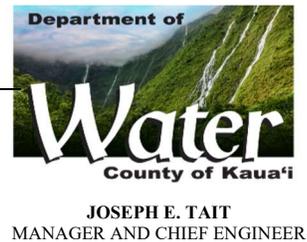


BOARD OF WATER SUPPLY

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

MICAH FINNILA, MEMBER
LAWRENCE DILL, MEMBER
KA'AINA HULL, MEMBER
TROY TANIGAWA, MEMBER



REGULAR MONTHLY MEETING NOTICE AND AGENDA

Thursday, April 20, 2023
9:30 a.m. or shortly thereafter

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

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

<https://us06web.zoom.us/j/88917871772>

Passcode: 806386

OR

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

Phone: 888 788 0099 US Toll-free

Phone Conference ID: 889 1787 1772

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

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

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

Next Scheduled Meeting: Thursday, May 18, 2023 – 9:30 a.m.

APPROVAL OF AGENDA

MEETING MINUTES

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

PUBLIC TESTIMONY

NEW BUSINESS

1. **Manager's Report No. 23-27**: Discussion and Possible Action to execute an annual Use and Occupancy Permit No. 874 between the State of Hawai'i and the Board of Water Supply, County of Kaua'i for non-trenching maintenance, inspection and other uses and activities within the State Highway Right of Way, Kaua'i, Hawai'i.
2. **Manager's Report No. 23-28**: Discussion and Possible Action to execute the County of Kaua'i-Vehicle Registration Division, Statement of Fact Homemade Trailer form.
3. **Manager's Report No. 23-29**: Discussion and Possible Action to Approve a Grant of Easement from TITL, Inc. dba Wailua Shopping Plaza TMK (4) 4-1-005:009
4. Progress Update and Next Steps for the Kauai Water Use and Development Plan (***Information only; non-action item***)

STAFF REPORTS

1. Public Relations Activities – updates on Public Notices & Announcements, Community Outreach & Education and Upcoming Events
2. Fiscal
 - a. Monthly dashboard
 - b. Budget Report for March 2023
3. Operations – Monthly dashboard
4. Engineering – Monthly dashboard
5. Manager and Chief Engineer – administration monthly dashboard, update on monthly activities, and required communications to the Board

QUARTERLY REPORTS

1. Build America Bond – Statement of Expenditures
2. Claims Settled by Department of Water
3. Engineering – updates on quarterly accomplishments, Water Plan 2020 Construction Project status, and IDIQ service contracts
4. Information Technology – updates of quarterly accomplishments, business process improvements, and IT issues and timelines

TOPICS FOR NEXT BOARD OF WATER SUPPLY MEETING: (May)

1. Project Overview and Progress Update on the DOW's Water System Investment Plan

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETING

EXECUTIVE SESSION:

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

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

Discussion on the Water Treatment and Delivery Agreement

ADJOURNMENT

WRITTEN TESTIMONY

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

Please include:

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

Send written testimony to:

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

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

Public Testimony

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

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

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

DRAFT

MINUTES

MINUTES
BOARD OF WATER SUPPLY
Thursday, March 16, 2023

The Board of Water Supply, County of Kaua‘i, met in a regular meeting in Līhu‘e on Thursday, March 16, 2023. Chair Kurt Akamine called the meeting to order at 9:33 a.m. The following Board members were present:

BOARD:

Mr. Kurt Akamine, *Chair*
Ms. Julie Simonton, *Vice Chair*
Mr. Tom Shigemoto
Mr. Ka‘aina Hull
Mr. Larry Dill

EXCUSED:

Mr. Troy Tanigawa

Quorum was achieved with 5 members present at Roll Call. (Board member Hull entered the meeting at 9:46 a.m.)

ANNOUNCEMENTS

Next Scheduled Meeting: Thursday, April 20, 2023

APPROVAL OF AGENDA

The agenda was approved with no objections.

APPROVAL OF MEETING MINUTES

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

The meeting minutes were approved with no objections.

PUBLIC TESTIMONY

NEW BUSINESS

1. Discussion and Adoption of Resolution No. 23-07, 2022 Employee of the Year Michael Mack, Operations Division

Chief of Operations Val Reyna read Resolution No. 23-07 into the record. Manager Tait expressed that he has been fortunate enough to be out on a few jobs with Mr. Mack and stated he is a phenomenal worker and is everything the public would expect from a public servant. Chair Akamine added that Mr. Mack’s family have a lot to be proud of.

2. Discussion and Adoption of Resolution No. 23-08, 2022 Employee of the Year Jason Kagimoto, Engineering Division

Deputy Manager-Engineer Michael Hinazumi read Resolution No. 23-08 into the record.

Board Member Hull moved to approve the adoption of Resolution Nos. 23-07 and 23-08, seconded by Mr. Dill; with no objections, motion carried with 5 Ayes.

The meeting recessed at 9:47 a.m.

The meeting reconvened at 9:50 a.m.

3. Manager's Report No. 23-22 Discussion and Possible Action on the Sixth Amendment to Contract No. 440, Job No. 02-06, WP2020 #WKK-15, Kīlauea 1.0 Million Gallon (MG) Storage Tank, Kīlauea, Kaua'i, Hawai'i with Kodani & Associates Engineers, LLC for additional design funding and a contract time extension

Board member Hull recused himself from discussion and action on Manager's Report No. 23-22 as this item still needs to go before the Planning Commission.

Civil Engineer VII Jason Kagimoto provided a summary of the Manager's Report submitted.

Board member Dill asked what restrictions will be lifted in Kilauea area once this contract is complete. Mr. Kagimoto explained that the facilities for both source and storage need to be addressed so completing this project will lift part, but not all, of the restrictions; there is another project on this list that they are working on to address the source. Mr. Dill asked for clarification on the Ka Pa'akai Analysis to which Mr. Kagimoto explained that analysis, which will be part of this EA process, will include more outreach and discussion to ensure the cultural impacts of the project will be better addressed. Mr. Hinazumi provided additional background on the Ka Pa'akai analysis, explaining that there was a recent Supreme Court case Ka Pa'akai vs. State of Hawaii which determined that the EA process needs to address the cultural and historical impacts of the project; it is a State requirement and is also included in the Planning requirements.

Board member Simonton moved to approve Manager's Report No. 23-22, seconded by Mr. Dill; with no objections, motion carried with 4 Ayes (Mr. Hull recused)

4. Manager's Report No. 23-23 Discussion and Possible Action for Memorandum of Agreement Between Department of Public Works and Department of Parks and Recreation and Kauai Fire Department and Department of Water (Hanalei Base yard)

Civil Engineer VI Dustin Moises provided a summary of the Manager's Report submitted, noting that Chief of Operations Val Reyna and Assistant Chief of Operations Ryan Smith initiated the establishment of this satellite baseyard. Manager Tait added this provides a staging and storage area up at the North end on the other side of the bridge. In response to Mr. Dill, Mr. Moises pointed out on the map the location of the building DOW will have access to. A couple of vehicles will be stored there, and the area is secured; Public Works have cameras around the yard.

Board member Shigemoto moved to approve Manager's Report No. 23-23, seconded by Ms. Simonton; with no objections, motion carried with 5 Ayes.

5. Manager's Report No. 23-24 Discussion and Possible Action to approve the Dedication Deed from the Association of Apartment Owners of Kulana, for the Kulana 0.25 MG Tank site, Kapaa and Waipouli, Kawaihau, Kaua'i, Hawai'i TMK: (4) 4-4-003:089

Project Management Officer Scott Suga provided a summary of the Manager's Report submitted. Mr. Dill asked to clarify that the AOA built this tank at their own cost to which Mr. Suga stated yes, adding that it was a requirement of the subdivision.

Board member Simonton moved to approve Manager's Report No. 23-24, seconded by Mr. Dill; with no objections, motion carried with 5 Ayes.

Manager's Report No. 23-25 Discussion and Possible Action to approve a Grant of Easement Agreement for Construction Plans for Fire Service Water Meter (4" RPDA), MIK Inc. affecting Restaurant Kintaro's., TMK: (4) 4-1-005:021, Wailua, Kaua'i, Hawai'i

Project Management Officer Scott Suga provided a summary of the Manager's Report submitted.

Board member Shigemoto moved to approve Manager's Report No. 23-25, seconded by Mr. Dill; with no objections, motion carried with 5 Ayes.

6. *Manager's Report No. 23-26* Discussion and Possible Action to approve funds to enter into a Professional Services Contract with R.M. Towill Corporation for the Kīlauea Well No. 4 Drill and Test project.

Civil Engineer VII Jason Kagimoto provided a summary of the Manager's Report submitted.

In response to Board member Shigemoto, Mr. Kagimoto explained there is no existing well site there, but the location is along the highway where there is a water transmission main. This testing will allow them to do a pump test to determine how productive it is and whether it is preferable for the Department to do a permanent well. He further clarified that this request is for the permitting and design so they can bid out the package for drilling of the well. After that, they would have a contractor on board to do the actual construction and pump test; anything beyond that would be an additional design project for the site improvements.

Mr. Shigemoto moved to approve Manager's Report No. 23-26, seconded by Ms. Simonton; with no objections, motion carried with 5 Ayes.

7. Discussion and Possible Action on a proposed salary increase for the Manager and Chief Engineer pursuant to Salary Resolution 2022-1

Boards and Commissions Administrator Ellen Ching joined the meeting remotely and provided an overview of Salary Resolution 2022-1 and its related Table of Projected Increases. The decision before the Board is whether they want to grant an increase, what that increase would be, and when it would be effective. Ms. Ching stated that she has been working with several other commissions on this, and the feedback they have received from DHR is not to approve all three of the increases in one motion. Their reasoning is that the composition of the Boards change, and the Board at the time of each respective increase period should be providing input on those increases. She noted that the number shown in the highlighted columns is the maximum amount allowed, but the Board is not obligated to increase the salary to that number; they can go lower if they wish.

Board member Hull asked to clarify that DHR's recommendation is to NOT look at any future increases within the Salary Commission's already set increases. Ms. Ching stated yes and reiterated that DHR's guidance is to bring this item back before the Board when each subsequent increase would take effect since the composition of the Board may be different at that time. Mr. Hull stated his concern with that philosophy is that union contracts often cover multiple years for pay increases, and the administration does not go back before the legislative bodies each year.

He added that we are hemorrhaging employees in government across the sector, but particularly engineers, and he would propose that for the next 2 to 3 years, the Manager could expect to be locked into this salary. There is no security moving forward, and Mr. Hull finds it odd that DHR is providing guidance to NOT retain their engineer.

Chair Akamine stated with respect to the suggestions made by DHR, the Board ultimately has the authority to make the decision. Vice-Chair Simonton stated that as a sign of good faith in our Manager, she would very strongly support the maximum increases for the next 3 years. Ms. Ching concurred stating that she can provide suggestions or recommendations, but the Board has the full authority.

Mr. Dill asked to clarify that since the resolutions states an effective date of January 1, the increase will be retroactively paid to which Ms. Ching confirmed. In response to Mr. Shigemoto, Ms. Ching clarified that DHR's recommendation is solely based on the potential change in Board members and not any fiscal concerns.

Mr. Hull reiterated that he is a bit thrown off by DHR's recommendations considering how confident his is in Manager Tait's leadership skills, and the desire to signal to him that they want to retain him in the future. Mr. Hull stated goals he would like to see set over the course of the year is formulating a strategy to address Lihue, which is turning into a dire crisis. He expressed concern that the Department being unable to provide a response to the Mayor, Council and community on the strategies to address running out of water in an area that has all the Land Use Commission and General Plan designations could potentially result in DOW losing its semi-autonomy. Mr. Hull stated that he is absolutely supportive of all Mr. Tait has been doing, but he has certain expectations as a Board member moving forward.

Mr. Dill stated the State DOT has been experiencing the same challenges in hiring and retaining competent engineers, and don't have a lot of flexibility in attracting and keeping those positions. He expressed that having an opportunity like this, they should certainly exercise it to the extent that they can and will be supporting the motion.

Mr. Shigemoto stated none of the current members will be gone by 2024, and he feels that Manager Tait is doing a great job in trying to right the ship. He will also be supporting the motion.

Chair Akamine acknowledged Mr. Tait's leadership and all he has accomplished during his short time with the Department.

Board member Shigemoto moved to approve a pay increase for the Manager up to the maximum allowed salary retroactive to January 1, 2023, and to include the three periods included in Salary Resolution 2022-1, seconded by Mr. Dill; with no objections, motion carried with 5 Ayes.

STAFF REPORTS

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

Information and Education Specialist Jonell Kaohelaulii provided a summary of the PR Report submitted, highlighting the Department's partnership with Tanaka Hardware Store on their Leak Detection campaign. She thanked them for their participation and noted that they have gotten great feedback and larger outreach because of this partnership.

2. Fiscal

- a. Budget Report for January 2023
- b. Budget Report for February 2023

Manager Tait reported that they have received 13 or 14 candidates for the 2 vacancies of Controller and Assistant Controller. In the interim, Accountant III Anne Parrot has stepped up to provide the budget reports to the Board. She along with the excellent fiscal staff downstairs – Jonelle, Terri, Analyn, Gina, and Sherry – have been carrying the entire Fiscal load right now. Mr. Tait noted that previous management were unable to provide budget reports for the last 2 months and pointed out that Ms. Parrot has crafted a new format for the monthly reporting. This new format includes a condensed chart that shows all 3 divisions so there's no need to look through multiple lines and graphs. This format will continue to be fine-tuned to provide clear, concise information to the Board.

3. Operations – Monthly service dashboard and highlights

Chief of Operations Val Reyna provided a summary of the Operations Dashboard submitted.

4. Engineering – Monthly Service dashboard and highlights

Acting Engineering Division Head Jason Kagimoto provided a summary of the Engineering dashboard submitted. He noted that they have been having difficulty filling some of the engineering positions, but they have a lot of staff that are willing to step outside of their regular duties to help where needed. The flexibility of others has allowed him and Scott Suga to focus on getting their CIP projects moving forward. Mr. Shigemoto asked if we have current candidates for the vacant positions to which Mr. Kagimoto stated they have one qualified candidate for Civil Engineer V within the Project Management section. However, he is unsure we will be able to offer a salary they will accept based on their application and qualifications. They are currently in the hiring process for the Program Support Assistant within the Engineering division and have posted for Civil Engineer I and III within the Water Resources and Planning section. We had 2 candidates for the CE II, but by the time we got interview, they were no longer available. Manager Tait stated we did lose a couple of people due to the time issue, and the fact that we are forced by DHR to hire at the minimum low salary range, we are going to continue to be in this situation. Mr. Kagimoto stated they have been lucky to be operating okay on a day-to-day basis, but that could change.

Manager Tait stated he can see what's coming with Lihue Master Plan and other areas that are needed for affordable housing, but unless the hiring process changes, those things are not going to get done because DOW simply does not have the staff. By the time it takes to post, bid, and secure consultants, it's the same thing; it's easier if we are able to get in-house staff because they will be here for all of our projects, not individual bids. Mr. Akamine stated lack of staffing seems to be a theme in all of our staff reports and he would recommend Manager Tait present at ways we can remedy this at a subsequent meeting.

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

Manager Tait provided an overview of his Manager's Update.

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

1. Updates on various DOW Programs

TOPICS FOR FUTURE BOARD OF WATER SUPPLY MEETING

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

EXECUTIVE SESSION:

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

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

1. Goodfellow Bros.' Request for Reimbursements, Job No. 15-07, Reorganize Water System: Kaunua'i Highway 16-Inch Main and Emergency Pump Connection, Hanapēpē Road 6-Inch Main Replacement, Job No. 15-07, Water Plan Project No. HE-01, HE-10, Hanapēpē, Kaua'i, Hawai'i (Civil No. 5CCV-21-000098)

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

The Board entered into Executive Session at 11:12 a.m.

The Board resumed in open session at 11:45 p.m.

ADJOURNMENT

The meeting was adjourned at 11:46 p.m.

Respectfully submitted,

Cherisse Zaima
Commission Support Clerk

A horizontal splash of clear blue water with bubbles, positioned behind the text. The splash is wider and more turbulent on the right side.

NEW

BUSINESS

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT No. 23-27

April 20, 2023

Re: Discussion and Possible Action to execute an annual Use and Occupancy Permit No. 874 between the State of Hawai'i and the Board of Water Supply, County of Kaua'i for non-trenching maintenance, inspection and other uses and activities within the State Highway Right of Way, Kaua'i, Hawai'i.

RECOMMENDATION:

It is recommended that the Board allow the Department of Water to enter into an annual Use and Occupancy Permit (UOP) No. 874 between the State of Hawai'i and the Board of Water Supply, County of Kaua'i for non-trenching maintenance, inspection and other uses within the State Highway Right of Way, Kaua'i, Hawai'i.

Further, Board approval is specifically requested for the "Workmanship: Responsibility" and "State: Indemnity" provisions in the UOP, wherein the Board agrees to the following provisions in connection with Department of Water's use and occupancy within the various state highway right of ways on Kaua'i:

Workmanship: Responsibility

"6. To make, for a period of one (1) year after the expiration date of this permit, any necessary repairs to highway facilities disturbed and/or caused by the work, activity, or event performed under said permit; or to pay the actual cost of such repairs made by the Department of Transportation."

And:

State Indemnity

8. To protect, defend, indemnify and save harmless, the state and its agents and representatives against any claim, liability, suit, or action of every manner and description, for any injury to or death of persons or for property damage, whenever such injury, death, or damage shall be inflicted or caused by him, his agents, contractors, or representatives in connection with the work, activity, or event covered by said permit.

FUNDING: N/A.

BACKGROUND:

In 2022, the State of Hawai'i Department of Transportation requested the Department of Water to apply for an annual UOP for non-trenching work in the various state highway right of ways in a similar way that other utilities such as the County of Kaua'i Waste Water Division. The first annual UOP for non-trenching work was executed by DOW in May 2022 and expires in May 2023. The permit must be renewed annually, hence the need for this permit for May 2023 – May 2024. The proposed permit application is intended to include Department of Water non-trenching functions related to the maintenance, repair, and replacement of water facilities which include water meters, water meter boxes, hydrants, pressure/air relief valves, vaults, and other system appurtenances. The application also covers inspection and water meter readings.

The State is requiring that the Department complete and apply for this permit on an annual basis for non-trenching work in the State Right of Way. This is the second annual permit application being submitted by the Department for the non-trenching coverage. Not much has changed since the current permit was executed in May 2022, other than an update to the permit number (from 847 to 874) and an additional restriction for debris cleanup (Item No. 10). The one (1) year time period would commence from the time the current permit expires in May 2023 and run through May 2024 per the dates on the draft permit. Please note that trench work, such as for Operations waterline repairs will still need to obtain a separate permit to perform work upon state highways.

Potential future financial liabilities:

Due to not knowing when or the amount of any financial liabilities that may or may not occur in the future associated with the conditions of the UOP, specific funding to address potential financial liabilities is not being requested or budgeted at this time. If special funding is required in the future, the necessary funds will be requested from the Board at that time.

OPTIONS:

Option 1: Agree to enter into Use and Occupancy Permit No. 874 with the State of Hawai'i.

Pros: The completion of a UOP will address the State request that a UOP is completed for the non-trenching maintenance, repair, replacement, inspection and reading of Department of Water facilities and meters installed in the State Highway Right of Way.

Cons: The UOP will obligate the DOW with unknown financial liabilities and risk; to some extent at the discretion of the State. The permit will also have to be reapplied for annually as each permit is only valid for one (1) year from approximate time of application date.

Option 2: Do not agree to enter into Use and Occupancy Permit No. 874 with the State of Hawai'i.

Pros: The Department will not be bound by an annual permit that subjects the Department to unknown financial liabilities and risk.

Cons: The Department may not be able to maintain, repair, replace, inspect, or read meters and water facilities that do not involve trenching as intended as it relates to the State request for an annual UOP.

DM/cz

Attachment: 1. Use and Occupancy Permit No. 874

APPLICATION & PERMIT FOR THE OCCUPANCY & USE OF STATE HIGHWAY RIGHT-OF-WAY

Application date 3/17, 2023

POLICE CHECKLIST: ITEMS 1 THRU 5.

Pursuant to the provisions of Chapter 264, Hawaii Revised Statutes as amended, application is hereby made to perform the following work, activity, or event, upon the state highway described below and at the location(s) specified below and at no other place.

1. Name of Highway Various Route # /Section All

2. Locations or limits on said highway Within State Right of Way

3. Description of work, activity, or event to be performed

Engineering Survey Maintenance Inspection Landscaping Other
Maintenance, repair and replacement of water facilities which include water meters, water meter boxes, hydrants and pressure/air relief valves, vaults, and other system appurtenances.
The Department of Water also conducts water meter readings.

4. Dates between which work, activity, or event will be performed: 5/26/2023 - 5/25/2024

5. General Conditions

- a. No digging or disturbing of the highway will be permitted under this permit.
- b. The work, activity, or event may be performed only during off-peak hours unless otherwise approved in writing. Peak hours are from 6:00 AM to 8:30 AM and from 3:00 PM to 6:00 PM, Monday through Friday excluding State Holidays.
- c. All lanes shall be open to traffic during the hours from 6:00 AM to 8:30 AM, during the hours of 3:00 PM to 6:00 PM, and when no work is being done under this permit. Only one lane of traffic may be closed at any other time unless otherwise approved in writing.
- d. Parking permitted only in designated areas for vehicles actively engaged in, or loading or unloading materials for, the specified work, activity, or event. Unattended vehicles will not be permitted.

6. Special Conditions and/or Restrictions See attached DOW-874.

7. Submittals Required

- a. Traffic Control Plan (whenever there are lane closures)
- b. Approved Landscaping Plan: It is agreed that upon final acceptance of the approved landscape work by the State, all improvements placed on said premises shall be and remain the property of the State and may be removed or otherwise disposed of by the State at any time.
- c. Proof of State Indemnity
Certificate of Insurance naming State of Hawaii as an additional insured, having minimum coverages for Bodily Injury or Death Per Person; Bodily Injury or Death Per Accident; and Property Damages Per Accident of:
 \$100,000, \$300,000, and \$500,000 respectively; or
 combined single limit of \$500,000
 Certificate attached or with Permit No. 874
 Federal Non-Liability Clause (See Item 11 on the back of this permit)
 Waived
- d. Permit Fee \$0 (make check payable to Dept. of Transportation, State of Hawaii)

The applicant hereby agrees that any agreement heretofore made or hereafter to be made, and the covenants and conditions stated on the reverse side hereof shall be binding upon him, his heirs, personal representatives, successors, contractors, and assigns.

APPLICANT: County of Kauai - Department of Water
(Name or owner, whether individual firm, partnership, corporation, governmental agency, etc)

ADDRESS: 4398 Pua Loke Street, Lihue, HI 96766

TELEPHONE NUMBER: (808) 245-5400

(Print Name & Title of Applicant or Authorized Rep.)

(Signature)

PERMIT NO. 874 DATE _____, 2023

Permission to perform the above described work, activity, or event at the location(s) stated and between the dates set forth in said application is hereby granted. The applicant shall notify the issuing office in writing at least 24 hours before commencing work.

Director of Transportation or Authorized Representative

IN CONSIDERATION OF A PERMIT BEING ISSUED TO THE APPLICANT, THE APPLICANT HEREBY AGREES AS FOLLOWS:

Rules & Regulations

1. To observe and comply with and cause all his agents, servants, and employees to observe and comply with all existing laws, ordinances, and regulations.
2. To install, provide, and maintain all traffic control devices in accordance with the Administrative Rules Governing the Use of Traffic Control Devices at Work Sites on or Adjacent to Public Streets and Highways as adopted by the Director of Transportation, and the FHWA Manual on Uniform Traffic Control devices for Streets and Highways, Part VI, Traffic Controls for Highway Construction and Maintenance Operations.
3. To safeguard and facilitate the movement of vehicular and pedestrian traffic in accordance with the Administrative Rules Governing the Design, Construction, and Maintenance of Public Streets and Highways as adopted by the Director of Transportation; to place signs or barricades informing motorists or pedestrians of work to be done in a safe manner and remove same upon completion of work.

Workmanship: Responsibility

4. To diligently prosecute the work, activity, or event to completion, in a neat and workmanlike manner, within the dates and conditions set forth under said permit so as to minimize any inconvenience or interference to the public or traffic movements.
5. To remove all equipment and unused material upon completion of the work, activity, or event, repair any damages and leave the surface in a clean, safe, usable, and presentable condition.
6. To make, for a period of one (1) year after the expiration date of this permit, any necessary repairs to highway facilities disturbed and/or caused by the work, activity, or event performed under said permit; or to pay the actual cost of such repairs made by the Department of Transportation.
7. To make all repairs in such manner as may be required by Chapter 264, Hawaii Revised Statutes.

State Indemnity

8. To protect, defend, indemnify and save harmless, the state and its agents and representatives against any claim, liability, suit, or action of every manner and description, for any injury to or death of persons or for property damage, whenever such injury, death, or damage shall be inflicted or caused by him, his agents, contractors, or representatives in connection with the work, activity, or event covered by said permit.
9. To procure, at his own expense, and keep in force at all times when the work, activity, or event permitted under said permit is being done, a policy or policies of public liability and property damage insurance, naming the State as additional insured, covering the work, activity, or event to be done under said permit and for at least the minimum coverages set forth on the reverse side hereof. The State is to be given 30 days written notice of cancellation of said insurance.
10. To supply evidence satisfactory to the State that the required insurance has been procured and is in force prior to commencing the work, activity, or event approved under said permit.
11. If the death or injury to any person, or the loss or damage to any property, is caused by the United States Government in the course of its use of the property, the liability, if any, of the U.S. Government thereof shall be determined in accordance with the applicable provisions of the Federal Tort Claims Act (62 Stat. 869,982; 28 USC 2671-2680).

Nondiscrimination Covenants

12. No person on the grounds of race, color, religion, sex, or national origin shall be excluded from participating in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
13. In the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, religion, sex, or national origin shall be excluded from participating in, denied the benefits of, or otherwise be subjected to discrimination.
14. The applicant shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulation, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulation may be amended.

Agreements

15. Any State highway representative or police officer has the right to stop any or all of the work or activity being performed under this permit if the work or activity is being conducted in an unsafe or unauthorized manner. The work or activity will not be allowed to continue until the deficiency has been corrected.
16. To surrender the permit herein applied for and surrender all rights thereunder whenever notified to do so by the State. The State may cancel this permit at any time.
17. To keep a copy of said permit available for exhibit upon request of any representative of the Department of Transportation or police officer.

PERMIT RESTRICTIONS and CERTIFICATION

File Name: DOW-874

Permittee: **County of Kauai – Department of Water**

Permit No.: 874

Permit Type: Occupancy & Use Permit

Dates of Work: 5/26/2023 - 5/25/2024

PERMIT RESTRICTIONS:

1. During the hours of 4:30 am to 10:00 pm, no lane closures will be allowed on Kuhio Highway (56) from junction of Kaumualii Highway (50) in Lihue, to M.P. 10 north of Mailihuna Road in north Kapaa.
2. During the hours of 5:30 am to 10:00 pm, no lane closures will be allowed on Kaumualii Highway (50) from junction of Kuhio Highway (56) in Lihue, to M.P. 11.8 west of Papalina Road in Kalaheo.
3. All proposed exceptions within the State highway limits above will require a written request with work description and traffic control plan subject to acceptance by HDOT District Engineer, prior to beginning field work.
4. No lane closures or shoulder closures will be allowed during hours of contra-flow operations (5:00 am to 11:00 am) on Kuhio Highway (56), within the contra-flow corridor.
5. Permittee's traffic control shall conform to the current Manual on Uniform Traffic Control Devices (MUTCD) and Section 645 of the Standard Specifications for Road and Bridge Construction, 2005. In case of conflict between the two documents, Section 645 shall prevail.
6. Submit traffic control plan and work schedule 14 days before implementation, for planned lane closures subject to HDOT District Engineer acceptance.
7. Prepare and submit Public Service Announcement (PSA) to our office (fax no. 241-3011 or email dot.hwyt.permits@hawaii.gov) for review/acceptance, seven days prior to start of work involving lane closure or lane shift. For longer duration projects impacting traffic, we may require Garden Island newspaper ad be placed including Permittee's phone number.
8. Any maintenance activities that require a lane closure, shall install at least one electronic message board at each end of the work zone at least one week in advance, or at a minimum three days in advance of the scheduled work, to notify the travelling public of the work, closure dates, and time.
9. In emergency situations such as, but not limited to, poles and wires falling into State Highway Right-of-Way, provide immediate traffic control and promptly notify our office, phone 241-3000 and KPD Dispatch, phone 241-1711.
10. Any debris within the State highway Right-of-Way that are a result of the work done by the applicant shall be cleared by the end of each working day.
11. District Engineer reserves the right to immediately stop Permittee's work within State Highway in the best interest of public safety.
12. Facilities upgrade work and new facilities construction work are not covered under this permit. Separate permits (Permit to Perform Work Upon State Highways, or Application and Permit for the Occupancy & Use of State Highway Right-of-Way) are required to be submitted by applicant. HDOT District Engineer will issue the permit if acceptable, for these types of projects.

CERTIFICATION:

I certify that I have reviewed the restrictions listed above and have found them acceptable.

Permittee: County of Kauai – Department of Water

By: _____ Date: _____

Its: _____

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT No. 23-28

April 20, 2023

Re: Discussion and Possible Action to execute the County of Kaua'i-Vehicle Registration Division, Statement of Fact Homemade Trailer form.

RECOMMENDATION:

It is recommended that the Board execute the County of Kaua'i-Vehicle Registration Division, Statement of Fact Homemade Trailer form to allow registration of the DOW built trailer for its portable water tank.

FUNDING: N/A

BACKGROUND:

The Department fabricates trailers to carry emergency 400-gallon portable water tanks for potable water distribution to customers experiencing service disruptions. The 400-gallon stainless steel tanks were obtained through government auction and the custom-built trailers they are mounted on require maintenance and replacement due to their age. To continue to utilize the tanks, the Department is required to fabricate new trailers, periodically, to ensure safe operation and to comply with safety standards. The County of Kauai-Vehicle Registration Division requires these custom-built trailers to complete and execute its Statement of Face Homemade Trailer forms to ensure safety compliance for trailer registration.

OPTIONS:

Option 1: Approve Manager's Report as recommended.

Pro: The Department can proceed with registering the trailer for use.

Con: The Board takes on the liability of the trailer as a registered equipment. Liability is similar to vehicles and equipment owned and operated by the Department.

Option 2: Do not approve Manager's Report as recommended

Pro: The additional liability of the trailer would not be a burden upon the Board.

Con: The trailer and its associated water tank would not be able to be placed into service.

RS/ce

Attachment(s): Form HMT-2019

REGISTERING A HOMEMADE TRAILER:
(effective 2/13/19)
Revised 8/2020

PURPOSE: TO REGISTER A HOMEMADE TRAILER – 100% MADE FROM SCRATCH
(NOT MANUFACTURED)

REQUIRED DOCUMENTS:

1. Receipts for major components – Materials used in the construction of a homemade frame, purchase of axles, suspension components, wheels and tires, brakes, trailer hitch, fenders/body items, lights, reflectors, wiring etc..
2. If trailer bought from builder/previous owner, a notarized bill of sale from seller with full description of trailer (type of trailer, dimensions, materials used, etc.) will be required.
3. Weight slip from certified scale showing Curb (unloaded) weight of trailer. If trailer is built to carry a specific item (boat, etc.), then a second weight slip from a certified scale (boat and trailer together) is required to determine GVW (loaded) weight.
4. Homemade Trailer Statement of Fact form (HMT-2019) See attached
5. Make an appointment with the Motor Vehicle Control Inspector (241-4197) at Driver's License to inspect trailer
6. DFL-1 Card with assigned VIN # (you will be given this upon approval of trailer)
7. Have your trailer inspected by a certified Hawaii safety inspection station, failed for "registration" only. Call ahead for an appointment with the inspection station of your choice. Inspection fee for PMVI inspection of trailers is set at \$17.00 + tax.
8. Make an appointment with the Motor Vehicle Registration (MVR) Department (go to Kauai.gov, click "Get in Line on Line" button). Submit DFL-1 card, bill of sale (if applicable), receipts for major components, weight slip(s) and safety inspection form. Pay all applicable registration fees.
9. Return to safety inspection station with trailer (license plate attached) to complete safety inspection.

COUNTY OF KAUAI – VEHICLE REGISTRATION DIVISION
**STATEMENT OF FACT
HOMEMADE TRAILER**

I, _____, certify that I am the owner/builder of the following

PLEASE PRINT: NAME OF OWNER(S)

described homemade trailer:

Description (include dimensions, number of axles, materials used, hitch type, etc.):

Fabricate trailer for 400 gallon water tanker, 13'L x 6'3"W x 6'H, ST235-85-16 tires 16"x6 8lug rims,#5200 torsion axle.
2"x5" rec tubing, 2"x3" angle iron, 4" channel iron, 1/2"x6" flat bar, 3/16"x 48"x 96" floor plate.
lunette eye hitch, safety chains,electric break away brake kit, light kit.

TYPE: Utility Boat Livestock Other water tanker

Curb (NET) weight: 1,800 Lbs.

Gross vehicle weight (Curb weight plus maximum load you plan to carry on trailer): 5,132 Lbs.

Said trailer built/completed on or about 11/2022
DATE

I agree to indemnify and save harmless the Director of Finance, County of Kauai and the motor vehicle control personnel for any loss resulting from the issuance of a certificate of registration covering the same and on all subsequent recording of transfer of registration. I understand that, as the owner/builder of said trailer, it is my responsibility to determine all equipment and performance parameters necessary in order to operate this homemade trailer in a safe and prudent manner, on public roadways. I understand that the VIN issued to the above described homemade trailer is NON-TRANSFERRABLE, and must remain attached to said trailer at all times.

Owner(s) Signature

Date

FOR NOTARY USE ONLY:

Subscribed and sworn before me this _____ day

of _____, 20____

Notary Public

State of _____

Judicial Circuit

My commission expires: _____

(STAMP OR SEAL)

NOTARY CERTIFICATION

(Hawaii Administrative Rules 5-11-8)

Document Date: _____ No. Pages _____

Document Description: _____

Notary Printed Name

Circuit

Notary Signature

Date

COUNTY OF KAUAI – VEHICLE REGISTRATION DIVISION

STATEMENT OF FACT
HOMEMADE TRAILER

Sec. 16-5.3 Speed of Certain Vehicles Restricted.

(c) No vehicle towing a trailer not equipped with brakes and transporting a boat shall be operated upon any highway in excess of thirty-five (35) miles per hour, unless the gross weight of the trailer with the boat is less than one thousand (1,000) pounds. (Ord. No. 134, January 19, 1968; Ord. No. 246, May 9, 1975; Sec. 16-5.3, R.C.O. 1976)

Sec. 16-17.23 Brake Equipment Required.

(c) Every trailer or semi-trailer of a gross weight of three thousand (3,000) pounds or more when operated upon a highway shall be equipped with brakes adequate to control the movement of and to stop and to hold the vehicle. The brakes shall be so designed as to be capable of being applied by the driver of the towing motor vehicle from its cab. Further, the brakes shall be so designed and connected that in case of an accidental breakaway of the towed vehicle, the brakes shall be automatically applied.

(d) Every new motor vehicle, trailer, semi-trailer, except any motorcycle, sold or built in the County of Kaua'i and operated on the highways of the County of Kaua'i shall be equipped with service brakes upon all wheels of every vehicle, and except that any motorcycle, semi-trailer of less than one thousand five hundred (1,500) pounds gross weight, and any trailer designed and used exclusively for transporting a boat that is launched from the trailer directly into the water need not be equipped with brakes, provided that the gross weight of the towing or pulling vehicle shall not weigh less than eighty percent (80%) of the gross weight of the towed boat and trailer.

OFFICIAL USE ONLY

I have performed a visual inspection of a homemade trailer presented to me by the above signed owner/builder, and verify that said trailer does appear to match the description provided on this form by the same. Any equipment and performance claims stated on this form are provided solely by the owner/builder, and are in no way certified by this visual inspection. The owner/builder of this trailer is held entirely responsible for the construction, performance claims, maintenance, and operation of said trailer at their own risk.

MOTOR VEHICLE CONTROL INSPECTOR

VIN (supplied by Motor Vehicle Registration Dept.): _____.

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve It!"

MANAGER'S REPORT No. 23-29

April 20, 2023

Re: Discussion and Possible Action to approve a Grant of Easement Agreement from TITL LLC. for the Wailua Shopping Plaza., TMK: (4) 4-1-005:009, Wailua, Kaua'i, Hawai'i

RECOMMENDATION:

It is recommended that the Board approve the Grant of Easement document; whereby, the above landowners, grant to the Board of Water Supply, County of Kaua'i, easement "W-1" on, over and under that certain parcel of land located TMK: (4) 4-1-005:009 as specified above in Wailua, Kaua'i, Hawai'i, for the following work:

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

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

FUNDING: N/A.

BACKGROUND:

The Wailua Shopping Plaza installed a 4" Reduced Pressure Detector Assembly (RPDA) to allow operation and metering of the facility's fire system. The RPDA device is located on private property with a DOW water meter to monitor flow. In order for the read and maintain the DOW water meter, an easement in favor of DOW is required.

OPTIONS

Option 1: Approve the Grant of Easement.

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

Con: None.

Option 2: Do not approve the Grant of Easement.

Pro: None.

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

JK/SS

Attachment: Grant of Easement – TITL LLC., TMK: (4) 4-1-005:009, Wailua, Kaua'i, Hawai'i

LAND COURT SYSTEM

REGULAR SYSTEM

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

TO:

DEPARTMENT OF WATER

4398 PUA LOKE STREET

LIHUE, KAUAI, HAWAII 96766

GRANT OF EASEMENT
for
TMK: (4) 4 - 1 - 0 0 5 : 0 0 9 ;

THIS INDENTURE is made on this _____ day of _____, _____,
between

TITL, LLC

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

2611 Kiahuna Plantation Drive Apartment 6M Koloa, Kauai, Hawaii 96756

and whose business address is:

4-361 Kuhio Highway Kapaa, Kauai, Hawaii 96746

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

W I T N E S S E T H:

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

Tax Map Key No. (TMK) (4) 4 - 1 - 0 0 5 : 0 0 9 ;

Project Name: Construction Plan for 4-Inch RPDA for Lot A , and more particularly described in Exhibit "A", which is attached and incorporated by reference into this grant of easement (hereafter "easement area").

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

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

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

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

3. That the GRANTEE shall not assign its rights under this easement without the prior written consent of the GRANTOR; provided that the GRANTEE may assign its rights to a successor of the GRANTEE duly created by law;
4. That should the GRANTOR's development plans require that the easement area and/or waterworks facility improvements within, on, or under the easement area be re-located, the GRANTOR will, at the GRANTOR's own expense and pursuant to the GRANTEE's instructions and specifications, re-locate the affected easement area and waterworks facility improvements and appurtenances without interruption of the GRANTEE's services;
5. That the GRANTOR shall at no time erect any building foundation of any kind below the surface of the land which is the subject of the easement area or any building or structure of any kind (other than roads, sidewalks, curbs or similar appurtenances) on the surface of the land which is the subject of the easement area unless the GRANTOR receives the prior written consent of the GRANTEE.

Only lawn grass shall be planted within three (3) feet of all meter boxes, fire hydrants, and other waterworks facility improvements and appurtenances. No trees with aggressive root systems shall be planted within twenty (20) feet of all meter boxes, fire hydrants, and other waterworks facility improvements and appurtenances.

This Paragraph No. 5, though, shall not prevent the GRANTOR from crossing over, constructing, and maintaining roadways within the easement area or laying, operating, maintaining, repairing, or removing conduits and drains which do not interfere with the exercise of the GRANTEE's rights under this easement; and

6. That the GRANTOR covenants with the GRANTEE that the GRANTOR is the lawful owner of the land which is the subject of this easement area, that the GRANTOR has good right and title to grant this easement, and that the GRANTOR will warrant and defend the same unto the GRANTEE against the claims and demands of all persons.

When used within this document the term "GRANTOR" shall mean the singular and plural, masculine and feminine, and natural persons, trustees, corporations, partnerships, limited partnerships, sole proprietorships and other forms of business entities. The term shall also

mean the GRANTOR's or GRANTORs' estates, heirs, personal representatives, successors, successors-in-trust and assigns.

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

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

OWNER:

TITL LLC

By: Ruth Aluli
Its: Member

STATE OF HAWAII)
) ss
COUNTY OF KAUAI)

On this _____ day of _____, _____, in the Fifth Circuit, State of Hawaii,
before me appeared **Ruth Aluli**, to me personally known or whose identity I proved on the basis
of satisfactory evidence, who being by me duly sworn or affirmed, did say that such person is the
Member of TITL LLC executed this **Grant of Easement** for
TMK: (4) 4 - 1 - 0 0 5 : 0 0 9; dated _____ and consisting of _____
pages at the time of notarization, as the free act and deed of such person, and if applicable in the
capacity shown, have been duly authorized to execute such instrument in such capacity.

Notary Public, State of Hawaii
Name of Notary: _____
My Commission Expires: _____

GRANTOR

OWNER:

TITL LLC

By: Kimo Aluli
Its: Member

STATE OF HAWAII)
) ss
COUNTY OF KAUAI)

On this _____ day of _____, _____, in the Fifth Circuit, State of Hawaii,
before me appeared **Kimo Aluli**, to me personally known or whose identity I proved on the basis
of satisfactory evidence, who being by me duly sworn or affirmed, did say that such person is the
Member of TITL LLC executed this **Grant of Easement** for
TMK: (4) 4 - 1 - 0 0 5 : 0 0 9; dated _____ and consisting of _____
pages at the time of notarization, as the free act and deed of such person, and if applicable in the
capacity shown, have been duly authorized to execute such instrument in such capacity.

Notary Public, State of Hawaii
Name of Notary: _____
My Commission Expires: _____

GRANTOR

APPROVED:

**APPROVED AS TO FORM
AND LEGALITY:**

Manager and Chief Engineer
Department of Water, County of Kauai

Deputy County Attorney

ACCEPTED:

**BOARD OF WATER SUPPLY,
COUNTY OF KAUAI**

By: _____

Its: _____

STATE OF HAWAII)
) ss.
COUNTY OF KAUAI)

On this _____ day of _____, _____, in the
Fifth Circuit , State of Hawaii before me personally appeared _____,
who is personally known to me or whose identity I proved on the basis of satisfactory evidence, who
being by me duly sworn or affirmed, did say that such person is the _____ for
the **BOARD OF WATER SUPPLY, COUNTY OF KAUAI**, executed this **Grant of Easement** for
TMK: (4) 4 - 1 - 0 0 5 : 0 0 9; dated _____ and consisting of
_____ pages at the time of notarization, as the free act and deed of such person, and if
applicable in the capacity shown, have been duly authorized to execute such instrument in such
capacity.

GRANTEE

EXHIBIT A
EASEMENT W-1
(For Water Purposes)

LAND SITUATED AT WAILUA, KAUAI, HAWAII

Being a portion of Lot A
Being also a portion of Grants 7563 and 12093

Beginning at the northwest corner of this parcel of land, on the north side of Haleilio Road the coordinates of said point of beginning referred to Government Survey Triangulation Station "NONOU" being 3,303.92 feet South and 7,046.76 feet West, thence running by azimuths measured clockwise from true South:

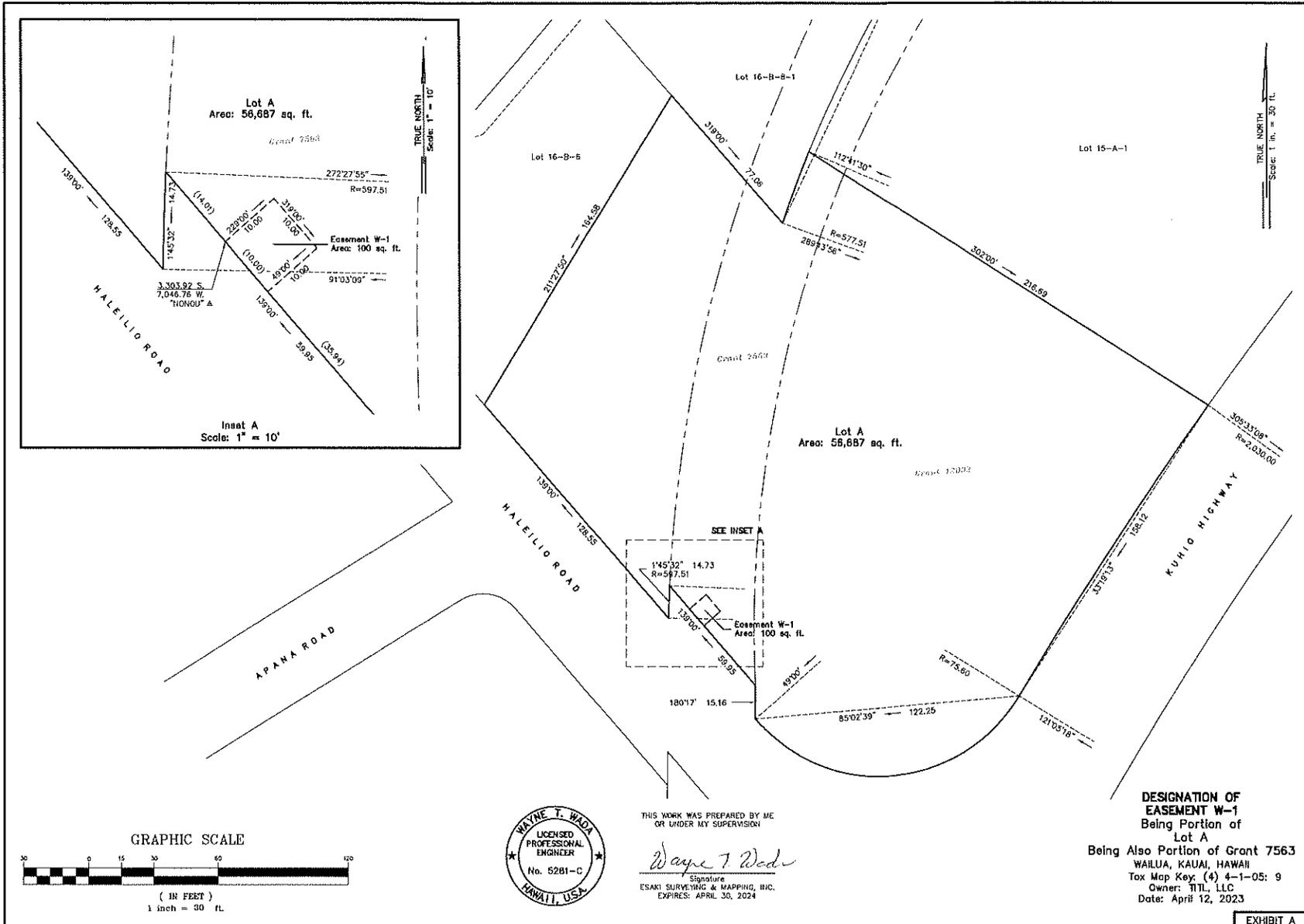
- | | | | |
|----|----------|-------|--|
| 1. | 229° 00' | 10.00 | feet along the remainder of Lot A; |
| 2. | 319° 00' | 10.00 | feet along the remainder of Lot A; |
| 3. | 49° 00' | 10.00 | feet along the remainder of Lot A; |
| 4. | 139° 00' | 10.00 | feet along the north side of Haleilio Road to the point of beginning and containing an area of 100 sq. ft. |



Lihue, Hawaii
April 2023

DESCRIPTION PREPARED BY:
ESAKI SURVEYING AND MAPPING, INC.

Wayne T. Wada
Licensed Professional Land Surveyor
Certificate Number 4596



Job Number: 22--83 KH
 Drawing File: 22-83 easement 4-12-23.dwg

ESAKI SURVEYING & MAPPING, INC.
 Civil Engineers - Land Surveyors - Planners

1610 Halekono Street
 Lihue, Kauai, Hawaii 96766

County of Kaua'i Water Use & Development Plan Update

Kaua'i Board of Water Supply Briefing
April 20, 2023



Department of Water
County of Kaua'i

Fukunaga & Associates, Inc.

Presentation Outline

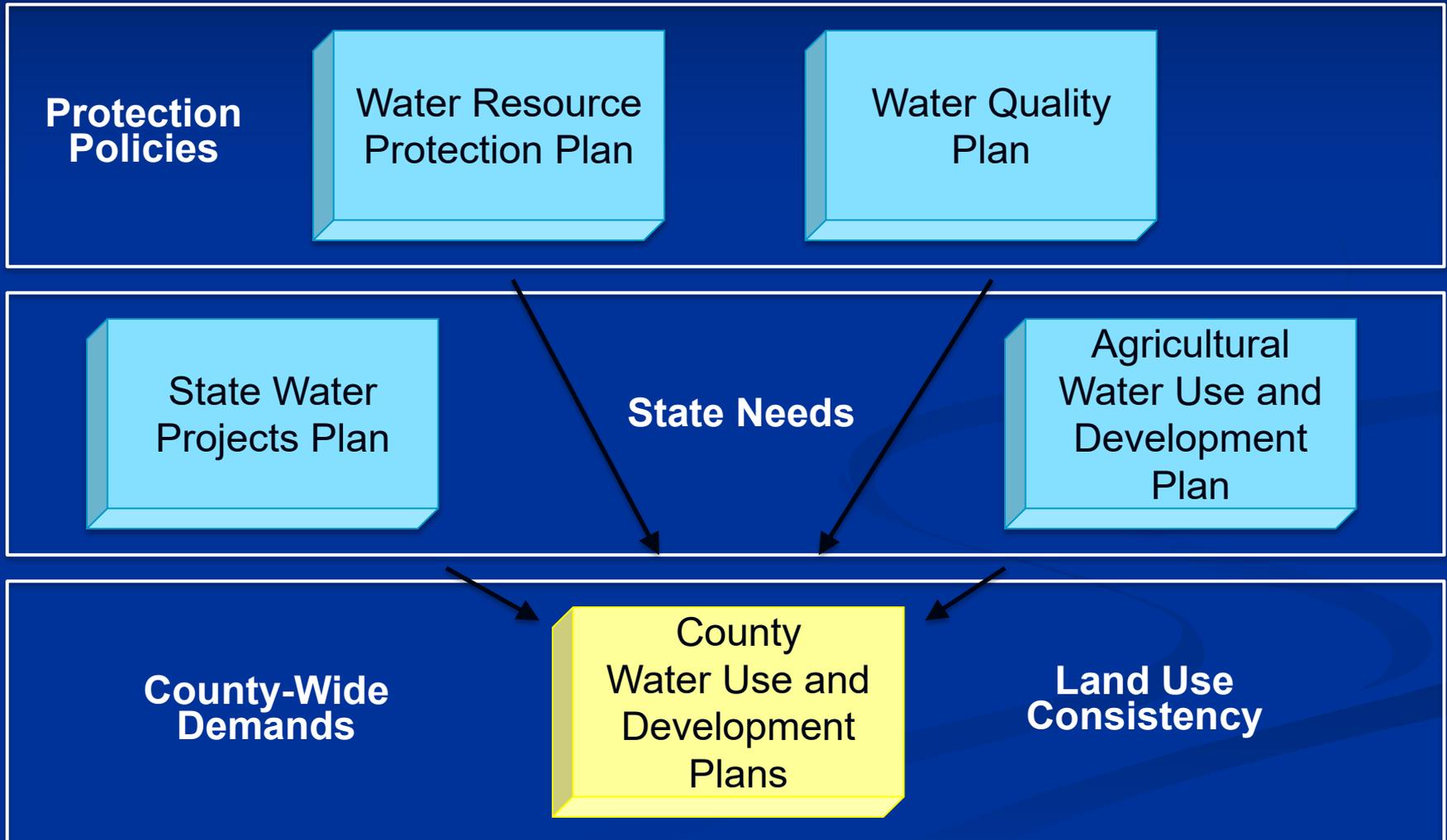
- Background – Hawai‘i Water Plan
- WUDP Objective and Tasks
- Next Steps

Background - Legislative Mandate

- 1987 – Hawai‘i Water Code (HRS Chapter 174C)
- Protect Hawai‘i’s surface & ground water resources
- Established the Commission on Water Resource Management (CWRM)
- Development of the Hawai‘i Water Plan – “*a long range planning guide for CWRM*”



Hawai'i Water Plan



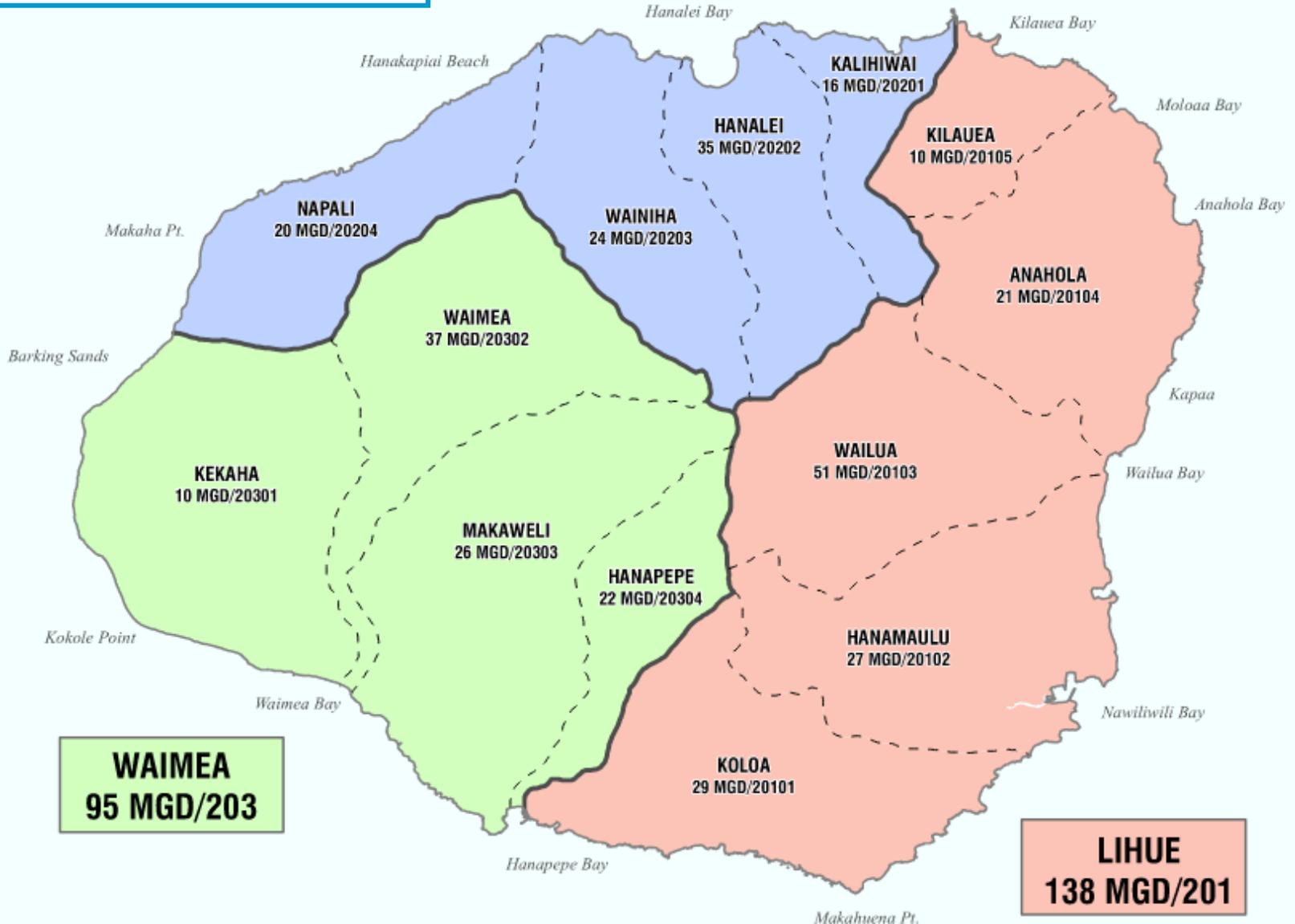
County WUDP Objective

. . . to set forth the allocation of water to land use through the development of policies & strategies to guide the County in its planning, management and development of water resources to meet projected demands.

CWRM Ground Water Hydrologic Units & Sustainable Yield

TOTAL = 328 MGD
HYDROLOGIC UNITS
Sustainable Yield/Aquifer Code

HANAIEI
95 MGD/202



WAIMEA
95 MGD/203

LIHUE
138 MGD/201

Key Tasks

- **Inventory Existing Resources**
- **Inventory Existing Uses**
- **Identify Existing Water Systems**
- **Project Future Water Demands**
- **Assess Land Use Plans & Policies**
- **Identify Resource Options**
- **Obtain Stakeholder and Public Input & Review**

Assessment of Land Use Plans & Policies

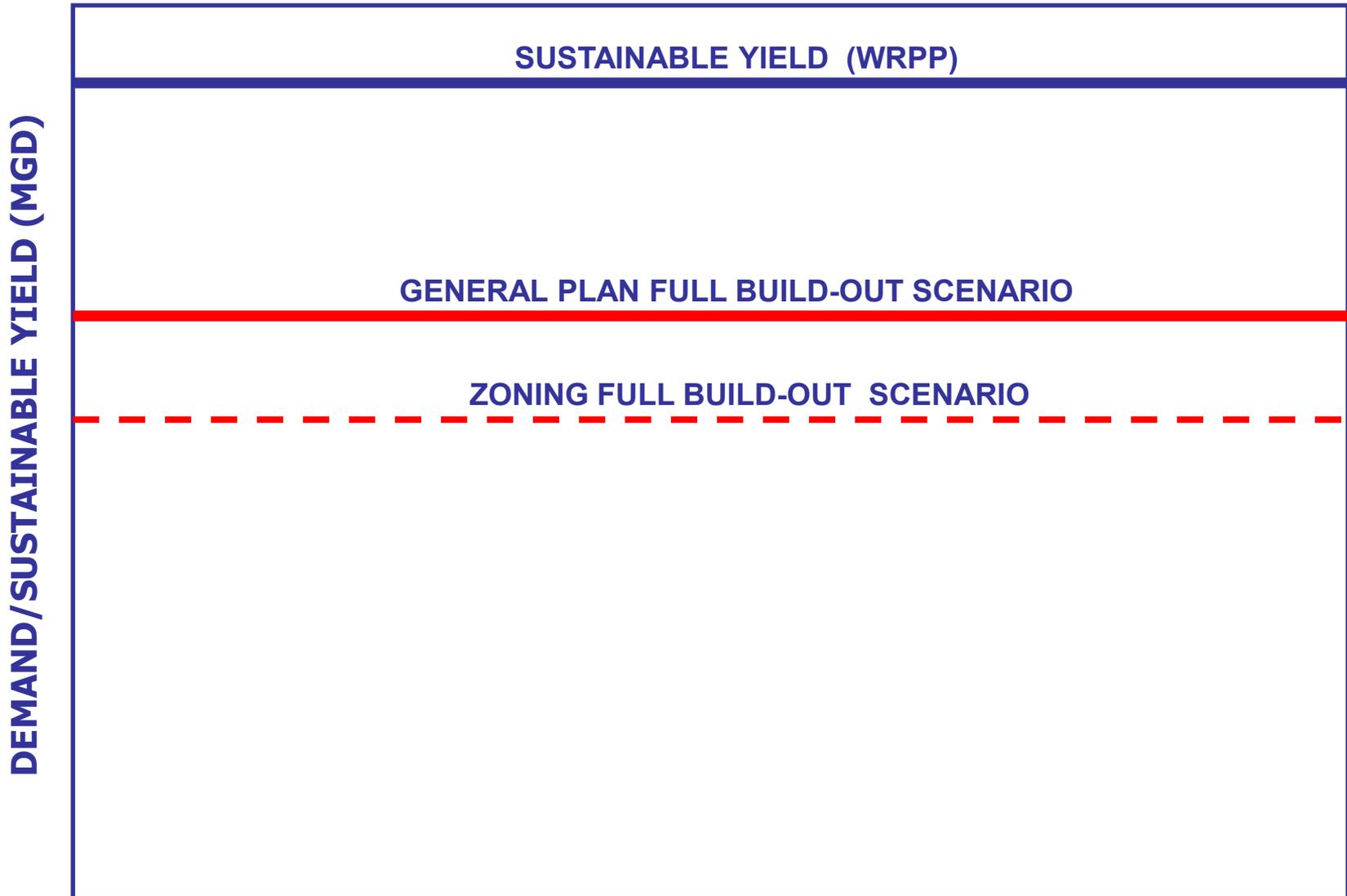
■ Initial Assessment

(Island-wide comparison)

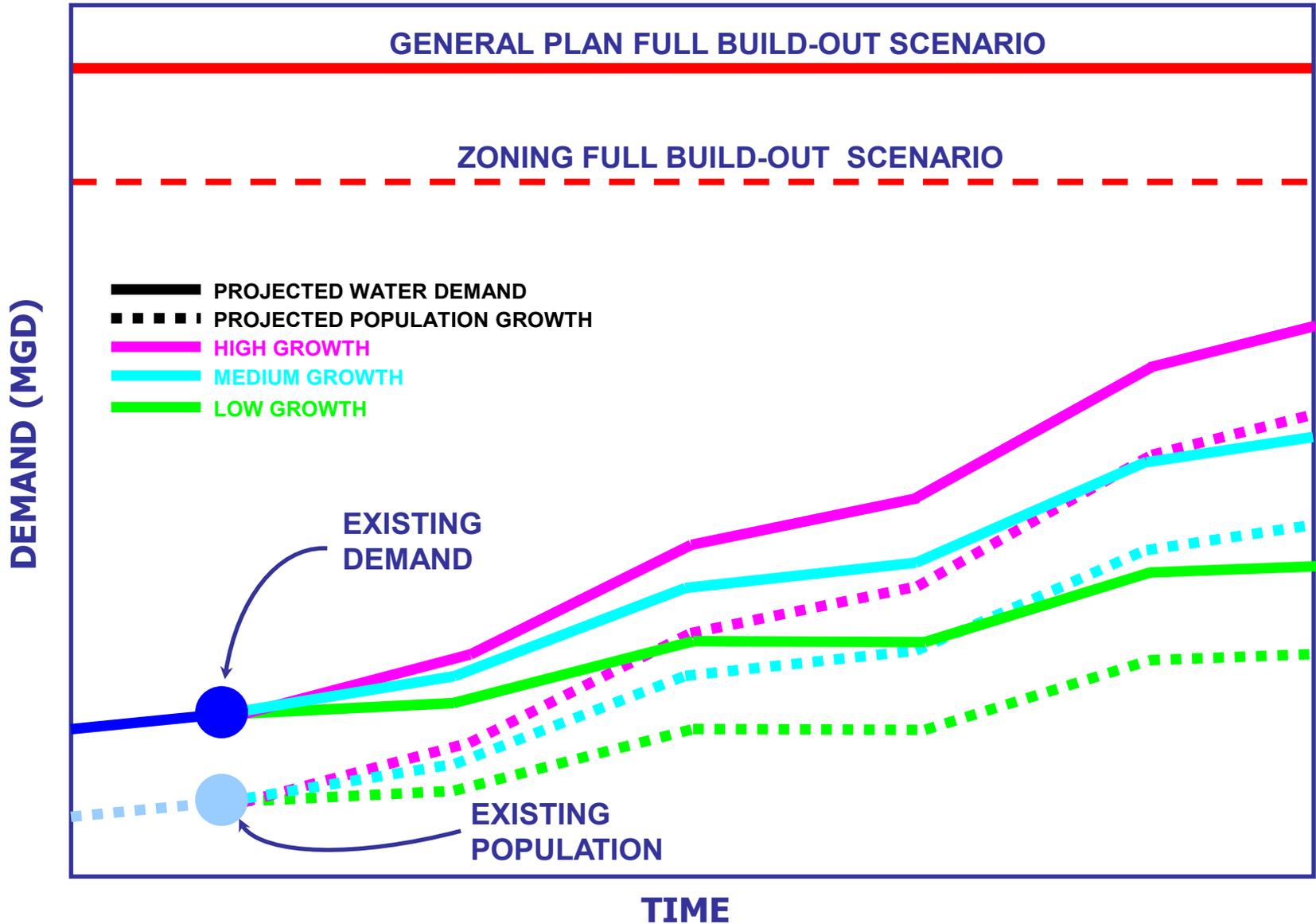
- Preliminary evaluation of sustainability of land use policies
- Identification of “sensitive” and “less-sensitive” areas
- Concept of “Full Build-out” scenarios
- Application of standard water planning methods to existing land use plans and policies
- Focus on domestic, commercial and industrial demands and groundwater sources

Full Build-out Scenario – ALL land area to be developed to its theoretical maximum extent

SUSTAINABILITY OF LAND USE POLICIES



PROJECTED DEMAND



Resource Options – Planning Objectives

- **Public Trust Doctrine – waters of the State are held for the benefit of all citizens of the State**
- **Quality of water source should be matched to the quality of water required. Reserve the highest quality of water for the most valuable end use**
- **Promote water conservation – water is a most precious resource and shall be used wisely**
- **Meet future demands at a reasonable cost**

Challenges

Limited Information

- Based on the best available information
- Information on stream diversion and instream use is limited – WRPP
- AWUDP projections not available and information on existing agriculture water use is limited
- Requires reasonable judgment & assumptions

Challenges

Opportunity to Focus Future Efforts

- Identification of data needs
- Identification of “sensitive” areas requiring more detailed evaluation and careful land use planning
- Linking of land planning policies with infrastructure & resource availability

Next Steps

- Immediate next steps



- Pre-Final WUDP
- Present Pre-Final WUDP to Kauai BWS
- Present Pre-Final WUDP to CWRM for adoption

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

STAFF

REPORTS

DEPARTMENT OF WATER

County of Kaua'i

"Water has no Substitute – Conserve it!"

INFORMATION & EDUCATION SPECIALIST REPORT

April 20, 2023

Public Notices and Announcements

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

Service Announcements:

<i>Date Issued</i>	<i>Water System & Affected Service Areas</i>	<i>Announcement</i>	<i>Effective Date & Times</i>	<i>Other Notices</i>
03/09/2023	n/a	DOW honors EPA Fix a Leak Week throughout March	n/a	Radio spots In-store & lobby displays Media published - <i>Attached</i>
03/31/2023	n/a	DOW awards 2022 Employees of the Year	n/a	Media published – <i>Attached</i>

Public Relations Program

Community Outreach & Education

- The Department's "Wise Water Wednesday" campaign for the month of April includes automatic bill pay services, reminders to check for household leaks and outdoor water-saving tips. The weekly media campaign is posted on the Department's Facebook page, aired on local radio stations and published in the Garden Island Newspaper's local section.
- The Department of Water participated in the career day event at King Kaumuali'i Elementary School on March 29, 2023. Presentations featured careers in engineering and fiscal related positions as well as an overview on DOW services. Students received goody bags with conservation tools and Project WET activity booklets. Special thanks to Dustin Moises, Terrilyn Amorin and Jonell Kaohelaulii for providing presentations.

Upcoming Community Outreach & Educational Events

- Water education presentation at Hawai'i Technology Academy – April 28, 2023
- Make a Splash with Project WET Festival – September 15, 2023

Project WET (Water Education Today) Hawaii

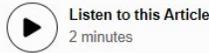
- Project WET Hawaii is hosting its first Facilitator training workshop of the year on March 14, 2023. The workshop is a hybrid virtual workshop with City and County of Honolulu staff.

Attachments: *KauaiNowNews* (Kaua'i Department of Water participates in EPA's "Fix a Leak Week")
GardenIsland (Small water dripping can have huge impact)
GardenIsland (Mack, Kagimoto are DOW Employees of the Year)

Kauai News

Kaua'i Department of Water participating in EPA's 'Fix a Leak Week'

March 10, 2023 · 5:00 AM HST



Listen to this Article
2 minutes

A A A



Tanaka Hardware Store's Darran Toyofuku (left) and Terrilyn Amorin with the Kaua'i County Department of Water prepare the "Fix a Leak Week" display located at the main registers.
Photo: Department of Water

From March 19 through 25, 2023, the U.S. Environmental Protection Agency is celebrating its annual "Fix a Leak Week" campaign, which over the last decade has helped Americans become educated on the huge impact a small dripping in their home can have on the environment.

The Kaua'i County Department of Water is partnering in this national effort once again to offer free leak-detection toilet tablets throughout the month of March.

The tablets will be available in the Department of Water's main lobby during normal business hours and at the Tanaka Hardware Store at 2974 Kalena St. in Līhū'e, Monday through Friday from 7:30 a.m. to 4 p.m. and Saturdays from 8 a.m. to 12 p.m.

"Conducting repairs such as a toilet flapper replacement can save big in water resources and on your water bill," said Terrilyn Amorin with the Department of Water. "We appreciate the continued support from Tanaka Hardware Store to help bring awareness to leak detection and encourage other businesses to contact the Department of Water for the free toilet tablets."

-continued-

The most common leaks found in the average home come from worn toilet flappers, dripping faucets and leaking pipe valves. Undetected leaks can result in an increase on monthly water bills if not checked and repaired right away. To help prevent wasting water from household leaks, take a 10-minute test to check for toilet leaks.

- Drop a dye tablet or add a few drops of food coloring into the tank at the back of your toilet and wait 10 minutes.
- If the color shows up in the bowl, you have a leak that can probably be fixed by replacing a worn toilet flapper.

Don't forget to flush the toilet afterwards to remove any dye in the bowl.

More 10-minute tasks:

- **CHECK:** Check for leaks. Indoors, look for dripping faucets, showerheads and listen for running toilets. Outdoors, check irrigation systems, sprinklers and spigots or hose bibbs.
- **TWIST:** Twist and tighten faucet, showerhead, hose and pipe connections to stop drips. To save more water, twist a WaterSense-labeled aerator onto your bathroom faucet.
- **REPLACE:** If your toilet keeps running long after a flush, you may need to replace a worn toilet flapper or adjust the rubber ball attached to a chain in your toilet tank.

For more information about "Fix a Leak Week" and other leak detection tips from the EPA WaterSense program, visit www.epa.gov/watersense.

###

Small water dripping can have huge impact

Fix A Leak in March

Dennis Fujimoto
THE GARDEN ISLAND

LIHU'E — The Kaua'i Department of Water will observe the Environmental Protection Agency's annual "Fix A Leak Week" for the entire month of March.

The Department of Water is partnering in this national effort by offering free leak detection toilet tablets throughout the month of March.

The U.S. EPA is celebrating its annual "Fix A Leak Week" campaign from March 19-25. The program, over the last decade, has helped Americans become educated on the huge impact a small dripping in their home can have on the environment.

The free toilet tablets will be available throughout March in the Department of Water's main lobby during its normal business hours. The tablets will also be

available at the Tanaka Hardware Store located on Kalena Street across from Kalena Park from 7:30 a.m. to 4 p.m., weekdays, and Saturdays from 8 a.m. to noon.

"Conducting repairs, such as a toilet flapper replacement, can save big in water resources, and on your water bill," said DOW Public Information Specialist Terrilyn Amarin. "We appreciate the continued support from Tanaka Hardware Store to help bring awareness to leak detection, and encourage other businesses to contact the Department of Water for the free toilet tablets."

The most common leaks found in the average home come from worn toilet flappers, dripping faucets, and leaking pipe valves, the DOW said. Undetected leaks can result in an increase on monthly water bills if not checked and repaired as quickly as possible.



COURTESY OF DEPARTMENT OF WATER

Darren Toyofuku of Tanaka Hardware Store gets help from Department of Water's Terrilyn Amarin in setting up the Fix A Leak display at the store's main counters.

To use the toilet tablets for a 10-minute test, simply drop a dye tablet, or a few

drops of food coloring, into the toilet tank and wait for 10 minutes. If the color

shows up in the toilet bowl, there is a leak that could probably be fixed by replac-

ing a worn toilet flapper. Flush the toilet to remove any dye in the bowl.

Other 10-minute tasks to conserve water include checking for leaks, indoors by looking for dripping faucets, showerheads, and listening for running toilets. Outdoors, check irrigation systems, sprinklers, and spigots or hose bibbs.

If discovered, simply twist and tighten faucets, showerheads, hose and bibb connections to stop the drips. To save more water, the DOW suggests twisting a WaterSense labeled aerator onto the bathroom faucet.

If the toilet keeps running long after a flush, you might need to replace a worn toilet flapper, or adjust the rubber ball attached to a chain in the toilet tank.

For more information about Fix A Leak Week, and other leak detection tips from the EPA WaterSense program, visit www.epa.gov/watersense.



COURTESY OF COUNTY DEPARTMENT OF WATER

Michael Mack, in orange, and Jason Kagimoto, in blue with lei, are honored as county Department of Water 2022 Employees of the Year by the Department of Water and the Kaua'i Board of Water Supply during the KBWS monthly meeting on March 16, 2023. From left are Ka'aina Hull, Kurt Akamine, Larry Dill, Mack, Kagimoto, DOW's Joe Tait, Julie Simonton and Tom Shigemoto.

Mack, Kagimoto are DOW Employees of the Year

Dennis Fujimoto
THE GARDEN ISLAND

LIHU'E — Michael Mack and Jason Kagimoto were recognized as the county Department of Water's 2022 Employees of the Year on March 16, 2023, during the Kaua'i Board of Water Supply monthly meeting.

"Congratulations to Michael Mack and Jason Kagimoto for their tremendous contributions to the department," said Department of Water Manager and Chief Engineer Joe Tait.

"Their exemplary performances within their divisions, and on behalf of the department, are a testament to their personal hard work and dedication to water customers."

Mack joined the Department of Water in 2015, earning two promotions through his efforts. He currently serves in a supervisor position as a lead pipefitter.

"Michael is a forward thinker who looks to find creative and efficient solutions for every situation encountered," states the KBWS resolution No. 23-07. "He is a

self-motivated, quality producer who openly accepts the challenge and responsibility to go above and beyond expectations to keep the water flowing."

Kagimoto is a civil engineer VI and acting Engineering Division head. He is described by his peers in the KBWS resolution No. 23-08 as a "driven, dedicated and hardworking team member who is extremely organized and focused on continuously learning and developing best practices to manage complex activities effectively and effi-

ciently, and has developed processes and procedures to ensure consistency with engineering requests and permitting, resulting in improved turnaround time and a greater overall customer experience."

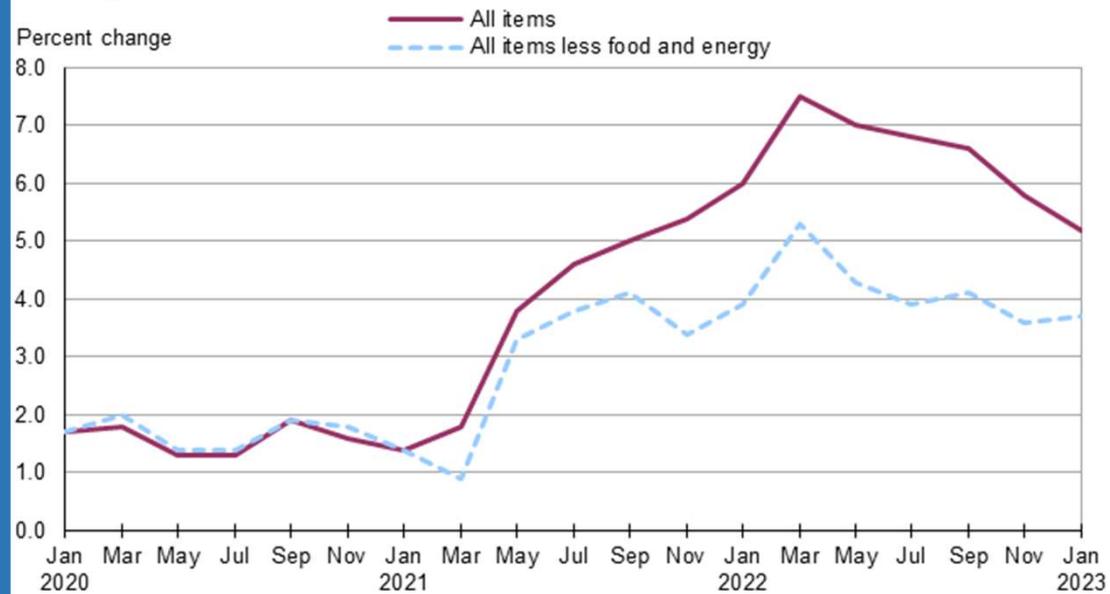
"Our DOW employees work hard every day to ensure the reliability of our services, and we are grateful for all of their efforts," Tait said.

•••
Dennis Fujimoto, staff writer and photographer, can be reached at 808-245-0453 or dfujimoto@thegardenisland.com.

FISCAL DASHBOARD

The Department of Water's financial stability is largely dependent on the health of the economy in general - what affects the price we pay for goods (inflation) and what affects our investment income (Fed rates).

Chart 1. Over-the-year percent change in CPI-U, Urban Hawaii, January 2020–January 2023



Source: U.S. Bureau of Labor Statistics.

Fed Rate Hikes 2022-2023: Taming Inflation

FOMC Meeting Date	Rate Change (bps)	Federal Funds Rate
March 2, 2023	+25	4.75% to 5.00%
Feb 1, 2023	+25	4.50% to 4.75%
Dec 14, 2022	+50	4.25% to 4.50%
Nov 2, 2022	+75	3.75% to 4.00%
Sept 21, 2022	+75	3.00% to 3.25%
July 27, 2022	+75	2.25% to 2.50%
June 16, 2022	+75	1.50% to 1.75%
May 5, 2022	+50	0.75% to 1.00%
March 17, 2022	+25	0.25% to 0.50%

Source: Forbes

Cash and Investments is one measure of financial stability

INVESTMENT LADDER	
MATURITY	AMOUNT
2023	1,233,000.00
2023	3,259,271.84
	<hr/> 4,492,271.84
2024	3,992,000.00
2024	5,260,190.53
	<hr/> 9,252,190.53
2025	1,248,000.00
2025	1,200,000.00
2025	9,480,487.50
	<hr/> 11,928,487.50
2026	245,000.00
2026	345,000.00
2026	7,500,000.00
	<hr/> 8,090,000.00
2027	<hr/> 7,011,250.00
Total	40,774,199.87

Source: County of Kauai

The investment ladder provided by the County illustrates the DOW’s investments by maturity date (roughly \$41M). Our cash balance at the Bank of Hawaii fluctuates between \$8M and \$10M

The DOW considers \$9M untouchable except in case of emergency

FISCAL DIVISION

Comparative Revenue & Expenditures Statement

	Feb-23		Mar-23		FY2023 Year to Date		FY2022 Year to Date	
REVENUE								
Water Sales - Budget (\$) Actual (\$)	2,548,205	1,976,559	2,548,205	1,895,379	22,933,845	21,287,090	18,766,953	21,494,133
Other Water Revenues - Budget (\$) Actual (\$)	195,970	204,673	195,970	205,176	1,763,730	1,801,194	1,855,728	1,734,661
FRC -Budget (\$) Actual (\$)	66,667	115,728	66,667	111,500	600,003	1,554,958	600,003	608,355
Investment Income - Budget (\$) Actual (\$)	25,000	31,650	25,000	67,928	225,000	395,869	1,762,560	95,645
Gov't Grants & Subsidies - Budget (\$) Actual (\$)	177,932	61,386	177,932	61,386	1,601,388	552,473	12,132,513	604,998
Misc. Revenue -Budget (\$) Actual (\$)	709	-	709	-	6,381	(6,136)	6,381	34,001
Total Revenue – Budget (\$) Actual (\$)	3,014,483	2,389,996	3,014,483	2,341,369	27,130,347	25,585,448	35,124,138	24,571,793
EXPENSES								
Operating - Budget (\$) Actual (\$)	2,334,808	1,642,049	2,334,808	1,665,913	21,013,272	15,404,082	23,651,096	15,822,358
Debt Payments - Budget (\$) Actual (\$)	631,735	433,279	631,735	303,975	5,685,614	6,574,863	7,284,294	7,018,001
Active Capital Projects - Budget (\$) Actual (\$)	809,731	603,127	809,731	457,523	7,287,580	2,517,874	832,970	425,325
Total Expenses Budget (\$) Actual (\$)	3,776,274	2,678,455	3,776,274	2,427,411	33,986,466	24,496,820	31,768,360	23,265,684

Department Of Water Budget Report for March 2023

	March 2023			Fiscal Year 2023			
	Budget	Actual	Variance	Year to Date Budget	Year to Date Actual	Variance	Variance %
Operating Revenue *	\$ 3,014,483.00	\$ 2,341,368.44	\$ (673,114.56)	\$ 27,130,347.00	\$ 25,585,447.76	\$ (1,323,909.82)	(5.%)
Expenses							
Labor **	\$ 1,050,437.00	\$ 882,155.57	\$ 168,281.43	\$ 9,453,933.00	\$ 7,939,400.10	\$ 1,514,532.90	16.%
Services	789,148.00	376,966.90	412,181.10	7,102,332.00	3,268,000.78	3,834,331.22	54.%
Utilities & Materials	495,223.00	406,790.85	88,432.15	4,457,007.00	4,196,681.29	260,325.71	6.%
Debt Service Principal & Interest	631,734.92	303,974.89	327,760.03	5,685,614.28	6,574,862.96	(889,248.68)	(16.%)
Debt Principal Payment	413,456.92	95,960.08	317,496.84	3,721,112.28	4,910,864.48	(1,189,752.20)	(32.%)
Interest Expense	218,278.00	208,014.81	10,263.19	1,964,502.00	1,663,998.48	300,503.52	15.%
Operating Expenses	\$ 2,966,542.92	\$ 1,969,888.21	\$ 996,654.71	\$ 26,698,886.28	\$ 21,978,945.13	\$ 4,719,941.15	18%
Net Operating Income (Loss)	\$ 47,940.08	\$ 371,480.23	\$ (1,669,769.27)	\$ 431,460.72	\$ 3,606,502.63	\$ (6,043,850.97)	(23.%)

Capital Projects and Purchases***

	Fiscal Year Budget	March 2023 Actual	Fiscal Year to Date Actual	Remaining Budget
Water Utility Funded Projects				
IT Capital Purchases	\$ 2,105,000.00	\$ 84,143.31	\$ 383,002.56	\$ 1,721,997.44
Job 02-14 WK-08 Kapaa Homesteads Tank	225,000.00	\$ 3,268.00	\$ 3,268.00	\$ 221,732.00
Job 09-01 Yamada Tank	-	1,430.26	14,342.26	(14,342.26)
Job 17-10 KW-07 Paua Valley Tank Repair	-	341,981.86	804,953.42	(804,953.42)
Job 15-07 HE-01 HE-10 Kaunualii Hwy 16" Main Boost	-	-	243,918.34	(243,918.34)
Engineering Capial Purchases	20,000.00	-	5,959.00	14,041.00
Billing Capital Purchases	60,897.00	-	47,138.41	13,758.59
Ops Meter Replacement Program	-	-	131,272.31	(131,272.31)
Ops Pump Replacement Program	-	-	10,776.02	(10,776.02)
Ops Satellite Operations Facility	1,399,876.00	-	308,248.56	1,091,627.44
Ops Capital Purchases	3,306,000.00	22,067.99	512,509.19	2,793,490.81
	\$ 7,116,773.00	\$ 452,891.42	\$ 2,465,388.07	\$ 4,651,384.93
Build America Bonds Funded Projects				
Job 02-14 WK-08 Kapaa Homesteads Tank	\$ -	\$ 4,631.80	\$ 23,421.70	\$ (23,421.70)
Job 04-08 WK39 WK08 Kapaa Hmstd Well 4; Pkg A Well	2,600,000.00	-	29,064.61	2,570,935.39
	\$ 2,600,000.00	\$ 4,631.80	\$ 52,486.31	\$ 2,547,513.69
Total Capital Projects with fiscal year expenditures	\$ 9,716,773.00	\$ 457,523.22	\$ 2,517,874.38	\$ 7,198,898.62

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

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

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

Selected Divisions

	March 2023			Fiscal Year 2023			
	Budget	Actual	Variance	Year to Date Budget	Year to Date Actual	Variance	Variance %
Engineering	\$ 448,425.68	\$ 159,955.63	\$ 288,470.05	\$ 4,035,831.08	\$ 1,846,195.46	\$ 2,189,635.62	54.%
Fiscal	347,098.00	163,307.42	183,790.58	3,123,882.00	1,578,110.07	1,545,771.93	49.%
Operations	1,053,061.98	865,321.86	187,740.12	9,477,557.80	8,367,587.90	1,109,969.91	12.%
	\$ 1,848,585.65	\$ 1,188,584.91	\$ 660,000.75	\$ 16,637,270.88	\$ 11,791,893.42	\$ 4,845,377.46	29%

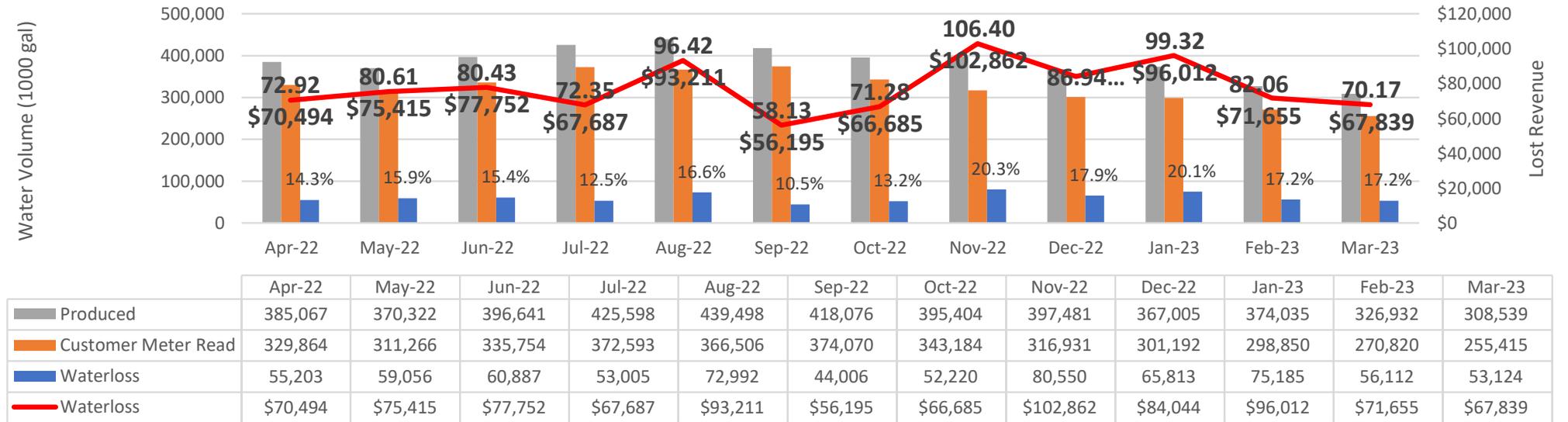


OPERATIONS DASHBOARD

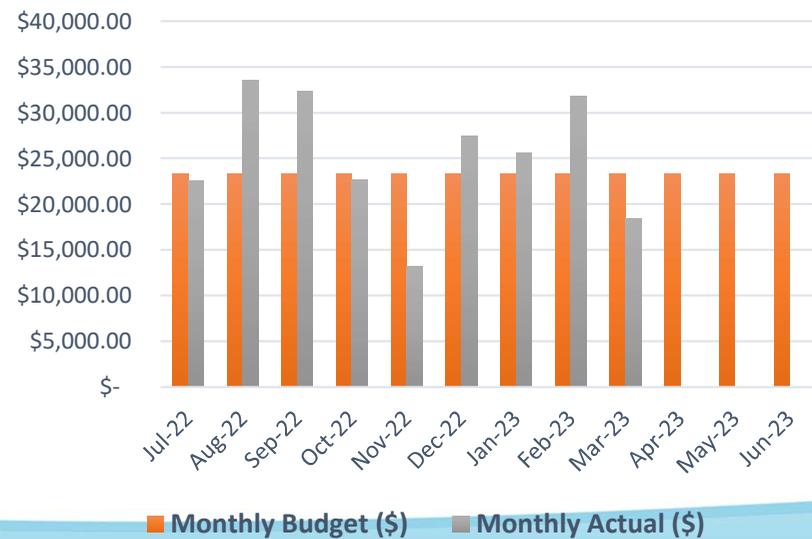
Monthly Water Audit
April 2022 - March 2023

Leak Detection Deployment Areas:

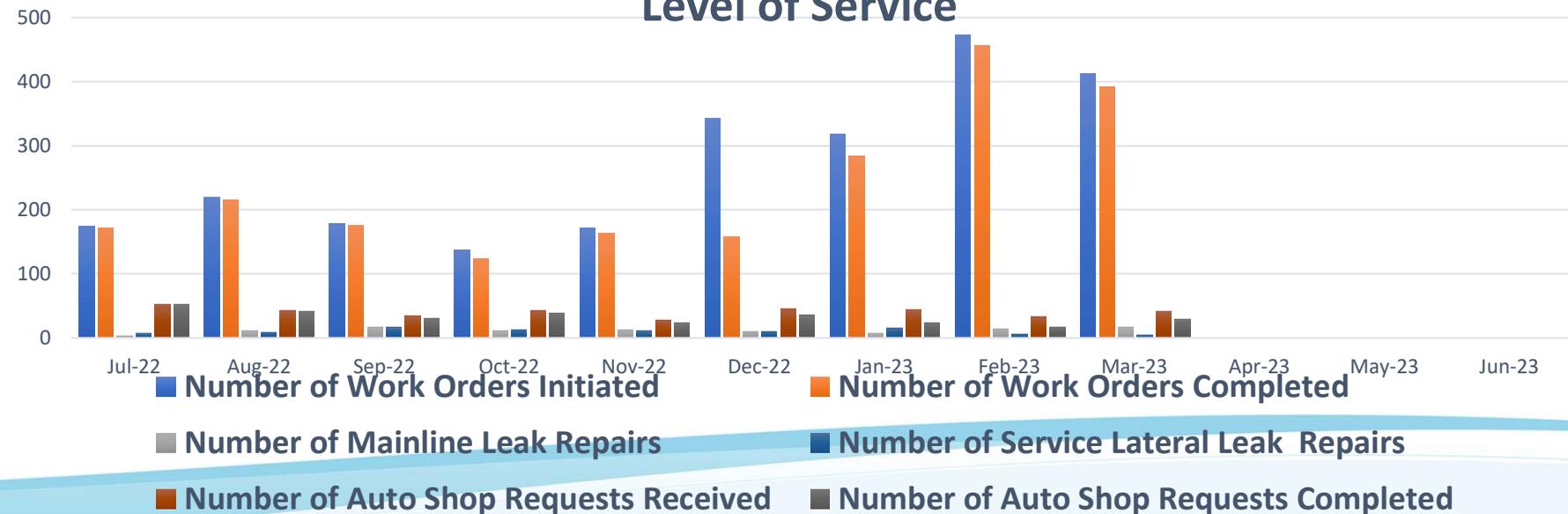
1. Pikake Subdivision Lihue
2. Opaekaa Road, Kapaa– Leak detected at bridge
3. Puuone St., Koloa – Leak detected, need further investigation
4. Milo Hai Pl, Koloa – replaced service lateral.



Overtime



Level of Service



OPERATIONS

	Feb-23		March-23		Previous FY	Current FY
					Year to Date	Year to Date
STAFFING						
Budgeted Staff Vacancies	48	9	49	8		49 8
OVERTIME						
Budget (\$) Actual (\$)	\$ 23,283.33	\$31,754.42	\$ 23,283.33	\$ 18396.95		\$ 209,550.00 \$ 227,595.61
FLEET MANAGEMENT						
# of Vehicles Active per day	41		43			40.8
# of Vehicles Active per month	41		43			40.8
METER PROGRAM						
# of Existing Meters Replaced	0		5			30
# of Existing Meters Repaired	338		345			1003
# of New Meters Installed	8		20			90
# of New Laterals Installed	4		9			28

OPERATIONS

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LEVEL OF SERVICES

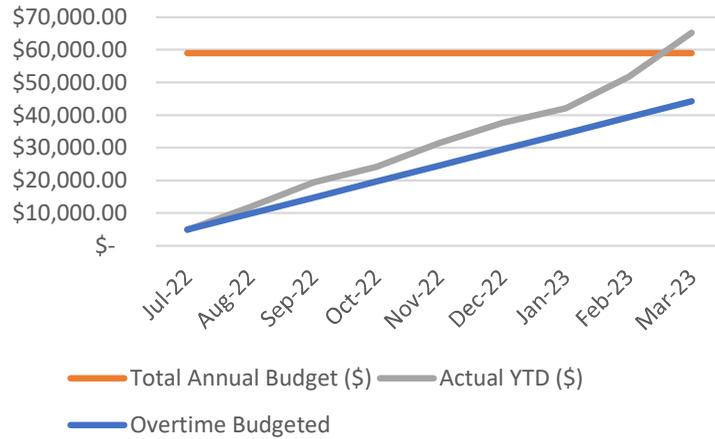
	Last Month		Current Month		Previous FY YTD	Current FY YTD	
# of Work Orders Initiated	473		413			2427	
# of Work Orders Completed	456		392			2139	
# of Mainline Leak Repairs	14		16			101	
# of Service Lateral Leak Repairs	6		4			91	
# of Calls for Service	146		171			1629	
# of Temporary Hydrant Meters Installed	3		2			20	
# One Call Request Received Completed	29	29	44	44		267	267
# of Auto Shop Requests Received Completed	33	17	41	29		365	293
# of Hydrant Hits	0		1			17	

WATER AUDIT

	Last Month	Current Month	Previous FY YTD	Current FY YTD
	Water Produced (Million Gallons)	326.932	308.539	
Customer Meter Reading (Million Gallons)	270.82	255.415		2899.561
Water Loss (Million Gallons)	56.112	53.124		553.007
Water Loss %	17%	17%		16%
Water Loss \$	\$69,265.78	\$ 65,577.33		\$682,642.90

ENGINEERING DASHBOARD

Overtime

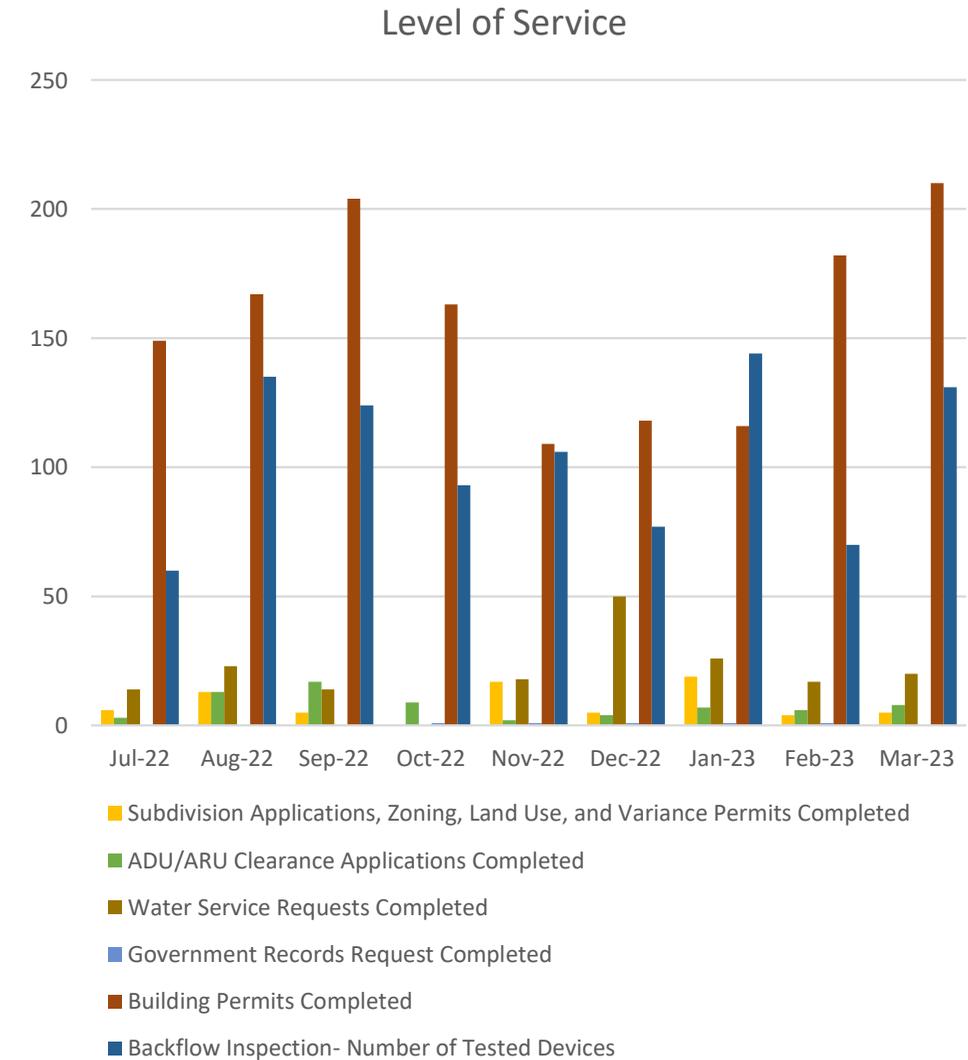


	Last Month	Current Month	Previous FY Year to Date	Current FY Year to Date
STAFFING				
Budgeted Staff (\$) vs Vacancies (\$)	13	9	13	8
Professional Services: Total \$ Amount % of Division Budget	\$421,000	14%	\$356,000	12%
			\$1,300,000	42%
OVERTIME				
Budget (\$) Actual (\$)	\$5,000	\$10,000	\$5,000	\$13,000
			\$44,000	\$65,000

	Last Month	Current Month	Previous FY Year to Date	Current FY Year to Date
PROJECT MANAGEMENT				
# of DOW Projects in Design In Construction	19	5	21	5
# of DOW Projects completed	0	0	0	0
# of Private Projects in Design Design Approved In construction	62	55	20	60
			61	20
# of Private Projects Construction Completed	20	18		100

ENGINEERING

	Last Month	Current Month	Previous FY Year to Date	Current FY Year to Date		
LEVEL OF SERVICE						
Number of Customer Requests Received Completed by Type						
Subdivision Applications, Zoning, Land Use and Variance Permits	9	4	5	5	34	74
ADU/ARU Clearance Applications	6	6	8	8	69	69
Building Permits	136	182	173	210	677	1,418
Water Service Requests	39	17	22	20	121	182
Government Records Request	2	1	0	0	9	5
Backflow Inspection # of Devices Tested	70		131		940	
Average Response Time to Customer Requests by Type (Days)						
ADU/ARU Clearance Applications						
Building Permits						
Water Service Requests						



DEPARTMENT OF WATER
 County of Kaua'i

"Water has no substitute – Conserve It!"

MANAGER'S UPDATE

April 20, 2023

Pursuant to Board Policy No. 3

CONTRACTS AWARDED, EXTENDED, AND/OR AMENDED

**1. FIRST AMENDMENT TO CONTRACT NO. 721
 JOB NO. 21-01, WATER SYSTEMS INVESTMENT PLAN, KAUAI, HAWAII**

RECOMMENDATION:

It is recommended that the Manager approve the First Amendment to Contract No. 721 with Brown and Caldwell for the subject project. The amendment includes additional funds in the amount of \$260,114.00 and a time extension of 315 calendar days.

FUNDING:

Account No.	10-20-10-540-010		
Acct Description	WU/Eng/Admin/Professional Services		
Funds Available			\$ 253,945.00
Contract No.	721		
Vendor	Brown and Caldwell		
	Contract Amount	\$ 1,333,831.00	
	5% Contingency	\$ 6,169.00	\$ 6,169.00
	Total Funds Certified To Date	\$ 1,333,831.00	
	Total Funds Available		\$ 260,114.00
First Amendment (UPDATE-Correct Amount):			
	Additional funds for SOW and contract time extension	\$ 260,114.00	
	Total Amendment	\$ 260,114.00	<\$ 260,114.00>
	Contract Amount To Date	1,593,945.00	

BACKGROUND:

Contract NTP Date: February 18, 2022
 Original Contract End Date: February 18, 2024

New Contract End Date: 315 calendar days after execution of the First Amendment

The Water Systems Investment Plan (WSIP) is the update to the previous long range plan, Water Plan 2020. The WSIP scope of work includes updating the Department of Water's (DOW's) levels of service and planning design criteria, geographic information system (GIS) development, water demand study, hydraulic model development and calibration, system evaluation, climate change and resiliency assessment, capital improvements program (CIP) update, facility reserve charge (FRC) study update and public outreach.

The current amendment adds scope of work for the public outreach, GIS development, and FRC study update.

This amendment will shift from having purely informational public outreach to a more interactive and comprehensive engagement process with the community.

This amendment will also address the limitations of the initial quality of GIS data and the effort to bring it up to current industry standards and usability with the hydraulic model. For instance, DOW's existing GIS data was not spatially accurate and needed to be updated. Additionally, this amendment will include additional trainings, including Engineering and Operations staff so that the GIS system will be used and kept current after this contract is completed.

This amendment will also add additional scope of work to propose an FRC schedule that includes two options, meter fixture charge and fixture units. This amendment will evaluate the FRC based on the updated CIP priority project list instead of the priority project list from Water Plan 2020. This evaluation was initially prioritized and expedited, however, based on DOW's direction to have it reflect the priority project list from this project, this portion of the project has been delayed and work will need to be redone based on updated information.

This RTM update is to correct the amendment amount submitted in February.

**2. SECOND AMENDMENT TO CONTRACT NO. 567 WITH ESAKI SURVEYING AND MAPPING, INC.
 JOB NO. 12-2, WK-23 U.H. EXPERIMENTAL STATION, 605' TANK**

RECOMMENDATION:

It is recommended that the Manager approve the Second Amendment to Contract No. 567 for additional funds to complete the design and construction phase of the project.

FUNDING:

Account No.	20-20-00-605-117		
Acct Description	FRC/Eng/Admin/Capital Outlay – Expansion/Capital Purchases (UH Experiment Station Tank)		
Funds Available			\$ 300,000.00

Contract No.	567		
Vendor	Esaki Surveying and Mapping, Inc.		
	Contract Amount	\$ 38,500.00	
	5% Contingency	\$ 1,925.00	
	First Amendment (time ext only)	\$0.00	
	Total Funds Certified To Date	40,425.00	
Second Amendment (UPDATE-Correct Amount):			
	Additional cost to complete the design and construction phase of the project	\$ 278,149.00	
	Total Amendment	\$ 278,149.00	<\$ 278,149.00>
	Contract Amount To Date	\$ 316,649.00	

BACKGROUND:

Contract NTP Date: July 5, 2013
 Original Contract End Date: April 1, 2014
 New Contract End Date: 730 days after execution of Second Amendment

The DOW has executed a right-of-entry agreement with the University of Hawai'i and is now able to proceed with the design and construction phase of the project. This project is critical to provide storage for the service area, which is currently under a two-water meter per lot of record restriction. This project will also allow for redundancy of the 0.125-million-gallon (MG) Puupilo Tank and future rehabilitation/replacement of that tank.

This RTM update is to correct the amendment amount submitted in January.

**3. CHANGE ORDER NO. 3 TO CONTRACT NO. 716 WITH RONALD N.S. HO & ASSOCIATES, INC.
 JOB NO. 21-03, PAUA VALLEY WELL MCC REPLACEMENT, KEKAHA, KAUA'I, HAWAII**

RECOMMENDATION:

It is recommended that the Manager approve Change Order No. 3 for Contract No. 716 with Ronald N.S. Ho & Associates, Inc.

FUNDING:

Account No.	10-40-00-604-999		
Acct Description	WU/Ops/Capital Outlay-R&R/Misc. Capital Purchases		
Funds Available	Verified by WWC (N/A)		\$ 403.00

Contract No.	716		
Vendor	Ronald N.S. Ho & Associates, Inc.		
	Original Contract	\$ 68,222.04	
	Change Order No. 1 (time only)	\$ 0.00	
	Change Order No. 2	\$ 5,068.68	
	Total Funds Certified To Date	73,290.72	
Change Order No. 3:			
	Building Permit Actual	\$ 403.00	
	Total Change Order	\$ 403.00	<\$ 403.00>
Contract Amount To Date		73,693.72	

BACKGROUND:

Contract NTP Date: November 3, 2021
 Original Contract End Date: September 18, 2022
 New Contract End Date: February 29, 2024

The Department entered into contract with Ronald N.S. Ho & Associates, Inc. to design the Paua Valley Pump Replacement of the MCC. Change Order No. 2 included an estimate for permit routing by the consultant. Change Order No. 3 will cover the actual permit routing cost which came in slightly higher than estimated.

CONVEYANCE OF WATER FACILITIES \$ 68,278.33

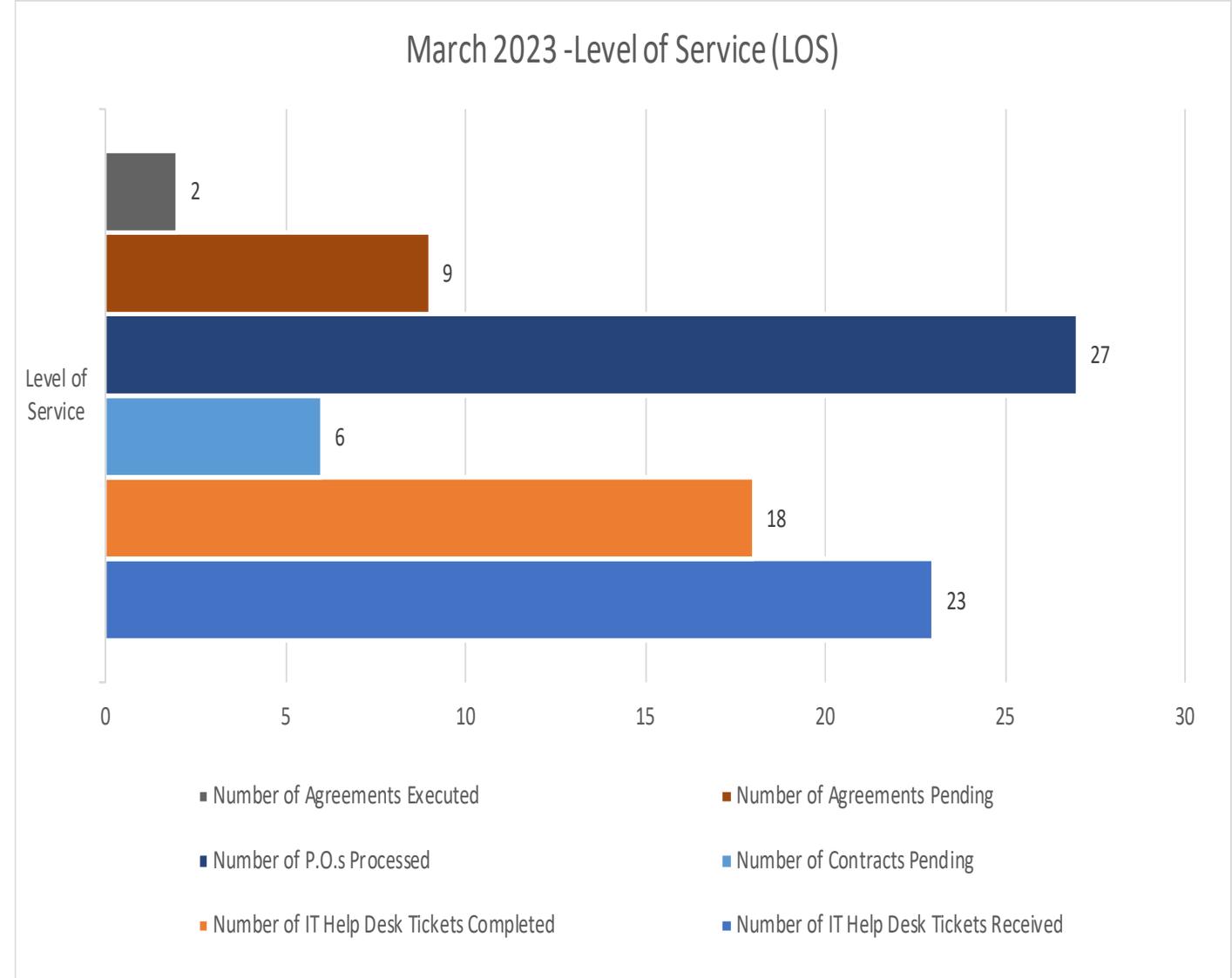
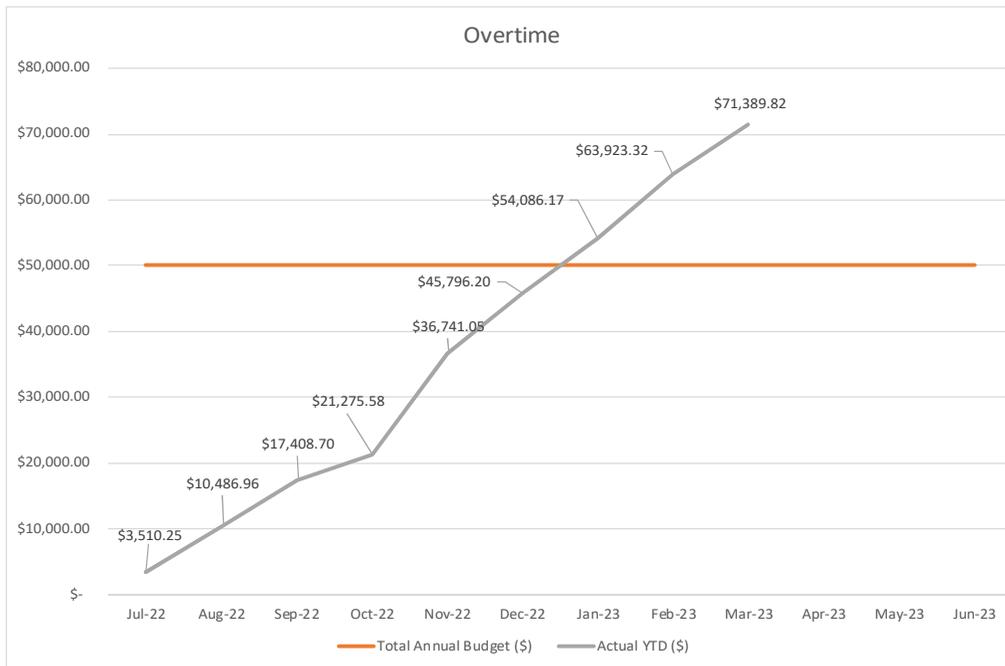
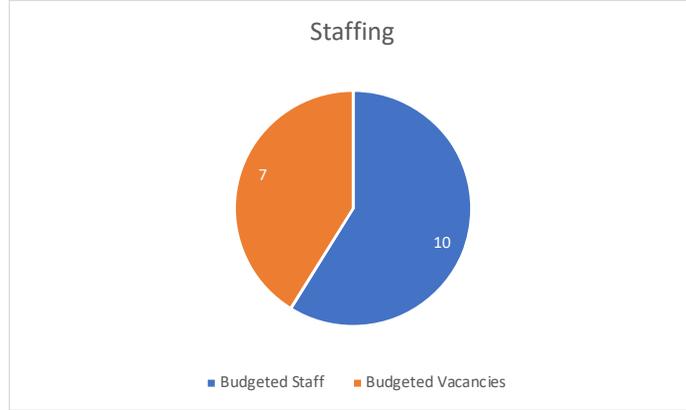
<u>APPLICANT</u>	<u>TMK #</u>	<u>LOCATION</u>
Maluahia Moana LLC	1-3-005:040	Waimea
TITL LLC	4-1-005:009	Kawaihau

PERSONNEL MATTERS

See Attached

Attachments: Administration Division Monthly Dashboard

ADMINISTRATION DASHBOARD



ADMINISTRATION

	Feb-23		Mar-23		Previous FY YTD		Current FY YTD	
STAFFING								
Budgeted Staff vs Vacancies (Admin-HR-IT-PR)	10	7	10	7			10	7
OVERTIME								
Budget (\$) vs Actual (\$)	\$ 4,166.67	\$ 9,837.15	\$ 4,166.67	\$ 7,466.50			\$ 37,500.00	\$ 71,389.82

	Feb-23		Mar-23		Previous FY YTD		Current FY YTD	
LEVEL OF SERVICES								
# of IT Help Desk Tickets Received Completed	31	22	23	18			160	122
# of Legal Claims Outstanding Resolved	2	0	2	0			2	0
# of Contracts Pending Executed	3	1	6	0			6	3
# of Purchase Orders Processed	22		27				126	
# of Agreements Pending Executed	7	7	9	2			29	25
# of MOU MOA Pending	0	1	0	1			0	1
# of MOU MOA Executed	0	0	0	0			0	0
# of Customer Remarks	0		1				3	
# of Customer Compliments	0		0				3	

Note: DOW Dashboard data tracking started November 2022



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

QUARTERLY

REPORTS

CASH RECEIPTS	TOTAL	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
BEGINNING CASH BALANCE	\$ 60,000,000.00										\$ -	\$ -	\$ -	\$ -	\$ 60,000,000.00
Bond Proceeds															
Interest Income	\$ 1,875,895.10	\$ 36,591.75	\$ (321,259.46)	\$ 1,406.49	\$ 318,033.00	\$ 239,725.76	\$ 136,213.08	\$ 43,433.92	\$ 62,650.14	\$ 246,093.42	\$ 1,113,007.00				
TOTAL RESOURCES	\$ 61,875,895.10	\$ 36,591.75	\$ (321,259.46)	\$ 1,406.49	\$ 318,033.00	\$ 239,725.76	\$ 136,213.08	\$ 43,433.92	\$ 62,650.14	\$ 246,093.42	\$ 1,113,007.00	\$ -	\$ -	\$ -	\$ 60,000,000.00
201-01 BAB - CIP	\$ -														
Cost of Issuance	\$ 535,838.66														\$ 535,838.66
217 EA-194 Hanalei River & Moelepe Stream Pipeline	\$ 741,141.50														\$ 741,141.50
218 Job 02-18	Pipeline replacement, Kapaa Homesteads	\$ 2,941,979.00											\$ 966,229.51	\$ 1,975,749.49	
219 Job 04-02	Main replacement, Vivian Heights and Apopo Road and Kanahele Road	\$ 2,651,730.99										\$ 105,007.40	\$ 476,365.60	\$ 2,070,357.99	
220 Job 03-02	Anahola 0.15 MG Tank Renovation	\$ 1,571,169.09									\$ 417,459.47	\$ 738,342.29	\$ 348,437.12	\$ 66,930.21	
684 Job 05-01	Waimea Main Replacement	\$ 3,272,975.12											\$ 112,524.38	\$ 3,160,450.74	
687 Job 02-03	Kekaha 12" Main Replacement and Waimea Canyon Drive 12" Main Replacement	\$ 677,234.29											\$ 8,796.00	\$ 668,438.29	
221 Job 10-01	Pipeline replacement, Anini Road	\$ 724,652.00				\$ 320.25		\$ 40,444.75	\$ 99,727.00		\$ 75,360.00	\$ 91,600.00	\$ 331,800.00	\$ 85,400.00	
222 Job 10-02 & 13-03	Kaunualii Hwy widening, Anonoui St to Lihue Mill Bridge	\$ 5,208,503.03									\$ 603,320.00		\$ 4,368,972.73	\$ 236,210.30	
223 Job 05-06	PLH-25, 8" Main Replacement, Eiwa, Umi, Akahi, Elua & Hardy/Alohi Streets	\$ 2,710,970.00										\$ 207,527.45	\$ 1,837,108.24	\$ 666,334.31	
224 Job 02-16	Rehabilitation of Maka Ridge Deepwell Tank, Pipeline and Rdway, Ohana, Anolani & Kuamoo Roads	\$ 1,381,988.40									\$ 70,243.40	\$ 816,129.43	\$ 495,615.57		
227 Waimea Well A Renovation		\$ 639,282.53										\$ 299,937.43	\$ 308,235.45	\$ 31,109.65	
326 Job 02-02	Omao 0.5 MG Tank and connecting Pipeline	\$ 2,519,540.05											\$ 1,105,978.21	\$ 1,413,561.84	
228 Koloa Tank Site Acquisition		\$ 500,991.73												\$ 500,991.73	
230 Job 02-08	Rehabilitation of Eleele Twin 0.4 MG Steel Tanks	\$ 2,018,853.05									\$ 419,657.59	\$ 820,325.86	\$ 654,054.56	\$ 124,815.04	
231 Job 02-19	Waipouli Main Replacement to Akulikuli	\$ 2,229,690.39									\$ 140,809.76	\$ 460,829.74	\$ 1,628,050.89		
232 Job 02-14	Kapaa Homesteads 0.5 MG Tank #2 and Kapahi 1.0 MG Tank	\$ 329,306.51	\$ 23,421.70	\$ 12,281.25		\$ 28,276.20	\$ 181,031.23	\$ 33,913.47				\$ 4,820.46	\$ 44,327.74	\$ 1,234.46	
233 Job 09-01 K-01, K-12	Kalaheo 1111' & 1222' Water System Improvement	\$ 1,062,603.99		\$ 5,326.25	\$ 30,660.00	\$ 67,910.95	\$ 40,510.00	\$ 252,930.74	\$ 4,084.44	\$ 41,155.98	\$ 29,424.45	\$ 54,561.67	\$ 505,005.23	\$ 31,034.28	

CASH RECEIPTS		TOTAL	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
683 Job 04-06	Kekaha Well B Renovation	\$ 627,165.43											\$ 42,828.60	\$ 265,223.57	\$ 319,113.26	
234	Kukuioolono Water Tank Site Acquisition	\$ 302,396.47													\$ 302,396.47	
235 Job 05-05	Nawiliwili, Niupalu and Kupolo 6", 8" and 12" Main replacement	\$ 3,150,226.75											\$ 689,732.75	\$ 2,460,494.00	\$ -	
237 Job 11-02	Replacement Grove Farm Tanks #1 & #2	\$ 201,658.00						\$ 24,767.90	\$ 33,185.10	\$ -	\$ 67,905.00	\$ 44,165.00	\$ -	\$ 31,635.00	\$ -	
692 PLH-39 Lihue Baseyd		\$ 7,755,133.98					\$ 15,035.86	\$ 544,777.77	\$ 575,693.09	\$ 5,951,097.31	\$ 1,510.40	\$ 1,466.25	\$ 382,445.74	\$ 283,107.56	\$ -	
621 Job 02-06	Kilauea 1.0 MG Tank	\$ 250,973.16					\$ 17,438.16	\$ 13,380.00				\$ 73,995.00	\$ 93,310.00	\$ 52,850.00		
238 Job 11-04	Lawai-Omao Water Main Replacement & Service Improvements	\$ 71,737.50									\$ 5,967.45		\$ 30,745.05	\$ 35,025.00		
239 Job 02-17	Maka Ridge Facilities Rehabilitation and Princeville Interconnection Plan	\$ 2,333,850.55									\$ 244,226.89	\$ 276,328.78	\$ 1,813,294.88			
240 Job 11-03	Land and Well Acquisition, Moloaa and Waiimea, Kauai	\$ 159,938.00						\$ 3,678.00	\$ 25,300.00	\$ 14,160.00		\$ 23,290.00	\$ 71,730.00	\$ 21,780.00		
242 Job 02-11	Moloaa Land Acquisition	\$ -														
243 Job 11-06	Rehabilitate Moelelpe Tunnel and improve access road	\$ 19,200.00												\$ 19,200.00		
244 K-05A Kukuioolono 0.5 MG 886' Tank		\$ 193,578.95						\$ 67,715.05	\$ 61,552.30			\$ 64,311.60				
610 Job 02-11	Moloaa Land Acquisition	\$ -														
Job 11-10	8" WL Halewili Kaumualii to Hale	\$ 694,331.55							\$ 282,186.78	\$ 412,144.77						
Job 11-07	MCC Chlor KoloaWell16-A,B,E	\$ 3,667,032.67				\$ 44,513.76	\$ 1,623,383.03	\$ 1,999,135.88								
Job 04-08	Kapaa Homesteads Well #4	\$ 1,499,356.10	\$ 29,064.61	\$ 162,138.43	\$ 43,250.00	\$ 588,360.39	\$ 676,542.67									
TOTAL		\$ 52,645,029.44	\$ 52,486.31	\$ 179,745.93	\$ 73,910.00	\$ 700,785.10	\$ 2,401,506.17	\$ 3,087,416.57	\$ 1,056,359.93	\$ 6,518,285.06	\$ 349,034.19	\$ 2,210,406.85	\$ 6,723,168.75	\$ 16,360,816.36	\$ 11,654,128.06	\$ 1,276,980.16
Cash Balance		\$ 9,230,865.66	\$ (15,894.56)	\$ (501,005.39)	\$ (72,503.51)	\$ (382,752.10)	\$ (2,161,780.41)	\$ (2,951,203.49)	\$ (1,012,926.01)	\$ (6,455,634.92)	\$ (102,940.77)					

COUNTY ATTORNEY QUARTERLY REPORT

This report is submitted pursuant to Board Policy No. 25.

CLAIMS SETTLED: None.

CLAIMS PENDING: Please see table below for pending claims.

Claimant(s)	Date of Loss	Filed with OCA	Date Closed	Basis of Claim	Claim Amount	Settled Amount	Corrective Action Recommendation
Soares, Calvin B.	7/25/2022	10/24/22	Pending	Personal Property Damage: Claimant stated the DOW shut off water on Puu Rd (Kalāheo) to facilitate repairs but did not inform residents on Puu Rd. by radio station as they usually do. Water supply was shut off long enough that his solar water panels drained enough to form an air lock burning his circulation pump from running dry.	\$143.73	Pending	Pending
John Mullen & Co, C/O DB Insurance Co. Ltd. Aso Kim Murriera	2/5/2021	11/30/22	Pending	Personal Property Damage: Claimant said on approximately February 5, 2021 their insured home (Kapaa) and foundation were compromised due to a plumbing break, which occurred within a County owned water supply pipe. This leak continued for two weeks prior to the County correcting/repairing the pipe and has significantly undermined the insured's dwelling.	\$78,957.84	Pending	Pending

QUARTERLY UPDATE

Period of January 1, 2023 to March 31, 2023

ENGINEERING DIVISION

Submitted by: Jason Kagimoto, P.E.

DEPARTMENT OF WATER

April 20, 2023

Executive Summary

Significant updates for this quarter include:

- **Water Resources and Planning Section**
 - Subdivision-Land Use applications completed = 28
 - Water Service Requests Completed = 63
 - Building Permit Applications Reviewed = 508
 - Backflow Devices Inspected and Tested = 345
 - Water Systems Investment Plan – Hydraulic model calibration task ongoing
 - Lead and Copper Rule Revisions (LCRR) Update – Contract being executed

- **Project Management Section**
 - Overseeing 21 ongoing DOW CIP design projects
 - Overseeing 5 ongoing DOW CIP construction
 - Private Project Reviews = 60
 - Rehabilitate Paua Valley Tank No. 1 (KW-07) – Draining tank and treating water
 - Kalāheo Water System Improvements (K-01) – Contractor mobilizing this month
 - Kīlauea Wells 1 & 2, MCC, Chlorination Facilities (WKK-03) – Construction started
 - Kukuiolono Tank Demo – Scheduled to be completed this month
 - Kapa‘a 325’ Tanks – Two 0.5 MG Tanks – Bid opening 4/28
 - UH CTAHR Experimentation Station Site 605’ Tank – Amending design contract
 - Kūhiō Highway (Hardy-Oxford) 16” Main Replacement – Bid out 3rd quarter
 - Weke, Anae, Mahimahi and Hee Roads Main Replacement – Bid out 4th quarter

Water Restriction Areas

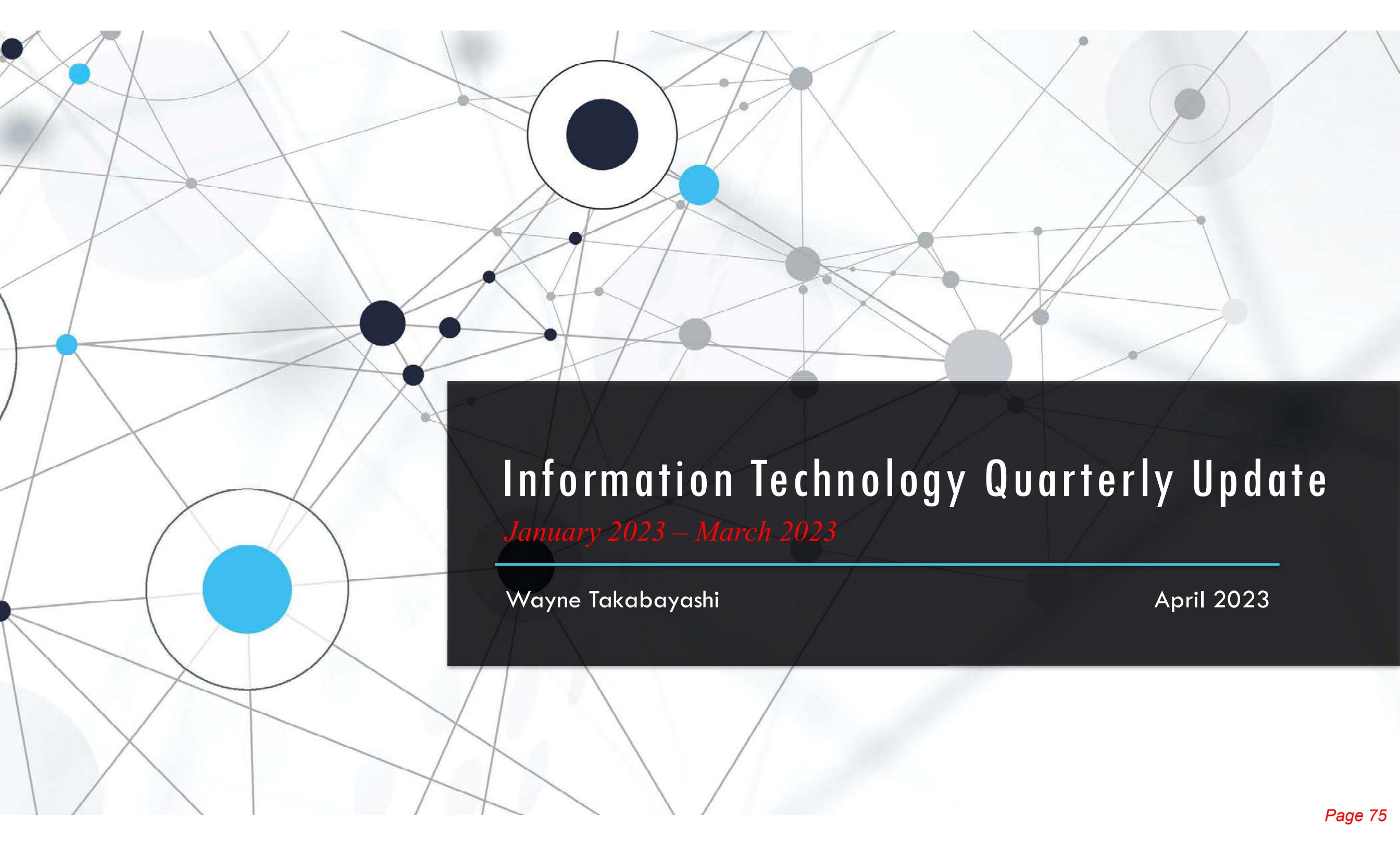
Water System/Sub-System	Restrictions (5/8-inch water meter or number units per lot)	Inadequate Facilities	Comments
Upper Lāwaʻi	2	Storage	Administration Approved
Poʻipū	300	Storage	Board Approved (50% of new tank allowed for new development; 50% to make up storage deficit)
Wailua Homesteads	5	Storage	Administration Approved
Upper Wailua Homesteads	2	Storage	Administration Approved
Kapaʻa Homesteads	5	Source	Board Approved
Moloaʻa	0	Source and Storage	Water Purchase Agreement
Kīlauea-Kalihiwai	5	Source and Storage	Administration Approved
Aliomanu – Kukuna Road	0	Transmission	Administration Approved
ʻAnini	1	Source and Storage	Water Purchase Agreement
Upper Wainiha Valley	1	Storage	Administration Approved
Wainiha – Hāʻena	3	Storage	Administration Approved

Water Plan 2020 Construction Project Status

WP 2020 NUMBER	JOB NO	PROJECT TITLE	% COMPLETE MAR 2023	ORIGINAL ESTIMATE TO COMPLETE	CURRENT ESTIMATE TO COMPLETE	CURRENT CONTRACT AMOUNT
PLH-35B	16-02	Kapaia Haul Cane Road 18" Transmission Line	7	Q3 2019	Q4 2025 (1)	\$4,127,545.00
KW-07	17-10	Rehabilitate Paua Valley Tank No. 1, 0.5 MG Tank	37	Q2 2021	Q4 2023	\$3,507,473.44 (2)
WK-08 WK-39	02-14	Kapa'a Homestead Well 4 – Package A Drain Line	82	Q3 2019	Q1 2024 (3)	\$2,605,418.35
K-01 & K-12	09-01	Kalaheo Water System Improvements Package A – 0.5 MG Yamada Reservoir Package B – 0.1 MG Clearwell Reservoir Package C – Water Main Installation	5	Q1 2025	Q1 2025	\$21,756,430.00 (4)
WKK-03	16-04	Kilauea Wells Nos. 1 and No. 2, MCC, Chlorination Facilities	5	Q3 2024	Q3 2024	\$3,124,020.00 (5)
N/A	18-07	Kukuiolono Existing 0.2 MG Tank Demolition Plan	95	Q4 2022	Q2 2023	\$380,968.25
					TOTAL =	\$35,501,855.04
<p>(1) Project issued stop work order and is on hold. (2) \$1.2M State funding assistance (3) Additional contract time required to re-design drainage system and obtain land-owner approval for DOW drainage easement. (4) \$10.2M State funding assistance (5) \$2.6M State funding assistance</p>						

Supplemental Support Services

Contract Number	Company	Professional Service	Contract Amount	Amount Invoiced	Number of Projects
723	Esaki Surveying & Mapping, Inc.	As-Needed Surveying	\$20,000	\$1,400	1
725	Bowers + Kubota	Kalāheo Wtr Sys Imp CM	\$1,010,000	\$14,300	N/A
732	Bowers + Kubota	Kīlauea Wells 1 & 2 CM	\$325,000	\$18,300	N/A
728	RM Towill, Inc.	As-Needed CM	\$1,000,000	\$27,800	3



Information Technology Quarterly Update

January 2023 – March 2023

Wayne Takabayashi

April 2023

TECHNOLOGY

- Replaced Department servers
 - 4-node system fully functional
 - Applications migrated
 - Working on some issues
- IT assessment prior to system deployment and app migration
 - Network mapped
 - Software/service accounts being inventoried
- OPS Electricians fortified power in server room

BUSINESS PROCESS IMPROVEMENTS

- **DOW IT Steering Committee**
 - Need software/contract inventory by Division to find current status
 - Refresh IT Strategic Plan doc to FY23 current/future direction
 - Seek partnership opportunities with County and other water utilities regarding professional services/program needs

- **Fulfilled Wastewater DOW Consumption Export Requirement**
 - File will save time and eliminate entry error
 - Worked externally including DPW, County IT, Central Square
 - Will automate using SQL Server and programming tools

- **Look for Opportunities In-House for Improving Metering**
 - Error tracking already happening, more reports needed

IT FOCUS: ISSUES AND TIMELINES

- Aside from IT's Quarterly Report, we can do monthly status of audit findings in closed session
- Vulnerability assessment conducted, issues being addressed
 - (ongoing) IT team addressing issues and dealing with changes
- Great Plains
 - Software or Budget entry has caused issues that will trouble next FY Budget
 - RSM and Boyer & Assoc out, looking for help
 - Working with CPA on SOQ