

**DEPARTMENT OF WATER SUPPLY
COUNTY OF HAWAI‘I
WATER BOARD MEETING
AGENDA**

MEETING DATE: January 23, 2018

TIME: 10:00 a.m.

PLACE: Department of Water Supply, Operations Center Conference Room,
889 Leilani Street, Hilo, Hawai‘i

- 1) CALL TO ORDER – 10:00 a.m. (*please turn cell phones off or set to silent*)
- 2) STATEMENTS FROM THE PUBLIC
- 3) APPROVAL OF MINUTES – Minutes of the December 19, 2017, Water Board Meeting
- 4) APPROVAL OF ADDENDUM AND/OR SUPPLEMENTAL AGENDA (if necessary)
(**Note: Addendum requires Roll Call Vote**)

5) SOUTH HILO:

A. **VEHICLE BID NO. 2017-14, FURNISHING AND DELIVERING VEHICLES TO THE DEPARTMENT OF WATER SUPPLY:**

Bids will be opened on January 18, 2018, at 1:30 p.m. A report and recommendation will be provided at the meeting.

6) SOUTH KOHALA:

A. **JOB NO. 2010-964, WAIMEA WATER TREATMENT PLANT COMPLIANCE UPGRADES PHASE 2 – TIME EXTENSION:**

The contractor, Bodell Construction Company, submitted a request for contract time extension of 45 calendar days. This is the fourth time extension for this project.

Ext. #	From (Date)	To (Date)	Days (Calendar)	Reason
1	3/21/2017	6/11/2017	82	Additional work required to reroute unforeseen underground utilities discovered during earthwork excavation.

Ext. #	From (Date)	To (Date)	Days (Calendar)	Reason
2	6/11/2017	8/10/2017	60	DWS's direction to delay demolition of basins #3 and #4 (36 calendar days), additional work to excavate unsuitable soils from under the building's footprint (10 calendar days), and additional work caused by inclement weather – Hurricane Madeline (14 calendar days).
3	8/10/2017	2/13/2018	187	DWS's direction to delay the work requiring a shut down of the existing water treatment plant (154 calendar days), additional work due to Fire Department's fire protection requirements (30 calendar days), and delays caused by inclement weather (3 calendar days).
4	2/13/2018	3/30/2018	45	Additional work to order and install new underground vaults to meet ADA requirements along the sidewalk from parking to building (30 calendar days). Additional work included retaining walls and grading to prevent drainage issues on the southwest side of new building's interface with the existing building (15 calendar days).
Total Days (including this request)			374	

Staff has reviewed the request and is recommending approval of 45 calendar days, per the Department's General Requirements and Covenants.

RECOMMENDATION: It is recommended that the Board grant this contract time extension of 45 calendar days to Bodell Construction Company, for JOB NO. 2010-964, WAIMEA WATER TREATMENT PLANT COMPLIANCE UPGRADES PHASE 2. If approved, the contract completion date will be extended from February 13, 2018, to March 30, 2018.

B. WATER TREATMENT PROPOSAL NO. 2018-01, FURNISHING AND DELIVERING COAGULANT TO WAIMEA WATER TREATMENT PLANT:

Bids will be opened on January 18, 2018, at 2:00 p.m. A report and recommendation will be provided at the meeting.

7) MISCELLANEOUS:

A. DEDICATIONS:

The Department received the following documents for action by the Water Board. The water system has been constructed in accordance with the Department's standards and is in acceptable condition for dedication.

1. GRANT OF EASEMENT AND BILL OF SALE

Wainani Estates Elua – SUB. 04-000178
Grantor/Seller: D.R. Horton-Schuler Homes, LLC
Tax Map Key: (3) 7-3-062:053
Facilities Charge: \$256,850.00 Date Paid: 12/12/2016
Final Inspection Date: 12/07/2017
Water System Cost: \$TBA
Capital Assessment Fee: \$7,500.00

RECOMMENDATION: It is recommended that the Water Board accept these documents subject to the approval of the Corporation Counsel and that either the Chairperson or the Vice-Chairperson be authorized to sign the documents.

B. INTER-GOVERNMENTAL AGREEMENT BETWEEN THE STATE OF HAWAI'I – UNIVERSITY OF HAWAI'I, ECONOMIC RESEARCH ORGANIZATION AND THE COUNTY OF HAWAI'I – DEPARTMENT OF WATER SUPPLY REGARDING WATERSHED RESEARCH STUDY:

The University of Hawai'i, Economic Research Organization (UHERO), with support from the Department of Water Supply (DWS), solicited funding for, and was awarded a grant in the amount of \$49,951.00 by the Hawai'i Community Foundation (HCF) to conduct a study titled "Spatial Analysis of Cost-Effective Watershed Restoration." The intent of the study is to assist both parties in identifying priority watershed areas on Hawai'i island for protection. The results of the study will provide DWS with a framework as to where to invest resources and funds for watershed protection in order to get the best return on investment.

Because UHERO intends to expand the scope of its study to include priority areas as defined by DWS, DWS is requesting it be allowed to contribute matching funds for the study in an amount not to exceed \$49,951.00, after all funds contributed to the study by HCF have been used. The subject Inter-Governmental Agreement authorizes the Department to fund a portion of the study not covered by HCF funds and expands the scope of the study to also include priority areas and specific metrics requested by DWS.

RECOMMENDATION: It is recommended that the Board approve the funding of the study up to \$49,951.00 and the Agreement, subject to the review and approval of the Manager-Chief Engineer and Corporation Counsel and to allow either the Chairperson or the Vice-Chairperson to execute the document.

C. **MONTHLY PROGRESS REPORT:**

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

D. **RFP NO. 2017-12, PROVIDE BILL PRINT AND MAILING SERVICES TO THE DEPARTMENT OF WATER SUPPLY:**

The Department issued a request for proposal (RFP) in October 2017 to select a vendor to provide water bill printing and mailing services. The Department received four proposals and after an initial evaluation, narrowed the list of vendors to three finalists. The three finalists conducted demonstrations of their services and submitted Best and Final offers (BAFOs) which formed the basis for the RFP committee's selection of InfoSend, Inc. The committee considered factors such as qualifications, experience, implementation plan, functionality, service demonstration, and cost. Contract will run two years with the option of renewing annually up to six additional years. Pricing for paper, envelopes, and services required is based on the number of pieces and colors processed.

The Department has always printed, folded, and mailed its water bills but has recently experienced loss of island-based support for printers and folding equipment.

RECOMMENDATION: It is recommended that the Board award the contract for RFP NO. 2017-12, BILL PRINT AND MAILING SERVICES TO THE DEPARTMENT OF WATER SUPPLY, to InfoSend, Inc. It is further recommended that either the Chairperson or the Vice-Chairperson be authorized to sign the contract, subject to review as to form and legality by Corporation Counsel.

E. **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.

F. **MANAGER-CHIEF ENGINEER'S REPORT:**

The Manager-Chief Engineer to provide an update on the following:

1. North Kona water restriction
2. Hawaiian Ocean View Well
3. Council Resolution No. 287-17, Legislative Auditor's performance audit of DWS's contingency planning
4. Employee of the Quarter recognition (4th Quarter 2017)

G. **MANAGER-CHIEF ENGINEER'S EVALUATION/SALARY:**

At its December 19, 2017, Board Meeting, the Board deferred its discussion of the Manager-Chief Engineer's Salary for 2018, pending gathering information of industry-wide salary information. The Board anticipates discussion and possible action on the Manager-Chief Engineer's evaluation and Manager-Chief Engineer and Deputy's salaries.

H. EXECUTIVE SESSION: MANAGER-CHIEF ENGINEER'S EVALUATION/SALARY:

The Board anticipates convening an executive meeting to discuss the evaluation/salary of the Manager-Chief Engineer for its annual performance review, and Deputy salary, as authorized by Hawai'i County Charter Section 7-4.6(d) and Hawai'i Revised Statutes ("HRS"), Sections 92-4 and 92-5(a)(2). The Board wishes to have its attorney present, in order to consult with the board's attorney on its questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities pursuant to HRS Section 92-5(a)(4). A two-thirds vote of the members present, pursuant to HRS Section 92-4, is necessary to hold an executive meeting, provided that the affirmative vote constitutes a majority of the board.

I. ELECTION OF VICE-CHAIRPERSON FOR 2018:

Board to elect Vice-Chairperson for the 2018 term.

J. CHAIRPERSON'S REPORT:

1. Chairperson to report on matters of interest to the Board.
2. North Kona Water Permitted Interaction Group Update.

8) **ANNOUNCEMENTS:**

1. **Next Regular Meeting:**

The next meeting of the Water Board is scheduled for February 27, 2018, 10:00 a.m., at the West Hawai'i Civic Center, Community Meeting Hale (Building G); 74-5044 Ane Keohokalole Highway, Kailua-Kona, HI

2. **Following Meeting:**

The following meeting of the Water Board will be March 27, 2018, 10:00 a.m., at the Department of Water Supply, Hilo Operations Conference Room, 889 Leilani Street, Hilo, HI

9) **ADJOURNMENT**

Anyone who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in this Water Board Meeting should contact Doreen Jollimore, Secretary, at 961-8050 as soon as possible, but no later than five days before the scheduled meeting. 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.