

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

MEETING DATE: December 20, 2011
TIME: 10:00 a.m.
PLACE: Department of Water Supply, Operations Center Conf. Rm., 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 November 22, 2011, Water Board meeting

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

5) SOUTH HILO:

A. MATERIAL BID NO. 2011-06, FURNISHING AND DELIVERING POWER AMPLIFIERS, DUPLEXERS, AND P25 DIGITAL VHF REPEATERS FOR THE DEPARTMENT OF WATER SUPPLY:

This project generally consists of furnishing and delivering radio power supplies, power amplifiers and duplexers to the Department.

Bid opening was on December 8, 2011, at 2:30 p.m., and the following are the bid results.

The contract period for all Parts is six months, from January 01, 2012, to June 30, 2012. All Parts are established price agreements for materials on an “As-Needed Basis.”

PART NO.	DESCRIPTION	BIDDER	AMOUNT
1	POWER AMPLIFIERS	Pacific Wireless Communications, LLC	\$2,315.00
2	DUPLEXERS	Pacific Wireless Communications, LLC	\$21,944.25
3	P25 DIGITAL VHF REPEATERS	Pacific Wireless Communications, LLC	\$26,118.00

RECOMMENDATION: It is recommended that the Board award the contract to the above-mentioned bidder for MATERIAL BID NO. 2011-06, FURNISHING AND DELIVERING POWER AMPLIFIERS, DUPLEXERS, AND P25 DIGITAL VHF REPEATERS FOR THE DEPARTMENT OF WATER SUPPLY, on an as-needed basis, as shown above, and that either the Chairperson or the Vice-Chairperson be authorized to sign the contract(s), subject to review as to form and legality by Corporation Counsel.

Part 1 – Power Amplifiers to Pacific Wireless Communications, LLC

Part 2 – Duplexers to Pacific Wireless Communications, LLC

Part 3 – P25 Digital VHF Repeaters to Pacific Wireless Communications, LLC

B. WATER AGREEMENT BETWEEN HAWAI'I ISLAND COMMUNITY DEVELOPMENT CORPORATION (HICDC) AND DEPARTMENT OF WATER SUPPLY ON PEPE'EKEO LAND:

The Hawai'i Island Community Development Corporation (HICDC) is the owner of Tax Map Keys 2-8-007:092 and 093, and is proposing a subdivision of up to 40 lots on these parcels located above the existing Kula'imano Subdivision in Pepe'ekeo. As a non-profit organization, HICDC develops residential lots as part of their affordable housing program.

As a requirement to subdivide their said property, HICDC needs to acquire water commitments for each of the proposed developable lots. In order to assist DWS in making more water available for the system, HICDC is proposing to dedicate a 10,000 s.f. lot to DWS for the purpose of installing booster pump facilities that would improve the system servicing their property. In addition, the DWS will only issue the commitments upon awarding the Kula'imano Production Well project, and will not issue any service to the subdivision until the Kula'imano Production Well project has been completed.

RECOMMENDATION: It is recommended that the Water Board approve the Water Agreement between Hawai'i Island Community Development Corporation (HICDC) and the Water Board, and that either the Chairperson or Vice-Chairperson be authorized to execute the Agreement, subject to approval as to form and legality by Corporation Counsel.

6) HĀMĀKUA:

A. JOB NO. 2008-945, CONSTRUCTION OF THE ĀHUALOA – HONOKA'A TRANSMISSION WATERLINE – PHASE 1, DISTRICT OF HĀMĀKUA, COUNTY OF HAWAI'I, STATE OF HAWAI'I:

This project involves the installation of approximately 19,210 linear feet of 12-inch ductile iron waterline along Old Māmalahoa Highway from the Department's Āhualoa well, with final connection at the Department's De Silva tank site located above Honoka'a town. Tank inlet control valves, a pressure reducing valve station, and miscellaneous electrical work at various tank sites are also part of the scope of work.

Bids for this project will be opened on December 15, 2011 at 2:00 p.m. A report and recommendation for bid award will be provided at the meeting.

7) NORTH KOHALA:

A. DRINKING WATER STATE REVOLVING FUND RESOLUTION NO. 2011-04:

(Note: Resolution requires roll call vote)

Resolution No. 2011-04 is for the project for which DWS has submitted a loan application, under the Drinking Water State Revolving Fund (DWSRF). One of the prerequisites for the loan is a Resolution approved by the Water Board. This Resolution is specifically identified for the following project: JOB NO. 2008-950, KYNNERSLEY NO. 1 – 0.3 MG RESERVOIR REPLACEMENT, and authorizes the Manager-Chief Engineer or Deputy to execute loans and/or grants with the State Department of Health for up to \$3,000,000.00.

RECOMMENDATION: It is recommended that the Water Board adopt DRINKING WATER STATE REVOLVING FUND RESOLUTION NO. 2011-04, subject to the approval of Corporation Counsel.

8) SOUTH KOHALA:

A. **DRINKING WATER STATE REVOLVING FUND RESOLUTION NO. 2011-05:**

(Note: Resolution requires roll call vote)

Resolution No. 2011-05 is for the project for which DWS has submitted a loan application, under the Drinking Water State Revolving Fund (DWSRF). One of the prerequisites for the loan is a Resolution approved by the Water Board. This Resolution is specifically identified for the following project: JOB NO. 2010-964, WAIMEA WATER TREATMENT PLANT COMPLIANCE UPGRADES PHASE II, and authorizes the Manager-Chief Engineer or Deputy to execute loans and/or grants with the State Department of Health for up to \$10,000,000.00.

RECOMMENDATION: It is recommended that the Water Board adopt DRINKING WATER STATE REVOLVING FUND RESOLUTION NO. 2011-05, subject to the approval of Corporation Counsel.

9) MISCELLANEOUS:

A. **DEDICATION OF WATER SYSTEMS:**

The Department 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. 2011-001106

No. of Lots: 2

Zoning: A-5a

Facilities Charge: \$11,000.00 Date Paid: 12/5/2011

Grantor/Seller: 327 KONA LLC (Kona View Country Estates Subdivision)

Tax Map Key: (3) 7-4-008: 047 portion

Construction Completion Date: TBA

Water System Cost: TBA

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. **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.

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) Recognition of Service Retirement – Mr. William Yamamoto

H. BOARD MEMBERS' SERVICE:

Section 13-4(d) of the County Charter allows a Board Member whose term has expired to serve an additional 90 days or until a successor is appointed and confirmed, whichever comes first.

RECOMMENDATION: Pursuant to Section 13-4(d) of the County Charter, expired term Board Members will be allowed to serve an additional 90 days or until their successor is appointed and confirmed, whichever comes first, if so desired.

I. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON FOR 2012:

Board to elect Chairperson and Vice-Chairperson for the 2012 term.

J. CHAIRPERSON'S REPORT:

Discussion/decision on 2012 Meeting dates and venues. Also, recognition of Manager-Chief Engineer's service retirement.

10) **ANNOUNCEMENT OF NEW MANAGER-CHIEF ENGINEER:**

The Water Board will announce the new Manager-Chief Engineer of the Department of Water Supply and discuss and set the salary of the new Manager-Chief Engineer.

11) **EXECUTIVE SESSION RE: DISCUSSION REGARDING SALARY OF NEW MANAGER-CHIEF ENGINEER OF THE DEPARTMENT OF WATER SUPPLY:**

The Water Board anticipates convening an executive meeting, closed to the public, pursuant to Hawai'i Revised Statutes, 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 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) **NEW MANAGER-CHIEF ENGINEER – RECOMMENDATION ON CHOICE OF DEPUTY:**

The new Manager-Chief Engineer to recommend to the Water Board his choice of Deputy.

13) **ANNOUNCEMENTS:**

1. **Next Regular Meeting:**

The next meeting of the Water Board will be held on January 24, 2012, 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 February 28, 2012, at the Department of Water Supply, Operations Conference Room, 889 Leilani Street, Hilo, HI.

14) **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.