

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

**MEETING DATE:** June 28, 2011  
**TIME:** 10:00 a.m.  
**PLACE:** Department of Water Supply, Operations Center, 889 Leilani St., Hilo

---

- 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 May 24, 2011, Public Hearing on Power Cost Charge
- Minutes of the May 24, 2011, regular Water Board meeting

- 4) APPROVAL OF ADDENDUM AND/OR SUPPLEMENTAL AGENDA  
(**Note: Addendum requires Roll Call Vote**)

- 5) NORTH KONA:

- A. **IRRIGATION AGREEMENTS FOR VILLAGES OF LA‘I‘ŌPUA – PLANT MITIGATION PROJECT:**

The Department of Hawaiian Home Lands (DHHL) has a project to preserve and mitigate an endangered plant species, on those certain lands situated in and around TMK (3) 7-4-21:16 “Archaeological Preserve” and “Uhiuhi Preserve”, on those certain lands situated in and around TMK (3) 7-4-21:011.

DHHL is asking for water service for these parcels. The service will be to provide irrigation water only.

DHHL has revised some of the items in the Department’s typical irrigation agreement. It is being submitted for the Water Board’s review and approval.

This item was previously approved at the March 22, 2011, Board meeting. However, DHHL requested further revisions after the Water Board approved the revised agreement.

**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.

- 6) MISCELLANEOUS:

- A. **DEDICATION OF WATER SYSTEMS:**

The Department has 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**

Subdivision Application No. 2007-000680

Seller: Akaka Falls Development, LLC

Tax Map Key: (3) 2-8-013: 004. portions Lots 4 and 5  
E.W.O.: 2011-019  
No. of Lots: 7 and Road Lot                      Zoning: A-20a, RS 7.5  
Facilities Charge: \$3,570.00                      Date Paid: 05/18/2011  
Final Inspection Date: 02/23/2011  
Water System Cost: \$5,400.00

**2. GRANT OF EASEMENT**

(For Water Meter)  
Grantor: Bishop Museum  
Tax Map Key: (3) 8-2-013: 002  
E.W.O.: 2011-023  
Facilities Charge: \$ 12,560.00                      Date Paid: 01/26/2010

**RECOMMENDATION:** It is recommended that the Water Board accepts 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. JOB NO. 2011-974, SERVICE LATERAL INSTALLATION WITHIN STATE RIGHT-OF-WAY:**

The above-mentioned job involves a consultant agreement to provide the Department with approved plans to install service laterals within the State Right-of-Way island-wide, on an as-needed basis.

The selected vendor, Imata & Associates, Inc., will provide said services for the Hilo and Puna districts for \$8,350.00 per plan, and \$8,900.00 for all other districts, with a limit not to exceed \$100,000.00. The contract will be effective from July 1, 2011, to June 30, 2012.

**RECOMMENDATION:** It is recommended that the Board award JOB NO. 2011-974, SERVICE LATERAL INSTALLATION WITHIN STATE RIGHT-OF-WAY, to Imata & Associates, Inc., at the fees listed above, and that either the Chairperson or the Vice-Chairperson be authorized to execute the contract, subject to the approval of the Corporation Counsel.

**C. DISCUSSION REGARDING DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (DEM) PROPOSAL TO COMBINE BILLING WITH DEPARTMENT OF WATER SUPPLY:**

Report on DWS's recent presentation to the Environmental Management Commission regarding the Department of Environmental Management's request to combine DEM's billing with DWS's billing.

**D. REPORT OF AD HOC FINANCE COMMITTEE:**

The Water Board's Ad Hoc Finance Committee Chairperson, Mr. Art Taniguchi, has been investigating the three focus areas (DWS's policies on credit card use, cash control and vehicle take-home), which encompass the scope of the Committee's work. At this meeting, the Committee may do the following:

- Discussion of DWS's cash handling procedures and proposed changes.

**E. ENERGY MANAGEMENT ANALYST UPDATE:**

The Energy Management Analyst will provide an update on significant changes or noteworthy areas relating to energy use and the Department's Green Initiatives.

**F. 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.

**G. 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.

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

The Manager-Chief Engineer will provide an update or status on the following:

- 1) Palani Road Transmission Waterline Project
- 2) Hawaiian Ocean View Estates Project
- 3) Public Relations and Education Specialist Update
- 4) Upcoming HWWA conference
- 5) Recognition of Service Retirement

**I. CHAIRPERSON'S REPORT:**

Chairperson to report on matters of interest to the Board.

**J. REPORT ON DELINQUENT ACCOUNTS:**

DWS will provide a report on delinquent accounts and the collection status.

**K. EXECUTIVE SESSION RE: DELINQUENT ACCOUNTS:**

The Water Board anticipates convening an executive meeting, closed to the public, regarding the foregoing matter, pursuant to HRS Sections 92-4 and 92-5(a)(4), for the purpose of consulting with the Water Board's attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities and liabilities.

**L. DEMONSTRATION OF DWS'S WATER METER BENCH TESTS:**

Staff will provide a demonstration of how DWS tests water meters to ensure proper functioning and accurate billing. *(The meeting will briefly recess and reconvene at the site of the demonstration, which is located at the same address but in the Meter Room building. After the demonstration, the meeting will again briefly recess, and reconvene in the Operations Conference Room.)*

7) **ANNOUNCEMENTS:**

**1. Next Regular Meeting:**

The next meeting of the Water Board will be held on July 26, 2011, at 10:00 a.m. at the Department of Water Supply, Operations Conference Room, 889 Leilani Street, Hilo, HI.

**2. Following Meeting:**

The following meeting of the Water Board will be held on August 23, 2011, at 10:00 a.m. at the West Hawai'i Civic Center, Building G, 74-5044 Ane Keahokalole Highway, Kailua-Kona, HI.

8) STATEMENTS FROM THE PUBLIC:

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.

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