

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

MEETING DATE: July 26, 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 June 28, 2011, Water Board meeting

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

- 5) SOUTH HILO:

- A. **JOB NO. 2011-975, PANA‘EWA BOOSTER #1 REPAIR:**

This project generally consists of the replacement of the existing booster vertical pump, discharge head and appurtenances.

Bids for this project will be opened on July 21, 2011, at 1:30 p.m. A report and recommendation for bid award will be provided at the meeting.

- 6) HĀMĀKUA:

- A. **JOB NO. 2009-958, CONSTRUCTION OF THE ĀHUALOA WELL POWER LINE ACCESS ROADWAY, DISTRICT OF HĀMĀKUA:**

This project generally consists of construction of an access roadway containing gravel, asphaltic concrete, and reinforced concrete sections, culverts, drainage structures, and concrete ford crossings.

Bids for this project will be opened on July 21, 2011, at 2:00 p.m. A report and recommendation for bid award will be provided at the meeting.

- 7) NORTH KONA:

- A. **JOB NO. 2003-823: PALANI ROAD TRANSMISSION WATERLINE (MĀMALAHOA HWY TO PALANI NO. 2 RESERVOIR):**

The contractor, CTS Earthmoving, Inc., has submitted a request for a contract time extension of twelve (12) working days, due to a number of recent change order items requested by DWS.

This would be the first time extension to the contract.

If approved, the contract completion date will be extended from August 21, 2011 until September 7, 2011. Engineering staff has reviewed the request, and finds that the twelve (12) working day time extension is a reasonable request by the contractor to include the change orders and complete the project.

B. PROFESSIONAL SERVICES AGREEMENT -- JOB NO. 2011-971, KAPULENA WELL DEVELOPMENT, PHASE 2 DESIGN:

A Professional Services Agreement contract for the following Department of Water Supply project is currently being processed. However, the project, JOB NO. 2011-971, KAPULENA WELL DEVELOPMENT, PHASE 2 DESIGN, is not listed on the Department's current fiscal year Capital Improvement Projects (C.I.P.) list.

- JOB NO. 2011-971, KAPULENA WELL DEVELOPMENT, PHASE 2 DESIGN: The project generally consists of the design of a 300,000 gallon reinforced concrete reservoir, outfitting the existing exploratory well, and by-passing the existing Kapulena Booster Pump Station.
- Consultant: TNWRE, Inc.
Fee: \$360,000.00 (*estimate, subject to negotiation*)

RECOMMENDATION: It is recommended that the Board approve the new professional services contract for JOB NO. 2011-971, KAPULENA WELL DEVELOPMENT, PHASE 2 DESIGN, subject to results of the procurement process, and that either the Chairperson or the Vice-Chairperson be authorized to sign the documents, subject to approval of our Corporation Counsel.

C. 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.

D. REPORT OF AD HOC COMMITTEE TO REVISE THE MANAGER-CHIEF ENGINEER'S EVALUATION FORM:

The Water Board's Chairperson of the Ad Hoc Committee to Revise the Manager-Chief Engineer's Evaluation Form, Mr. Ken Kaneshiro, has been looking at a revised Manager-Chief Engineer Evaluation Form.

At this meeting, the Committee may provide a report to the Board on its findings.

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) Pu'ukala/Kona Ocean View Properties Subdivision Improvement District Update
- 4) Public Relations and Education Specialist Update
- 5) Upcoming HWWA conference
- 6) Recognition of Service Retirement
- 7) Employee of the Quarter presentation

I. CHAIRPERSON'S REPORT:

Chairperson to report on matters of interest to the Board.

9) **ANNOUNCEMENTS:**

1. Next Regular Meeting:

The next 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.

2. Following Meeting:

The following meeting of the Water Board will be held on September 27, 2011, at 10:00 a.m. at the Department of Water Supply, Operations Conference Room, 889 Leilani Street, Hilo, HI.

10) **STATEMENTS FROM THE PUBLIC:**

11) **CONTESTED CASE HEARING (NOTICED FOR 11:30 A.M.):**

A. WATER SERVICE ACCOUNT NUMBER 67054000-10 (TMK4-5-003-124, Lt 2-C):

The above Contested Case Hearing is to take place 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.

The issues involved in the above-referenced hearing will be Mr. James Souza's appeal of the amounts shown due and owing on account #67054000-124, Lt 2-C) and the appeal of the shut-off notice dated June 13, 2011.

12) **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.