

## 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



**JOSEPH E. TAIT**  
MANAGER AND CHIEF ENGINEER

### REGULAR MONTHLY MEETING NOTICE AND AGENDA

Thursday, July 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, 2<sup>nd</sup> Floor located at 4398 Pua Loke Street, Lihue, Kauai, Hawaii, and remotely in accordance with Act 220, Session Laws of Hawai'i 2021 via interactive conference technology as follows:

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

<https://us06web.zoom.us/j/83718202571>

**Passcode: 979308**

**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: 837 1820 2571**

**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, August 17, 2023 – 9:30 a.m.

### APPROVAL OF AGENDA

### MEETING MINUTES

1. Regular Board Meeting – June 16, 2023

### PUBLIC TESTIMONY

## **COMMITTEE REPORTS**

1. Report on Permitted Interactions of the Kauai County Board of Water Supply re: County Council Committee of the Whole Briefing on State Water Policies

## **NEW BUSINESS**

1. Discussion and Adoption of Resolution No. 23-10, Farewell to Neal Iseri (Retiree), Lead Electronics Tradesperson, Operations Division

## **STAFF REPORTS**

1. Fiscal:
  - a. Monthly dashboard
  - b. Budget Report for June 2023
  - c. Quarterly BAB Statement
2. Operations – Monthly dashboard
3. Engineering
  - a. Monthly dashboard
  - b. Quarterly report
4. Administration:
  - a. Monthly dashboard
  - b. Public Relations – updates on Public Notices & Announcements, Community Outreach & Education, and Upcoming Events
  - c. Human Resources – updates on Personnel Vacancies
  - d. Information Technology – Monthly update
5. Manager and Chief Engineer – Required communications to the Board, and update of Department activities

## **TOPICS FOR NEXT BOARD OF WATER SUPPLY MEETING:**

1. Discussion and Possible action to determine criteria for Annual Evaluation of the Manager and Chief Engineer

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

1. Water Systems Investment Plan Briefing (*July/August*)
2. CIP Update

## **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).

## **ADJOURNMENT**

## **WRITTEN TESTIMONY**

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

Please include:

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

### Send written testimony to:

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

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

### **Public Testimony**

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

### SPECIAL ASSISTANCE

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

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

DRAFT

MINUTES

MINUTES  
BOARD OF WATER SUPPLY  
**Thursday June 15, 2023**

The Board of Water Supply, County of Kaua'i, met in a regular meeting in Lihu'e on Thursday, June 15, 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. Ka'aina Hull  
Mr. Troy Tanigawa

**EXCUSED:**

Mr. Larry Dill  
Ms. Micah Finnila  
Mr. Tom Shigemoto

Quorum was achieved with 4 members present at Roll Call.

**ANNOUNCEMENTS**

Next Scheduled Meeting: Thursday, July 20, 2023

**APPROVAL OF AGENDA**

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

**APPROVAL OF MEETING MINUTES**

1. Regular Board Meeting – May 19, 2023

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

**PUBLIC TESTIMONY**

None

**NEW BUSINESS**

1. *Manager's Report No. 23-31* Discussion and Possible Action on the Fourth Change Order to Contract No. 688, Job No. 17-10, WP2020 KW-07, Paua Valley Tank No. 1 Rehabilitation Project, Kekaha, Kaua'i, Hawai'i with Earthworks Pacific, Inc. for additional construction funding in the amount of \$32,899.55.

**Board member Simonton moved to approve Manager's Report No. 23-31, seconded by Mr. Tanigawa; with no objections, motion carried with 4 Ayes.**

**STAFF REPORTS**

1. Fiscal:
  - a. Updated Goals and Objectives
  - b. Monthly dashboard
  - c. Budget Report for May 2023

Waterworks Controller Renee Yadao provided an update on Fiscal's Goals and Objectives as well as a summary of the Fiscal Division Dashboard and Monthly Budget Report. She reported the recent hire of an Accountant IV, and a CSR I with the Assistant Waterworks Controller, Accountant II, and a summer intern to start on July 3. There are 3 unfilled positions: CSR I, Accountant II, and Account Clerk.

Ms. Yadao stated that current overall revenues are below budget; however, she noted that the previous budget was much more aggressive than what she would have budgeted for. The 2024 proposed budget is more in line with actual revenues. Manager Tait added that Ms. Yadao is making corrections to what was historically done, and working toward improvements moving forward.

## 2. Operations – Monthly dashboard

Assistant Chief of Operations Ryan Smith provided a summary of the Operations monthly dashboard, highlighting the addition of a new Pipefitter Helper in May and will have more interviews coming up in July. They also made a selection for Water Investigator I. Their current Water Service Investigator was able to do 24 leak investigations in May, 9 of which required additional investigation. Manager Tait added that similar to Fiscal, Operations is making great efforts to hire and recruit. Board member Hull commented that he is aware DOW has been having challenges with COK DHR and asked if they were able to resolve that. Manager Tait stated it's still a challenge, but they are doing the best they can. They are headed in the right direction, but the time it takes to go through the process is lengthy.

Vice-Chair Simonton recognized and expressed her appreciation and gratitude for all staff who haven't received their appropriate pay increases yet continue to work hard to keep the Department going.

## 3. Engineering – Monthly dashboard

Engineering Project Manager Scott Suga provided a summary of the Engineering monthly dashboard highlighting the progress of the Kukuilono Tank demo, Paua Tank Valley Rehab project, the Kalaheo Water Systems Improvement project, and the Kilauea MCC project. Engineering is still challenged with staffing, though they are currently in the process of hiring a Microbiologist and will have a summer intern. Finding Civil Engineers remains a challenge.

## 4. Administration:

- a. Monthly dashboard
- b. Public Relations – updates on Public Notices & Announcements, Community Outreach & Education, and Upcoming Events
- c. Human Resources – updates on Personnel Vacancies
- d. Information Technology – updates on Corrective Action Plan

Manager Tait provided an overview of the Administration Division sections, noting that Administration also has staffing needs with 3 or 4 vacancies in Admin. Support. They are focused on core business sections such as Ops, IT and Engineering first before focusing on the Admin. vacancies.

Board member Hull expressed frustration in going through union negotiations, which are driven by the State, where they manage to keep the salaries at a level that does not put a big ding in the budget, but then months later they have to go to Council to say that because of that they are unable to fill these vacancies. Manager Tait stated that DOW's issue is not about whether they can do it, but rather whether they are allowed to do it. He noted that he was part of the process years ago when Honolulu Board of Water went through the same thing and has asked COK DHR why the positions cannot be brought up commensurate to Honolulu BWS; he was told it is not

DOW's call. Mr. Hull asked if there was another option given DOW's semi-autonomy to which Mr. Tait explained that he thinks others are in agreement with him, noting that HGEA is 100 percent behind him, but COK DHR will not allow them to move in the direction DOW feels is appropriate. COK DHR currently tells DOW who is or is not qualified for Water positions, which Mr. Tait takes issue with that as none of their staff have any Water background.

5. Manager and Chief Engineer – Required communications to the Board, and update of Department activities

Manager Tait provided a summary of the current Corrective Action Plan and its current status.

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

1. Report from Manager and Chief Engineer – Manager's DOW Performance Audit

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

1. Water Systems Investment Plan Briefing (July)

**EXECUTIVE SESSION:**

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**ADJOURNMENT**

The meeting was adjourned at 10:05 a.m.

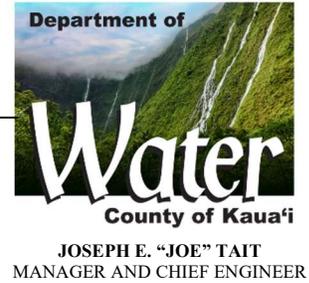
Respectfully submitted,

Cherisse Zaima  
Commission Support Clerk

BOARD

COMMITTEE

REPORTS



## 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

### BOARD REPORT

July 20, 2023

**Subject: County Council Committee of the Whole Briefing on State Water Policies**

Report on permitted interactions of the Kaua'i County Board of Water Supply:

At the Board's meeting on June 15, 2023, the Board approved the participation of two or more Board members but less than quorum in the meeting of the Committee of the Whole of the County Council. *(Under New Business Item 2., a motion was made to delegate 2 members of the Board for response to Council Vice-Chair's request, and attendance at the Council Committee of the Whole briefing re: State Water Policies scheduled for June 21, 2023 pursuant to HRS 92-2.5(e), and provide a report on matters presented and discussed at the July Board meeting.)*

Board of Water Supply Chair Kurt Akamine attended the Kauai County Council Committee of the Whole Briefing on State Water Policies on June 21, 2023.

The meeting was also attended by Department of Water staff members – Manager Joe Tait, Deputy Manager Michael Hinazumi, Acting Engineering Division Chief Jason Kagimoto, Assistant Chief of Operations Ryan Smith, Civil Engineer VI Dustin Moises, and Information and Education Specialist Jonell Kaohelaulii.

A Powerpoint presentation was provided by the Department as well as a written response to Council's memo re: QUESTIONS RELATING TO WATER ISSUES TO BE ADDRESSED DURING COTW 2023-03 BRIEFING ON JUNE 21, 2023 (see attached). The Board did not participate in any discussion and made no comments.

Sincerely,

Kurt Akamine  
Chair

A BRIEFING FOR THE KAUA'I COUNTY COUNCIL

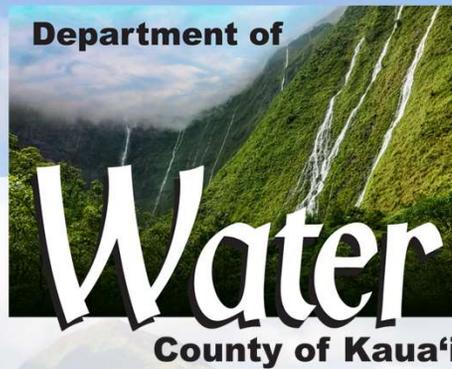


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PRESENTED BY  
JOE TAIT, MANAGER AND CHIEF ENGINEER

JUNE 21, 2023





## **MISSION STATEMENT**

**"Together, we provide safe, affordable, sufficient drinking water through wise management of our resources and with excellent customer service for the people of Kaua`i."**



## Background

**1951 - Kaua`i Board of Water Supply was created.**

**1955 - Kaua`i Board of Water Supply was replaced with the Board of Supervisors.**

**1960 - By authority of Act 20, Season Laws of Hawaii 1960, the Board of Water Supply of the County of Kaua`i, Hawaii was recreated.**

The seven-member board include the State District Engineer of the Department of Transportation, the County Engineer and the County's Planning Director who serves as ex-officio members and four mayor-appointed members of the public that are approved by the County Council. The Board appoints the Manager and Chief Engineer to oversee the Department of Water (DOW).

**1960-Present: DOW has had 14 Manager and Chief Engineers, 6 within the past 5 years.**



**Today, DOW has 119 authorized positions, managed within 4 divisions:**

- **Administration**
- **Engineering**
- **Fiscal**
- **Operations**

**The DOW operates nine water systems as a self-supporting Department (enterprise fund) of the County of Kaua`i.**



# Water System Facilities

<b>56</b>	Water sources that includes deep well and tunnels.
<b>60</b>	Storage tanks
<b>400+</b>	Miles of pipeline
<b>19</b>	Booster pumping stations
<b>75</b>	Control valve stations
<b>3,034</b>	Hydrants and standpipes
<b>24,576</b>	Service connections



## Utility Management Challenges

- Employee recruitment and retention
- Compliance with evolving Safe Drinking Water Standards and Regulations by:
  - Hawai`i Department of Health
  - U.S. Environmental Protection Agency (EPA)
- Significant increase in Capital Improvement Project costs
- Extended time and cost for environmental permitting
- Well beyond timely replacement of aging infrastructure

# Strategic Growth Opportunity



- Water System Improvements Plan (WSIP)
- Water Use and Development Plan (WUDP)
- Funding Sources: Federal and State
- Future Water Rate Increase
- Long-term Staffing Plan
- Progressing with Capital Improvement Projects

A photograph of industrial water treatment equipment, including pipes and valves, situated outdoors. The equipment is partially enclosed by a chain-link fence with a white decorative chain. The background shows lush greenery and palm trees.

# Capital Improvement Projects – Islandwide

## In Active Construction:

- Kalaheo Water System Improvements (two storage tanks and water main)
- Kukuiolono Tank Demolition (Kalaheo)
- Drill and Test Kapaa Homesteads Well No. 4 (Kapaa)
- Rehabilitate Paua Valley Tank No. 1 (Kekaha)
- Kilauea Wells No. 1 and No. 2, Motor Control Center and Chlorination Facilities (Kilauea)

## Anticipated FY 24 Construction:

- Weke, Anae, Mahimahi and He'e Roads water main replacement (Hanalei)
- Kapaa Homesteads Two (2) 0.5 MG Tanks (Kapaa)
- Kapaa Homesteads Well No. 4 Development (Kapaa)
- Kilauea 1.0 MG Storage Tank (Kilauea)
- Kuhio Highway (Hardy Street to Oxford Street) Main Replacement (Lihue)
- Island-wide Water Meter Replacement Program

Eleven (11) CIP projects in various phases of design.

# DOW Stakeholder participation

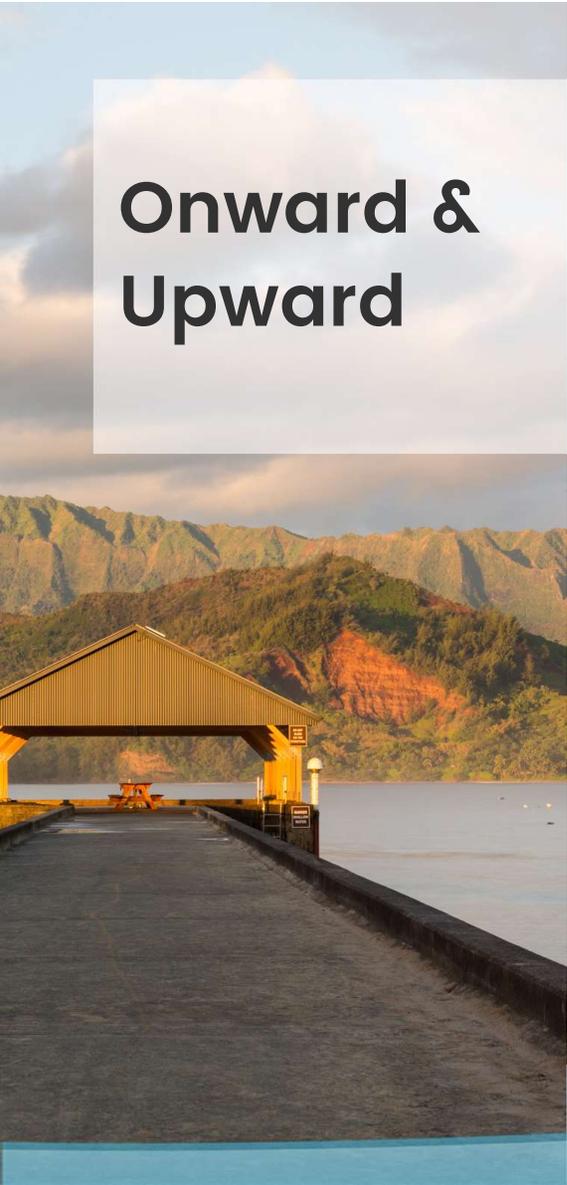


- Hawai`i Water Works Association (HWWA)
- Hawai`i Rural Water Association (HRWA)
- Utility Group-KEMA (EOC)
- Drought Committee, Fresh Water Council, Kaua`i Watershed Alliance
- Water Loss Control Committee (with CWRM)
- Water Manager's Committee (All islands)
- County of Kaua`i Planning Coordination Group (COK - Public Works, Planning and Housing)
- U.S. EPA WaterSense Partner
- Kaua`i Water Education Today
- East & West Kaua`i Soil & Water Conservation Districts

Why we're here!

The next generation of water leaders





# Onward & Upward

- Transition to a Self-sustaining, Customer-focused agency
- Commence with pursuit and acquisition of significant external funding
- Secure and expand supply, storage, and transmission to provide for affordable housing to currently unserved areas due to lack of water infrastructure
- Implement Department-wide performance metrics, dashboards and new technologies to streamline and enhance services
- Embrace environmentally friendly and sustainable operations
- Advanced Meter Infrastructure (AMI)
- Surface Water Treatment Plant = DOW operated, maintained, and enhanced
- Stabilize graduated Rates and Fees – under review
- Ensure transparency through customer access
- Develop and implement Apprenticeship and Internship partnerships that affords our local students and young adults employment options on-island



Mahalo

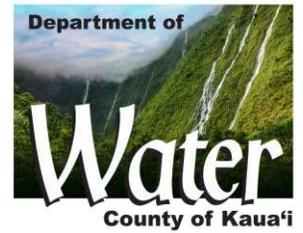
## DEPARTMENT OF WATER

### COUNTY OF KAUAI

4398 PUA LOKE STREET LIHUE, HAWAII 96766

[WWW.KAUAIWATER.ORG](http://WWW.KAUAIWATER.ORG) (808) 245-5400 BUSINESS (808) 245-5813 FAX

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**JOSEPH E. TAIT**  
MANAGER AND CHIEF ENGINEER

**MICHAEL K. HINAZUMI, P.E.**  
DEPUTY MANAGER-ENGINEER

## MEMORANDUM

**TO:** Honorable Council Chair, Mel Rapozo  
Honorable Councilmember, Bill DeCosta

**FROM:** Joseph E. Tait, Manager and Chief Engineer

**DATE:** June 21, 2023

**SUBJECT:** QUESTIONS RELATING TO WATER ISSUES TO BE ADDRESSED DURING COTW 2023-03 BRIEFING ON JUNE 21, 2023

Aloha Council Chair Rapozo and Councilmember DeCosta:

Thank you for your memorandum dated June 16, 2023 requesting information relating to water issues and access across Kauai. Please see below for our responses.

1. *When was the last time that the Facilities Reserve Charge (FRC) was raised?*

The Department of Water's Facilities Reserve Charge (FRC) increased on November 28, 2015.

2. *Since the increase in FRC, how much was collected by the Department of Water from Applicants?*

The Department of Water collected approximately \$8.5M in revenue from FRC collections from November 28, 2015 through May 31, 2023.

3. *Approximately how many new source developments and storage water tanks were created since the FRC increase?*

Projects in value of approximately \$65M are a direct result of our last FRC increase in 2015. Even with our most recent FRC increase, the DOW still required supplemental funding through, State appropriations, grants and Drinking Water State Revolving Fund loans due to the anticipated project costs.

4. *Please explain how FRC has historically been determined, prior to the most recent increase.*

Historical determination of the FRC followed similar processes as the most recent FRC increase. This is pursuant to HRS 46-143, in which Impact Fees (FRC) are calculated through a Needs Assessment Study to fund all or portions of the capital improvement costs or recover the cost of existing capital improvements for expanding system capacity.

5. *What is the total amount currently in the Department's Reserve Fund pursuant to fiscal policy?*

Pursuant to the Board's fiscal reserve policy, the Department of Water has set aside \$9.3M for its reserve fund, which represents 30% of the previous year's audited operating revenue.

6. *Do farmers in the Moloa'a area have water access?*

The Department of Water provides water service to seven (7) residential parcels in the Moloa'a area through a water service agreement with a private well operator. A Moloa'a Irrigation Cooperative (MIC) provides water service to farmers who meet the criteria of MIC to join the MIC.

7. *What is the pressure of water or the amount of pounds per square inch (psi) coming out of a standard operating fire hydrant versus a broken fire hydrant?*

The Department of Water's water systems are gravity based flow systems. The pressure of water at a fire hydrant location is determined by the elevation difference between the water tank and the fire hydrant. Additionally, water main size and the number of water demands (usage) along the water main impact the pressure and flow capacity of the fire hydrant being operated.

8. *Please explain the reason(s) why homeowners are required to produce over fourteen thousand dollars (\$14,000.00) in FRC before their submitted plan are approved.*

During the development of the current FRC rate schedule, a Needs Assessment Study was prepared which resulted in an FRC amount of \$26k for the impact to the water system to provide water service to single family sized dwellings. The Board determined that while the impact to the water system required an increase to that amount (\$26k), understanding the impact of that level of increase would have to the new customers, the Board determined that \$14k was a more appropriate amount to assess. This reduced FRC amount is one of the major reasons why the Department requires other sources of funding to accomplish its anticipated projects.

9. *Would the Department of Water potentially allow a homeowner to have a backflow prevented valve should the homeowner desire to install a rainwater catchment system on their property?*

In areas in which the Department of Water operates and maintains its public water system, it does not allow for dual water systems to service a parcel for potable water use. If a water catchment system were to be operated for the sole purpose of providing non-potable water use, for irrigation, etc. a backflow prevention unit would be required to protect the DOW water system from the potential of cross connection contamination.

10. *Which areas are excluded from service and the Department's regulations?*

Areas excluded from service and the Department's regulations are privately owned and operated water systems and/or areas in which the Department of Water does not own, maintain and operate its public water system.

11. *The Andrade family's property on Akemama Road in Lawai was the subject of an agreement with the Department to put a water tank on their land to facilitate water service to their parcels. Was this agreement executed and fulfilled?*

Due to the complexity of the information needed to discuss specific landowner issues, it is requested that a meeting to discuss the specifics be coordinated and held with the Department and the landowner.

Should the need arise for additional information, we always stand ready and available for inquiries from the Council, the Mayor, and County leadership.

Mahalo nui loa,

*Michael K. Hinazumi*

For Joe Tait

Manager and Chief Engineer

cc: Michael A. Dahilig, Managing Director

mkh

A horizontal splash of clear blue water with bubbles and ripples, centered on the page. The water is moving from left to right, creating a dynamic, fresh feel.

NEW

BUSINESS

MAHALO AND ALOHA

Neal Iseri

Lead Electronics Tradesperson  
January 1994 – June 2023

WHEREAS, Neal Iseri joined County of Kaua`i, Department of Public Works as a Maintenance Worker I on January 3, 1994 and later joined the Department of Water (DOW) as a Plant Electrician Helper on December 1, 1995; reallocated to Plant Electrician on November 1, 1996; promoted to Waterworks Electronics/Plant Electrical Tradesperson II on February 21, 2003; received a title change to Lead Electronics Tradesperson on May 18, 2023; and

WHEREAS, after more than twenty-nine (29) years of service to the County of Kaua`i and DOW customers, Neal decided it is time to pursue other interests; and

WHEREAS, now Neal can dedicate more time to taking care of his family; and

WHEREAS, as of 2023, the DOW has fifty-two (52) deep well sources, nineteen (19) booster pumping stations, sixty (60) storage tanks, seventy-five (75) control valve stations, and sixty-one (61) Motor Control Centers (MCC) that Neal will not have to worry about repairing and maintaining anymore; and

WHEREAS, Neal has contributed tremendously to our community through his significant involvement in repairing, maintaining, and replacing the growing and aging DOW water distribution, source and storage infrastructure and facilities as well as ensuring that the DOW delivers safe and potable drinking water; and

WHEREAS, Neal demonstrated his dedication and loyalty to the Department by working independently and fulfilling his assignments, and getting along with all of his co-workers, and making himself available to help during water related emergencies anytime of the day or night including holidays and weekends; and

WHEREAS, in addition to his many years of dedicated, loyal, and devoted service with the Department of Water of the County of Kaua`i, we will miss the “can do” attitude by which Neal performs his work duties and work assignments; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER SUPPLY, COUNTY OF KAUAI, STATE OF HAWAII, that on behalf of the water-consuming customers of Kaua`i, the Board expresses its gratitude and appreciation for the many years of dedicated service rendered by Neal Iseri. We extend to Neal our best wishes for much happiness and success in retirement.

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



We do certify that the foregoing was duly adopted by the Board of Water Supply during its meeting on July 20, 2023

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

\_\_\_\_\_  
Tom H. Shigemoto, Secretary

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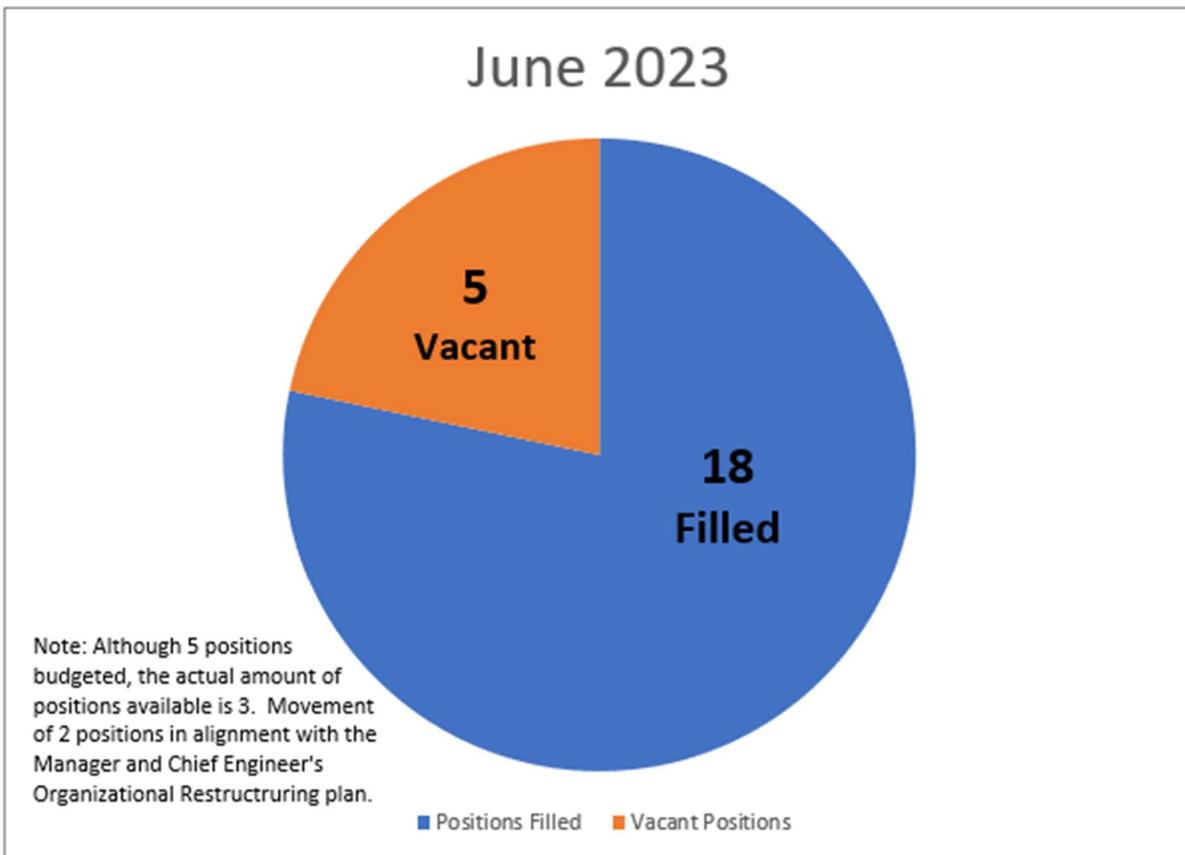
STAFF

REPORTS

# FISCAL DIVISION DASHBOARD



## Staffing

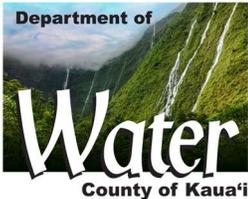


Dashboard information listed above is provided as of June 2023; however, the following is being provided as of July 11, 2023:

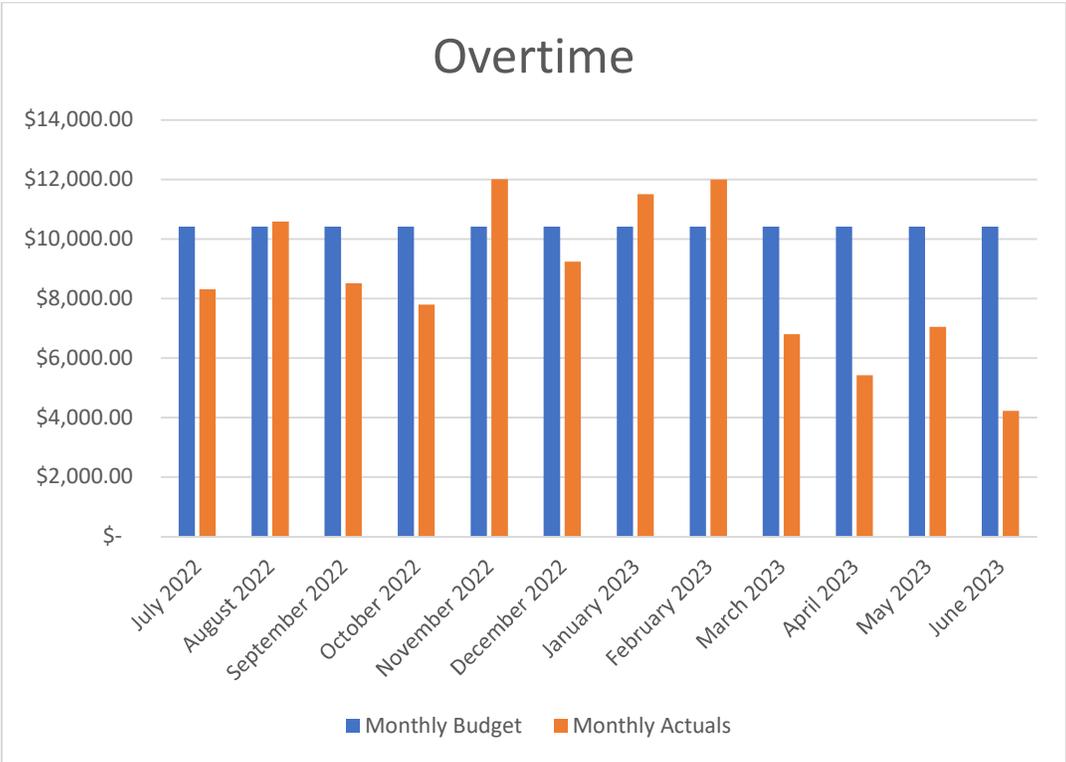
Positions remain vacant, unfilled:

- Position 2447. Customer Service Representative I. Interviews held, and selected candidate submitted to HR on July 5, 2023.
- Position 2448. Accountant II. Interviews are scheduled for July 20<sup>th</sup> and July 21<sup>st</sup>. Target start date of August 16<sup>th</sup>.
- Position 2463. Account Clerk. Recruitment is on hold, pending assessment of current needs.

# FISCAL DIVISION DASHBOARD



## Overtime



Note: June 2023 includes amounts posted from June 1<sup>st</sup> through June 15<sup>th</sup> (pay date June 30<sup>th</sup>). Once HR Payroll reconciles and processes the payroll closing batches, the Central Accounting Division will post the payroll transactions to the general ledger.

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

	June 2023			Fiscal Year 2023			
	Budget	Actual	Variance	Year to Date Budget	Year to Date Actual	Variance	Variance %
<b>Operating Revenue *</b>	\$ 3,014,483.00	\$ 2,337,075.20	\$ (677,407.80)	\$ 36,173,796.00	\$ 32,895,110.01	\$ (4,015,317.26)	(11.%)
<b>Expenses</b>							
<b>Labor</b>	\$ 1,050,437.00	\$ 1,117,902.78	\$ (67,465.78)	\$ 12,605,244.00	\$ 13,414,833.39	\$ (809,589.39)	(6.%)
<b>Services</b>	789,148.00	405,728.35	383,419.65	9,469,776.00	4,679,618.23	4,790,157.77	51.%
<b>Utilities &amp; Materials</b>	495,223.00	467,874.81	27,348.19	5,942,676.00	5,569,172.86	373,503.14	6.%
<b>Debt Service Principal &amp; Interest</b>	631,734.92	210,943.52	420,791.40	7,580,819.04	7,492,805.48	88,013.56	1.%
Debt Principal Payment	413,456.92	-	413,456.92	4,961,483.04	4,961,483.26	(0.22)	(0.%)
Interest Expense	218,278.00	210,943.52	7,334.48	2,619,336.00	2,531,322.22	88,013.78	3.%
<b>Operating Expenses</b>	\$ 2,966,542.92	\$ 2,202,449.46	\$ 764,093.46	\$ 35,598,515.04	\$ 31,156,429.96	\$ 4,442,085.08	12%
<b>Net Operating Income (Loss)</b>	\$ 47,940.08	\$ 134,625.74	\$ (1,441,501.26)	\$ 575,280.96	\$ 1,738,680.05	\$ 426,767.82	(24.%)

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

	Fiscal Year Budget	June 2023 Actual	Fiscal Year to Date Actual	Remaining Budget
<b>Water Utility Funded Projects</b>				
IT Capital Purchases	\$ 2,105,000.00	\$ 11,211.72	\$ 419,241.61	\$ 1,685,758.39
Job 09-01 Yamada Tank	-	13,337.57	39,994.05	(39,994.05)
Job 17-10 KW-07 Paua Valley Tank Repair	-	-	1,371,040.92	(1,371,040.92)
Job 15-07 HE-01 HE-10 Kaunualii Hwy 16" Main Boost	-	-	3,943,918.34	(3,943,918.34)
Job 16-04 Kilauea Wells Rehab	300,000.00	27,279.24	27,279.24	272,720.76
Kukuilono Tank Demo	-	-	170,424.92	(170,424.92)
Kuhio Hwy Hardy Oxford 16" Main	100,000.00	4,252.50	11,385.29	88,614.71
Engineering Capital Purchases	20,000.00	-	6,959.00	13,041.00
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	-	475,233.34	924,642.66
Ops Capital Purchases	3,306,000.00	334,874.36	1,018,873.65	2,287,126.35
	\$ 7,291,773.00	\$ 390,955.39	\$ 7,673,537.10	\$ (381,764.10)
<b>Job 02-14 WK-08 Kapaa Homesteads Tank</b>	\$ 700,000.00	\$ -	\$ 41,480.20	658,519.80
<b>Build America Bonds Funded Projects</b>				
Job 02-14 WK-08 Kapaa Homesteads Tank	\$ -	\$ 57,230.20	\$ 87,043.40	\$ (87,043.40)
Job 04-08 WK39 WK08 Kapaa Hmstd Well 4; Pkg A Well	2,600,000.00	-	32,504.61	2,567,495.39
	\$ 2,600,000.00	\$ 57,230.20	\$ 119,548.01	\$ 2,480,451.99
<b>Total Capital Projects with fiscal year expenditures</b>	\$ 10,591,773.00	\$ 448,185.59	\$ 7,834,565.31	\$ 2,757,207.69

\* 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.

\*\* 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**

	June 2023			Fiscal Year 2023			
	Budget	Actual	Variance	Year to Date Budget	Year to Date Actual	Variance	Variance %
Engineering	\$ 448,425.68	\$ 294,552.79	\$ 153,872.89	\$ 5,381,108.10	\$ 2,415,249.93	\$ 2,965,858.17	55.%
Fiscal	347,098.00	179,812.61	167,285.39	4,165,176.00	2,277,712.65	1,887,463.35	45.%
Operations	1,053,061.98	1,075,658.54	(22,596.56)	12,636,743.73	13,160,532.53	(523,788.80)	(4.%)
	\$ 1,848,585.65	\$ 1,550,023.94	\$ 298,561.71	\$ 22,183,027.84	\$ 17,853,495.11	\$ 4,329,532.73	20%

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	\$ 1,849,448.35	\$ 10,145.00	\$ (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				
<b>TOTAL RESOURCES</b>	<b>\$ 61,849,448.35</b>	<b>\$ 10,145.00</b>	<b>\$ (321,259.46)</b>	<b>\$ 1,406.49</b>	<b>\$ 318,033.00</b>	<b>\$ 239,725.76</b>	<b>\$ 136,213.08</b>	<b>\$ 43,433.92</b>	<b>\$ 62,650.14</b>	<b>\$ 246,093.42</b>	<b>\$ 1,113,007.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000,000.00</b>
201-01 BAB - CIP	\$ -														
Cost of Issurance	\$ 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	Kaumualii 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	\$ 392,928.21	\$ 87,043.40	\$ 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	

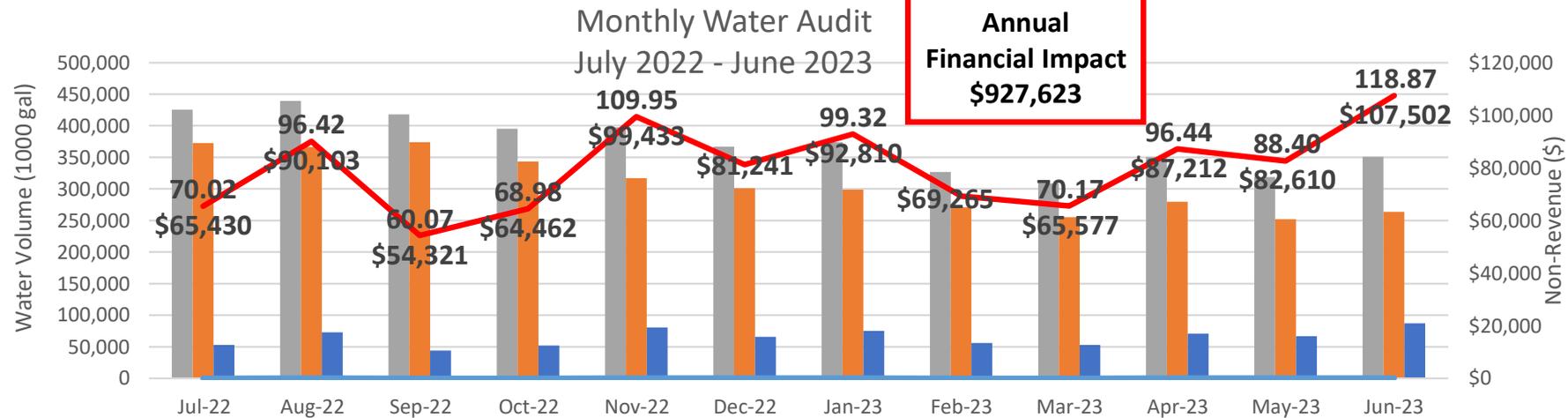
CASH RECEIPTS		TOTAL	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
683 Job 04-06	Kekaha Well B Renovation	\$ 627,165.43											\$ 42,828.60	\$ 265,223.57	\$ 319,113.26	
234	Kukuioolono Water Tank Site Acquisition	\$ 302,396.47													\$ 302,396.47	
235 Job 05-05	Nawiliwili, 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 Waimea, 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 Moelpe 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	\$ 1,502,796.10	\$ 32,504.61	\$ 162,138.43	\$ 43,250.00	\$ 588,360.39	\$ 676,542.67									
<b>TOTAL</b>		<b>\$ 52,712,091.14</b>	<b>\$ 119,548.01</b>	<b>\$ 179,745.93</b>	<b>\$ 73,910.00</b>	<b>\$ 700,785.10</b>	<b>\$ 2,401,506.17</b>	<b>\$ 3,087,416.57</b>	<b>\$ 1,056,359.93</b>	<b>\$ 6,518,285.06</b>	<b>\$ 349,034.19</b>	<b>\$ 2,210,406.85</b>	<b>\$ 6,723,168.75</b>	<b>\$ 16,360,816.36</b>	<b>\$ 11,654,128.06</b>	<b>\$ 1,276,980.16</b>
<b>Cash Balance</b>		<b>\$ 9,137,357.21</b>	<b>\$ (109,403.01)</b>	<b>\$ (501,005.39)</b>	<b>\$ (72,503.51)</b>	<b>\$ (382,752.10)</b>	<b>\$ (2,161,780.41)</b>	<b>\$ (2,951,203.49)</b>	<b>\$ (1,012,926.01)</b>	<b>\$ (6,455,634.92)</b>	<b>\$ (102,940.77)</b>					



# OPERATIONS DASHBOARD

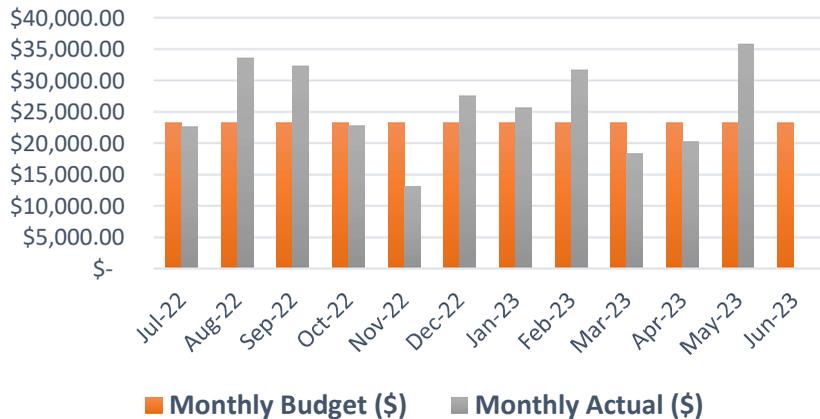
**Ops Highlights:**

1. Water Service Investigator I start date is July 17, 2023.
2. Interviews scheduled for Pipefitter Helper.
3. Recruiting for Lead Electronics Tradesperson in anticipation of Neal Iseri retirement.
4. WSI III, 2 out of 11 potential leaks need further investigation. 1 leak repaired that was located.

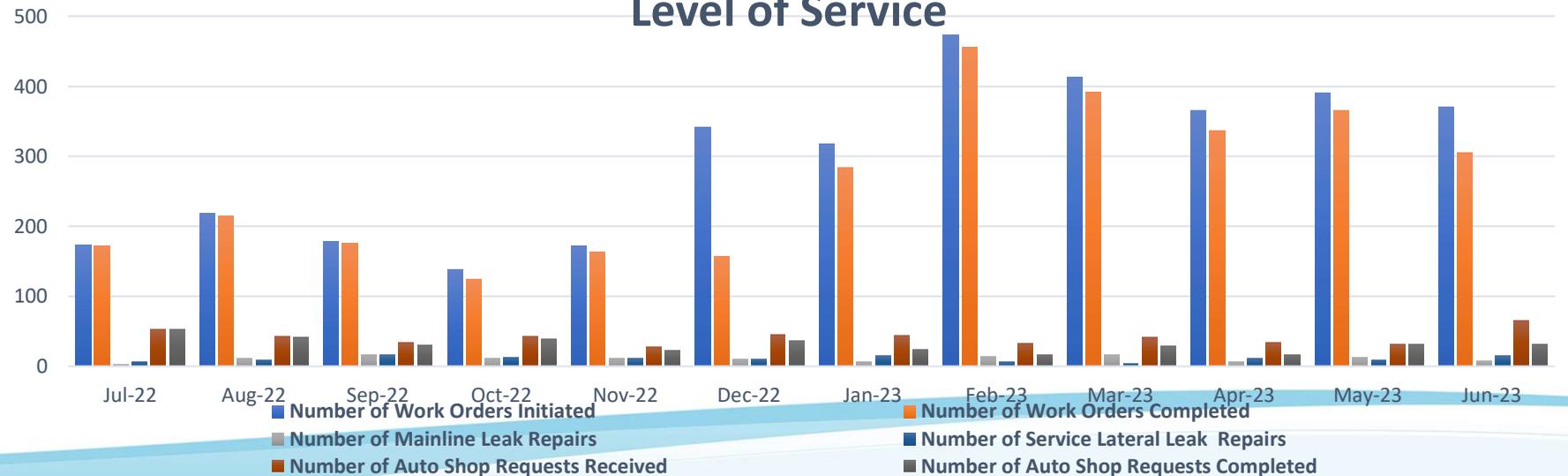


	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Produced (Kgals)	425,598	439,498	418,076	395,404	397,481	367,005	374,035	326,932	308,539	350,219	319,002	350,766
Customer Read (Kgals)	372,593	366,506	374,070	343,184	316,931	301,192	298,850	270,820	255,415	279,569	252,080	263,679
Non-Rev Water (Kgals)	53,005	72,992	44,006	52,220	80,550	65,813	75,185	56,112	53,124	70,650	66,922	87,087
Financial Impact	\$65,430	\$90,103	\$54,321	\$64,462	\$99,433	\$81,241	\$92,810	\$69,265	\$65,577	\$87,212	\$82,610	\$107,502
Non-Rev Water (gal/conn/day)	70.02	96.42	60.07	68.98	109.95	86.94	99.32	82.06	70.17	96.44	88.40	118.87

## Overtime



## Level of Service



# OPERATIONS

	May-23		June-23		Previous FY		Current FY	
					Year to Date		Year to Date	
<b>STAFFING</b>								
Budgeted Staff   Vacancies	50	7	50	7			50	7
<b>OVERTIME</b>								
Budget (\$)   Actual (\$)	\$ 23,283.33	\$35,857.78	\$ 23,283.33	\$28,471.37			\$ 279,400.00	\$312,083.38
<b>FLEET MANAGEMENT</b>								
# of Vehicles Active per day	42		44				41.75	
# of Vehicles Active per month	42		44				41.75	
<b>METER PROGRAM</b>								
# of Existing Meters Replaced	1		0				36	
# of Existing Meters Repaired	228		160				1568	
# of New Meters Installed	5		2				103	
# of New Laterals Installed	0		2				33	

# OPERATIONS

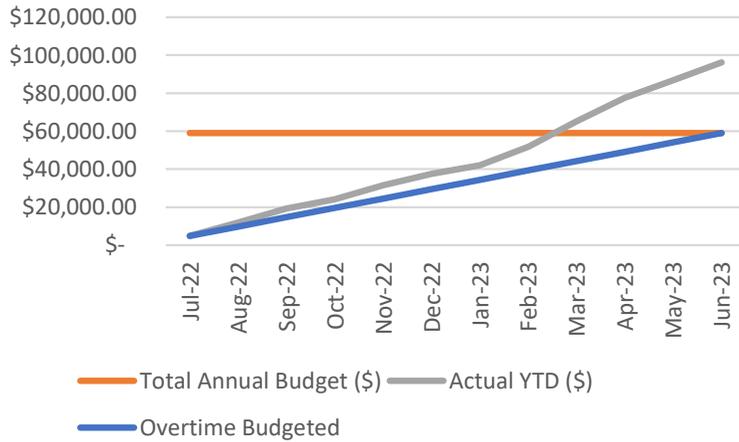
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LEVEL OF SERVICES						
	Last	Current	Previous	Current		
	Month	Month	FY YTD	FY YTD		
# of Work Orders Initiated	391	370		3553		
# of Work Orders Completed	366	305		3147		
# of Mainline Leak Repairs	13	8		129		
# of Service Lateral Leak Repairs	9	15		126		
# of Calls for Service	184	<b>192</b>		<b>2159</b>		
# of Temporary Hydrant Meters Installed	2	2		25		
# One Call Request Received   Completed	32	32	49	33	376	360
# of Auto Shop Requests Received   Completed	31	32	66	32	496	374
# of Hydrant Hits	1	4		23		

WATER AUDIT				
	Last	Current Month	Previous	Current
	Month		FY YTD	FY YTD
Water Produced (Million Gallons)	319.002	350.766		4472.555
Customer Meter Reading (Million Gallons)	252.080	263.679		3694.889
Non-Revenue Water (Million Gallons)	66.92	87.087		777.666
Water Loss %	21%	25%		17%
Water Loss \$	\$ 82,609.86	\$ 107,501.93		\$ 959,966.46

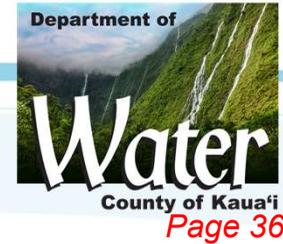
# ENGINEERING DASHBOARD

Overtime



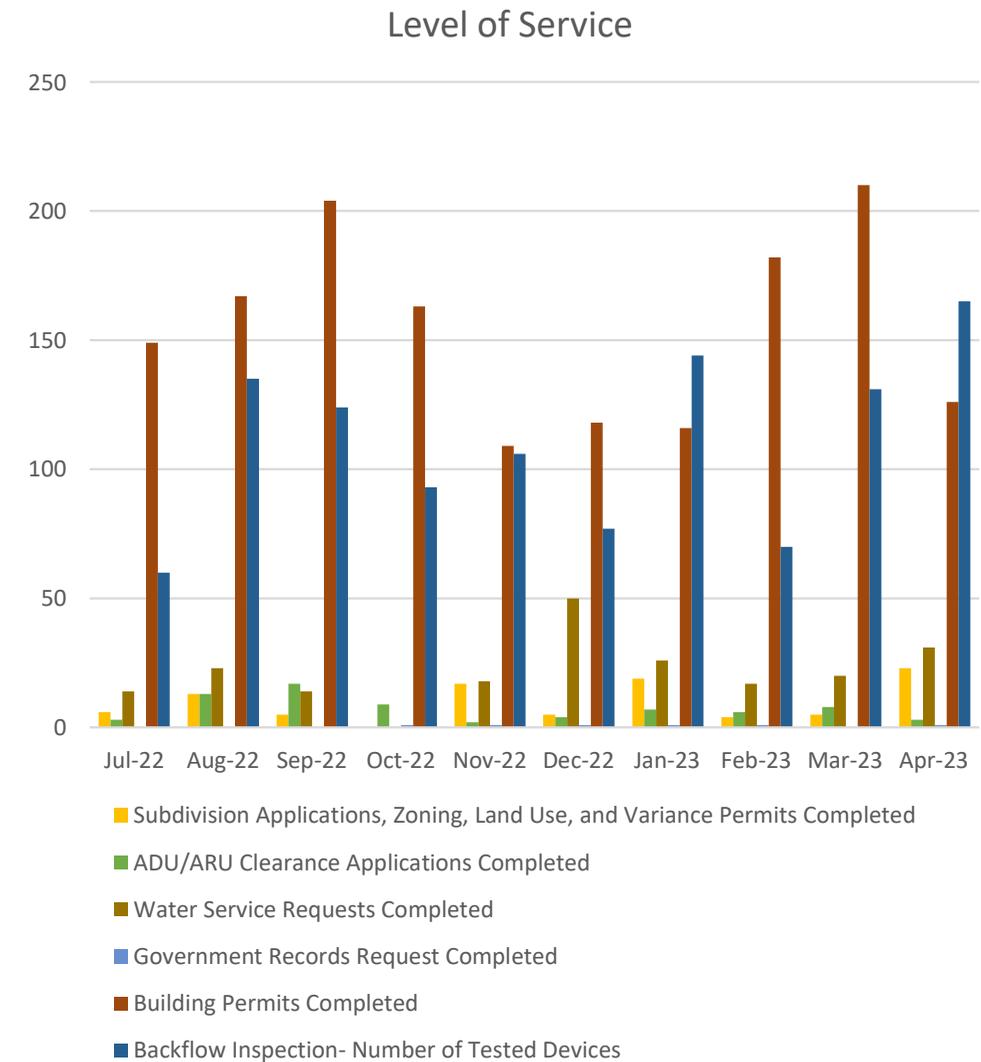
	Last Month	Current Month	Previous FY Year to Date	Current FY Year to Date
<b>STAFFING</b>				
Budgeted Staff (\$) vs Vacancies (\$)	15	9	17	6
Professional Services: Total \$ Amount   % of Division Budget	\$226,000	8%	\$74,000	3%
			\$2,001,000	68%
<b>OVERTIME</b>				
Budget (\$)   Actual (\$)	\$5,000	\$9,300	\$5,000	\$9,400
			\$59,000	\$96,200

	Last Month	Current Month	Previous FY Year to Date	Current FY Year to Date
<b>PROJECT MANAGEMENT</b>				
# of DOW Projects in Design   In Construction	21	5	21	5
# of DOW Projects completed	0	0	0	0
# of Private Projects Design Approved   In construction	62	18	64	25
# of Private Projects Construction Completed	17	10	144	144



# ENGINEERING

	Last Month		Current Month		Previous FY Year to Date		Current FY Year to Date	
<b>LEVEL OF SERVICE</b>								
<b>Number of Customer Requests Received   Completed by Type</b>								
Subdivision Applications, Zoning, Land Use and Variance Permits	5	5	8	4			66	106
ADU/ARU Clearance Applications	5	5	4	2			81	79
Building Permits	136	142	115	95			1,072	1,781
Water Service Requests	23	25	36	11			206	249
Government Records Request	0	0	1	0			11	6
Backflow Inspection # of Devices Tested	140		75				1,320	
<b>Average Response Time to Customer Requests by Type (Days)</b>								
ADU/ARU Clearance Applications								
Building Permits								
Water Service Requests								



# QUARTERLY UPDATE

Period of April 1, 2023 to June 30, 2023

ENGINEERING DIVISION

Submitted by: Jason Kagimoto, P.E.

DEPARTMENT OF WATER

July 20, 2023

# Executive Summary

Significant updates for this quarter include:

- **Water Resources and Planning Section**
  - Subdivision-Land Use applications completed = 32
  - Water Service Requests Completed = 67
  - Building Permit Applications Reviewed = 363
  - Backflow Devices Inspected and Tested = 380
  - Water Systems Investment Plan – GIS and hydraulic model wrapping up
  - Lead and Copper Rule Revisions (LCRR) Update – Gap analysis being performed
  
- **Project Management Section**
  - Overseeing 21 ongoing DOW CIP design projects
  - Overseeing 5 ongoing DOW CIP construction
  - Private Project Reviews = 188
  - Rehabilitate Paua Valley Tank No. 1 (KW-07) –
  - Kalāheo Water System Improvements (K-01) –
  - Kīlauea Wells 1 & 2, MCC, Chlorination Facilities (WKK-03) –
  - Kukuiolono Tank Demo – Closing out construction contract
  - Kapa‘a 325’ Tanks – Two 0.5 MG Tanks – Bid opening August 24
  - UH CTAHR Experimentation Station Site 605’ Tank – Siting tank, coordinating with UH
  - Kūhiō Highway (Hardy-Oxford) 16” Main Replacement – Bid out 4<sup>th</sup> quarter
  - Weke, Anae, Mahimahi and Hee Roads Main Replacement – Bid out 4<sup>th</sup> 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 JUNE 2023	ORIGINAL ESTIMATE TO COMPLETE	CURRENT ESTIMATE TO COMPLETE	CURRENT CONTRACT AMOUNT
PLH-35B	16-02	Kapaia Haul Cane Road 18" Transmission Line	10	Q3 2019	Q4 2025 (1)	\$4,127,545.00
KW-07	17-10	Rehabilitate Paua Valley Tank No. 1, 0.5 MG Tank	75	Q2 2021	Q4 2023	\$3,540,372.99 (2)
WK-08 WK-39	02-14	Kapa'a Homestead Well 4 – Package A Drain Line	80	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	10	Q1 2025	Q1 2025	\$21,756,430.00 (4)
WKK-03	16-04	Kilauea Wells Nos. 1 and No. 2, MCC, Chlorination Facilities	35	Q3 2024	Q3 2024	\$3,211,866.80 (5)
N/A	18-07	Kukuiolono Existing 0.2 MG Tank Demolition Plan	100	Q4 2022	Q2 2023	\$380,968.25
					TOTAL =	\$35,622,601.40

(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.

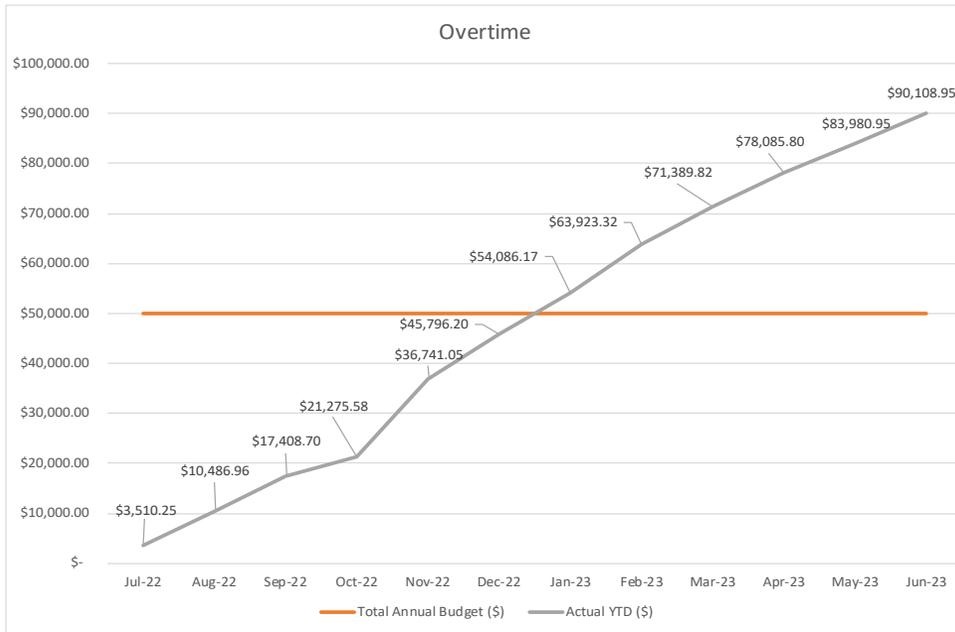
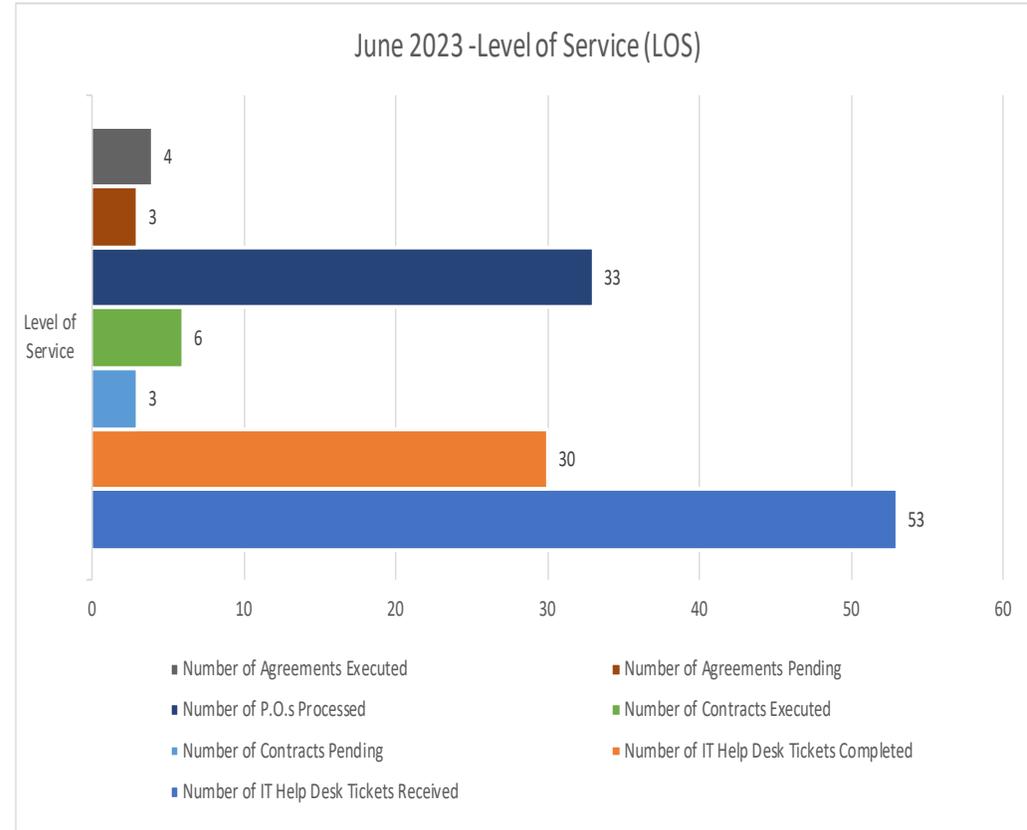
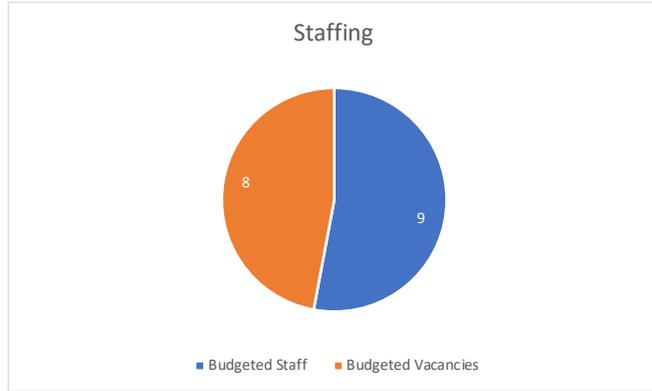
(4) \$10.2M State funding assistance

(5) \$2.6M State funding assistance

# 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	\$1,500	1
725	Bowers + Kubota	Kalāheo Wtr Sys Imp CM	\$1,010,000	\$40,000	N/A
732	Bowers + Kubota	Kīlauea Wells 1 & 2 CM	\$325,000	\$65,000	N/A
728	RM Towill, Inc.	As-Needed CM	\$1,000,000	\$30,000	3

# ADMINISTRATION DASHBOARD



**On June 5, 2023, called to acknowledge the Operations staff crew that has been working on the adjacent Kuamoo Booster Pump the past few weeks, how neat they work, and how good they work together.**  
*–D. Saito-Brown*

# ADMINISTRATION

	May-23		Jun-23		Previous FY YTD		Current FY YTD	
<b>STAFFING</b>								
Budgeted Staff vs Vacancies (Admin-HR-IT-PR)	9	8	9	8			9	8
<b>OVERTIME</b>								
Budget (\$) vs Actual (\$)	\$ 4,166.67	\$ 5,895.15	\$ 4,166.67	\$ 6,128.00			\$ 50,000.00	\$ 90,108.95

	May-23		Jun-23		Previous FY YTD		Current FY YTD	
<b>LEVEL OF SERVICES</b>								
# of IT Help Desk Tickets Received   Completed	42	33	53	30			287	208
# of Legal Claims Outstanding   Resolved	2	0	1	1			1	1
# of Contracts Pending   Executed	6	1	3	6			3	14
# of Purchase Orders Processed	14		33				196	
# of Agreements Pending   Executed	3	7	3	4			41	46
# of MOU   MOA Pending	0	0	0	0			0	0
# of MOU   MOA Executed	0	0	1	0			1	1
# of Customer Remarks	2		1				6	
# of Customer Compliments	3		1				7	

Note: DOW Dashboard data tracking started November 2022

# DEPARTMENT OF WATER

County of Kaua'i

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

## INFORMATION & EDUCATION SPECIALIST REPORT

July 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](http://www.kauai.gov/press-releases). Notices labeled as a Public Service Announcement (PSA) are shared directly with local newspaper and radio stations and posted on the Department's Facebook page. Additionally, all roadwork notices are emailed to the Department of Transportation's (DOT) communications office.

### Service Announcements

<i>Date Issued</i>	<i>Water System &amp; Affected Service Areas</i>	<i>Announcement</i>	<i>Effective Date &amp; Times</i>	<i>Other Notices</i>
06-16-2023	n/a	Free water storage jugs to first 350 at KCFB Agricultural Festival	June 17, 2023	Media published via Garden Island Newspaper <i>(Attached)</i>
06-28-2023	Kalaheo Water System	Blessing held for DOW Kalaheo Water Systems Improvements Project	June 29, 2023	Media published via KauaiNowNews.com <i>(Attached)</i>

### Public Relations Programs

#### Community Outreach & Education

- The Department distributed 350 water storage jugs at the Kauai County Farm Bureau Fair's 2-day Agricultural Festival on June 17-18, 2023. The distribution and promotion of collapsible water storage jugs is part of the department's water emergency awareness campaign during Hawaii's hurricane season. Additional distribution events are being held island wide through July.

#### Advertising & Communications

- The Department's "Wise Water Wednesday" advertising awareness campaign for the month of July includes messages about water emergency preparedness, how to report a leak, automatic bill payment services and encouraging residents and visitors to choose tap water. 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.
- Annual radio media contracts have been awarded for fiscal 2023-2024 to H. Hawaii Media and Pacific Media Group. A print advertisement contract is pending due to a late submittal by vendor. PR will utilize advertisements to continue its successful promotion of water conservation, water education programs and to issue public service announcements during water service emergencies and other service-related messages, as needed.

### Upcoming Community Outreach & Educational Events

- Water Education presentation in Kekaha – July 20, 2023
- Water Emergency Preparedness in Kapa'a – July 26, 2023
- Make a Splash with Project WET Festival – September 15, 2023
- Water station at Ohana Fit Festival – September 30, 2023

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

- Make a Splash festival logistical coordination and planning is on-going. The department reached out to Hawaii Water Works Association members via statewide email blast to expand interest and acquire additional neighbor island volunteers for this year's event.

Attachments:     *Garden Island* (Free water jugs for first 350 people attending the Agricultural Festival)  
                      *KauaiNowNews* (Blessing held for \$21.8 million Kalaheo Water Systems Improvements Project)

## *Free water jugs for first 350 people attending the Agriculture Festival*

**Dennis Fujimoto**

THE GARDEN ISLAND

LIHU'E — In support of the Kaua'i County Farm Bureau and the two-day Agricultural Festival taking place starting Saturday at the Vidinha Stadium soccer fields, the Department of Water announced it is giving away one free collapsible water storage jug to the first 350 attendees at the event main entrance on Saturday.

"The collapsible water storage jugs are a simple reminder for residents and visitors about the importance of emergency preparedness, especially at the start of Hawai'i's hurricane season that runs through November," said Jonell Kaohelauli'i, the DOW information and education specialist.

"This water jug distribution is one of several upcoming events that the DOW will be attending this summer to provide water storage jugs throughout the island's communities."

The KCFB Agriculture Festival is scheduled to start at noon with a blessing by Darryl Kua of the Westside Christian Center, and will run through 6 p.m. on Saturday. The event continues on Sunday from 10 a.m. to 5 p.m. with the 4H Petting Zoo and horseback rides with the Kaua'i All Girls Rodeo Association at the Vidinha Stadium soccer fields.

Entries to the 2023 Fruit and Vegetable Show will be accepted from 8 to 10 a.m. on Saturday only.

Entries to the contest vying for Best in Show honors accompanied by cash prizes, blue, red, and white ribbon winners, also accompanied with cash prizes must be grown on Kaua'i by the exhibitor.

Entries in the special youth division must be grown by individuals 16 years old and younger, and will earn cash prizes for first, second, and third places.

Additionally, there are special prizes for the Edible Peas special contest.

The KCFB Agricultural Festival is being sponsored by the County of Kaua'i, Go Farm Hawai'i, Ulupono Initiative, Menehune Water Company, Kaua'i Grown, the Grove Farm Company, the University of Hawai'i Master Gardener program, Matson, Corteva Agriscience, Kaua'i Landscape Council, the University of Hawai'i Cooperative Extension, TGI and Inkspot Printing.

For more info, visit [kauaicityfarmbureau.org](http://kauaicityfarmbureau.org).

Kauai News

# Blessing held for \$21.8 million Kalaheo Water Systems Improvements Project

June 30, 2023 · 8:27 AM HST

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A A A



Left to right: Hawaiian Dredging and Construction vice president Len Dempsey, Mayor Derek Kawakami and Department of Water manager and chief engineer Joe Tait performs the ceremonial "turning of the dirt" during the blessing ceremony to commence the Kalaheo Water Systems Improvement Project on June 28, 2023. (Photo courtesy: Kaua'i County)

A blessing was held Wednesday for the \$21.8 million Kalaheo Water Systems Improvements Project, the largest in the history of Kaua'i County's Department of Water.

-continued-

The project will be conducted in three phases along a portion of Pu'uwai Road, Po'ohiwi Road and a portion of Kikala Road. Work will include the replacement of two storage tanks, approximately 11,500 linear feet of water line, upgrades to water meter service connections, fire protection facilities and appurtenances and paving work.

The project is estimated to be completed in 2025.



Department of Water staff with Mayor Derek Kawakami (center, left) and DOW Manager and Chief Engineer, Joe Tait (center, right) stand in front of the more than 11,000 feet of 8-inch pipeline that will be installed as part of the Kalaheo Water Systems Improvements Project. (Photo courtesy: Kaua'i County)

The Department of Water and contractor, Hawaiian Dredging Construction Company, held a blessing to commence the long-awaited project. Engineering and construction management services are being done by Bowers + Kubota Consulting.

-continued-

The project is part of a comprehensive long-range plan that identifies and addresses the need to upgrade aging infrastructure and conduct water system improvements islandwide.

“At the Department of Water, we are continuously focused on improving service reliability in areas of high demand for fire flow protection and in support of affordable housing,” Joe Tait, manager and chief engineer of the Department of Water, said in a press release.

Funding for the \$21.8 million project included:

- \$10.2 million from the State of Hawai'i Legislative Appropriation
- \$5.2 million from the State of Hawaii Department of Health Drinking Water State Revolving Fund Grant
- \$7.4 million loan from the Drinking Water State Revolving Fund

“The grant and financing will allow us to leverage greater investments islandwide so that our current customers and future generations alike will continue to enjoy safe, reliable water service,” Tait said.

According to the release, the Department of Water will communicate directly to customers in the service area about planned short-term service interruptions and traffic control implementation for the duration of the project.



Personnel from multiple agencies join hands during the Kalaheo Water Systems Improvements Project blessing ceremony led by Rev. Jade Wai'ale'ale-Battad. (Photo courtesy: Kaua'i County)

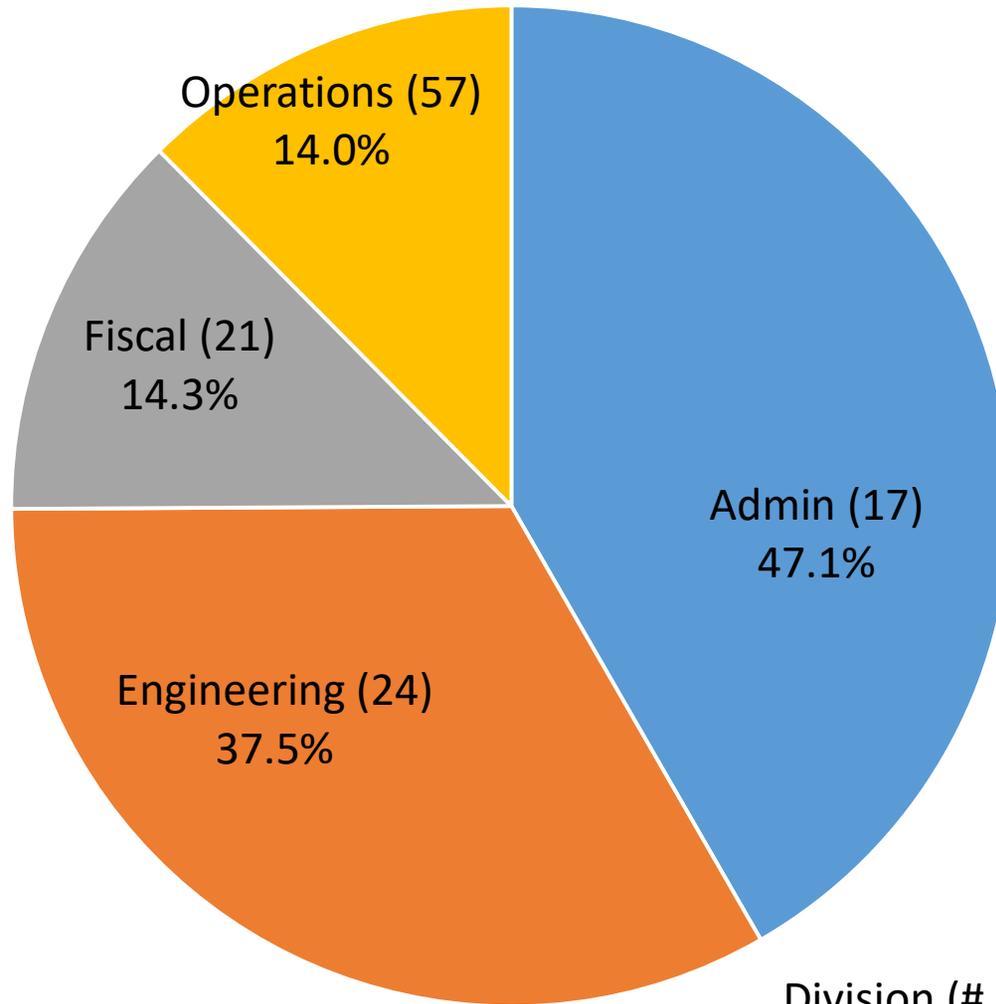
Notices will be sent via Kaua'i County Alerts and will be posted on the department's Facebook page at [www.facebook.com/KauaiDOW](http://www.facebook.com/KauaiDOW).

Customers are encouraged to sign-up to receive Kaua'i County Alerts via Wireless Emergency Notification Service by phone, email or text at [www.kauai.gov/KEMA](http://www.kauai.gov/KEMA) or call 808-245-5455. Other forms of service announcements are issued via news release, by mail or door to door notices.

For more information, please contact the Department of Water at 808-245-5461.

###

## % Vacancy Within Each Division Level



Division (# Auth) - % Vacant

## CORRECTIVE ACTION PLAN

### 2022-001 **Improve Internal Communication**

- The Manager & Chief Engineer (MCE) will continue to hold bi-weekly Division/Section Manager (DSM) meetings.
- MCE will require meeting minutes of these DSM meetings distributed for use by attendees when researching critical decisions and plans.

#### **Schedule for Implementation:**

The MCE will have DSM minutes distributed to all invited managers in attendance and/or excused. Managers will be held accountable for scheduling assigned projects and tasks with submittal to MCE and Deputy Manager-Engineer (DME) for tracking assigned programs and projects for submittal to Fiscal managers and Contracts Officer responsible for budget and accounting tracking and confirmation of adjoined funds within contracts. **Effective 03/15/2023**

### 2022-002 **IT General Control Deficiencies**

#### Logical Security

- A formal offboarding process will be designed and implemented for use by the IT Manager and Human Resources Coordinator to ensure effective termination of users as they separate from DOW.

#### **Schedule for Implementation:**

The process is under review and preparations to implement will follow. Plan is that this will become part of the change management solution in addition to the current ADCUA forms. **Effective 4/15/2023**

- Ensure a process that documents non-adherence to password security policies and that protection of systems has been adequately demonstrated to management.

#### **Schedule for Implementation:**

Password security has been reviewed and implementation by group policy is now in line with current industry standards. **Completed 3/31/2023**

- DOW Policies and Procedures will be developed for use by Management upon recommendations from the IT Steering Committee and retained IT consultants contracted by DOW.

**Schedule for Implementation:**

System analysis continues with the assistance of IT professionals and peers to help define the policies and procedures to be implemented. **Effective 3/1/2023**

- DOW will utilize CISA and contracted IT security consultants to design a new Security Awareness Program implemented through the IT Manager.

**Schedule for Implementation:**

Consultant services will be utilized to assist with the development of a security awareness program. **Effective 6/1/2023**

- This is currently underway as DOW has contracted with professional services firms to work alongside IT staff.

**Schedule for Implementation:**

Consultant services and staff work is ongoing. **Ongoing 1/31/2023**

- This effort will be completed in conjunction with hardware, software, and staffing augmentation overseen by the IT Manager.

**Schedule for Implementation:**

Efforts have been underway to address critical issues with hardware, software, and system security. We've budgeted for a Managed Services Provider contract. **Effective 1/31/2023**

Physical Security

- Management and the IT Manager will identify and monitor server room access.

**Schedule for Implementation:**

Leadership has identified authorized personnel who are granted access to the server room, based on position responsibility. Access monitoring has been implemented and is ongoing. **Completed 1/31/2023**

Change Management

- The IT Steering Committee will design and recommend a new DOW SOP to define and ensure that changes to systems are authorized, tested, accepted, and tracked.

**Schedule for Implementation:**

The Department has been and continues to work through the process of creating a stable environment; and will be creating a process of change authorization, unit testing, system test and implementation. Database schema and use cases being developed. Planned implementation using software or dev IIS server and SQL Server. **Effective as of 2/1/2023**

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

- Management will design, implement, and monitor collection, additions, changes to and elimination of DOW contracts and agreements to ensure staff efficiency through utilization of a one-source database.

**Schedule for Implementation:**

A new Contracts, Agreements, Licenses, and Leases Team (*CALL team*) has been formed to include MCE, DME, Contracts Officer, Accountant IV, and IT Manager to ensure that all formal, financial documents relating to procurement, purchasing, inventory, and electronic cataloging and storage of DOW documents continuously occurs for ease of accounting by supervisors and managers as well as offering a one-stop location for DOW annual audit process. **Effective 5/1/23.**

DEPARTMENT OF WATER  
 County of Kaua'i

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

MANAGER’S UPDATE

July 20, 2023

*Pursuant to Board Policy No. 3*

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

**1. SECOND AMENDMENT TO CONTRACT NO. 636 WITH BROWN AND CALDWELL  
 JOB NO. 16-04, WP2020 WKK-03, KĪLAUEA WELLS NO. 1 AND 2 MCC,  
 CHLORINATION FACILITIES, KĪLAUEA, KAUA'I, HAWAII**

RECOMMENDATION:

It is recommended that the Manager approve the Second Amendment to Contract No.636 with Brown and Caldwell for a contract time extension of 365 calendar days to perform services during construction.

FUNDING:

Account No.	N/A		
Acct Description	N/A		
Funds Available	<i>Verified by WWC</i>		\$N/A
Contract No.	636		
Vendor	Brown and Caldwell		
	Contract Amount	\$349,168.00	
	5% Contingency	\$0.00	
	First Amendment	\$81,481.00	
	Total Funds Certified To Date	\$430,649.00	
<b>Second Amendment:</b>			
	Additional contract time of 180 calendar days to perform services during construction.	\$0.00	
	Total Amendment (NO FUNDS REQUESTED)	\$0.00	
	Contract Amount To Date	\$430,649.00	
	Fund Balance		\$N/A

BACKGROUND:

Contract NTP Date: May 2, 2017  
 Original Contract End Date: May 2, 2018  
 New Contract End Date: 365 calendar days from NTP of Second Amendment

Project is currently in construction. This no-cost time extension amendment will allow additional time for the Contractor to perform the services during construction.

**2. SECOND AMENDMENT TO CONTRACT NO. 708 KAUA'I AIR CONDITIONING & REFRIGERATION, INC.  
 RFQ AIR 2021-2022, MAINTENANCE AND SERVICE FOR DOW'S VARIOUS AIR CONDITIONING UNITS**

RECOMMENDATION:

It is recommended that the Manager approve the Second Amendment and Novation/Assignment for Contract No. 708, for Kaua'i Air Conditioning & Refrigeration, Inc. and Kaua'i Mechanical, Inc.

FUNDING:

Account No.	10-40-60-561-000		
Acct Description	WU/Ops/T and D/Repairs and Maintenance – Other than Water System (A/C & Refrigerator Maintenance)		
Funds Available	Verified by WWC		\$35,606.00
Contract No.	708		
Vendor	Kaua'i Mechanical, Inc.		
	Contract Amount	\$35,606.00	
	5% Contingency	N/A	
	First Amendment (Year 2 of 3)	\$35,606.00	
	Total Funds Certified To Date	\$71,212.00	
(UPDATE) Second Amendment:			
	Year 3 of 3 and Novation/Assignment	\$35,606.00	
	Total Second Amendment	\$35,606.00	<\$35,606.00>
Contract Amount To Date			
		\$106,818.00	

BACKGROUND:

Contract NTP Date: July 1, 2021  
 Original Contract End Date: June 30, 2022  
 New Contract End Date: June 30, 2024

Pursuant to HAR 3-125-14(2), a Novation/Assignment Agreement is proposed to reflect Kaua'i Air Conditioning & Refrigeration, Inc. transferring all obligations of this contract to Kaua'i Mechanical, Inc.

(UPDATE): Original contract is for 365 calendar days of maintenance with an option to extend not to exceed 24 months. Price and scope of work for this final extension is mutually agreed upon between the contractor and Department, remains the same as the original contract price and scope.

**3. SECOND AMENDMENT TO CONTRACT NO. 665 WITH BELT COLLINS HAWAII LLC/BOWERS+KUBOTA CONSULTING, INC.  
 JOB NO. 18-03, WP2020 #PLH-27, KŪHI'Ō HWY (HARDY-OXFORD) 16" MAIN REPLACEMENT, LĪHU'E, KAUA'I, HAWAII**

RECOMMENDATION:

It is recommended that the Manager approve the Second Amendment to Contract No. 665 for a contract time extension of 800 calendar days to perform services during construction.

FUNDING:

Account No.	10-20-00-604-148		
Acct Description	WU/Eng/Admin/Capital Outlay-R&R		
Funds Available	<i>Verified by WWC</i>		\$N/A
Contract No.	665		
Vendor	Bowers+Kubota Consulting, Inc.		
	Contract Amount	\$270,608.00	
	5% Contingency	\$3,844.00	
	First Amendment	\$9,686.00	
	Total Funds Certified To Date	\$284,138.00	
Second Amendment:			
	Contract Time Extension of 800 Calendar Days	\$0.00	
	Total Amendment (NO FUNDS REQUESTED)	\$0.00	<\$N/A>
	Contract Amount To Date	\$280,294.00	
	Fund Balance		\$N/A

BACKGROUND:

Contract NTP Date: July 11, 2018  
 Original Contract End Date: July 31, 2020  
 New Contract End Date: 800 calendar days from NTP for Second Amendment

Project is currently finalizing the bid documents. This no-cost time extension amendment will allow additional time for the Contractor to finalize the bid documents and perform the services during construction.

**4. CONTRACT AWARD TO KMH LLP  
 PROFESSIONAL SERVICES, NOTICE NO. SPO VL CONTRACT NO. 23-0**

RECOMMENDATION:

It is recommended that the Manager approve a contract with KMH LLP for Accounting Professional Services.

FUNDING:

Account No.	10-02-10-540-010		
Acct Description	WU/IT/Admin/Professional Services		
Funds Available	<i>Verified by WWC</i>		\$320,000.00
Contract No.	751		
Vendor	KMH LLP		
	Contract Amount	\$320,000.00	
	5% Contingency	\$N/A	
	Total Funds Certified	\$320,000.00	<\$320,000.00>

BACKGROUND:

The Review and Selection Committee has selected and negotiated with KMH LLP to provide assistance with technical support for the DOW's financial reporting which includes management reporter, encumbrance reports, and year end closing. KMH will also facilitate updates and upgrades with DOW's accounting software.

**5. CONTRACT AWARD TO CORE AND MAIN LP DBA PACIFIC PIPE CO.  
 JOB NO. GS-2023-06, FURNISHING & DELIVERY OF HYDRANTS &  
 APPURTENANCES AND VARIOUS DRINKING WATER PIPE REPAIR AND  
 MAINTENANCE FITTINGS**

RECOMMENDATION:

It is recommended that the Manager approve a contract award to Core and Main LP dba Pacific Pipe Co. for the subject project.

FUNDING:

Account No.	10-40-00-604-999		
Acct Description	WU/Ops/Capital Outlay-R&R/Misc. Capital Purchases (Infrastructure Inventory)		
Funds Available	<i>Verified by WWC</i>		\$ 193,228.62
Contract No.	752		
Vendor	Core and Main LP dba Pacific Pipe Co.		

	Contract Amount	\$ 193,228.62	
	5% Contingency	\$ N/A	
	Total Funds Certified	\$ 193,228.62	<\$ 193,228.62>

**BACKGROUND:**

The Board approved purchase of inventory items for its Operations Division to replenish stock items used throughout the year. The solicitation was posted with ample time for bids, and received one bid. The single bidder was deemed to be responsive and responsible.

**CONVEYANCE OF WATER FACILITIES**

NONE