

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

**MEETING DATE:** March 27, 2018

**TIME:** 10:00 a.m.

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

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- 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 February 27, 2018, Water Board Meeting
- 4) APPROVAL OF ADDENDUM AND/OR SUPPLEMENTAL AGENDA (if necessary)  
**(Note: Addendum requires Roll Call Vote)**
- 5) 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 42 calendar days. This is the fifth 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.
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).

Ext. #	From (Date)	To (Date)	Days (Calendar)	Reason
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).
5	3/30/18	5/11/18	42	Delays in the chemical delivery and chlorine injection system postponed the start of the "30-day" testing period. Additional time (42 calendar days) is necessary for these delays.
Total Days (including this request)			416	

Staff has reviewed the request and is recommending approval of 42 calendar days, per the Department's General Requirements and Covenants.

RECOMMENDATION: It is recommended that the Board grant this contract time extension of 42 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 March 30, 2018, to May 11, 2018.

6) MISCELLANEOUS:

A. DEDICATIONS:

We received the following documents for action by the Water Board. The water systems have been constructed in accordance with the Department's standards and are in acceptable condition for dedication.

1. **GRANT OF EASEMENT AND BILL OF SALE**

SUB. No. 07-000554  
Grantor: Andrew Queen  
Tax Map Key: (3) 7-6-011: 034  
Facilities Charge: \$5,500.00 Date Paid: 3/19/18  
Final Inspection Date: 3/19/18  
Water System Cost: \$99,694.00

2. **BILL OF SALE**

Seller: Palamanui Global Holdings LLC  
Tax Map Key: (3) 7-2-015:083 and 7-2-035:046  
Final Inspection Date: 3/7/18  
Water System Cost: TBA

**3. GRANT OF EASEMENT AND BILL OF SALE**

SUB. No.: Phase 1: 2016-1633, Phase 2: 2015-1513

Grantor: Makana 1055, LLC

Tax Map Key: (3) 2-4-004: 004, 005 and 104

Facilities Charge: Phase 1: \$61,690.00 Date Paid: 1/18/18

Phase 2: \$12,190.00 Date Paid: 1/17/18

Final Inspection Date: 2/28/18

Water System Cost: \$306,980.00 (Total for Phase 1 & 2)

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. DEPARTMENT OF WATER SUPPLY PROPOSED TABLE OF ORGANIZATION:**

The Department recognizes the need to revise and update its current table of organization to align with current needs and future goals. As such, the Department proposes the following changes:

1) **REVISED POSITION ORGANIZATION CHART – ADMINISTRATION DIVISION – ENERGY MANAGEMENT BRANCH**

The Department proposes to amend its Table of Organization (TO), Position Organization Chart to create an Energy Management Branch under the Administration Division and relocate the Energy Management Analyst (EMA) position from the Operations Division to the Administration Division. The EMA is a SR-24 position and is currently filled. The EMA will work with the Department's various divisions on setting and meeting Department-wide energy use and energy management goals. Thus, it is appropriate for this branch to be under the Administration Division.

2) **REVISED POSITION ORGANIZATION CHART – ADMINISTRATION DIVISION – COMMUNICATIONS BRANCH**

The Department proposes to amend its TO, Position Organization Chart to rename the Public Relations Branch to the Communications Branch. It is also proposed to add a new Public Information Officer (EM-5) and Community Relations Specialist II (SR-22) to this branch. These added positions will allow the Department to enhance and strengthen its public information dissemination, community outreach, education, and water conservation programs.

3) **REVISED POSITION ORGANIZATION CHART – FINANCE DIVISION – CUSTOMER SERVICES BRANCH**

The Department proposes to amend its TO, Position Organization Chart to relocate the Meter Reader I (SR-10), currently in the Finance Division – Customer Service Branch – Meter Reading Section to the Finance Division – Customer Service Branch – Auxiliary Support Services Section.

4) **REVISED POSITION ORGANIZATION CHART – FINANCE DIVISION – MANAGEMENT ACCOUNTING BRANCH**

The Department proposes to add an Account Clerk (SR-11) to the Payroll and Cost Distribution Section in the Management Accounting Branch. This added position will allow the Department to maintain the Department's payroll schedule and processing, which has become more complex due to collective bargaining agreements.

5) **REVISED POSITION ORGANIZATION CHART – OPERATIONS DIVISION – ENGINEERING SERVICES BRANCH**

The Department proposes to amend its TO, Position Organization Chart to create a Mechanical Engineering Section and Civil Engineering Section under the Engineering

Service Branch. The proposed newly-created table of organization will add four Mechanical Engineer (SR-18, SR-20, SR-22, and SR-24) positions and four Civil Engineer (SR-18, SR-20, SR-22, and SR-26) positions. These added positions will allow the Department to enhance its Operations and Maintenance programs, such as water audit evaluations, asset management programs, preventative maintenance for facilities and waterlines, etc.

The Department proposes to add a Water Service Investigator I (SR-12) to the Unaccounted Water Program Section in the Engineering Services Branch. This added position will allow the Department to enhance its non-revenue water investigation and interaction with customers.

6) REVISED POSITION ORGANIZATION CHART – OPERATIONS DIVISION  
(DISTRICT I) – FIELD OPERATIONS SECTION

The Department proposes to amend its TO, Position Organization Chart to add a second Water Meter Mechanic (BC09) in the Meter and Hydrant Unit. The second Water Meter Mechanic will allow the Department to have two crews to handle the meter maintenance and repairs islandwide.

7) REVISED POSITION ORGANIZATION CHART – OPERATIONS DIVISION  
(DISTRICT II) – CUSTOMER AND CLERICAL SERVICE SECTION

The Department proposes to amend its TO, Position Organization Chart to add a third Clerk-Meter Reader (SR10) in the Customer Services Unit of District II. The third Clerk-Meter Reader will allow the Department to maintain its continuous meter reading and billing schedules and to provide customer service at this baseyard.

8) REVISED POSITION ORGANIZATION CHART – OPERATIONS DIVISION  
(DISTRICT II) – ELECTRICAL, MECHANICAL AND TREATMENT SECTION

The Department proposes to amend its TO, Position Organization Chart to add a second Assistant Water Treatment Plant Operator IV (BC11) in District II. The second Assistant Water Treatment Plant Operator IV will allow the Department to operate its facilities that require a Department of Health-certified Grade 2 operator.

The Department proposes to amend its TO, Position Organization Chart to add a second Water Plant Operator (BC09) to allow the Department to inspect and maintain its facilities in District II.

9) REVISED POSITION ORGANIZATION CHART – OPERATIONS DIVISION  
(DISTRICT III) – CUSTOMER AND CLERICAL SERVICE SECTION

The Department proposes to amend its TO, Position Organization Chart to add a third Clerk-Meter Reader (SR10) in the Customer Services Unit of District III. The third Clerk-Meter Reader will allow the Department to maintain its continuous meter reading and billing schedules and to provide customer service at this baseyard.

10) REVISED POSITION ORGANIZATION CHART – OPERATIONS DIVISION  
(DISTRICT III) – ELECTRICAL, MECHANICAL AND TREATMENT SECTION

The Department proposes to amend its TO, Position Organization Chart to add a second Water Plant Operator (BC09) to allow the Department to inspect and maintain its facilities in District III.

The Department proposes to amend its TO, Position Organization Chart to create a Support Section and add an Electronic Technician (BC15) to allow the Department to develop and maintain its communication, monitoring, and analytical equipment in District III and islandwide.

Please note that although numerous positions appear on the organization chart, positions will only be filled as needed. The proposed changes will also help the Department achieve its Strategic vision of being an “employer of choice,” as the changes will provide career paths for upward mobility.

RECOMMENDATION: It is recommended that the Water Board approve the proposed revised Table of Organization.

C. **RENEWAL OF CONTRACT FOR MAINTENANCE AGREEMENT – SOUTH KOHALA, HĀMĀKUA, AND LAUPĀHOEHOE SITES (BRANTLEY CENTER, INC.):**

Brantley Center, Inc., presently has a Maintenance Agreement for site maintenance for the Department’s South Kohala, Hāmākua, and Laupāhoehoe tank and pump sites. They are requesting to renew the Agreement from July 1, 2018, to June 30, 2019. The rates would be as follows:

South Kohala -	\$4,392.35/month x 12 months	=	\$52,708.20
Hāmākua -	\$2,944.16/month x 12 months	=	\$35,329.92
Laupāhoehoe -	\$738.48/month x 12 months	=	<u>\$8,861.76</u>
	Total:		\$96,899.88

The Department has the right to award the contract to Brantley Center, Inc., without advertising or calling for bids, according to Subsection 103D-1010 of the Hawai‘i Public Procurement Code. Brantley Center, Inc., has submitted the necessary documents to meet the requirements as a qualified rehabilitation facility.

There is no increase from their proposal for Fiscal Year 2017-2018.

Brantley Center’s performance has been satisfactory and the costs are reasonable. A total of 41 sites are covered by this agreement.

RECOMMENDATION: It is recommended that the Board award the contract for the RENEWAL OF CONTRACT FOR MAINTENANCE AGREEMENT – SOUTH KOHALA, HĀMĀKUA, AND LAUPĀHOEHOE SITES to Brantley Center Inc., for a period from July 1, 2018, to June 30, 2019, at a total cost of \$96,899.88, and that either the Chairperson or the Vice-Chairperson be authorized to sign the documents, subject to approval by Corporation Counsel.

D. **ADOPTION OF PROPOSED FINDINGS OF FACT, CONCLUSIONS OF LAW AND DECISION AND ORDER FOR 2-27-18 CONTESTED CASE HEARING REGARDING WATER SERVICE ACCOUNT NUMBER 9000360-10 (TMK 8-1-022:092), (IN THE MATTER OF THE APPEAL OF RYAN AND MAILE-LEI KOYANAGI):**

The above Contested Case Hearing took place on February 27, 2018, in accordance with Chapter 91 of the Hawai‘i Revised Statutes and Rule 2-5 of the Rules and Regulations of the Department of Water Supply.

For review and adoption by the Board of the Findings of Fact, Conclusions of Law and Decision and Order.

E. **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.

F. **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.

G. **DEPARTMENT OF WATER SUPPLY PROPOSED OPERATING AND 5-YEAR CAPITAL IMPROVEMENT PROJECTS (C.I.P.) BUDGETS FOR FISCAL YEAR 2019:**

The Department's Fiscal Year 2019 Operating Budget, totaling \$53,864,000, and 5-Year C.I.P. Budget for Fiscal Year 2019-2023, totaling \$96,200,000, have been distributed for the Board's review. A public hearing was held prior to this meeting to accept testimony. The Board may change either Budget, or adopt them as presented over two readings.

RECOMMENDATION: It is recommended that the Water Board approve the Department's Fiscal Year 2019 Operating and 5-year C.I.P. budgets for Fiscal Years 2019-2023 on this first of two readings.

H. **POWER COST CHARGE:**

The Department proposes to increase the Power Cost Charge from \$1.62 to **\$1.88** per thousand gallons, to reflect an increase in power costs for the Department's power costs. A Public Hearing will have been held prior to this Board meeting to accept public testimony on this change.

RECOMMENDATION: It is recommended that the Board approve the increase of the Power Cost Charge from \$1.62 to **\$1.88**, effective April 1, 2018.

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

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

1. North Kona Wells
2. Hawaiian Ocean View Well
3. DWS Energy Report
4. Retiree of the Department of Water Supply

J. **CHAIRPERSON'S REPORT:**

1. Chairperson to report on matters of interest to the Board.
2. Final Report of the North Kona Water Permitted Interaction Group Update - the Chair will present findings and recommendations of the permitted interaction group, including proposed solutions, etc.

7) ANNOUNCEMENTS:

1. **Next Regular Meeting:**

The next meeting of the Water Board will be April 24, 2018, 10:00 a.m., at the Department of Water Supply, Hilo Operations Center Conference Room; 889 Leilani Street, Hilo, Hawai'i

2. **Following Meeting:**

The following meeting of the Water Board will be May 22, 2018, 10:00 a.m. at the West Hawai'i Civic Center, Community Meeting Hale (Building G); 74-5044 Ane Keohokalole Highway, Kailua-Kona, Hawai'i

8) 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.