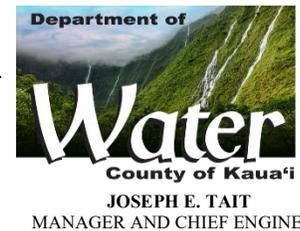


## **BOARD OF WATER SUPPLY**

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

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



### **REGULAR MONTHLY MEETING NOTICE AND AGENDA**

Thursday, July 18, 2024  
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/82955240197>

**Passcode: 660090**

**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: 829 5524 0197**

**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 Board Meeting: Thursday, August 15, 2024 – 9:30 a.m.

### **APPROVAL OF AGENDA**

### **MEETING MINUTES**

1. Regular Board Meeting – June 20, 2024
2. Executive Session – June 20, 2024

### **PUBLIC TESTIMONY**

### **NEW BUSINESS**

1. Manager's Report No. 25-01 Discussion and Possible Action to Approve the FY2024 to FY2025 Supplemental Budget – Encumbrance Rollover

2. Manager's Report No. 25-02 Discussion and Possible Action to re-appropriate certain budget line items to another line item budget to purchase replacement appurtenances for the emergency repair of Piwai Well No. 2, Job No. 24-16, EP-2024-01
3. Manager's Report No. 25-03 Discussion and Adoption of Resolution No. 25-01, Safe Drinking Water State Revolving Fund (DWSRF) Pro-Fi Loan of \$5M for SFY 2025 for Kaua'i Board of Water Supply (Board)
4. Manager's Report No. 24-04 Discussion and Possible Action on the Kauai Water Use and Development Plan (KWUDP) Update

### **INFORMATIONAL BRIEFING**

1. Affordable Housing Presentation by Housing Director, Adam Roversi (***Information only; non-action item***)

### **STAFF REPORTS**

1. **Fiscal:**
  - a. Monthly dashboard
  - b. Budget Report for June 2024
  - c. Quarterly BAB Statement
2. **Operations** – Monthly dashboard
3. **Engineering:**
  - a. Monthly dashboard
  - b. Quarterly Update
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
    - i. Corrective Action Plan updates
5. **Manager and Chief Engineer** – Required communications to the Board, and update of Department activities

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

1. Water Systems Investment Plan presentation (***Information only; non-action item***)

### **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 Hawaii Revised Statutes (HRS) Sections 92-4 and 92-5(a)(4), the Office of the County Attorney requests an Executive Session with the Board, to provide the Board with a briefing and request authority to and/or approval of a settlement agreement in United Public Workers, Local 646 and Department of Water, County of Kauai, Grievance Number: 0646-0000-2020.0140 and to consult with the Board's attorney on its powers, duties, privileges, immunities, and liabilities as they relate to this agenda item.

### **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  
Lihu'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 20, 2024**

The Board of Water Supply, County of Kaua'i, met in a regular meeting in Lihu'e on Thursday, June 20, 2024. Chair Tom Shigemoto called the meeting to order at 9:35 a.m. The following Board members were present:

**BOARD:**

Mr. Tom Shigemoto, *Chair*  
Ms. Julie Simonton, *Vice Chair*  
Mr. Kurt Akamine  
Mr. Ka'aina Hull  
Ms. Micah Finnila  
Mr. Troy Tanigawa

**EXCUSED:**

Mr. Larry Dill

Quorum was achieved with 6 members present at Roll Call.

**ANNOUNCEMENTS**

Next Scheduled Board Meeting: Thursday, July 18, 2024 – 9:30 a.m.

**APPROVAL OF AGENDA**

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

**MEETING MINUTES**

1. Regular Board Meeting – May 16, 2024
2. Executive Session – May 16, 2024

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

**PUBLIC TESTIMONY**

None received.

**COMMITTEE REPORTS**

1. Report of the Finance Committee of the Board of Water Supply, County of Kauai Draft Budget for Fiscal Year 2024-2025

**The Committee Report of the Finance Committee was received for the record.**

**OLD BUSINESS**

1. *Manager's Report No. 24-18* Discussion and Possible Action of the Department of Water's (DOW) Draft Annual Operating and Capital Budget for Fiscal Year 2025

**Board member Akamine moved to accept the recommendations of the Finance Committee to approve the Department of Water's Annual Operating Capital Budget for Fiscal Year 2025, seconded by Ms. Simonton; with no objections, motion carried with 6 Ayes.**

**NEW BUSINESS**

1. *Manager's Report No. 24-28* Discussion and Possible Action to Approve a Right of Entry Agreement from Grove Farm Properties, Inc., Ahukini Makai Subdivision, TMK (4) 3-7-002:001

**Board member Akamine moved to approve Manager's Report No. 24-28, seconded by Mr.**

**Tanigawa; with no objections, motion carried with 6 Ayes.**

2. Manager's Report No. 24-29 Discussion and Possible Action to Approve a Conveyance of Water Facilities from Grove Farm Properties, Inc., Waiola Subdivision Phase I (S-2009-13), TMK (4) 3-3-021:088 thru (4) 3-3-021:095; Līhu'e, Kaua'i, Hawai'i

**Board member Simonton moved to approve Manager's Report No. 24-29, seconded by Mr. Akamine; with no objections, motion carried with 6 Ayes.**

3. Manager's Report No. 24-30 Discussion and Possible Action to Approve a Grant of Easement Agreement from Grove Farm Properties, Inc., Waiola Subdivision Phase I (S-2009-13), TMK (4) 3-3-021:088 thru (4) 3-3-021:095, TMK (4) 3-3-021:119 and TMK (4) 3-3-021:048(por.)

**Board member Akamine moved to approve Manager's Report No. 24-30, seconded by Ms. Simonton; with no objections, motion carried with 6 Ayes.**

4. Manager's Report No. 24-31 Discussion and Possible Action to reappropriate certain budget line items to another line-item budget for the purpose of furnishing and delivery of hydrants, appurtenances and various drinking water pipe repair and maintenance fittings.

**Board member Akamine moved to approve the Manager's Report No. 24-31, seconded by Ms.**

**Simonton; with no objections, motion carried with 6 Ayes.**

5. Manager's Report No. 24-32 Discussion and Possible action to Approve Indemnification Provisions Included in Innovyze Software Maintenance and Support Agreement

**Board member Simonton moved to approve Manager's Report No. 24-32, seconded by Mr. Tanigawa; with no objections, motion carried with 6 Ayes.**

6. Manager's Report No 24-33 Discussion and Possible Action on Approving Certain Unspecified Future Obligations and Indemnification Provisions Included in PaperCut's Purchase Agreement

**Board member Akamine moved to approve the Manager's Report No. 24-33, seconded by Ms. Simonton; with no objections, motion carried with 6 Ayes.**

## **STAFF REPORTS**

1. Fiscal:
  - a. Monthly dashboard
  - b. Budget Report for May 2024
2. Operations – Monthly dashboard
3. Engineering – Monthly dashboard
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

Chair Shigemoto requested to forego the formal presentations of the staff reports.

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

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

1. Water Systems Investment Plan presentation
2. Kauai Water Use and Development Plan Review

**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 HRS 92-4 and 92-5(a)(4) to provide a briefing and request authority for a possible settlement proposal in a claim filed by John Mullen & Co. c/o DB Insurance Co. Ltd.
2. Pursuant to Hawai'i Revised Statutes § 92-4 and § 92-5(a)(6) to consider sensitive matters related to public safety or security.

**Board member Simonton moved to enter into executive session with Manager Joe Tait, Deputy Manager Michael Hinazumi, Deputy County Attorney, and Deputy Chris Donahoe invited as resources, seconded by Mr. Akamine; with no objections, motion carried with 6 Ayes.**

The Board entered into executive session at 9:52 a.m.

The Board resumed in open session at 10:25 a.m.

**ADJOURNMENT**

The meeting was adjourned at 10:27 a.m.

Respectfully submitted,

Cherisse Zaima  
Commission Support Clerk

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

NEW

BUSINESS

# DEPARTMENT OF WATER

County of Kaua'i

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

## MANAGER'S REPORT No. 25-01

July 18, 2024

Re: Discussion and Possible Action on the Approval of the Department of Water (DOW)'s Supplemental Operating and Capital Budget appropriations for Fiscal Year 2025

### **RECOMMENDATION:**

It is recommended that the Board grant approval to the Waterworks Controller to perform the annual encumbrance rollover from Fiscal Year 2024 (July 2023 – June 2024) to Fiscal Year 2025 (July 2024 – June 2025).

### **BACKGROUND:**

The Board approved the DOW's Operating and Capital Budget for Fiscal Year 2025 on June 20, 2024.

In addition to the approved Operating and Capital budget, the DOW requests Board approval to rollover outstanding purchase order (PO) balances from FY 2024 to the FY 2025 Operating and Capital budget. The PO balances are existing encumbrances for contracts and other goods and services as of June 30, 2024. The outstanding PO list is attached.

If approved, the FY 2025 budget will be increased as follows:

Operating Expenses – Water Utility	\$ 8,494,755.65
Capital Outlay:	<u>\$ 41,225,472.27</u>
Water Utility	\$15,914,656.18
Facility Reserve Charge (FRC)	\$ 3,765,434.36
Build America Bonds (BAB)	\$ 9,418,863.75
State Revolving Fund (SRF)	\$ 12,126,517.98
Total PO encumbrance rollover	<u>\$ 49,720,227.92</u>

### **OPTIONS:**

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

Pro: The DOW will be able to continue processing payments and contractual obligations of on-going projects and goods and services against existing encumbrances.

Con: Delays in performing the encumbrance rollover will impact fiscal year 2025 budget, whereby, payments will be offset against the current budget vs. encumbrances reserved from a prior fiscal year.

#### **Option 2: Do not approve the Supplemental Budget for Fiscal Year 2025.**

Pro: None known.

Con: The DOW remains obligated to fulfill its contractual obligations for the remaining PO balances for these contracts, goods and services.

RY/crz

Attachment(s): Supplemental Budget FY2025 Encumbrance Increase Report

Supplemental Budget - FY2025 (July 2024 - June 2025)							
Year End Encumbrance Increase Report							
FY 2024 PO Rollovers							
FY 2025 Budget Increase for Purchase Order (PO) Rollovers from FY 2024 totaling \$49,720,227.92			Sources of Funds				
Account Number	Encumbrance 6/30/2024	Account Description	Operating Expense: Water Utility	Capital Outlay: Water Utility	Capital Outlay: Facility Reserve Charge (FRC)	Capital Outlay: Build America Bonds (BAB)	Capital Outlay: State Revolving Fund (SRF)
<b>10-01-10-540-010</b>	<b>49,974.32</b>		49,974.32				
PO0004964	4,469.08	WU-Adm-Adm-Professional Services-General					
PO0005404	3,020.94	WU-Adm-Adm-Professional Services-General					
PO0005407	25,000.00	WU-Adm-Adm-Professional Services-General					
PO0005431	3,640.30	WU-Adm-Adm-Professional Services-General					
PO0005441	600.00	WU-Adm-Adm-Professional Services-General					
PO0005814	13,244.00	WU-Adm-Adm-Professional Services-General					
<b>10-01-10-542-010</b>	<b>6,137.32</b>		6,137.32				
PO0005619	575.92	WU-Adm-Adm-Public Relations-General					
PO0005620	986.78	WU-Adm-Adm-Public Relations-General					
PO0005681	470.75	WU-Adm-Adm-Public Relations-General					
PO0005762	220.55	WU-Adm-Adm-Public Relations-General					
PO0005792	2,905.10	WU-Adm-Adm-Public Relations-General					
PO0005819	801.62	WU-Adm-Adm-Public Relations-General					
PO0005820	176.60	WU-Adm-Adm-Public Relations-General					
<b>10-01-10-545-000</b>	<b>1,970.71</b>		1,970.71				
PO0005595	1,970.71	WU-Adm-Adm-Rentals and Leases					
<b>10-02-00-604-999</b>	<b>59,686.55</b>			59,686.55			
PO0005648	3,488.00	WU-IT-RandR Capital Purchases					
PO0005659	2,365.44	WU-IT-RandR Capital Purchases					
PO0005740	44,793.11	WU-IT-RandR Capital Purchases					
PO0005773	9,040.00	WU-IT-RandR Capital Purchases					
<b>10-02-00-605-999</b>	<b>48,433.45</b>			48,433.45			
PO0001818	13,564.71	WU-IT-Expansion Capital Purchases					
PO0005828	9,619.32	WU-IT-Expansion Capital Purchases					
PO0005834	25,249.42	WU-IT-Expansion Capital Purchases					
<b>10-02-10-540-010</b>	<b>292,394.47</b>		292,394.47				
PO0005382	89,627.94	WU-IT-Adm-Professional Services-General					
PO0005573	163,239.00	WU-IT-Adm-Professional Services-General					
PO0005695	15,200.01	WU-IT-Adm-Professional Services-General					
PO0005740	12,600.00	WU-IT-Adm-Professional Services-General					
PO0005816	11,727.52	WU-IT-Adm-Professional Services-General					
<b>10-02-10-543-000</b>	<b>43,959.42</b>		43,959.42				
PO0005589	232.90	WU-IT-Adm-Communication Services					
PO0005590	2,644.68	WU-IT-Adm-Communication Services					
PO0005591	17,376.86	WU-IT-Adm-Communication Services					

FY 2025 Budget Increase for Purchase Order (PO) Rollovers from FY 2024 totaling \$49,720,227.92			Sources of Funds				
			Operating Expense: Water Utility	Capital Outlay: Water Utility	Capital Outlay: Facility Reserve Charge (FRC)	Capital Outlay: Build America Bonds (BAB)	Capital Outlay: State Revolving Fund (SRF)
Account Number	Encumbrance 6/30/2024	Account Description					
PO0005623	23,704.98	WU-IT-Adm-Communication Services					
<b>10-02-10-545-000</b>	<b>23,354.94</b>		23,354.94				
PO0005649	529.29	WU-IT-Adm-Rentals and Leases					
PO0005806	22,825.65	WU-IT-Adm-Rentals and Leases					
<b>10-02-10-561-000</b>	<b>578,560.82</b>		578,560.82				
PO0005423	18,266.58	WU-IT-Adm-Repairs and Maint-Non Water System					
PO0005660	8,977.82	WU-IT-Adm-Repairs and Maint-Non Water System					
PO0005724	161,939.28	WU-IT-Adm-Repairs and Maint-Non Water System					
PO0005821	383,526.88	WU-IT-Adm-Repairs and Maint-Non Water System					
PO0005840	5,850.26	WU-IT-Adm-Repairs and Maint-Non Water System					
<b>10-02-10-563-000</b>	<b>809.93</b>		809.93				
PO0005168	19.96	WU-IT-Adm-Operating Supplies					
PO0005631	31.40	WU-IT-Adm-Operating Supplies					
PO0005703	758.57	WU-IT-Adm-Operating Supplies					
<b>10-02-50-543-000</b>	<b>26,792.40</b>		26,792.40				
PO0005586	9,637.46	WU-IT-Power & Pumping-Communication Services					
PO0005623	17,154.94	WU-IT-Power & Pumping-Communication Services					
<b>10-10-40-540-010</b>	<b>6,669.00</b>		6,669.00				
PO0004723	6,669.00	WU-Qual-Purif-Professional Services-General					
<b>10-10-40-544-000</b>	<b>1,130.01</b>		1,130.01				
PO0005291	1,130.01	WU-Qual-Purif-Freight and Postage					
<b>10-10-40-561-000</b>	<b>2,106.49</b>		2,106.49				
PO0005518	2,106.49	WU-Qual-Purif-Repairs and Maint-Non Water System					
<b>10-20-00-604-001</b>	<b>9,407.62</b>			9,407.62			
PO0004335	9,407.62	WU-ENG-ALLR-17-10-KW-07 Paua Valley Tank Repair					
<b>10-20-00-604-009</b>	<b>75,824.10</b>			75,824.10			
PO0005561	75,824.10	WU-ENG-ALLR-Hanapepe Stream Crossing					
<b>10-20-00-604-110</b>	<b>200,000.00</b>			200,000.00			
PO0005807	200,000.00	WU-Eng 11-04 LO-10 Lawai 6n8inch Main Replacement					
<b>10-20-00-604-116</b>	<b>2,297,000.00</b>			2,297,000.00			
PO0005830	2,297,000.00	WU-Eng WK-08, Kapaa Homesteads 2-0.5 MG Tanks					
<b>10-20-00-604-136</b>	<b>3,048,663.00</b>			3,048,663.00			
PO0005522	29,663.00	Job 12-01 H-05 Weke Anae Hee 6-8IN Mains					
PO0005563	19,000.00	Job 12-01 H-05 Weke Anae Hee 6-8IN Mains					
PO0005813	3,000,000.00	Job 12-01 H-05 Weke Anae Hee 6-8IN Mains					
<b>10-20-00-604-138</b>	<b>71,650.00</b>			71,650.00			
PO0005555	71,650.00	WU-Eng-69%R-11-07 HE-03 Hanapepe & Koloa Well MCC					
<b>10-20-00-604-147</b>	<b>169,783.00</b>			169,783.00			
PO0005556	4,011.00	WU-Eng-ALLR-23-07 Rehabilitate Puupilo Steel Tank					

FY 2025 Budget Increase for Purchase Order (PO) Rollovers from FY 2024 totaling \$49,720,227.92			Sources of Funds				
			Operating Expense: Water Utility	Capital Outlay: Water Utility	Capital Outlay: Facility Reserve Charge (FRC)	Capital Outlay: Build America Bonds (BAB)	Capital Outlay: State Revolving Fund (SRF)
Account Number	Encumbrance 6/30/2024	Account Description					
PO0005563	165,772.00	WU-Eng-ALLR-23-07 Rehabilitate Puupilo Steel Tank					
<b>10-20-00-604-148</b>	<b>308,941.82</b>			308,941.82			
PO0003601	63,794.82	WU-Eng-Job 18-3 Kuhio Hwy Hardy-Oxford 16IN Main					
PO0005560	45,147.00	WU-Eng-Job 18-3 Kuhio Hwy Hardy-Oxford 16IN Main					
PO0005738	200,000.00	WU-Eng-Job 18-3 Kuhio Hwy Hardy-Oxford 16IN Main					
<b>10-20-00-604-149</b>	<b>318,284.46</b>			318,284.46			
PO0005560	318,284.46	WU-Eng-56%R-Job 23-03 Kuhio Hwy Papaloa to Waikaea					
<b>10-20-00-604-157</b>	<b>66,863.70</b>			66,863.70			
PO0002836	66,863.70	WU-Eng-16-4-WKK-03-Kilauea Wells MCC Rehab					
<b>10-20-00-604-177</b>	<b>13,085.45</b>			13,085.45			
PO0005563	13,085.45	WU-23-02 WK-34, Kuamoo Rd 8" Main Replace (6,500')					
<b>10-20-00-605-141</b>	<b>1,124,375.70</b>			1,124,375.70			
PO0005827	1,124,375.70	WU-Eng PLH-35b, Kapaia Cane Haul Road 18" Main Env					
<b>10-20-00-605-999</b>	<b>3,867.01</b>			3,867.01			
PO0005808	3,867.01	WU-Eng-Expansion Capital Purchases					
<b>10-20-00-604-009</b>	<b>8,206.00</b>			8,206.00			
PO0005563	8,206.00	WU-ENG-ALLR-Hanapepe Stream Crossing					
<b>10-20-10-540-010</b>	<b>3,365,856.21</b>		3,365,856.21				
PO0002836	25,116.10	WU-Eng-Adm-Professional Services-General					
PO0005197	11,916.24	WU-Eng-Adm-Professional Services-General					
PO0005383	7,862.50	WU-Eng-Adm-Professional Services-General					
PO0005387	22,000.00	WU-Eng-Adm-Professional Services-General					
PO0005388	124,450.93	WU-Eng-Adm-Professional Services-General					
PO0005520	253,945.00	WU-Eng-Adm-Professional Services-General					
PO0005521	260,674.33	WU-Eng-Adm-Professional Services-General					
PO0005562	907,380.58	WU-Eng-Adm-Professional Services-General					
PO0005629	23,626.70	WU-Eng-Adm-Professional Services-General					
PO0005630	169,368.03	WU-Eng-Adm-Professional Services-General					
PO0005656	8,900.52	WU-Eng-Adm-Professional Services-General					
PO0005672	190,166.28	WU-Eng-Adm-Professional Services-General					
PO0005698	85,924.00	WU-Eng-Adm-Professional Services-General					
PO0005699	404,389.00	WU-Eng-Adm-Professional Services-General					
PO0005712	42,220.00	WU-Eng-Adm-Professional Services-General					
PO0005752	375,747.00	WU-Eng-Adm-Professional Services-General					
PO0005753	46,746.00	WU-Eng-Adm-Professional Services-General					
PO0005756	47,600.00	WU-Eng-Adm-Professional Services-General					
PO0005823	99,623.00	WU-Eng-Adm-Professional Services-General					
PO0005826	158,200.00	WU-Eng-Adm-Professional Services-General					
PO0005833	100,000.00	WU-Eng-Adm-Professional Services-General					
<b>10-20-10-544-000</b>	<b>929.76</b>		929.76				
PO0005597	929.76	WU-Eng-Adm-Freight and Postage					
<b>10-20-10-561-000</b>	<b>3,622.01</b>		3,622.01				

FY 2025 Budget Increase for Purchase Order (PO) Rollovers from FY 2024 totaling \$49,720,227.92			Sources of Funds				
			Operating Expense: Water Utility	Capital Outlay: Water Utility	Capital Outlay: Facility Reserve Charge (FRC)	Capital Outlay: Build America Bonds (BAB)	Capital Outlay: State Revolving Fund (SRF)
Account Number	Encumbrance 6/30/2024	Account Description					
PO0005796	3,622.01	WU-Eng-Admin-Repairs & Maint - other than WS					
<b>10-20-10-563-000</b>	<b>564.34</b>		564.34				
PO0005655	564.34	WU-Eng-Adm-Operating Supplies					
<b>10-21-00-604-001</b>	<b>485,875.26</b>			485,875.26			
PO0004404	485,875.26	Job 17-10 KW-047 Paua Valley Tank Repair					
<b>10-21-00-604-029</b>	<b>2,777,114.24</b>			2,777,114.24			
PO0005257	737,114.24	WU-Cns-44%R-09-01 Yamada Tank Clearwell, Conn Pipe					
PO0005258	2,040,000.00	WU-Cns-44%R-09-01 Yamada Tank Clearwell, Conn Pipe					
<b>10-21-00-604-171</b>	<b>32,899.55</b>			32,899.55			
PO0005574	32,899.55	WU-Const-R&R-Tank Remediation Repair					
<b>10-21-00-605-017</b>	<b>2,990,220.00</b>			2,990,220.00			
PO0003577	2,990,220.00	Job 16-02 PLH-35B Kapaia Cane Haul Rd 18" Main					
<b>10-21-00-605-118</b>	<b>194,120.62</b>			194,120.62			
PO0005397	194,120.62	Job 02-14 WK39 WK08 Kapaa Hmstd Well 4; Pkg A Well					
<b>10-21-10-540-010</b>	<b>968,024.96</b>		968,024.96				
PO0005260	968,024.96	WU-CM-Adm-Professional Services-General					
<b>10-22-10-540-010</b>	<b>78,882.81</b>		78,882.81				
PO0004217	10,562.05	WU-WRP-Adm-Professional Services-General					
PO0005038	26,160.00	WU-WRP-Adm-Professional Services-General					
PO0005146	42,160.76	WU-WRP-Adm-Professional Services-General					
<b>10-30-20-540-010</b>	<b>450.00</b>		450.00				
PO0005831	450.00	WU-Bill-Collection-Professional Services-General					
<b>10-30-20-541-020</b>	<b>177,875.00</b>		177,875.00				
PO0005606	54,485.00	WU-Bill-Collection-Billing Costs					
PO0005622	123,390.00	WU-Bill-Collection-Billing Costs					
<b>10-31-10-540-020</b>	<b>17,870.00</b>		17,870.00				
PO0005657	12,470.00	WU-Acc-Adm-Prof Svcs-Accounting and Auditing					
PO0005678	5,400.00	WU-Acc-Adm-Prof Svcs-Accounting and Auditing					
<b>10-31-10-562-000</b>	<b>2,363.35</b>		2,363.35				
PO0005739	2,363.35	WU-Acct-Adm-Office Supplies					
<b>10-40-00-604-182</b>	<b>261,281.91</b>			261,281.91			
PO0005725	261,281.91	WU-Ops-R&R-Upgrade and Replace SCADA RTU and PLC					
<b>10-40-00-604-999</b>	<b>1,023,999.05</b>			1,023,999.05			
PO0005054	26,134.06	WU-Ops-RandR Capital Purchases					
PO0005340	7,024.43	WU-Ops-RandR Capital Purchases					
PO0005502	4,699.12	WU-Ops-RandR Capital Purchases					
PO0005529	794.85	WU-Ops-RandR Capital Purchases					
PO0005539	403.00	WU-Ops-RandR Capital Purchases					
PO0005546	13.24	WU-Ops-RandR Capital Purchases					
PO0005547	787.86	WU-Ops-RandR Capital Purchases					
PO0005557	206.17	WU-Ops-RandR Capital Purchases					
PO0005705	2,788.87	WU-Ops-RandR Capital Purchases					

FY 2025 Budget Increase for Purchase Order (PO) Rollovers from FY 2024 totaling \$49,720,227.92			Sources of Funds				
			Operating Expense: Water Utility	Capital Outlay: Water Utility	Capital Outlay: Facility Reserve Charge (FRC)	Capital Outlay: Build America Bonds (BAB)	Capital Outlay: State Revolving Fund (SRF)
Account Number	Encumbrance 6/30/2024	Account Description					
PO0005758	5,294.24	WU-Ops-RandR Capital Purchases					
PO0005760	18,718.21	WU-Ops-RandR Capital Purchases					
PO0005771	859,635.00	WU-Ops-RandR Capital Purchases					
PO0005824	97,500.00	WU-Ops-RandR Capital Purchases					
<b>10-40-00-605-999</b>	<b>325,073.69</b>			325,073.69			
PO0005713	94,750.32	WU-Ops-Expansion Capital Purchases					
PO0005822	217,094.29	WU-Ops-Expansion Capital Purchases					
PO0005839	13,229.08	WU-Ops-Expansion Capital Purchases					
<b>10-40-30-563-000</b>	<b>3,952.62</b>		3,952.62				
PO0005809	3,952.62	WU-Ops-Source-Operating Supplies					
<b>10-40-30-565-000</b>	<b>315,237.49</b>		315,237.49				
PO0005583	2,082.00	WU-Ops-Source-Bulk Water Purchase					
PO0005585	4,119.28	WU-Ops-Source-Bulk Water Purchase					
PO0005593	21,953.60	WU-Ops-Source-Bulk Water Purchase					
PO0005600	2,072.25	WU-Ops-Source-Bulk Water Purchase					
PO0005613	285,010.36	WU-Ops-Source-Bulk Water Purchase					
<b>10-40-40-563-000</b>	<b>22,510.38</b>		22,510.38				
PO0005584	22,510.38	WU-Ops-Purif-Operating Supplies					
<b>10-40-50-551-000</b>	<b>12,776.17</b>		12,776.17				
PO0005592	12,776.17	WU-Ops-PowerAndPump-Utility Services					
<b>10-40-50-560-000</b>	<b>87,599.10</b>		87,599.10				
PO0005516	74,910.68	WU-Ops-PowerAndPump-R&M Water System					
PO0005781	2,622.10	WU-Ops-PowerAndPump-R&M Water System					
PO0005804	10,066.32	WU-Ops-PowerAndPump-R&M Water System					
<b>10-40-50-563-000</b>	<b>2,965.03</b>		2,965.03				
PO0005776	2,965.03	WU-Ops-PowerAndPump-Operating Supplies					
<b>10-40-60-541-010</b>	<b>1,257.65</b>		1,257.65				
PO0005610	1,257.65	WU-Ops-T andD-Other Services					
<b>10-40-60-545-000</b>	<b>5,601.99</b>		5,601.99				
PO0005790	1,153.51	WU-Ops-T andD-Rentals and Leases					
PO0005799	2,264.29	WU-Ops-T andD-Rentals and Leases					
PO0005800	2,184.19	WU-Ops-T andD-Rentals and Leases					
<b>10-40-60-560-000</b>	<b>8,688.00</b>		8,688.00				
PO0005812	8,688.00	WU-Ops-T andD-Repairs and Maintenance-Water System					
<b>10-40-60-561-000</b>	<b>124,790.21</b>		124,790.21				
PO0005466	303.51	WU-Ops-T andD-Repairs and Maint-Non Water System					
PO0005497	1,585.67	WU-Ops-T andD-Repairs and Maint-Non Water System					
PO0005504	821.50	WU-Ops-T andD-Repairs and Maint-Non Water System					
PO0005577	15,311.52	WU-Ops-T andD-Repairs and Maint-Non Water System					
PO0005582	8,076.31	WU-Ops-T andD-Repairs and Maint-Non Water System					
PO0005720	3,821.99	WU-Ops-T andD-Repairs and Maint-Non Water System					

FY 2025 Budget Increase for Purchase Order (PO) Rollovers from FY 2024 totaling \$49,720,227.92			Sources of Funds				
			Operating Expense: Water Utility	Capital Outlay: Water Utility	Capital Outlay: Facility Reserve Charge (FRC)	Capital Outlay: Build America Bonds (BAB)	Capital Outlay: State Revolving Fund (SRF)
Account Number	Encumbrance 6/30/2024	Account Description					
PO0005730	46,350.00	WU-Ops-T andD-Repairs and Maint-Non Water System					
PO0005743	28,693.43	WU-Ops-T andD-Repairs and Maint-Non Water System					
PO0005775	169.63	WU-Ops-T andD-Repairs and Maint-Non Water System					
PO0005785	4,302.02	WU-Ops-T andD-Repairs and Maint-Non Water System					
PO0005786	11,099.47	WU-Ops-T andD-Repairs and Maint-Non Water System					
PO0005787	2,645.55	WU-Ops-T andD-Repairs and Maint-Non Water System					
PO0005829	1,609.61	WU-Ops-T andD-Repairs and Maint-Non Water System					
<b>10-40-60-563-000</b>	<b>27,480.61</b>		27,480.61				
PO0005581	1,732.36	WU-Ops-T andD-Operating Supplies					
PO0005601	79.64	WU-Ops-T andD-Operating Supplies					
PO0005654	2,801.56	WU-Ops-T andD-Operating Supplies					
PO0005674	280.67	WU-Ops-T andD-Operating Supplies					
PO0005836	9,775.91	WU-Ops-T andD-Operating Supplies					
PO0005837	9,078.53	WU-Ops-T andD-Operating Supplies					
PO0005838	3,731.94	WU-Ops-T andD-Operating Supplies					
<b>10-40-60-563-010</b>	<b>2,190,574.00</b>		2,190,574.00				
PO0005624	52,036.82	WU-Ops-T andD-Supplies-Inv Stock					
PO0005684	70,680.60	WU-Ops-T andD-Supplies-Inv Stock					
PO0005693	94,602.82	WU-Ops-T andD-Supplies-Inv Stock					
PO0005722	909.50	WU-Ops-T andD-Supplies-Inv Stock					
PO0005733	2,327.87	WU-Ops-T andD-Supplies-Inv Stock					
PO0005810	1,491,769.00	WU-Ops-T andD-Supplies-Inv Stock					
PO0005835	478,247.39	WU-Ops-T andD-Supplies-Inv Stock					
<b>10-40-60-564-000</b>	<b>41,024.13</b>		41,024.13				
PO0005603	41,024.13	WU-Ops-T andD-Fuel					
<b>20-20-00-605-018</b>	<b>130,000.00</b>				130,000.00		
PO0005524	130,000.00	FRC-Eng-ALLE-H-08 Hanalei Well 2					
<b>20-20-00-605-116</b>	<b>3,000,000.00</b>				3,000,000.00		
PO0005830	3,000,000.00	FRC-Eng WK-08, Kapaa Homesteads 5-0.5MG Tanks					
<b>20-20-00-605-117</b>	<b>304,981.00</b>				304,981.00		
PO0004612	26,832.00	FRC-Eng-ALLE-12-02 WK-23 UH Expmntal Storage Tank					
PO0005534	278,149.00	FRC-Eng-ALLE-12-02 WK-23 UH Expmntal Storage Tank					
<b>20-20-00-605-118</b>	<b>121,934.49</b>				121,934.49		
PO0004545	61,504.69	FRC-Eng 04-08 WK-39 Drill Kapaa Homestead Well 4					
PO0005536	60,429.80	FRC-Eng 04-08 WK-39 Drill Kapaa Homestead Well 4					
<b>20-20-00-605-120</b>	<b>7,212.24</b>				7,212.24		
PO0002611	7,212.24	FRC-Eng-90%E-Kilauea 1.0MG Tank Job 02-06					
<b>20-20-00-605-153</b>	<b>1,306.63</b>				1,306.63		
PO0002616	1,306.63	Job 15-08-HW-11-Haena 0.2MG Tank					
<b>20-20-00-605-155</b>	<b>200,000.00</b>				200,000.00		
PO0005523	200,000.00	FRC-Eng-ALLE-Wainiha Well #4					
<b>30-20-00-604-105</b>	<b>63,998.94</b>					63,998.94	

FY 2025 Budget Increase for Purchase Order (PO) Rollovers from FY 2024 totaling \$49,720,227.92			Sources of Funds				
			Operating Expense: Water Utility	Capital Outlay: Water Utility	Capital Outlay: Facility Reserve Charge (FRC)	Capital Outlay: Build America Bonds (BAB)	Capital Outlay: State Revolving Fund (SRF)
Account Number	Encumbrance 6/30/2024	Account Description					
PO0004334	33,672.05	BAB-Eng-ALLR-09-01 Kalaheo 1111FT & 1222FT					
PO0005519	30,326.89	BAB-Eng-ALLR-09-01 Kalaheo 1111FT & 1222FT					
<b>30-20-00-605-116</b>	<b>5,600,000.00</b>					5,600,000.00	
PO0005830	5,600,000.00	BAB-Eng-ALLE-02-14 WK-08 Kapaa Homesteads Tank					
<b>30-20-00-605-118</b>	<b>2,600,000.00</b>					2,600,000.00	
PO0005832	2,600,000.00	BAB-Eng-WK-39, Drill/Dev Kapaa Homesteads Well No4					
<b>30-20-00-605-120</b>	<b>9,706.76</b>					9,706.76	
PO0002611	9,706.76	BAB-Cns-ALLE-02-06WKK15-Kilauea 466 Tank Puu Pane					
<b>30-20-00-605-125</b>	<b>53,508.05</b>					53,508.05	
PO0002608	53,508.05	BAB-Eng-98%E-02-01 Land for Kukuioolono Tank Site					
<b>30-21-00-604-017</b>	<b>1,091,650.00</b>					1,091,650.00	
PO0003577	1,091,650.00	Job 16-02 PLH-35B Kapaia Cane Haul Rd 18" Main					
<b>60-20-00-605-116</b>	<b>5,200,000.00</b>						5,200,000.00
PO0005830	5,200,000.00	SRF-Eng WK-08, Kapaa Homesteads 2-0.5MK Tanks					
<b>60-21-00-604-029</b>	<b>6,926,517.98</b>						6,926,517.98
PO0005259	6,926,517.98	SRF/Cons/R&R/Yamada Tank clearwell Conn Pipe					
<b>Grand Total</b>	<b>49,720,227.92</b>		<b>8,494,755.65</b>	<b>15,914,656.18</b>	<b>3,765,434.36</b>	<b>9,418,863.75</b>	<b>12,126,517.98</b>
Note: State Allotments Appropriation Encumbrances shall be paid directly from the State of Hawaii.							

# DEPARTMENT OF WATER

County of Kaua'i

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

## MANAGER'S REPORT No. 25-02

July 18, 2024

Re: Discussion and Possible Action to re-appropriate certain budget line items to another line item budget to purchase replacement appurtenances for the emergency repair of Piwai Well No. 2, Job No. 24-16, EP-2024-01.

### **RECOMMENDATION:**

It is recommended that the Board approve the budget line item movements.

### **FUNDING:**

Account No.	Account Description	Amount
10-40-60-563-010	WU-Ops-TandD-Supplies-Inv Stock	\$294,000.00 (defund)
10-40-00-604-999	WU-Ops-Capital Outlay-Rehabilitation and Replacement-Capital Purchases	\$294,000.00

### **BACKGROUND:**

Piwai Well No. 2 catastrophically failed on June 6, 2024. The Board entered into emergency procurement with Hawai'i Drilling & Pump Service to pull and replace the well pump. Upon removal of the pump and appurtenances, it was determined that the damage was significant enough to warrant replacement of the column pipe, combo couplings, pump shafts, shaft couplings, and shaft bushings. The contractor assessed refurbishing of appurtenances and determined that the cost would be similar to purchasing new components. In addition to that, the time required to refurbish existing components would end up taking longer than purchasing new. The Department agrees the most economical and quickest turnaround would be to purchase new components to install the spare pump. This would also assure the replaced pump will have a longer life expectancy.

### **OPTIONS:**

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

Pro: DOW will move forward with replacement of the damage appurtenance for Piwai Well No. 2.

Con: The meter replacement order will be reduced temporarily until the funds can be re-placed.

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

Pro: Funds will remain in the account for purchase of meters.

Con: DOW will not be able to complete emergency repairs to Piwai Well No. 2.

RS/crz

# DEPARTMENT OF WATER

County of Kaua'i

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## MANAGER'S REPORT No. 25-03

July 18, 2024

Re: Discussion and Possible Action of Resolution No. 25-01, Safe Drinking Water State Revolving Fund (DWSRF) Pro-Fi Loan of \$5M for SFY 2025 for Kaua'i Board of Water Supply (Board)

### **RECOMMENDATION:**

The Board's approval is requested to adopt Resolution No. 25-01 pertaining to the subject loan agreements between the Board of Water Supply (Board) and the State of Hawai'i, Department of Health.

### **FUNDING:**

None required.

### **BACKGROUND:**

The State of Hawai'i, Department of Health, Safe Drinking Water Branch is proposing to issue a loan to the Department from the Drinking Water State Revolving Fund for the subject project. The Safe Drinking Water Branch has committed loan funds in the amount of \$5M, with \$1,000,000.00 of the \$5M identified as principal forgiveness, with 0.5% interest and 1.50% annual loan fee, for a term of 20 years.

Board of Water Supply approval, documented by resolution, is required to enter into this loan agreement to secure and expend the DWSRF funds.

The funds will allow the Department to move forward with its projects and specific equipment purchases that will provide critical infrastructure improvements.

### **OPTIONS:**

#### **Option 1: Approve to accept and expend DWSRF loan funds.**

Pro: DWSRF loan will provide low interest supplemental funding, with cost spread out over 20 years, and allow for the Department's projects to move forward along with specific equipment purchases to address critical water system needs.

Con: DWSRF funds require additional level of project management oversight to ensure that the funds are expended per State regulations and are subject to State project level audit.

#### **Option 2: Do not accept and expend DWSRF loan funds.**

Pro: Project management expenditures will not be subject to State project level auditing.

Con: The funds required for the Department's projects and specific equipment purchases will be passed on to the Department's customers with water rate increases.

JK/crz

Attachment(s): Resolution No. 25-01 Safe Drinking Water State Revolving Fund (DWSRF) Pro-Fi Loan of \$5M for SFY 2025

RESOLUTION NO.	25-01
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APPROVING THE RECEIPT AND EXPENDITURE OF MONIES FOR:

KAUA'I DOW PRO-FI SFY 2025, KDOW-PF25

FUNDED BY THE DRINKING WATER STATE REVOLVING FUND (DWSRF); AND AUTHORIZING THE MANAGER AND CHIEF ENGINEER TO REDUCE, REPLACE, ALLOCATE, AND EXPEND UP TO \$5,000,000.00 IN MONIES FOR SAID PROJECT, IN THE FORM OF A LOAN AGREEMENT OR GRANT BETWEEN THE STATE OF HAWAII (State) AND BOARD OF WATER SUPPLY, COUNTY OF KAUAI (Board)

WHEREAS, the Board of Water Supply, County of Kaua'i (Board) desires to authorize the Manager and Chief Engineer, County of Kaua'i, to request and execute loan/grant applications and agreements with the State of Hawai'i (State) in order to receive funding from the Drinking Water State Revolving Fund (DWSRF) for various eligible Board Capital Improvement Program (CIP) Projects and equipment purchases to achieve and maintain compliance in accordance with the Federal Safe Drinking Water Act and its amendments, 42 USCA 300f et seq.; and

WHEREAS, Hawai'i Revised Statutes (HRS) Sections 340E-31 through 340E-41 establish a drinking water treatment revolving loan fund, also known as the DWSRF, for the purpose of protecting and improving drinking water quality by financing eligible projects and equipment purchases consistent with applicable federal and state laws; and

WHEREAS, the State Department of Health may execute a loan and/or grant to Board funded by the DWSRF for the Projects pursuant to HRS Sections 340E-34 through 340E-37; and

WHEREAS, Department of Water, County of Kaua'i (DOW) anticipates encumbering or receiving up to \$5,000,000.00 in DWSRF funds for various CIP Projects, including design, construction and contingency costs, and eligible equipment purchases in Fiscal Year 2025 ending June 30, 2025; and

WHEREAS, actual design, construction, and contingency costs associated with DOW CIP Projects and eligible equipment costs are unknown at this time, but shall be confirmed and this resolution amended accordingly should DOW be eligible to receive reimbursement for CIP Project costs and equipment purchases in excess of the amount authorized herein by this resolution; and

WHEREAS, under Article XVII of the Kaua'i County Charter, expressly and by implication, the Board is the governing body of the DOW and the Board warrants that it has the full authority to manage, control, and operate the DOW waterworks of the County of Kaua'i, and all DOW waterworks finances and property; and

WHEREAS, the Board and DOW also have broad authorities over County waterworks and facilities under the authorities granted to Counties and their Boards of Water Supply by HRS Sections 46-1.5 (19) and (23), and Chapter 54; and to the extent that such statutes are not superseded by the County Charter's provisions; and

WHEREAS, the Board, to the extent permitted by law, may request and consent to the pledge of revenues for the construction and acquiring of capital improvements, and the Board warrants that it has such authority for these Projects; and

RESOLUTION NO.	25-01
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WHEREAS, for the purpose of this Resolution, any loan/grant from the DWSRF shall constitute an obligation of the DOW; therefore,

BE IT RESOLVED BY THE BOARD OF WATER SUPPLY COUNTY OF KAUA'I, STATE OF HAWAII':

1. That the Board Chair is authorized to enter into loan agreements with the State of Hawai'i for the projects mentioned in paragraph 2 below, and
2. That the Manager and Chief Engineer of DOW is hereby authorized to reduce, replace, and/or allocate up to \$5,000,000.00 in funds advanced by the DOW to undertake the eligible CIP Projects and equipment purchases in the form of loan or grant agreement(s) between the State Department of Health and the Board, and is hereby authorized to execute any and all documents necessary to effectuate such loan and/or grant agreement(s); and
3. That the receipt and expenditure of loan and/or grant monies from the DWSRF for CIP Projects is hereby approved; and
4. That any monies received as a loan and/or grant be used to reduce or replace funds advanced by the DOW to undertake the eligible CIP Projects and equipment purchases; and
5. That the monies received as a loan and the resulting debt service be included as a part of DOW debt service with annual payments budgeted according to the debt service schedule to be provided by the State; and
6. That the funds borrowed by the DOW are to be held to the same accounting standards as funds borrowed through the issuance of bonds; and
7. That the Board and DOW further pledge sufficient DOW revenue as to provide security for repayment of the loan, plus interest and loan fees, pursuant to the loan agreement; and
8. That the Board and DOW pledge it shall exercise their revenue bond, revenue, assessment, and other authority as needed, to the extent allowed by law, to pay the semiannual repayments and any loan fees under this agreement. As needed, the Board and DOW shall establish, increase, and collect such fees, assessments, and revenues and make such adjustments to raise funds sufficient to repay the loan and pay any loan fees under this agreement, as permitted by law; and
9. BE IT FURTHER RESOLVED that this Resolution shall take effect upon the adoption thereof, and that the Secretary be directed to provide certified copies of this Resolution to the Manager and Chief Engineer of the DOW, Controller of DOW, Mayor of the County of Kaua'i, and the Director of the State Department of Health.

APPROVED AS TO FORM AND LEGALITY:

BOARD OF WATER SUPPLY

Tyler C. Saito  
Deputy County Attorney,  
County of Kaua'i

Tom H. Shigemoto, Chairperson  
4398 Pua Loke Street  
Līhu'e, Hawai'i 96766

# DEPARTMENT OF WATER

County of Kaua'i

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## MANAGER'S REPORT No. 25-04

July 18, 2024

Re: Discussion and Possible Action to approve the Kaua'i Water Use and Development Plan (KWUDP) Update, Kaua'i, Hawai'i

### **RECOMMENDATION:**

It is recommended that the Board approve the Kaua'i Water Use and Development Plan (KWUDP) Update.

**FUNDING:** N/A.

### **BACKGROUND:**

The 1987 State Legislature enacted into law Hawai'i Revised Statutes (HRS), Chapter 174C – State Water Code to protect Hawai'i's surface and ground water resources. The State Water Code called for the establishment of the Commission on Water Resource Management (CWRM) to oversee the general administration of the Code. The Code called for the preparation of a Hawai'i Water Plan to serve as a dynamic, long-range planning guide for the CWRM. The Hawai'i Water Plan consists of five parts, and one of them is the County Water Use and Development Plan. The original KWUDP was adopted by Kaua'i County ordinance on April 27, 1990. The CWRM conditionally accepted it on June 27, 1990 for incorporation into the Hawai'i Water Plan. This is the first update to that plan. After performing two rounds of public meetings in five locations per round (Waimea, Kalāheo, Līhu'e, Kapa'a and Kīlauea) and two additional meetings for Department of Hawaiian Home Lands beneficiaries (Anahola and Kekaha) and making the appropriate updates to the report, the Department is looking for Board approval prior to bringing it to the CWRM for a briefing and then ultimately requesting adoption of the KWUDP Update.

The full final document may be viewed with the following weblink: <https://bit.ly/3XUK8Ub>

### **OPTIONS:**

**Option 1: Approve the KWUDP Update.**

Pros: The report will serve as the updated guidance document for the Department and confirms that the allocation of water to land use and county zoning and land use policies are sustainable.

Cons: None.

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

Pros: None.

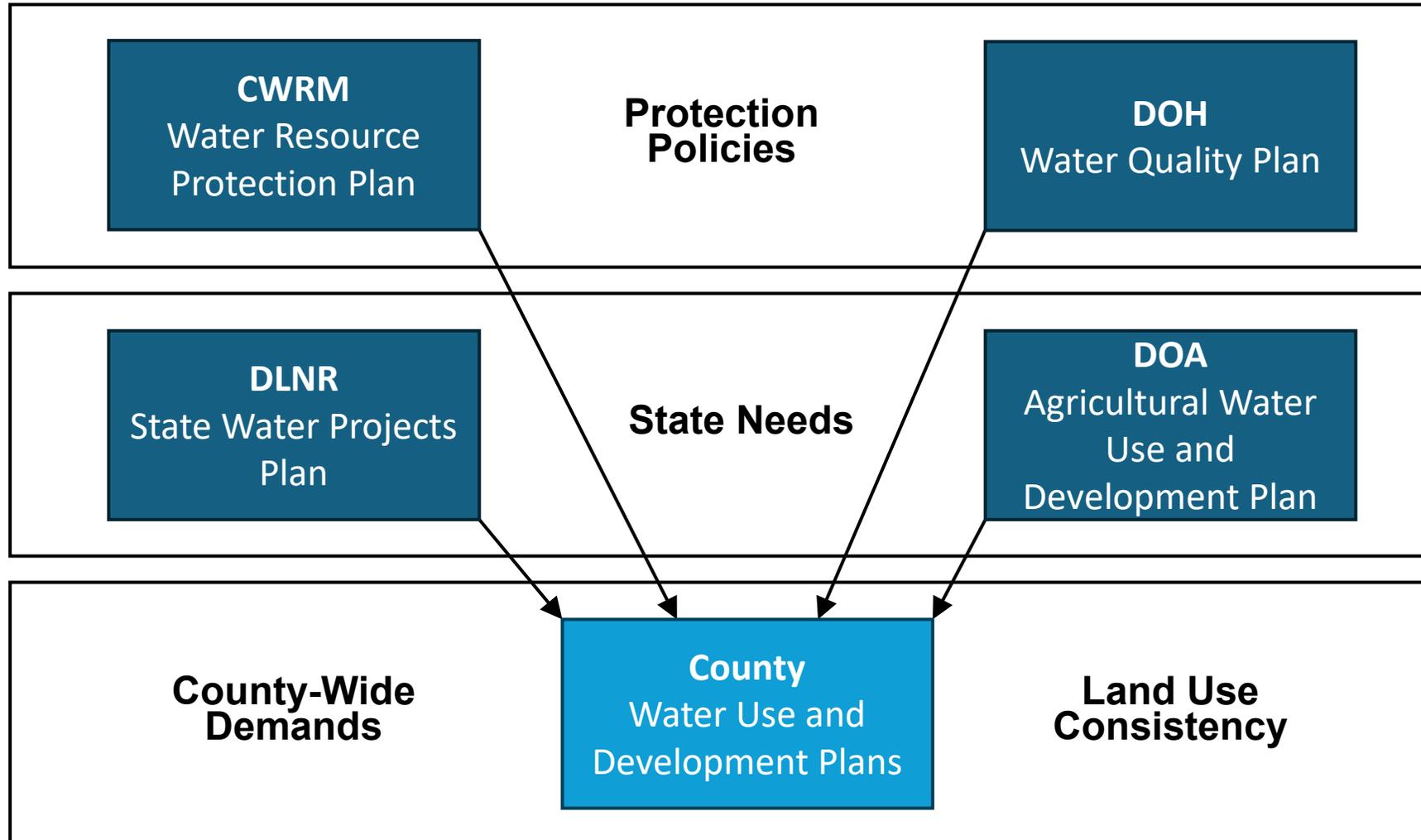
Cons: The original KWUDP (accepted and approved in 1990) will continue to be the most recent document.

Attachments: Kaua'i Water Use and Development Plan Update, Final Report, June 2024

# KWUDP Update Overview

July 18, 2024

# Hawai'i Water Plan



# Purpose of KWUDP Update

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- Evaluate land use plans and policies (i.e. General Plan and zoning) and determine whether they are sustainable (i.e. FBO < SY)
  - **All ASYAs were determined to be sustainable**
- Continue Coordination with Planning Department – need to consider potential impacts on available water resources when considering modifications to land use policies that cannot easily be undone
  - 2000 General Plan (GP) was analyzed prior to adoption of 2018 GP Update
  - 2018 GP Update incorporates Līhu‘e and South Kaua‘i Community Plans and were also analyzed
  - For other areas, compared 2018 GP Update and 2000 GP

# Overview of KWUDP Update

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- High-level evaluation – doesn't evaluate specific development projects or ability to develop groundwater sources
  - Water Systems Investment Plan (WSIP) evaluating infrastructure needs
  - WSIP (update to Water Plan 2020) will identify CIP projects
- Promote using water resources based on the water quality needed
  - More agency coordination and infrastructure needed to use more surface water and recycled water for non-potable uses
- KWUDP is a living document and KDOW committed to reviewing future plans that feed into KWUDP when adopted by CWRM Board to determine if an update should be started

# Overview of KWUDP Update

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- Performed numerous meetings
  - Two rounds of public meetings in Waimea, Kalāheo, Līhu'e, Kapa'a, Kīlauea (2015, 2023)
  - Two DHHL meetings, Anahola and Kekaha, with DHHL beneficiaries in 2024
  - Two meetings prior to DHHL meetings with key community members identified by DHHL in 2024
  - Three stakeholder advisory group (SAG) meetings

# Common Comments Received

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- Interim instream flow standards (IIFS) need to be updated
  - CWRM informed and are working on this
- Compliance for private wells reporting usage needs improvement
  - CWRM informed and are working on this
- Compliance for illegal stream diversions needs improvement
  - CWRM informed and are working on this
- Are sustainable yields (SYs) reliable?
  - CWRM used analytical groundwater models and generally selected most conservative SY for each aquifer system area (ASYA)

# Common Comments Received

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- Concerns about reservoirs being decommissioned
  - DOW acknowledges that discussions between reservoir owners and other agencies, organizations, and private parties are important
  - DOW does not own any reservoirs
- AWUDP needs to be updated, missing important information
  - DOA is working on this
- KWUDP Update includes 2004 AWUDP Update and not 2019 version
  - 2019 public review draft is available but not adopted by CWRM
  - CWRM staff agreed to use most recent adopted version since non-adopted version may change; however, included general info on irrigation systems from 2019 public review draft

# Common Comments Received

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- Groundwater demand should be projected beyond 2035
  - Project started in 2015, used 2014 data and projected from 2015 to 2035
  - KWUDP Update incorporates other plans which needs to be coordinated
  - Performed first round of SAG and public meetings in 2015
    - GP Update completed in 2018
    - CWRM started SY update in 2015 and completed it in 2019
  - Although projections are to 2035, population projection rates would not result in a future projected demand that would change recommendations if evaluated to 2043
  - In addition to population projections, groundwater demand also projected using full build-out (FBO) which is more conservative approach because it looks at development to the maximum density allowed

# Common Comments Received

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- KWUDP adopted in 1990, need to update
  - Acknowledge that KWUDP Update needs to be completed
  - Generally, should update every 5-10 years
  - Working on getting first update adopted
  - KWUDP is a living document and KDOW committed to re-evaluate within 5-10 years if other plans have been adopted by CWRM or other significant changes have occurred
- Perform direct outreach to DHHL beneficiaries
  - Held two meetings specifically for DHHL beneficiaries
  - Very well attended with great discussion and feedback

# Common Comments Received

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- Specific developments aren't identified
  - As long as future development is within existing zoning, KWUDP Update is accounting for development when evaluating for sustainability of land use plans and policies via the FBO analysis
  - WSIP is evaluating infrastructure needed to support specific future planned developments and will identify CIP projects to support them
- Waiahi Surface Water Treatment Plant does not have appropriate permits
  - KDOW purchases water from Grove Farm, who is responsible for having the appropriate permits
- Waiahi Surface Water Treatment Plant uses surface water, a secondary quality source, for drinking water
  - When surface water is treated to drinking water standards, it is not a secondary quality source

# Summary

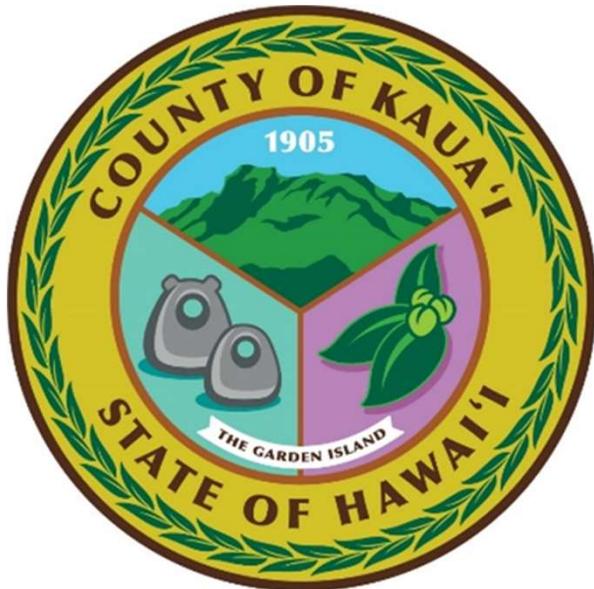
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- **The KWUDP Update has determined that the current land use plans and policies (i.e. GP and zoning) are sustainable (i.e. FBO < SY) for all ASYAs**
- KWUDP Update is a large effort
  - Appreciative of public participation and feedback
  - Acknowledge hard work of our consultant, Fukunaga and Associates
- Comments received for items KDOW responsible for:
  - Mainly regarding needing infrastructure to support fire flow and development allowed by zoning
    - KDOW acknowledges this need and is working on WSIP to identify CIP prioritization
    - KDOW contracted \$34M in construction contracts in FY24
    - KDOW has a total of \$72M in construction contracts ongoing
    - In the past 3 years, KDOW contracted the 2 largest construction contracts
- Requesting Board approval of KWUDP Update

INFORMATIONAL

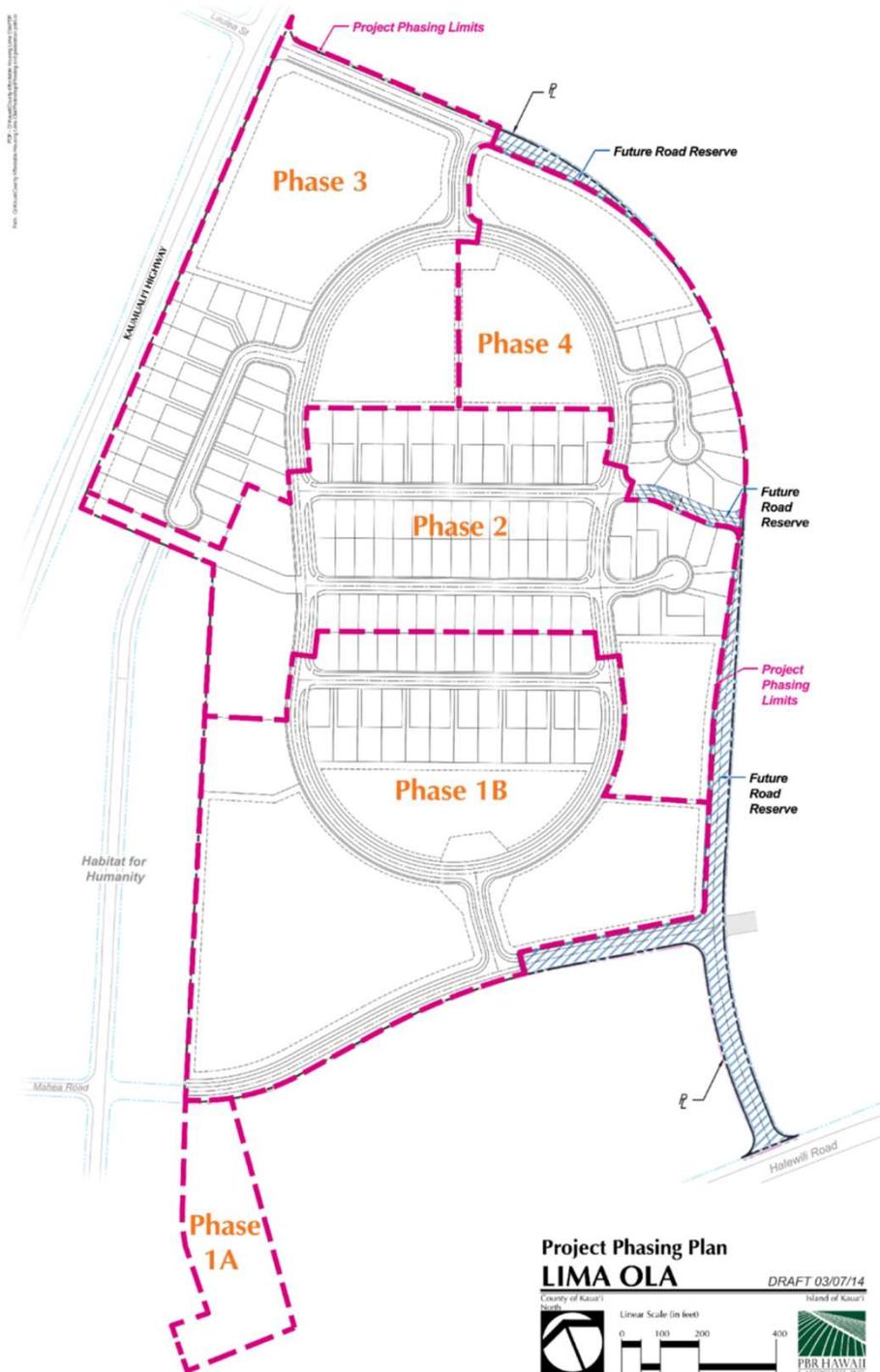
BRIEFING

# County Affordable Housing Projects & Infrastructure Challenges



# Lima Ola





Disclaimer: This graphic has been prepared for general planning purposes only and should not be used for boundary interpretations or other spatial analysis.

- Phase I  
 Infrastructure completed in 2022.  
 117 Multi-Family Rental Units & 38 S.F. Homes

Phase II  
 Infrastructure to begin in 2024  
 New .3 MG Storage Tank @ 402' Elev.  
 New 350GPM Booster Pump @ 340' Elev.  
 97 M.F. Rental and 75 S.F. Homes

Phase III & IV Infrastructure in 2026  
 Development of Roughly 250 Units Dependent on  
 Reactivation of Low-Yield Nagoshi Well (Hanapepe)  
 Development of New Water Source

Current Public Investment in the Project is \$51.267 million

\$2,000,000 County Land Acquisition Funds

\$19,000,000 Design & Construction of Phase I

\$5,500,000 Construction of Lima Ola Supportive Housing Project

\$3,500,000 Federal HOME & HTF Grants

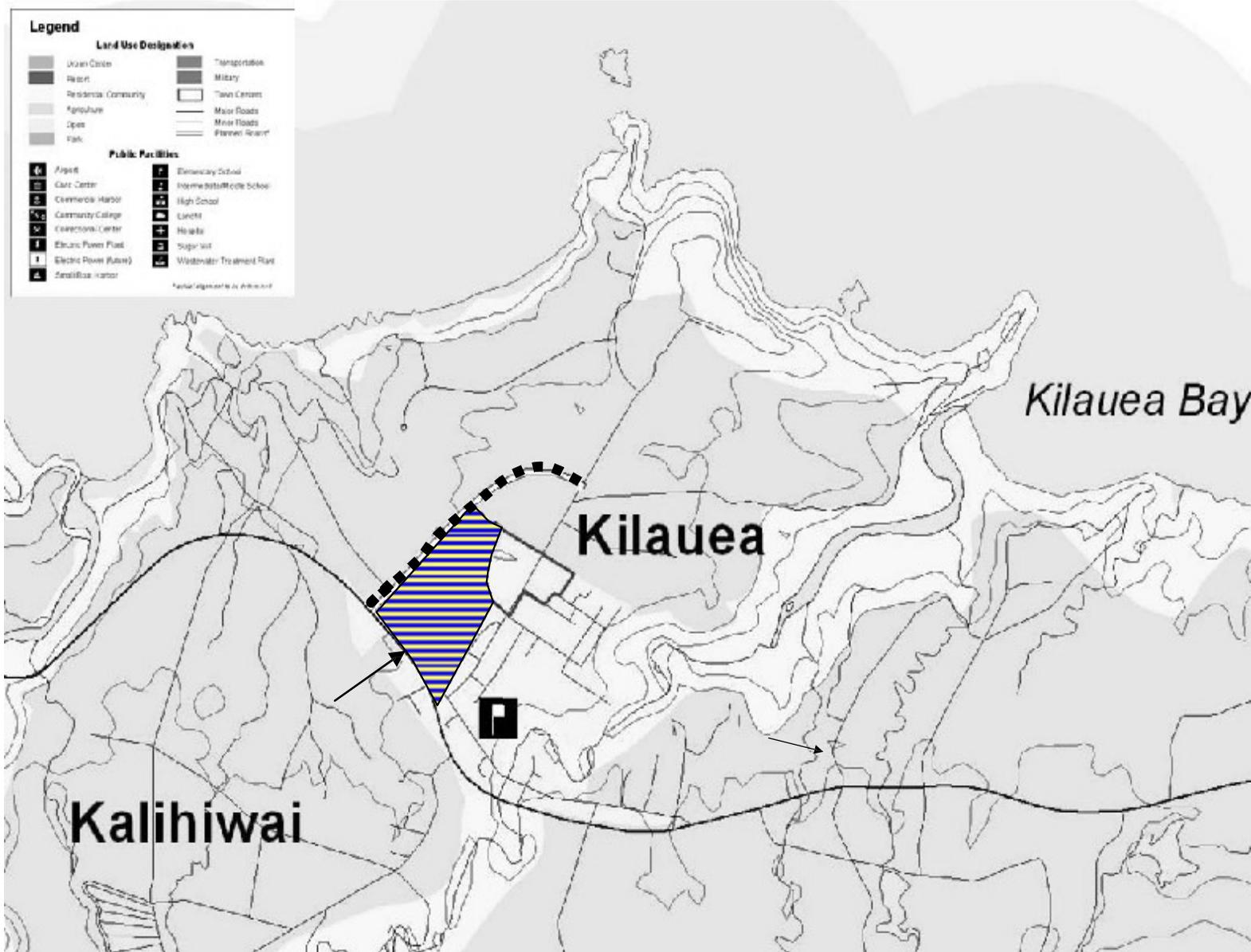
\$8,495,000 Federal CDS Grant for Phase I Community Center and Senior Housing Project

\$7,772,000 Federal CDS Grant for Phase II Infrastructure

\$5,000,000 Federal CDS Grant for Eleele Water Tank & Pump Upgrades

Infrastructure Requirements/Barriers:

Insufficient source for Phases III & IV. A new well will likely need to be developed before housing can be built. DOW estimates new well development will take 10 years.



# Kīlauea Town Expansion

## 2018 General Plan

“Provide Additional Housing” in areas designated for town expansion and “prioritize the water and wastewater infrastructure needed for this to occur.”



# Kīlauea Town Expansion

## Current Public Investment in the Project is \$22.73 million

\$9,176,000 Federal CDBG-DR Grant

\$1,600,000 Federal CDS Grant for Subdivision Construction & Engineering Design

\$1,800,000 Federal CDS Grant for Wastewater Treatment Plant Design & Engineering

\$375,000 State TOD Grant for Pre-Development Studies

\$4,500,000 County Land Acquisition Funds (State ARPA SLRF Funds)

\$4,700,000 County Land Acquisition Funds

\$450,000 County CIP Namahana Parkway Design & Engineering

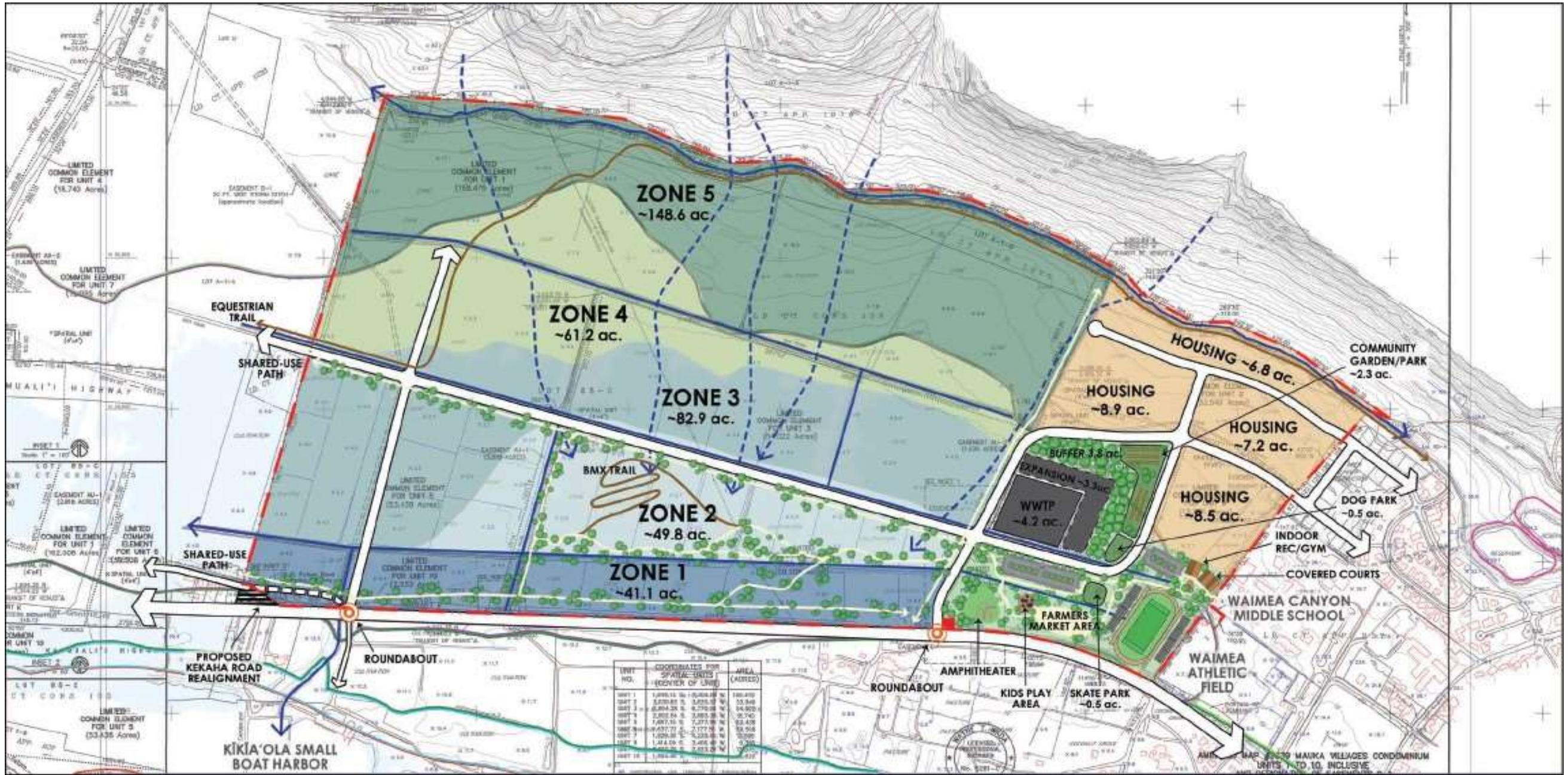
\$125,000 County CIP Sewer Feasibility Study

## Infrastructure Requirements/Barriers Source & Storage:

- 1 MG Water Storage Tank
  - DOW has had Construction & Design drawings nearly complete almost a decade ago at the Puu Pane Subdivision. Due to the project's hold, prior environmental documents required updating which is currently underway.
- New North Shore Well Source
  - Status and operation of wells in the area has been discussed since 2006.
  - Additional test well sites have been identified on private property for over the years however, land use agreements could not be successfully secured.

# Waimea 400





## Current Public Investment in the Project is \$6.425 million

\$4,000,000 County Land Acquisition

\$425,000 State TOD Planning Grant

\$600,000 County Development Funds for Pre-development

\$1,400,000 Federal Grant for Engineering & Design

## Infrastructure Requirements/Barriers:

The Housing Agency was informed water infrastructure and capacity requirements will be better understood after the Agency's project submission of a Water Master Plan.

## Lihue/Koloa Land Acquisition

The Housing Agency is contemplating and researching a large land acquisition in either the Lihue or Koloa Area for future affordable housing development greater than 200 plus units.

Based on preliminary discussion with DOW, Housing understands:

- There is insufficient source and storage in the Lihue area to support Housing's proposed additional development beyond currently committed affordable housing.
- Koloa has similar water capacity issues that would limit substantial future development unless water infrastructure improvements are installed.

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

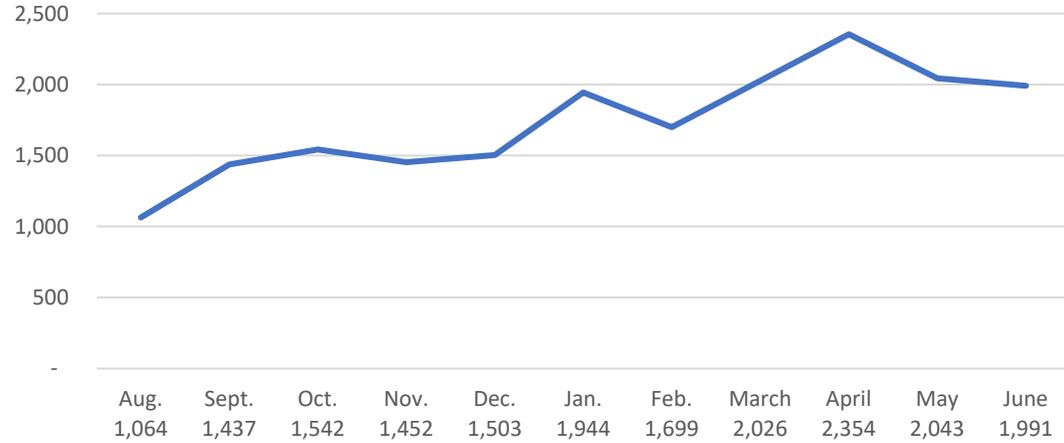
STAFF

REPORTS

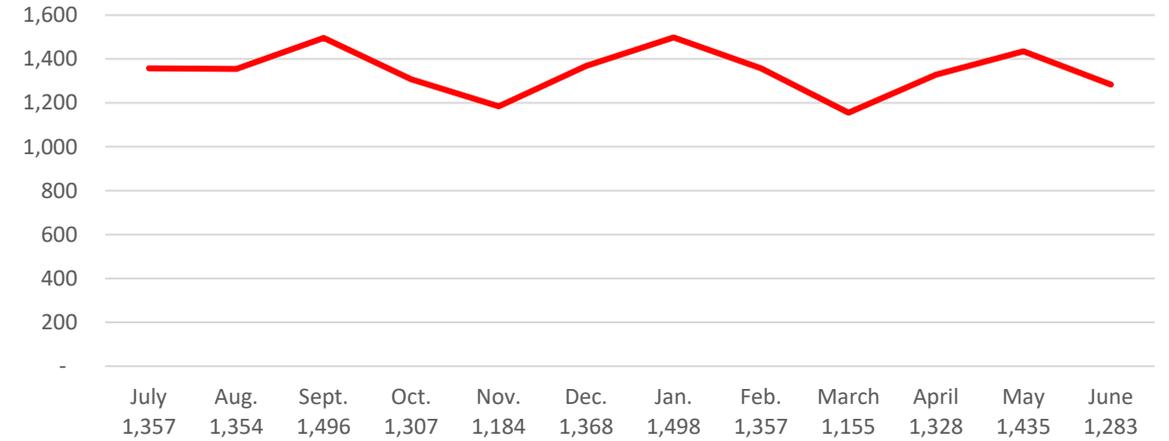


# FISCAL DIVISION DASHBOARD

### # of Customer Service Calls



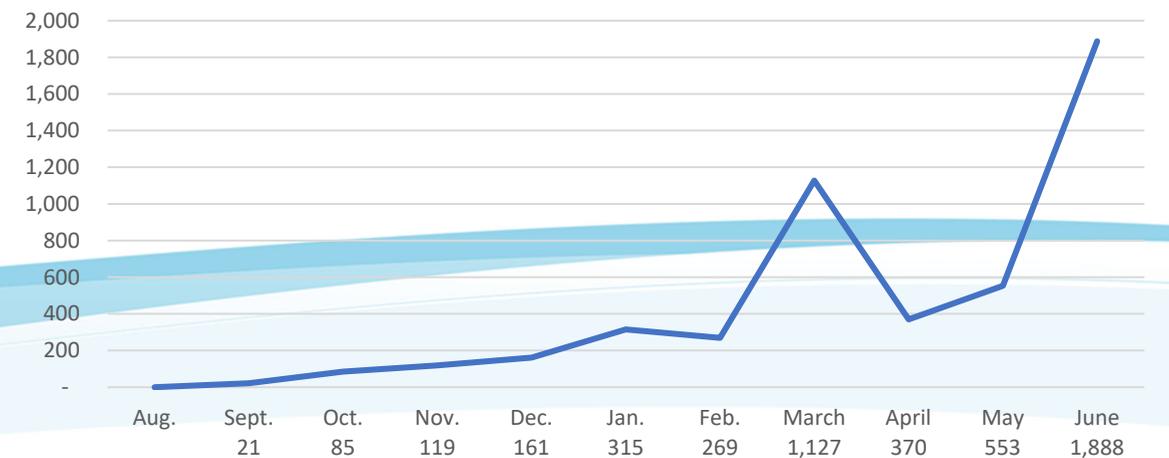
### # of Walk in Customers



### # of Customer Emails and Correspondence



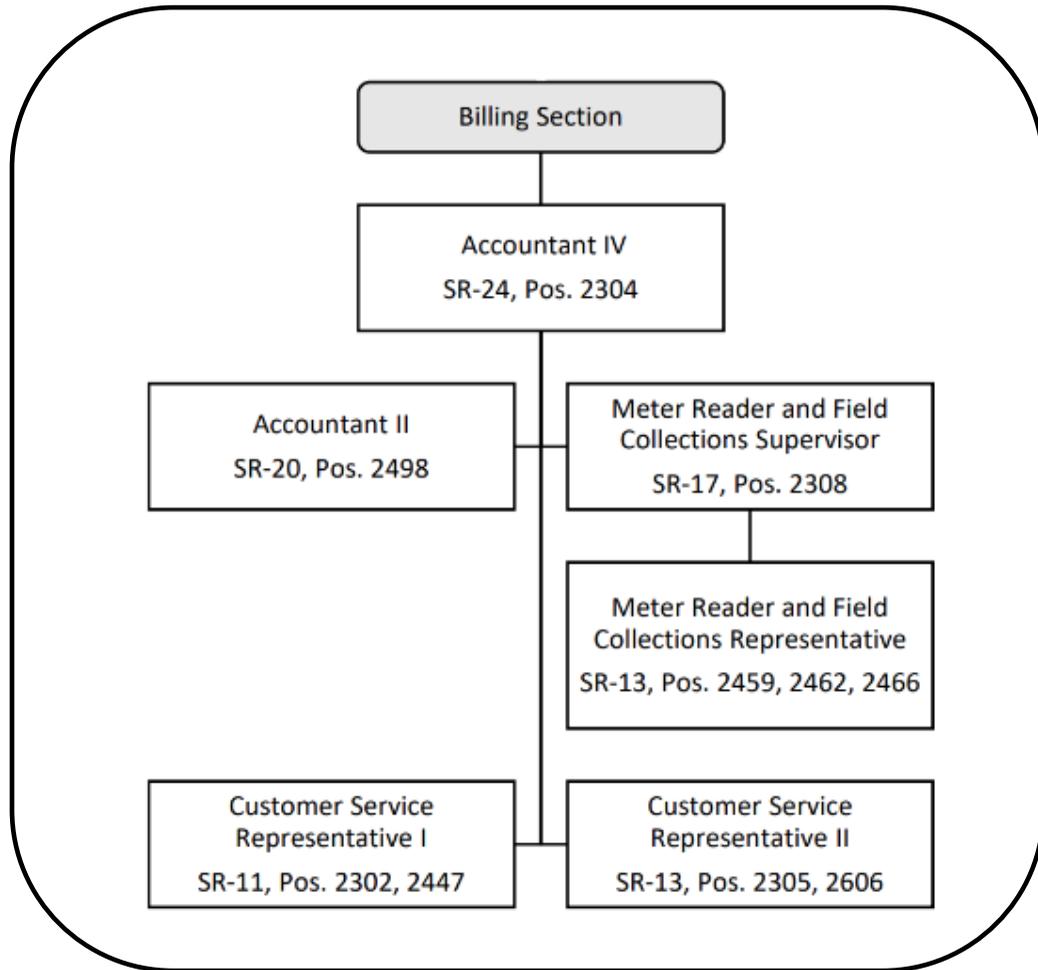
### # of Customer Rebills



# FISCAL DIVISION DASHBOARD

Billing Section has four (4) dedicated Customer Service Team members who perform the following:

- Walk-in payments.
- Answer and assist customers phone calls.
- Process new water applications.
- Process rebilling for customer accounts held in suspense due to transponder failure or other system generated error (e.g. large spike/drop in usage).
- Uploads replacement transponder serial numbers to CC&B billing software.
- Create Field Activities (FAs) daily to notify Operations and/or Meter Readers issues or service requests from customers.
- Provides assistance and/or communicate to Meter Readers in the field.



## Payment Method Statistics (January 2024)

Auto Bill Payment (ABP), Direct EFT	8,001	37%
Lock box payments		
- mailed to Oahu, processed by BOH	5,295	24%
Lobby Windows, 24-hour Drop Box		
- Cash	1,427	7%
- Check	2,332	11%
Other payment methods		
- Check Free, 3rd party bill processors	1,350	6%
Credit Card payments		
- via on-line Customer Care Portal/Lobby Kiosk	3,168	15%
<b>Total</b>	<b>21,573</b>	

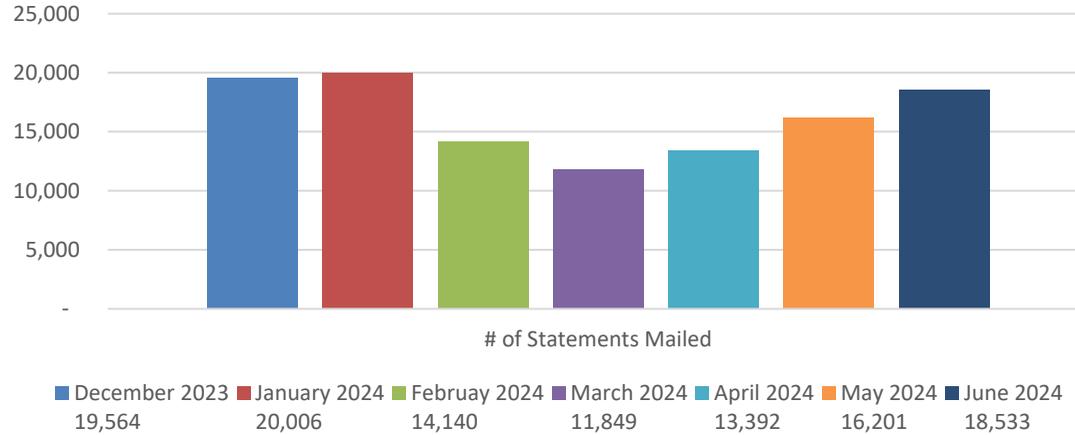
Billing Section has four (4) dedicated Meter Readers who perform the following:

- Assigned to read 19 routes per month.
- Create FAs daily, to notify Operations and Billing Team issues in the field.
- Report water leaks, defective/damaged meters and pipes, evidence of tampering, etc.
- Turn on and/or off water service. Applications for new water service or requests to discontinue service allows for water service within 24 hours.
- Assists with delinquent accounts; turn off and back on upon payment.
- Assists to manually collect meter data when performing investigations for potential leaks or customer requests when challenging water usage.
- Locate and check existing and new meters.



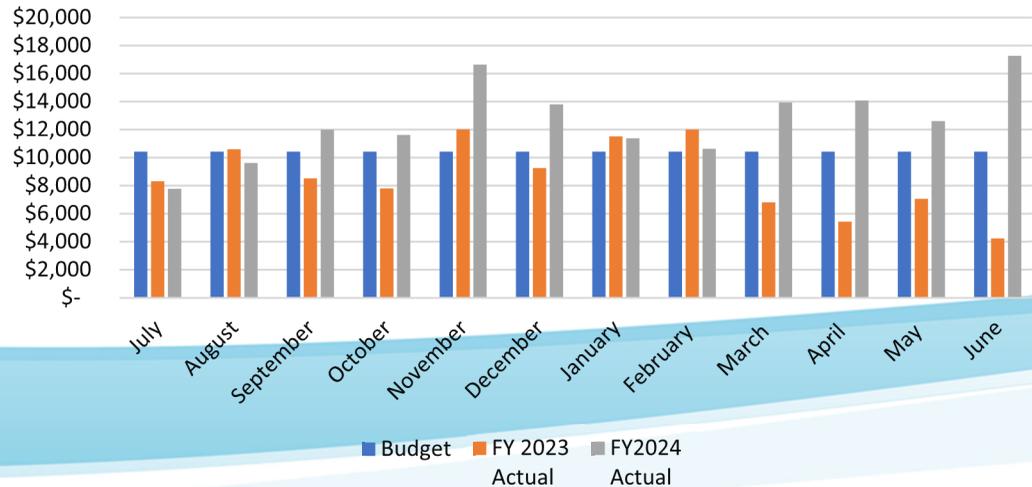
# FISCAL DIVISION DASHBOARD

## Customer Billing Statements



Estimated bills suspended on February 8, 2024; subsequently reinstated on May 14, 2024

## Overtime



### Transponder Replacement Highlights:

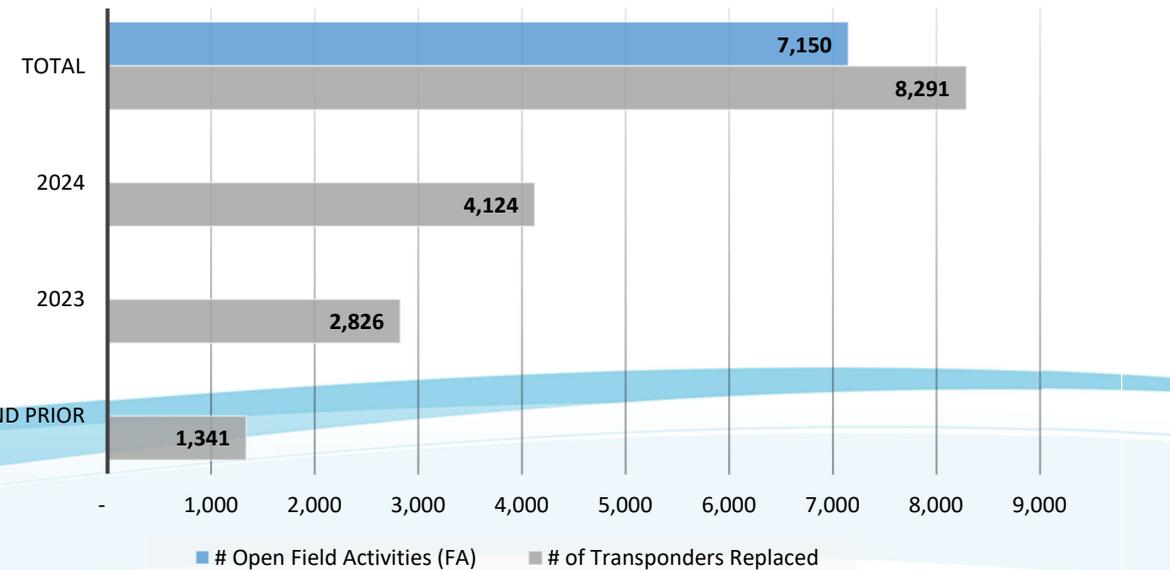
3,840 parts received on May 16, 2024

7,680 parts ordered on May 30, 2024

- 1,800 Expected to ship September 2024
- 1,800 Expected to ship October 2024
- 1,800 Expected to ship November 2024
- 2,280 Expected to ship December 2024

36% Replaced to date.  
31% Awaiting parts.  
33% Active; expected to fail

## Transponder Replacement Progress (Calendar Year)



**Department Of Water Budget Report for June 2024**

	June 2024			Fiscal Year 2024			
	Budget	Actual	Variance	Year to Date Budget	Year to Date Actual	Variance	Variance %
<b>Operating Revenue</b>	\$ 2,777,499.00	\$ 8,780,379.43	\$ 6,002,880.43	\$ 33,329,988.00	\$ 48,332,947.05	\$ 15,002,959.05	45.0.%
<b>Expenses</b>							
Labor *	\$ 1,075,032.00	\$ 1,028,069.21	\$ 46,962.79	\$ 12,900,384.00	\$ 12,336,830.44	\$ 563,553.56	4.4.%
Services	828,127.00	368,858.96	459,268.04	9,937,524.00	5,876,965.09	4,060,558.91	40.9.%
Utilities & Materials	647,822.00	572,340.53	75,481.47	7,773,864.00	7,263,337.09	510,526.91	6.6.%
<b>Total Operating Expenses</b>	<b>\$ 2,550,981.00</b>	<b>\$ 1,969,268.70</b>	<b>\$ 581,712.30</b>	<b>\$ 30,611,772.00</b>	<b>\$ 25,477,132.62</b>	<b>\$ 5,134,639.38</b>	<b>16.8.%</b>
Debt Service Principal & Interest	251,547.25	251,547.17	0.08	7,508,180.00	7,508,179.60	0.40	0.0.%
<b>Operating and Debt Expenses</b>	<b>\$ 2,802,528.25</b>	<b>\$ 2,220,815.87</b>	<b>\$ 581,712.38</b>	<b>\$ 38,119,952.00</b>	<b>\$ 32,985,312.22</b>	<b>\$ 5,134,639.78</b>	<b>13.5.%</b>
<b>Net Income (Loss)</b>	<b>\$ (25,029.25)</b>	<b>\$ 6,559,563.56</b>	<b>\$ 6,584,592.81</b>	<b>\$ (4,789,964.00)</b>	<b>\$ 15,347,634.83</b>	<b>\$ 20,137,598.83</b>	<b>420.4.%</b>

\* Current month's labor is estimated

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

	Fiscal Year Budget	June FYD 2024 Actual	Remaining Budget
<b>Water Utility Funded Projects</b>			
IT Capital Purchases	\$ 567,660.74	\$ 76,967.34	\$ 490,693.40
Job 09-01 Yamada Tank	3,060,005.95	116,783.83	2,943,222.12
Hanapepe Stream Crossing	127,489.00	5,414.38	122,074.62
Job 11-07 HE-03 Hanapepe & Koloa Well MCC	90,795.00	24,215.00	66,580.00
Job 12-01 H-05 Weke Anae Hee 6-8IN Mains	3,100,000.00	51,337.00	3,048,663.00
Job 16-04 Kilauea Wells Rehab	219,134.46	285,980.94	(66,846.48)
Job 18-03 Kuhio Hwy Hardy Oxford 16" Main	344,257.30	25,517.60	318,739.70
Job 23-02 Kuamoo Rd 8" Replacement	184,370.00	186,914.55	(2,544.55)
Job 23-03 Kuhio Hwy Papaloa to Waikaea	448,078.27	155,756.18	292,322.09
Job 23-07 Rehabilitate Puupilo Steel Tank	210,599.65	80,217.00	130,382.65
Job 23-14 Wailua Homesteads Tank	44,832.18	183,023.92	(138,191.74)
Replace Fuel Pumps	30,000.00	9,102.01	20,897.99
Engineering Expansion Capital	35,000.00	7,349.11	27,650.89
Upgrade SCADA	500,000.00	148,189.74	351,810.26
Ops Capital Purchases	3,291,758.59	907,894.67	2,383,863.92
Projects with budget but no activity	7,011,024.02	-	7,011,024.02
<b>Total</b>	<b>\$ 19,265,005.16</b>	<b>\$ 2,264,663.27</b>	<b>\$ 17,000,341.89</b>

**FRC Funded Projects**

Job 04-08 Drill Kapaa Homestead Well 4	\$	202,424.49	\$	80,490.00	\$	121,934.49
Job 15-08-HW-11-Haena 0.2MG Tank		8,174.95		6,868.32		1,306.63
Projects with budget but no activity		1,139,433.24		-		1,139,433.24
	\$	1,350,032.68	\$	87,358.32	\$	1,262,674.36

**Build America Bonds Funded Projects**

Job 09-01 Yamada Tank	\$	63,998.94	\$	52,373.11	\$	11,625.83
Job 02-06 Kilauea Tank		22,649.00		12,942.24		9,706.76
Projects with budget but no activity		7,339,379.95		-		7,339,379.95
	\$	7,426,027.89	\$	65,315.35	\$	7,360,712.54

**State Allotment Funded Projects**

Job 09-01 Yamada Tank	\$	10,200,000.00	\$	2,195,967.31	\$	8,004,032.69
17-10 KW07 Paua Valley Tank Repair		677,103.89		544,390.53		132,713.36
Kilauea Wells MCC Rehab		2,600,000.00		81,795.00		2,518,205.00
Projects with budget but no activity		10,600,000.00	\$	-		24,077,103.89
	\$	24,077,103.89	\$	2,822,152.84	\$	34,732,054.94

**State Revolving Funded Projects**

Job 09-01 Yamada Tank	\$	8,471,130.49	\$	4,013,958.24	\$	4,457,172.25
Projects with budget but no activity		5,000,000.00		-		5,000,000.00
	\$	13,471,130.49	\$	4,013,958.24	\$	9,457,172.25

<b>Total Capital Projects</b>	\$	65,589,300.11	\$	9,253,448.02	\$	69,812,955.98
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\*\* Capital projects and capital purchases with no activity in the 2024 fiscal year are presented in the aggregate

**Selected Divisions**

	June 2024			Year to Date			
	Budget	Actual	Variance	Budget	Actual	Variance	Variance %
Engineering	\$ 454,613.00	\$ 259,768.99	\$ 194,844.01	\$ 5,455,356.00	\$ 3,587,742.44	\$ 1,867,613.56	34.2%
Fiscal	222,259.00	206,802.39	15,456.61	2,667,108.00	2,577,071.71	90,036.29	3.4%
Operations	1,257,036.00	1,286,712.86	(29,676.86)	15,084,432.00	13,735,475.55	1,348,956.45	8.9%
	\$ 1,933,908.00	\$ 1,753,284.24	\$ 180,623.76	\$ 23,206,896.00	\$ 19,900,289.70	\$ 3,306,606.30	14.2%

CASH RECEIPTS	(Preliminary 2024 is not closed)	TOTAL	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
<b>BEGINNING CASH BALANCE</b>		\$ 60,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000,000.00
Bond Proceeds		\$ -	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Income		\$ 2,207,734.59	358,286.24	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>		\$ 62,207,734.59	\$ 358,286.24	\$ 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	\$ -	\$ -	\$ -	\$ 60,000,000.00
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	Kaunualii Hwy widening, Anonou 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	\$ 410,240.21	-	104,355.40	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	\$ 1,169,556.34	52,373.11	54,579.24	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	-

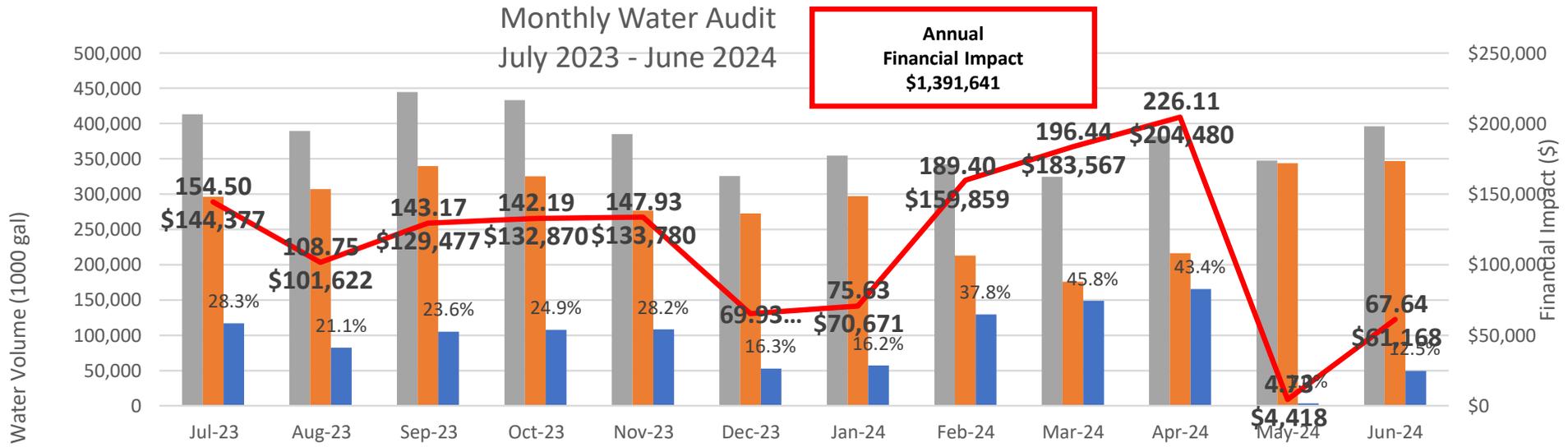
CASH RECEIPTS	(Preliminary 2024 is not closed)	TOTAL	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
683 Job 04-06	Kekaha Well B Renovation	\$ 627,165.43	-	-	-	-	-	-	-	-	-	-	-	42,828.60	265,223.57	319,113.26	-
234	Kukuioolono Water Tank Site Acquisition	\$ 302,396.47	-	-	-	-	-	-	-	-	-	-	-	-	-	302,396.47	-
235 Job 05-05	Nawiliwili, Niumalu 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	\$ 263,915.40	12,942.24	-	-	-	-	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 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	-	-	-	-
Job 11-10	8" WL Halewili Kaumuali 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>		\$ 52,849,297.73	\$ 65,315.35	\$ 191,439.25	\$ 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
<b>Cash &amp; Investment Balance</b>		\$ 9,358,436.86															



# OPERATIONS DASHBOARD

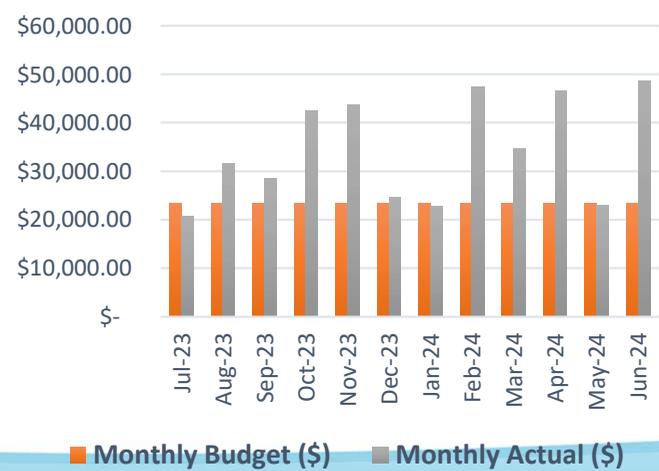
- Ops Highlights:**
1. Continuous recruiting for Electronics Tradesperson and Assistant WPO. Recruiting for Water Meter Mechanic Helper and Plant Electrician Helper.
  2. Over 1,800 meter register/transponder sets replaced in June.
  3. Cartegraph Backflow module implementation in progress. Opengov provided Backflow Module training
  4. Ops annual inventory count performed.

Monthly Water Audit  
July 2023 - June 2024

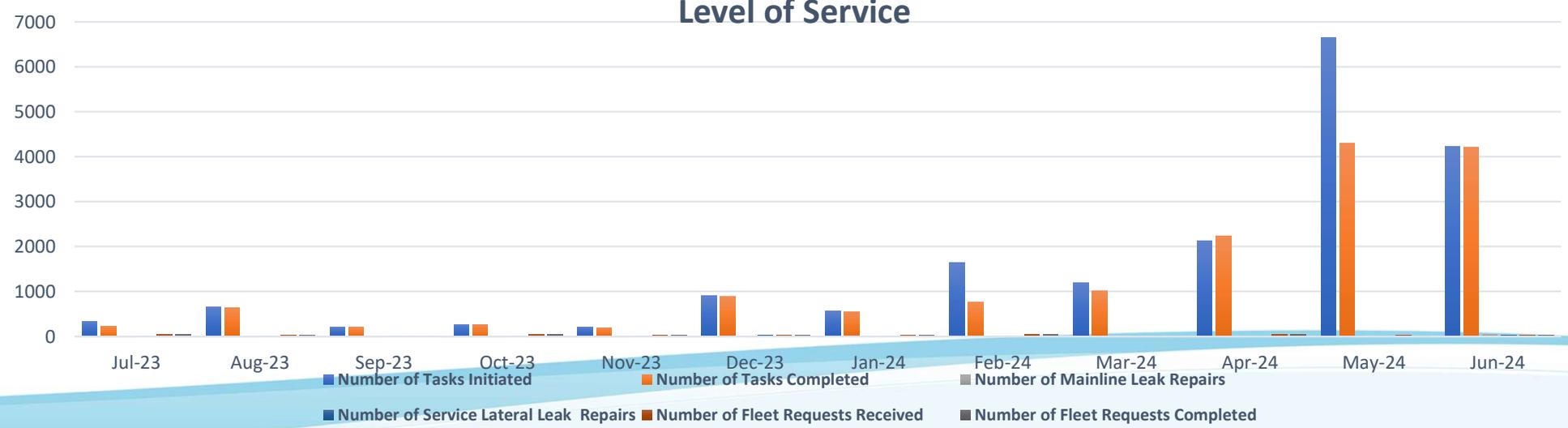


	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Produced (Kgals)	413,260	389,372	444,660	433,059	384,904	325,580	354,475	342,356	324,631	381,800	347,331	396,223
Customer Read (Kgals)	296,300	307,048	339,771	325,421	276,529	272,639	297,225	212,855	175,924	216,151	343,752	346,671
Non-Rev Water (Kgals)	116,960	82,324	104,889	107,638	108,375	52,941	57,250	129,501	148,707	165,649	3,579	49,552
Financial Impact	\$144,377	\$101,622	\$129,477	\$132,870	\$133,780	\$65,351	\$70,671	\$159,859	\$183,567	\$204,480	\$4,418	\$61,168

## Overtime



## Level of Service



# OPERATIONS

	Last Month		Current Month		Previous FY		Current FY	
					Year to Date		Year to Date	
<b>STAFFING</b>								
Budgeted Staff   Vacancies	49	10	49	10	50	7	49	10
<b>OVERTIME</b>								
Budget (\$)   Actual (\$)	\$23,283.33	\$23,013.89	\$23,283.33	\$48,719.95	\$232,833.33	\$312,083.38	\$232,833.33	\$414,568.84
<b>FLEET MANAGEMENT</b>								
# of Vehicles Active per day	39		38		42		41	
# of Vehicles Active per month	845		725		852		843	
<b>METER PROGRAM</b>								
# of Existing Meters Replaced	1		262		36		296	
# of Existing Meters Repaired	62		1474		1568		3993	
# of New Meters Installed	19		3		103		77	
# of New Laterals Installed	6		1		33		20	

# OPERATIONS



## LEVEL OF SERVICE

	Last		Current		Previous		Current	
	Month	Month	Month	Month	FY YTD	FY YTD	FY YTD	FY YTD
# of Tasks Initiated	6656		4235		3553		19011	
# of Tasks Completed	4299		4204		3147		15476	
# of Mainline Leak Repairs	6		44		129		164	
# of Service Lateral Leak Repairs	4		23		126		142	
# of Calls for Service	133		197		2159		2340	
# of Temporary Hydrant Meters Installed	1		2		25		28	
# One Call Request Received   Completed	76	66	25	31	376	360	490	482
# of Auto Shop Requests Received   Completed	21	18	34	36	496	374	380	358
# of Hydrant Hits	0		0		23		26	

## WATER AUDIT

	Last	Current Month	Previous	Current
	Month		FY YTD	FY YTD
Water Produced (Million Gallons)	347.331	396.223	4472.555	4537.650
Customer Meter Reading (Million Gallons)	343.752	346.671	3693.8	3410.286
Non-Revenue Water (Million Gallons)	3.579	49.552	778.755	1127.364
Non-revenue %	1%	13%	17%	25%
Financial Impact	\$4,417.99	\$61,167.98	\$961,310.75	\$1,391,640.93



# ENGINEERING DASHBOARD

	Last Month		Current Month		Previous FY Year to Date		Current FY Year to Date	
<b>STAFFING</b>								
Budgeted Staff   Vacancies	24	5	24	4	23	6	24	4
<b>OVERTIME</b>								
Budget (\$)   Actual (\$)	\$4,900	\$19,100	\$4,900	\$20,100	\$59,000	\$96,200	\$59,000	\$228,100

	Last Month		Current Month	
<b>PROJECT MANAGEMENT</b>				
DOW Projects In Design   In Construction	30	6	30	6
Private Projects Design Approved   In Construction	8	153	3	156
Private Projects Construction Completed	1		1	

- CIP Project Highlights:
- Kapa‘a Homesteads 325’ Tanks
    - NTP issued for 9/3/24
  - Kūhiō Highway (Hardy-Oxford) 18” Main Replacement
    - Anticipate Issuing IFB in August
  - Weke, ‘Anae, Mahimahi and He‘e Rds Main Replacement
    - NTP issued for 9/3/24
  - Hanapēpē Town Well MCC, Chlorination Facilities
    - Anticipate Issuing IFB in August
  - Līhu‘e Administrative Building Fencing
    - Anticipate Issuing IFB in September
  - Kuamo‘o Road Water Main Replacement
    - Amending contract to add section to Opaekaa Falls Lookout and include final design
  - Kapaia Cane Haul Road 18” Water Line Environmental Permitting
    - NTP issued 6/24/24
  - Kapa‘a Homesteads Well No. 4 Pump and Controls
    - NTP Issued 10/1/24

# ENGINEERING DASHBOARD

	Last Month		Current Month		Previous FY Year to Date		Current FY Year to Date	
<b>WATER RESOURCES AND PLANNING</b>								
Number of Customer Requests Received   Completed								
Subdivision Applications, Zoning, Land Use and Variance Permits	13	4	8	1	73	86	81	87
ADU/ARU Clearance Applications	2	5	0	0	34	59	34	59
Building Permits	147	156	110	159	1,625	1,615	1,735	1,774
Water Service Requests	42	29	19	15	273	261	292	276
Government Records Request	2	4	3	3	21	22	24	25
Backflow Inspection # of Devices Tested	194		130		1,243		1,373	

- DOW Project Highlights:
- KWUDP Update
    - Requesting Board Approval
    - Brief CWRM Board in August
  - Water System Improvements Plan (WSIP)
    - Evaluating CIP project list
    - Working on rate study
  - Lead and Copper Rule Revisions (LCRR) Update
    - Field work two weeks in July
    - Hoping to complete in July
    - Deadline to submit inventory is 10/16/24
  - As-Needed Grant Writing and Preparation Services
    - NTP issued for 7/15/24

# QUARTERLY UPDATE

Period of April 1, 2024 to June 30, 2024

## ENGINEERING DIVISION

Submitted by: Jason Kagimoto, P.E.

DEPARTMENT OF WATER

July 18, 2024

# Overview

- **Water Resources and Planning Section**
  - Subdivision-Land Use Applications Completed = 28
  - ADU/ARU Clearance Applications Completed = 17
  - Building Permit Applications Reviewed = 479
  - Water Service Requests Completed = 81
  - Backflow Devices Inspected and Tested = 469
  - Kaua'i Water Use and Development Plan Update – Requesting Board Approval
  - Water Systems Investment Plan – Evaluating CIP program and Working on Rate Study
  - Lead and Copper Rule Revisions Update – Scheduled two weeks of field work in July
- **Project Management Section**
  - 30 ongoing DOW CIP design projects
  - 9 ongoing DOW CIP construction projects (\$72M total, \$34M contracted in FY24)
  - Rehabilitate Paua Valley Tank No. 1 – In construction, nearing completion
  - Kalāheo Water System Improvements – In construction
  - Kapa'a Homesteads 325' Tanks – NTP 9/3/24
  - Weke, Anae, Mahimahi and Hee Roads Main Replacement – NTP 9/3/24
  - Kapa'a Homesteads Well No. 4 Pump and Controls – NTP 10/1/24
  - Kūhiō Highway (Hardy-Oxford) 16" Main Replacement – Anticipate Issuing IFB in August
  - Hanapēpē Town Well MCC, Chlorination Facilities – Anticipate Issuing IFB in August
  - Līhu'e Administrative Building Fencing – Anticipate Issuing IFB in September

# 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 2024	ORIGINAL ESTIMATE TO COMPLETE	CURRENT ESTIMATE TO COMPLETE	CURRENT CONTRACT AMOUNT
WK-08	02-14	Kapa'a 325' Tanks – Package A Drain Line	80%	Q3 2019	Q4 2024 (1)	\$2,354,293.35
WK-08	02-14	Kapa'a 325' Tanks – Package B 2 0.5MG Tanks	0%	Q1 2027	Q1 2027	\$23,347,000.00 (2)
WK-39		Drill and Test Kapa'a Homestead Well No. 4	80%	Q3 2019	Q4 2024 (1)	\$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	35%	Q1 2025	Q1 2026	\$21,756,430.00 (3)
PLH-35B	16-02	Kapaia Haul Cane Road 18" Transmission Line	10%	Q3 2019	Q4 2026 (4)	\$4,127,545.00
WKK-03	16-04	Kilauea Wells Nos. 1 and No. 2, MCC, Chlorination Facilities	45%	Q3 2024	Q3 2025	\$3,211,866.80 (5)
KW-07	17-10	Rehabilitate Paua Valley Tank No. 1, 0.5 MG Tank	85%	Q2 2021	Q3 2024	\$3,745,064.48 (6)
H-05	23-05	Weke, Anae, Mahimahi and Hee Roads 6" and 8" Main Replacement	0%	Q4 2026	Q4 2026	\$3,089,000.00
	24-05	Kapa'a Homesteads Well No. 4 Pump and Controls	0%	Q4 2027	Q4 2027	\$7,683,000.00 (7)
					TOTAL =	\$71,919,617.98

(1) Additional contract time required to perform environmental assessment, re-design drainage system and obtain land-owner approval for DOW drainage easement.

(2) \$7.25M State appropriation

(3) \$10.2M State appropriation, \$5.2M DWSRF Loan Principal Forgiveness

(4) Project issued stop work order and is on hold while performing environmental permitting.

(5) \$2.6M State appropriation

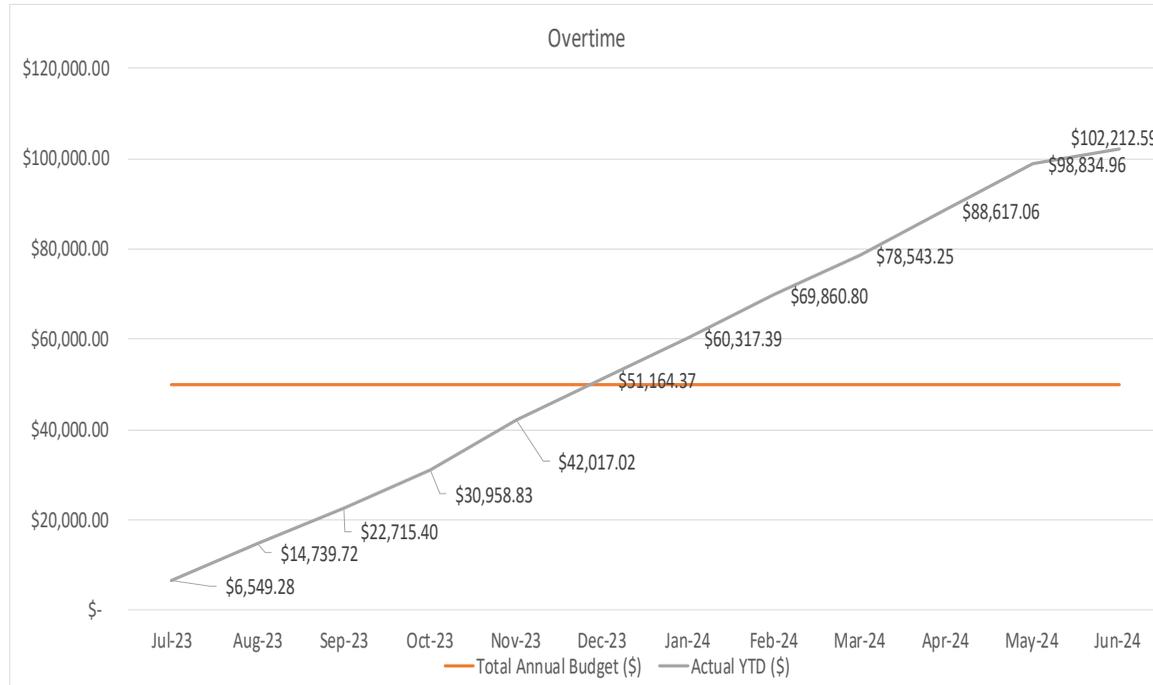
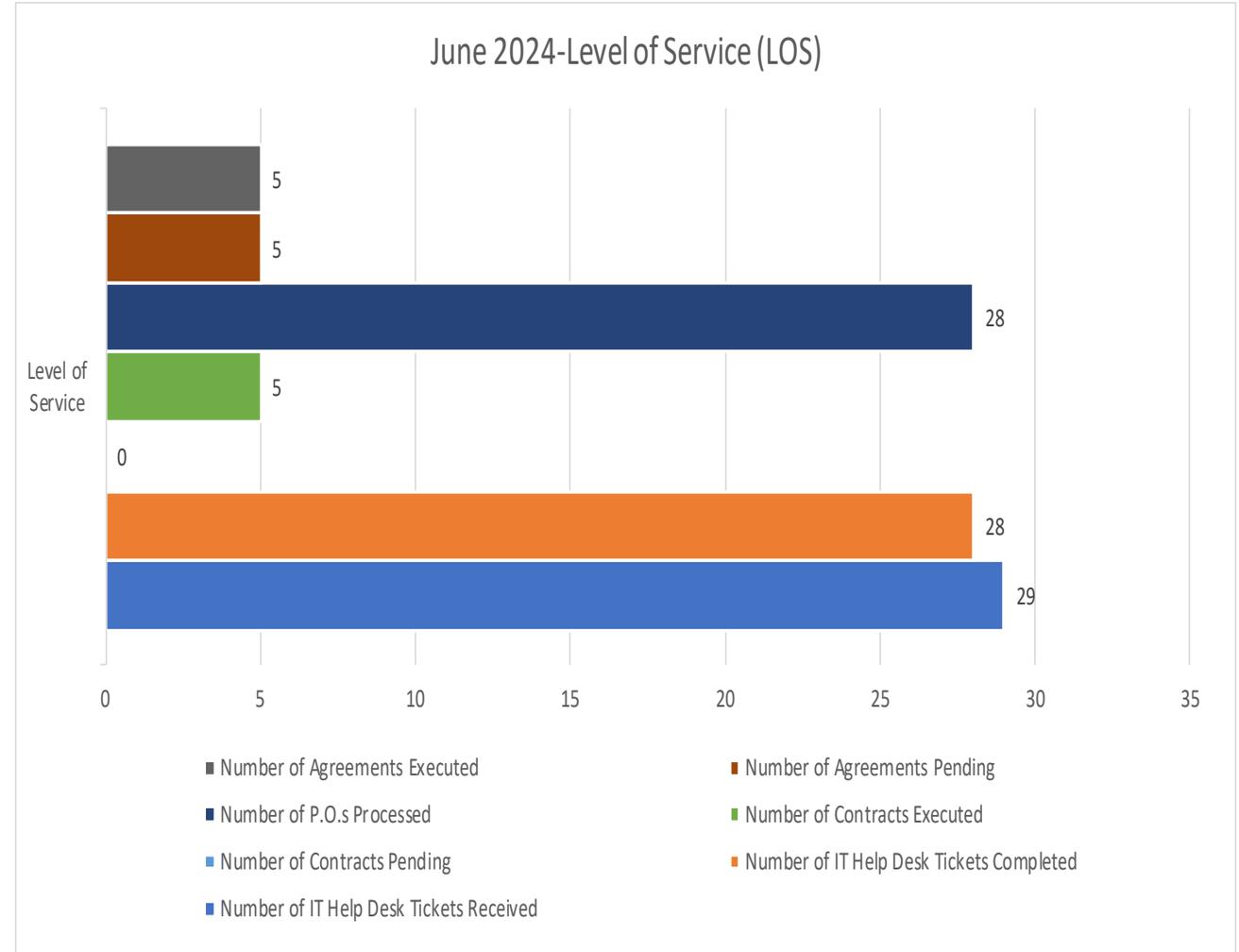
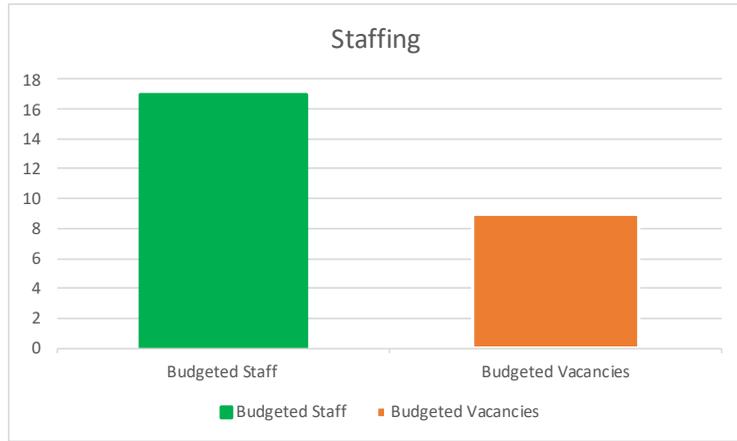
(6) \$1.2M State appropriation

(7) \$2.6M State appropriation

# Supplemental Support Services

Contract Number	Company	Professional Service	Contract Amount	Amount Invoiced	Number of PAOs
723	Esaki Surveying & Mapping, Inc.	As-Needed Surveying	\$20,000	\$8,100	4
728	RM Towill, Inc.	As-Needed CM	\$1,000,000	\$32,000	3
747	Kennedy/Jenks	As-Needed PM and Inspectional Services	\$1,000,000	\$99,000	4
763	Brown and Caldwell	As-Needed GIS and Hydraulic Modeling Services	\$99,600	\$0	0
767	Maddaus Water Management	As-Needed Grant Writing and Preparation Services	\$100,000	\$0	0

# ADMINISTRATION DASHBOARD



# ADMINISTRATION

	May-24		Jun-24		Previous FY YTD		Current FY YTD	
<b>STAFFING</b>								
Budgeted Staff vs Vacancies (Admin-HR-IT-PR)	17	9	17	9	9	8	17	9
<b>OVERTIME</b>								
Budget (\$) vs Actual (\$)	\$ 4,166.67	\$ 10,217.90	\$ 4,166.67	\$ 3,377.63	\$ 50,000.00	\$ 90,108.95	\$ 50,000.00	\$ 102,212.59

	May-24		Jun-24		Previous FY YTD		Current FY YTD	
<b>LEVEL OF SERVICES</b>								
# of IT Help Desk Tickets Received   Completed	49	40	29	28	287	208	510	369
# of Legal Claims Outstanding   Resolved	0	0	3	1	1	1	3	2
# of Contracts Pending   Executed	1	5	0	5	3	14	0	20
# of Purchase Orders Processed	15		28		196		266	
# of Agreements Pending   Executed	2	3	5	5	3	46	5	43
# of MOU   MOA Pending	0	0	0	0	0	0	0	0
# of MOU   MOA Executed	0	0	0	0	1	1	1	0
# of Customer Remarks	0		0		6		3	
# of Customer Compliments	0		0		7		6	

Notes: DOW Dashboard data tracking started November 2022 & Legal claims are compiled quarterly as of March, June, September, & December

# DEPARTMENT OF WATER

*“Water has no Substitute – Conserve it!”*

## INFORMATION & EDUCATION SPECIALIST REPORT

July 18, 2024

### 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>
06-13-2024 06-17-24, 06-21-2024, 07-01-2024	Omao-Koloa	Water conservation notice for Omao-Koloa continues until further notice	June 6, 2024, from 10:30 a.m. until further notice	Kaua`i County Alerts
06-15-2024	Anahola - portion of Aliomanu Road and Kukuna Road	Water service shutdown scheduled for portion of Aliomanu Road and Kukuna Road	June 19 from 8 a.m. to 3 p.m.	Kaua`i County Alerts
07-02-2024	Kapa`a - Alapaki Road	Water service shutdown scheduled for Alapaki Road	July 3 from 8:30 a.m. to 3 p.m.	Kaua`i County Alerts
07-05-2024	n/a	DOW’s Make a Splash earns 2023 Hawaii Green Business Program Award	n/a	

### Public Relations Programs

#### Community Outreach & Education

- The Department of Water (DOW) earned a 2023 Hawaii Green Business Award, receiving a Governor’s Commendation for its environmentally friendly and sustainable practices during the 2023 Make a Splash with Project WET water education festival. DOW attended the ceremony virtually on June 28, 2024, hosted by Governor Josh Green, M.D., the State of Hawaii’s Department of Business, Economic Development and Tourism (DBEDT) and its Hawaii Green Business Program (HGBP) partners. DOW’s highlighted efforts included repurposing recycled paper as survey hand-outs, eliminating single-use plastic at the event, repurposing materials and adapting event logistics to meet event needs to decrease trash waste, switching activity supplies to reusable items, encouraging participants to bring their own water bottles and promoting the use of bus transportation and/or carpooling.
- This month’s lobby display theme is “summer conservation” and is created by PR Intern, Taryn Ramil. Taryn has contributed to its theme, informational and graphic content and worked on the display board layout that is posted in the department’s main lobby. Following the theme of summer conservation series, PR will be posting an online campaign of summer

conservation tips via its Facebook page to encourage smart water use during summer months.

- The Department received a request for in-kind donations towards the Kauai High School football program, golf tournament fundraiser. In support of the school's request, 100qty of rice paddles, water bottles and other logo items were donated towards the event's giveaways.

#### **Advertising & Communications**

- The Department's "Wise Water Wednesday" advertising awareness campaign for the month of July included water service line inspection notices, free community distribution of toilet tablets, billing services and water conservation 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.

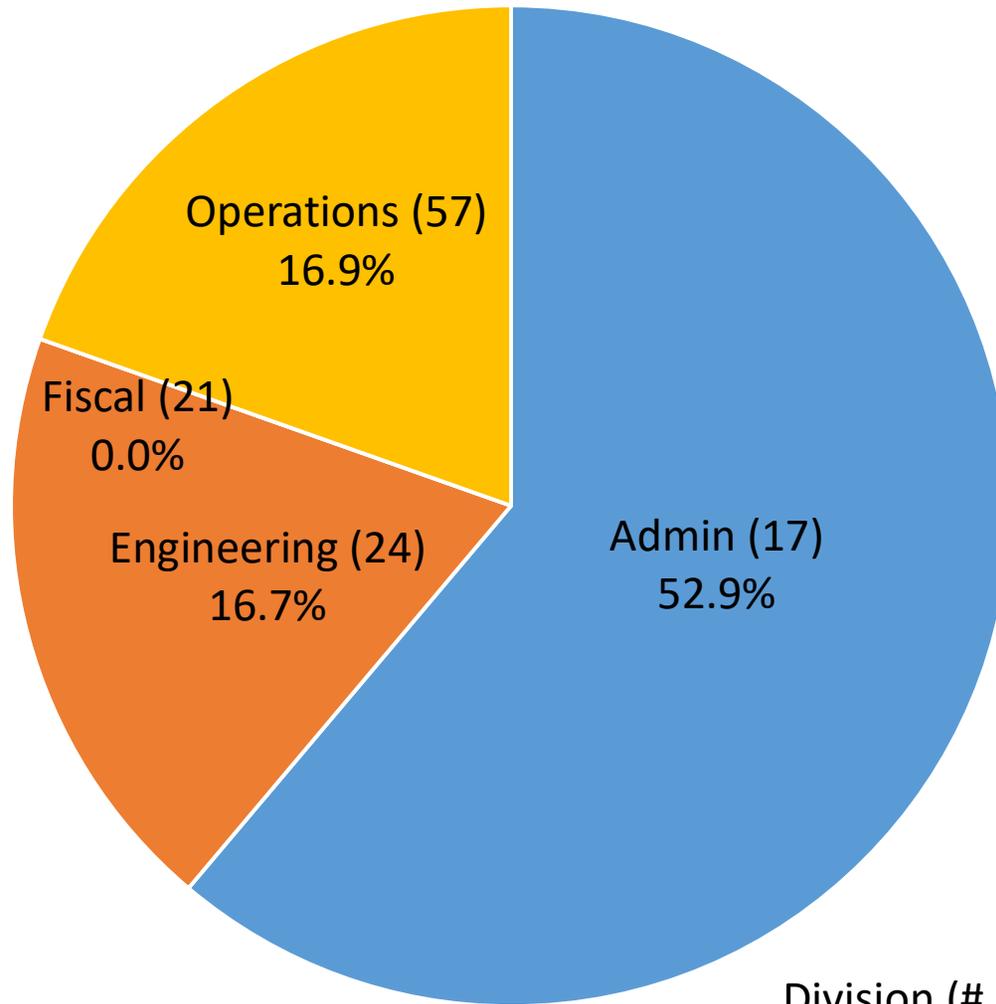
#### **Upcoming Community Outreach & Educational Events**

- EPA WaterSense Outreach & Education Presentation – July 23, 2024
- Make a Splash with Project WET Festival – September 20, 2024

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

- Project WET Hawaii coordinated a Water Education Resource Workshop on Friday, June 21<sup>st</sup>. During the 6-hour training workshop, staff conducted six demonstrations of Project WET's water curriculum activity, provided water service and water quality information and offered networking opportunities.
- The annual Make a Splash with Project WET Festival is scheduled for Friday, Sept. 20, 2024. Volunteers and sponsor registration has begun, and vendor services have been confirmed for the event.

## % Vacancy Within Each Division Level



Division (# Auth) - % Vacant

## CORRECTIVE ACTION PLAN

### 2023-001 IT General Control Deficiencies

The following items are addressed individually to show plan and movement on corrective action toward auditor's recommendation. The key to the colors below is:

- green text items were validated by an auditor;
- blue text items are complete, awaiting review, or may be recurring actions;
- olive text are items we have planned and are awaiting external pieces or more time for completion; and
- black text items have not yet been designed.

#### Logical Security

- Design and implement a formal process for management to monitor the effectiveness of security procedures to remove or disable access of terminated users to the Department's systems.

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

An ADCUA from Division Heads is a formal process and a pre-notice to HR & IT communicating action regarding an employee. Employee is disabled in AD. The HR Coordinator posts a separation after the action takes place.

**Completed 9/2023**

An audit test to verify ADCUA, Tess' account termination, and Debra's Everyone notice were completed successfully. An improvement to this success would be to turn this into a work order whether in Cartegraph or another purchased system to show time stamps on progress.

We will clarify with auditor for missed passing criteria and determine a schedule for the process update.

We will create a checklist for account termination and investigate software tracking such as Cartegraph above. Although work was assigned and completed, IT will ensure there is an ADCUA trail as part of the checklist.

- Reevaluate the sufficiency of the Department's password security policies and reconfigure systems accordingly.

#### **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**

In communication with auditor for their definition of sufficient and reconfigure accordingly. Modifying group policy takes but a minute. We will notify employees of the change and apply the new policy.

- Design and implement formal policies and procedures over domain administrator and other privileged accounts.

**Schedule for Implementation:**

We will classify domain administrator and other domain privilege elevation as an event requiring an ADCUA. Changes will be reported at ITSC meetings starting August. As of 7/11, no changes. *Scheduled to start 8/2024.*

- Design and implement a formal security awareness training program for employees.

**Schedule for Implementation:**

The production security awareness training began on 4/10. As of 5/9 pm, 20 of 96 employees have completed their training campaign. We will complete a small number of cycles each year, including attack simulations. Training courses run from 1-45 minutes. *Completed, Ongoing since 3/2024.*

- Appropriately update systems to ensure vendor support and maintenance.

**Schedule for Implementation:**

Inventory software and applications, current and modern version, term expiration date. Save this information in the database provided by 2023-004. Devise technical paths to upgrade or replace Department software tools such as we did for GP, SQL, and WorkPlace. Then, work on procurement strategy to complete each task.

- The Department has completed several vulnerability assessments performed by independent contractors and external third-parties. Management should carefully review the findings from these assessments and develop a plan to prioritize and address the findings.

**Schedule for Implementation:**

Contract regular third-party vulnerability testing. Depending on Section priorities, resolve issues from the top. We'll need external resources to address many upcoming findings. We have applied for CISA vulnerability testing. Contract not complete.

## Change Management

- Implement formal policies and procedures to ensure changes to production are consistently and appropriately authorized, tested, accepted, and tracked.

### **Schedule for Implementation:**

Changes to production software and applications are likely implemented by consultants. System users need to prioritize workflow and create user acceptance test scripts including data entry and expected results. Success and failure must be defined with implementors.

If we update software on our own, we will document reasons for change, list the design or workflow changes, and define success or fallback positions. If working from a known broken state, change may be less formal. ***No schedule. When the first one is documented, we critique, establish standards, and move on from there. By the time we reach a period of stability and small changes, we will be more skilled at consistent documentation.***

2023-004

### **Improve Procedures to Identify and Account for Contracts**

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

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

This task was jointly owned by the Fiscal Division for assisting Contracts Officer to coordinate the assemblage of all DOW Contracts, Leases, Agreements, and Licenses for inclusion into an IT-populated database that would be globally utilized within DOW to access and track when legal documents need renewing, expiring, transferring, updating, and/or replacing. Fiscal was to assemble the various areas of subject matter documents from each Division, screen and confirm the documents were current and valid, and provide the final, cleared documents to IT for inclusion into the global database for employee use. Fiscal has posted RFP #IT-2025-01 for this software/service and are answering vendor queries.

***In process 12/2024.***

DEPARTMENT OF WATER

County of Kaua‘i

“Water has no substitute – Conserve It!”

MANAGER’S UPDATE

July 18, 2024

*Pursuant to Board Policy No. 3*

**1. FIRST AMENDMENT TO CONTRACT NO. 748, KENNEDY/JENKS CONSULTANTS, INC. JOB NO. 23-02, PROJECT NO. WK-34, KUAMO‘O ROAD WATER MAIN REPLACEMENT**

RECOMMENDATION:

It is recommended that the Manager approve the First Amendment to Contract No. 748 with Kennedy/Jenks Consultants, Inc. for the subject project. The amendment includes additional funds in the amount of \$699,972.00 and a time extension of 730 calendar days.

FUNDING:

Account No.	10-20-10-540-010		
Acct Description	WU/Eng/Admin/Professional Services		
Funds Available	<i>Verified by WWC</i>		\$681,259.00
Contract No.	748		
Vendor	Kennedy/Jenks Consultants, Inc.		
	Contract Amount	\$374,265.00	
	5% Contingency	\$18,713.00	\$18,713.00
	Total Funds Certified To Date	\$392,978.00	
	Total Funds Available		\$699,972.00
First Amendment:			
	Additional Design Engineering Services	\$699,972.00	
	Total Amendment	\$699,972.00	<\$699,972.00>
Contract Amount To Date	\$1,074,237.00		

BACKGROUND:

Contract NTP Date: June 26, 2023  
 Original Contract End Date: December 17, 2024  
 New Contract End Date: 730 calendar days from NTP for this amendment

This amendment increases the scope of work for the water main placement to include the additional section from Mala Street to Opaeka‘a Falls Lookout. This section is being added as a result of the Kuamo‘o Road Emergency Slope Stabilization project in the vicinity of Opaeka‘a Falls Lookout. This amendment also increases the scope of work from 30% design to final design, and also includes necessary permitting, including the Ka Pa‘akai analysis.

**2. CERTIFY REMAINING CONTRACT FUNDS FOR CONSTRUCTION CONTRACT NO. 762 (KOGA ENGINEERING & CONSTRUCTION, INC.) JOB 23-05, WP2020 H-05, WEKE, 'ANAE, MAHIMAHI AND HE'E ROADS 6" AND 8" MAIN REPLACEMENT, HANAIEI, KAUA'I, HAWAII**

RECOMMENDATION:

It is recommended that the Manager approve the certification for the remaining contract funds for Koga Engineering & Construction, Inc. in the amount of \$89,000.00.

FUNDING:

Account No.	10-20-00-604-136		
Acct Description	WU/Eng/Admin Capital Outlay – R&R (H-05 Weke, Anae, Mahimahi and Hee Roads 6" and 8" Main Replacement)		
Funds Available	<i>Verified by WWC</i>		\$89,000.00
Contract No.	762		
Vendor	Koga Engineering & Construction, Inc.		
	Contract Amount	\$3,089,000.00	
	5% Contingency	N/A	
	FY2024 Funds Certified	\$3,000,000.00	
Description:			
Multi-Term Contract		\$89,000.00	
	FY2025 Funds Requested	\$89,000.00	<\$89,000.00>

BACKGROUND:

Contract NTP Date: September 3, 2024  
 Original Contract End Date: November 12, 2026

This project was bid out in fiscal year (FY) 24 containing multi-term contract verbiage. The Department budgeted \$3,000,000.00 for the project and the low bid amount was \$3,089,000.00. In FY24, the multi-term contract was awarded and \$3,000,000.00 was encumbered. The additional \$89,000.00 was budgeted in FY25 and this will encumber the additional \$89,000.00 to meet the contract amount.

**3. EMERGENCY PROCUREMENT #EP-2024-01, CONTRACT AWARD TO HAWAII DRILLING & PUMP SERVICES, LLC  
 JOB NO. 24-16, PIWAI WELL NO. 2 EMERGENCY REPAIR**

RECOMMENDATION:

It is recommended that the Manager approve a contract award to Hawaii'i Drilling & Pump Services, LLC to perform emergency repairs to Piwai Well No. 2.

FUNDING:

Account No.	10-40-00-604-999		
Acct Description	WU/Ops/Capital Outlay – R&R/Misc. Capital Purchases		
Funds Available	<i>Verified by WWC</i>		\$97,500.00
Contract No.	PO#5824		
Vendor	Hawaii Drilling & Pump Services, LLC		
	Contract Amount	\$97,500.00	
	5% Contingency	\$N/A	
	Total Funds Certified	\$97,500.00	<\$97,500.00>

BACKGROUND:

On June 6, 2024, it was determined through troubleshooting that Piwai Well No. 2 catastrophically failed. Based on data from troubleshooting, it is assumed that the pump failed which caused the shaft to break. This leaves the Department in a dire situation with no redundancy for the Lāwa'i-Omao-Kōloa-Po'ipū Water System. Water conservation immediately went into effect for the Lāwa'i-Omao area due to the exhaustion of the remaining wells. An emergency procurement was conducted via SPO-002 (Emergency Procurement No. EP-2024-01) and approved to proceed with repairs for Piwai Well No. 2.

CONVEYANCE OF WATER FACILITIES **NONE**