

**DEPARTMENT OF WATER SUPPLY
COUNTY OF HAWAII
WATER BOARD MEETING**

MEETING DATE: October 25, 2011
TIME: 10:00 a.m.
PLACE: Department of Water Supply, Operations Conference Room, 889 Leilani Street, 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 Minutes of the September 27, 2011, Water Board meeting
 - Minutes of the October 10, 2011, Special Meeting on Selection of new Manager-Chief Engineer
- 4) APPROVAL OF ADDENDUM AND/OR SUPPLEMENTAL AGENDA
(Note: Addendum requires Roll Call Vote)
- 5) PUNA:
 - A. **JOB NO. 2006-899, CONSTRUCTION OF THE ‘ŌLA‘A NO. 6 PRODUCTION WELL AND 1.0 MG RESERVOIR:**

The contractor, Isemoto Contracting Company, Ltd., is requesting a contract time extension of 21 calendar days. This is the second time extension request for this project.

Ext. #	From (Date)	To (Date)	Days (Calendar)	Reason
1	5/26/11	11/25/11	183	Delays in receiving approval of the Medium Voltage switchgear submittal from HELCO.
2	11/25/11	12/16/11	21	Delay in receiving test electrical power from HELCO.
Total Days (including this request)			204	

The project completion date must be extended due to delays in obtaining test electrical power from HELCO. The test power was scheduled to be provided by mid-September 2011. However, test electrical power was not provided to the contractor until mid-October 2011.

Staff has reviewed the request, and finds that the extension of 21 calendar days is justified.

RECOMMENDATION: It is recommended that the Board grant this contract time extension of 21 calendar days to Isemoto Contracting Company, Ltd., for JOB NO. 2006-899, ‘ŌLA‘A NO. 6 PRODUCTION WELL AND 1.0 MG RESERVOIR. If approved, the contract completion date will be extended from November 25, 2011 to December 16, 2011.

6) HILO:

A. **JOB NO. 2002-802, CONSTRUCTION OF THE PI‘IHONUA RESERVOIR NO. 2 REPLACEMENT:**

The contractor, Isemoto Contracting Co, Ltd., has requested a 139-calendar day time extension. This request consists of additional time to take delivery of the Motor Control Center (MCC) equipment, complete the installation, and make the system operational, and then demolish the existing water tank and appurtenances.

Subsequent to the first time extension request, further revisions were required prior to manufacturing the MCC. This was the main factor behind the delay of delivery of the MCC.

Staff has reviewed the request and finds the 139 calendar days are justified.

This is the second time extension request.

Ext #	From (Date)	To (Date)	Days (Calendar)	Reason
1	12/28/2010	11/8/2011	315	Days required to order the MCC, and complete the remainder of the project including demolition of the existing facilities.
2	11/8/2011	3/26/2012	139	Days required to take delivery and install the MCC, and complete the remainder of the project including demolition of the existing facilities.
Total Days (including this request)			454	

RECOMMENDATION: It is recommended that the Board approve a contract time extension to Isemoto Contracting Co., Ltd., of one hundred thirty-nine (139) calendar days from November 8, 2011, to March 26, 2012, for JOB NO. 2002-802, CONSTRUCTION OF THE PI‘IHONUA RESERVOIR NO. 2 REPLACEMENT.

7) NORTH KONA:

A. **KOHANAIKI REIMBURSEMENT AGREEMENT -- QUEEN KA‘AHUMANU HIGHWAY WIDENING, PHASE 2:**

The developer, KOHANAIKI SHORES, LLC (Kohanaiki), is requesting the Water Board to enter into a reimbursement agreement, under which Kohanaiki shall reimburse DWS for changes to the new 16-inch waterline that will be installed with the Queen Ka‘ahumanu Highway Widening Phase 2 Project. The proposed changes will help improve the flow of water along Queen Ka‘ahumanu Highway in both directions.

The preliminary design has been reviewed, and the contractor, Goodfellow Bros, Inc., established a cost estimate, which Kohanaiki has accepted, and is subsequently proposing to enter into the subject reimbursement agreement with the Water Board.

Report/recommendation to be made at the Water Board meeting.

8) KA'U:

A. **JOB NO. 2009-959 (RE-BID), PĀHALA WELL #1 REPAIR:**

The contractor, Beylik Drilling and Pump Service, Inc., has requested a contract time extension of 94 calendar days. This is due to unforeseen events involving vandalism and property damage that occurred in the process of the pump installation. The pump and motor incurred damage during the incident, and required shipment back to the manufacturer for repair. In addition, new power cable and air line tubing needed to be re-ordered.

Note: There is no additional cost associated with this time extension. Material and labor costs shall be covered by the contractor's insurance.

Staff has reviewed the request, and finds that the extension of 94 calendar days is justified.

This is the first time extension request, which revises the contract completion date from September 28, 2011 to December 31, 2011.

RECOMMENDATION: It is recommended that the Board approve a contract time extension to Beylik Drilling and Pump Service, Inc., of 94 calendar days for JOB NO. 2009-959 (RE-BID), PĀHALA WELL #1 REPAIR. If approved, the contract completion date will be revised from September 28, 2011 to December 31, 2011.

9) MISCELLANEOUS:

A. **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:

- Possible approval of DWS's vehicle policy, based on modifications following union comments;
- Decals on DWS vehicles;
- Discussion of DWS's cash handling procedures and proposed changes. Discussion may include a possible switchover to Oahu's billing system.

B. **DISCUSSION REGARDING DRAFT OF PROPOSED RULE CHANGE REGARDING WATER SERVICE TO CONSUMERS/RESPONSIBILITY FOR PAYMENT OF BILLS:**

For discussion.

C. **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 Board will discuss the Committee's report to the Board on its findings.

D. **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.

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. **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 Information and Education Specialist Update
- 5) HWWA conference report
- 6) Employee of the Quarter for Third Quarter 2011

H. **CHAIRPERSON'S REPORT:**

Chairperson to report on matters of interest to the Board.

10) **DISCUSSION OF PROCEDURES AND TIME FRAME TO SELECT NEW MANAGER-CHIEF ENGINEER:**

The Water Board will discuss the process and criteria for selection of the new Manager-Chief Engineer of the Department of Water Supply.

11) **EXECUTIVE SESSION RE: PROCEDURES AND TIME FRAME TO SELECT NEW MANAGER-CHIEF ENGINEER:**

The Water Board anticipates convening an executive meeting, closed to the public, pursuant to Hawai'i Revised Statutes, Sections 92-4, 92-5(a)(2), 92-5(a)(4), 92-5(a)(8) and Hawai'i County Charter Section 13-20(b) to discuss interview questions and the interview process for the position of Manager-Chief Engineer, where consideration of matters affecting privacy will be involved, to deliberate or make decisions upon matters that require the consideration of information that must be kept confidential pursuant to state or federal law, or a court order, and for the purpose of consulting with the Water Board's attorney on questions and issues pertaining to the Water Board's powers, duties, privileges, immunities and liabilities. A two-thirds vote, pursuant to HRS Section 92-4, is necessary to hold an executive meeting.

12) **ANNOUNCEMENTS:**

1. **Next Regular Meeting:**

The next meeting of the Water Board will be held on November 22, 2011, at 10:00 a.m. at the West Hawai'i Civic Center, Bldg. G, 74-5044 Ane Keahokalole Hwy, Kailua-Kona. *(A special meeting regarding the selection of the Manager-Chief Engineer will be held on Tuesday, November 8, 2011, 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 December 20, 2011, at the Department of Water Supply, Operations Conference Room, 889 Leilani Street, Hilo, HI.

13) 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.