



TMK: (3) 7-3-010:027 & 049 (por.)  
E.W.O.: 2007-038  
Lots: 49  
Facilities Charge: \$165,000.00      Paid: 10/12/07  
Final Inspection Date: 10/9/07  
Water System Cost: \$143,778.00

4. **DEED** (Tank Site); **BILL OF SALE** (TANK SITE)  
Grantor/Seller: Wainani 42, LLC  
TMK: (3) 7-3-010:049 (por.) Tank Site  
E.W.O.: 2006-063

**B. JANITORIAL AND GROUNDS MAINTENANCE PERSONNEL FOR THE OPERATIONS DIVISION:**

The Department proposes to amend its Table of Organization to create positions for a grounds maintenance and janitorial crew islandwide. Due to the Konno decision, all site maintenance and janitorial contracts that the Department has with private contractors will be terminated effective December 31, 2007, at close of business. Any existing contracts with non-profit organizations such as ARC of Hilo will not be affected. The Department will have to hire its own grounds maintenance and janitorial crews to provide the services that the private contractors are now performing.

The following positions are being proposed to fulfill the duties:

Hilo District:	2-Groundskeeper I 1-Custodian/Groundskeeper II 1-Custodian/Groundskeeper I
Waimea District:	1-Groundskeeper II 1-Groundskeeper I 1-Custodian/Groundskeeper I
Kona District:	1-Groundskeeper II 1-Groundskeeper I 1-Custodian/Groundskeeper I
Kau District:	1-Groundskeeper II 1-Groundskeeper I 1-Custodian/Groundskeeper I

Funding for these positions will come from the savings from the terminated contracts.

**RECOMMENDATION:** It is recommended that the Water Board approve the amendment to the Table of Organization to create Grounds Maintenance and Janitorial crews for the Operations Division.

C. **REALLOCATION REQUEST FOR ACCOUNTANT III, POSITION NO. WS-02420:**

The existing duties and responsibilities of the Accountant III, Position No. WS-02420, have expanded significantly in recent years. The position:

- Oversees the daily operations of the Management Accounting Branch and supervises the staff in the performance of fiscal and accounting activities involving payroll processing; procurement; contractual payments; accounting journals; and accounts receivable for property damage, work orders, and miscellaneous billings.
- Evaluates, revises, recommends, and implements policies and operating procedures for all functions in the branch to ensure compliance with applicable laws, departmental procedures, collective bargaining agreements, ordinances, etc.
- Performs duties typical of other Accountant IV positions in the County that have direct responsibility for the management and operations of the fiscal program for their respective departments.

The County's Department of Human Resources performed a recent desk audit of the position and has determined that the more appropriate classification for this position is Accountant IV, SR-24, and that a reallocation is warranted.

Attached is an organizational chart for both the "existing" position and "proposed" reallocated position in the Management Accounting Branch.

**RECOMMENDATION:** It is recommended that the Water Board approve the proposed reallocation and amendment to the existing Table of Organization.

D. **WATER RATE STUDY 2007:**

For general discussion.

E. **BANKING AND CASH MANAGEMENT:**

Report on the Department's banking and cash management for review and discussion.

F. **AMENDMENT TO THE OPERATING BUDGET FOR FISCAL YEAR 2007/2008:**

The Operating Budget for fiscal year 2007 – 2008 should be revised to accommodate the creation and hiring of in-house positions to provide the janitorial and grounds maintenance services currently being performed by private (for-profit) contractors as proposed under Agenda Item No. 5(B) under Miscellaneous. A total net amount of \$134,500 – the amount budgeted for the six-month period, January 1, 2008, to June 30, 2008 – should be transferred from the Janitorial and Contractual Services budget accounts to the Salaries, Taxes, Employee Benefits, and Equipment accounts.

<b>Budget Item:</b>	<b>Current</b>	<b>Addition (Reduction)</b>	<b>Revised</b>
5000 Salaries	\$8,113,600	\$61,900	\$8,175,500
5005 Taxes	620,000	4,700	624,700
5010 Employee Benefits	3,151,000	17,900	3,168,900
5750 Equipment	538,500	50,000	588,500
5310 Janitorial Services	41,500	23,700	65,200
5320 Contractual Services	1,731,500	(158,200)	1,573,300
<b>Total</b>	<b>\$14,196,100</b>	<b>(\$-0-)</b>	<b>\$14,196,100</b>

RECOMMENDATION: It is recommended that the Board approve the revision to the above Operating Budget line items for Fiscal Year 2007-2008 should Agenda Item No. 5(B) under Miscellaneous be approved.

G. **DWS LOBBY EFFORTS:**

DWS lobby efforts for discussion and/or action.

H. **DEPARTMENT OF WATER SUPPLY MOTTO:**

See attached. Discussion on procedures for selection.

I. **C.I.P. PROJECT AND PROFESSIONAL SERVICES AGREEMENT:**

Professional Services Agreement contracts for the following Department of Water Supply project is needed. However, the project is not listed on the Department's 5-year Capital Improvement Projects list nor its current fiscal year C.I.P. project list.

1) **Hakalau Iki Spring Remediation**

This project is required due to the recent determination by the State of Hawai'i, Department of Health, Safe Drinking Water Branch, that the source is under the influence of surface water.

Fee: \$70,000.00 (estimate, subject to negotiation)  
Construction cost estimate: \$700,000.00

RECOMMENDATION: It is recommended that the Board approve the new C.I.P. project and the professional services contract, subject to results of the Procurement Process and that either the Chairman or the Vice-Chairman be authorized to sign the documents, subject to approval by our Corporation Counsel.

J. **MONTHLY PROGRESS REPORT:**

Submission of Progress Report of Projects by the Department (see attached). Department personnel will be available to respond to questions by the Board regarding the status/progress of any project.

K. **REVIEW OF MONTHLY FINANCIAL STATEMENTS:**

Submission of financial statements and information relating to the financial status of the Department. Department personnel will be available to respond to questions by the Board relating to the financial status of the Department.

L. **MANAGER'S EVALUATION:**

Attached is an evaluation form for Appointees/Managers, used by the Water Board for the yearly evaluation of the Manager. For discussion on processing.

M. **MANAGER'S REPORT:**

- 1) The Manager will provide the status of the Palani Road Transmission Waterline project.
- 2) The Manager will provide a status of the Hawaiian Ocean View exploratory well.
- 3) The Manager will provide a status of the Kona Water Quality.
- 4) The Manager will provide an update on negotiations with Kamehameha Investment Corporation.
- 5) The Manager will provide an update on the North Kohala Water System outage.
- 6) The Manager will provide an update on the Waimea Water Treatment Plant Sludge Drying Beds.
- 7) The Manager will provide an update on FEMA reimbursements.
- 8) American Water Works Association (AWWA) Annual Conference and Exposition 2008 (ACE08), June 8 to 12, 2008, Georgia World Congress Center; Atlanta, Georgia.
- 9) Employee of the Quarter Presentation - third quarter 2007.

N. **CHAIRMAN'S REPORT:**

Chairman to provide comments and/or information relating to matters of concern to the Water Board.

6) **ANNOUNCEMENTS:**

1. **Next Meeting:**

The next meeting of the Water Board will be held on November 27, 2007, 10:00 a.m., in the Ocean View Community Center, Leilani Parkway, Ocean View, Hawai'i.

7) **STATEMENTS FROM THE PUBLIC**

8) ADJOURNMENT

*The meeting place is accessible to persons with disabilities. If you require use of an auxiliary aid or other access accommodation, please contact Doreen Shirota at 961-8050 as soon as possible or at least 5 days prior to the meeting.*

*The Department of Water Supply is an Equal Opportunity provider and employer.*

*Notice to Lobbyists: If you are a lobbyist, you must register with the Hawai‘i County Clerk within five days of becoming a lobbyist. {Article 15, Section 2-91.3(b), Hawai‘i County Code} A lobbyist means “any individual engaged for pay or other consideration who spends more than five hours in any month or \$275 in any six-month period for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.” {Article 15, Section 2-91.3(a)(6), Hawai‘i County Code} Registration forms and expenditure report documents are available at the Office of the County Clerk-Council, Hilo, Hawai‘i.*