER RESOURCES AND PLANNING DIVISION

Submitted by: Edward Doi, P.E.

DEPARTMENT OF WATER

July 23, 2020

Executive Summary

The significant changes for this quarter are:

- Representing KDOW in Teleconference with neighbor island Managers for statewide coordination efforts and reporting. Recent topics include sharing of information and processes regarding the COVID-19 situation and also DOH participation in reaching out to Managers.
- WRP division staff Michael Hinazumi agreed to volunteer and step up in the interim period and be the Point Person for IT division.
- The Division prepared proposed rule amendments to address the FRC impact fee to size limited dwellings, Guest Houses containing kitchens and Affordable Rental Units (ARUs). The Board was amenable to the proposed rule amendment and directed the Department to proceed with the rule amendment public involvement process.
- The Division continues to implement the amendments to the Rules and Regulations relating to the Facilities Reserve Charge. Meter Installation Notices was prepared and sent to customers reminding them of the “Grace Period” rule, to install their water meters before November 29, 2018.
- The Division continues to work with Manager to address requests for FRC exemptions for customers affected by the “Grace Period” rule.
- The Division continues to assist other Divisions with the overall review of DOW water infrastructure needs and island wide project prioritization.
- The Division continued to assist other Divisions regarding the Water Audit (CWRM)

Water Restriction Policy

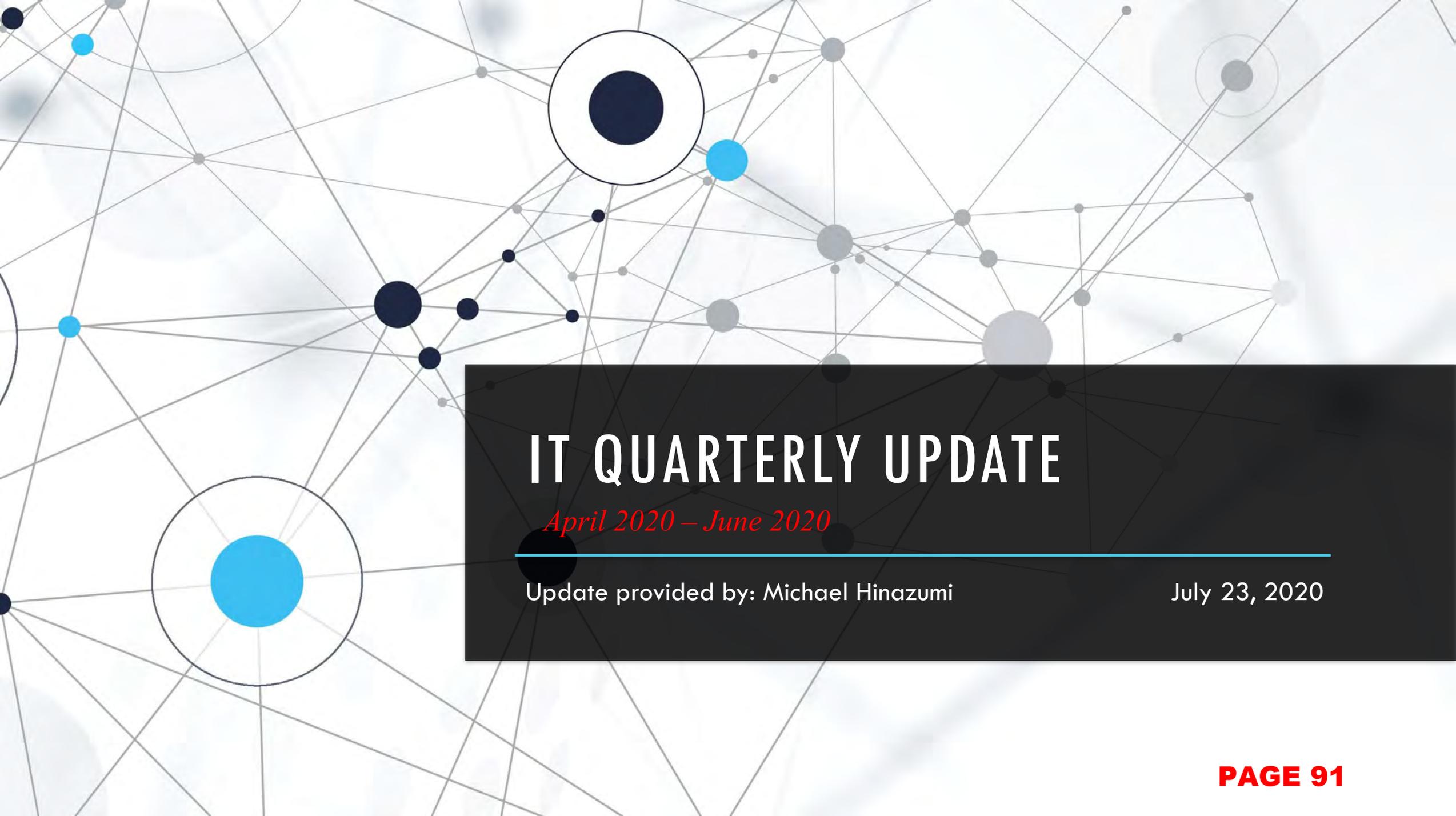
Water System / System	Sub-	Restrictions (5/8-inch water meter or number units per lot)	Inadequate Facilities	Comments
Upper Lawai		2	Storage	Administration Approved
Poipu		300	Storage	Board Approved (50% of new tank allowed for new development; 50% to make up storage deficit)
Wailua Homesteads		5	Storage	Administration Approved
Upper Wailua Homesteads		2	Storage	Administration Approved
Kapaa Homesteads		5	Source	Board Approved
Moloa'a		0	Source and Storage	Water Purchase Agreement
Kilauea-Kalihiwai		5	Source and Storage	Administration Approved
Aliomanu – Kukuna Road		0	Transmission	Administration Approved
Anini		1	Source and Storage	Water Purchase Agreement
Upper Wainiha Valley		1	Storage	Administration Approved
Wainiha – Haena		3	Storage	Administration Approved

Completed Tasks

	April – June 2020
Subdivision Applications; Zoning / Land Use / Variance Permits; Zoning Amendments; ADU/ARU Clearance Applications	28
Water Service Requests	49
Approved Building Permit Applications	322
Backflow Inspection Program – No. of Tested Devices	1642

Personnel Status

Chief of Water Resources and Planning	Edward Doi
Civil Engineer VI	Michael Hinazumi
Civil Engineer III	Regina Flores
Civil Engineer III	Vacant
Civil Engineer II	Vacant
Engineering Drafting Technician IV	Vacant
Engineering Support Technician IV	Vacant



IT QUARTERLY UPDATE

April 2020 – June 2020

Update provided by: Michael Hinazumi

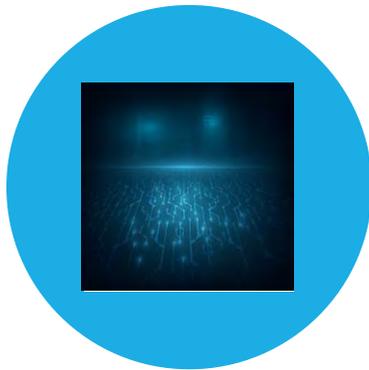
July 23, 2020

COVID-19 TELEWORK RESPONSE

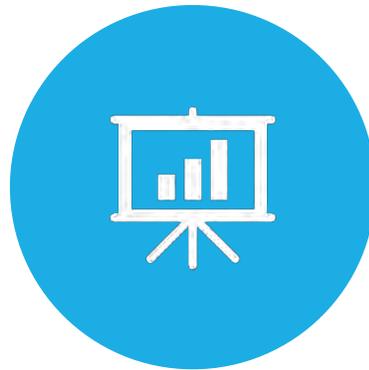
- 39 DOW employees authorized to telework
 - Purchased 25 laptops
 - Repurposed 14 laptops
 - Purchased VPN licenses allowing laptops to be connected to the DOW network

- Researching network updates

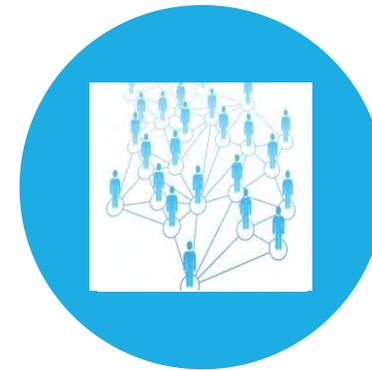
IT STRATEGIES



TECHNOLOGY



BUSINESS PROCESS
IMPROVEMENTS



ORGANIZATION

TECHNOLOGY

- Upgrade M-PET with a GIS-based Work Management System
 - Software procurement and implantation
- Upgrade SCADA and Replace Servers
 - Estimated implantation completed
- Upgrade Financial Information System
 - O365 Migration, mid Q3 Kickoff
- Develop GIS Technologies and Processes
 - On hold until I.T. Manager is hired
- Core IT Infrastructure Upgrades
 - O365 Cloud Migration mid Q3 Kickoff

BUSINESS PROCESS IMPROVEMENTS

- CC&B Process Evaluation
 - Mid Q3 Kickoff
- Improve Use of SharePoint
 - PR/Admin portals were created
 - O365 Cloud Migration, mid Q3 Kickoff

ORGANIZATION

Position Title	Personnel
Waterworks Information Technology Officer	Vacant
Information Technology Specialist III	Vacant
Information Technology Specialist III	Vacant
Information Technology Specialist II	Vacant
Information Technology Specialist II	Vacant
Computer System Support Technician I	Darrell Acob