

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

**MEETING DATE:** July 24, 2012

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

**PLACE:** West Hawai‘i Civic Center, Liquor Control Conference Room, Bldg. B, 74-5044 Ane Keohokalole Street, Kailua-Kona, HI

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 26, 2012, Water Board meeting

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

5) SOUTH HILO:

**A. MATERIAL BID NO. 2012-01, FURNISHING AND DELIVERING WATER METERS, BRASS GOODS, FIRE HYDRANTS, VALVES, CHLORINATORS, PUMPS, PIPES, FITTINGS, SCADA, MOTORS, AND MISCELLANEOUS ITEMS FOR THE DEPARTMENT OF WATER SUPPLY STOCK:**

Bids were opened on May 10, 2012, and the Department at the May 22, 2012 and June 26, 2012 Board meetings asked to defer the following items:

- No. 10 (1”-2” water meters); No. 51 (Surge Protection Devices); No. 54 (High Powered Licensed Radio Equipment); No. 55 (Licensed Radio Equipment); No. 60 (Enclosures); No. 62 (Automation and Control Systems); No. 70 (Mag Meters) and No. 71 (Direct Current Mag Meters).

These items were deferred because vendors need to be compliant with Hawai‘i Compliance Express (HCE). The vendors have come into compliance, and have agreed to hold their bid prices for the duration of the contract.

**RECOMMENDATION:** It is recommended that the Board award the contract to the following bidder for MATERIAL BID NO. 2012-01, FURNISHING AND DELIVERING WATER METERS, BRASS GOODS, FIRE HYDRANTS, VALVES, CHLORINATORS, PUMPS, PIPES, FITTINGS, SCADA, MOTORS AND MISCELLANEOUS ITEMS FOR THE DEPARTMENT OF WATER SUPPLY STOCK, on an as-needed basis, as listed below, and that either the Chairman or the Vice-Chairman be authorized to sign the contract(s), subject to review as to form and legality of the contract(s) by Corporation Counsel. The contract period shall be from July 01, 2012, to June 30, 2013.

<b>PART NO.</b>	<b>DESCRIPTION</b>	<b>BIDDER</b>	<b>AMOUNT</b>
<b>10</b>	1” – 2” WATER METERS	Badger Meter, Inc.	\$15,682.50
<b>51</b>	SURGE PROTECTION DEVICES	Akamai Controls, Inc.	\$28,067.23

54	HIGH POWERED LICENSED RADIO EQUIPMENT	Akamai Controls, Inc.	\$2,615.61
55	LICENSED RADIO EQUIPMENT	Akamai Controls, Inc.	\$44,000.00
60	ENCLOSURES	Akamai Controls, Inc.	\$104,010.01
62	AUTOMATION AND CONTROL SYSTEMS	Control Systems West, Inc.	\$49,884.35
70	MAG METERS	Akamai Controls, LLC	\$228,988.12
71	DIRECT CURRENT MAG METERS	Akamai Controls, LLC	\$194,671.26

6) NORTH KONA:

**SECURITY AGREEMENT REGARDING COST-SHARING OF PALANI TRANSMISSION SYSTEM UNDER THE KEAHUOLU LANDS WATER RESOURCE DEVELOPMENT AGREEMENT PERTAINING TO LOTS 1 AND 2, TMK: NO. (3) 7-4-020 (PORTION):**

For approval.

RECOMMENDATION: It is recommended that Water Board approve the subject agreement, and that the either the Chairperson or Vice-Chairperson be authorized to execute the agreement, subject to review as to form and legality by Corporation Counsel.

7) 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**

KONA OCEAN VIEW PROPERTIES

Grantors: Association of Property Owners of Kona Ocean View Properties

Tax Map Key: (3) 7-2-009: 041

RECOMMENDATION: It is recommended that the Water Board accepts this document subject to the approval of Corporation Counsel, and that either the Chairman or the Vice-Chairman be authorized to sign the document.

B. **WATER HAULING BID NO. 2012-06, PRICE AGREEMENT TO PROVIDE WATER HAULING SERVICES TO VARIOUS LOCATIONS ISLAND-WIDE (ON AN AS-NEEDED BASIS) FOR THE DEPARTMENT OF WATER SUPPLY, DISTRICTS – ENTIRE ISLAND:**

Bids were opened on May 9, 2012, and the Department at the May 22, 2012 and June 26, 2012, Board meetings asked that this Item be deferred. This was deferred because vendors need to be compliant with Hawai'i Compliance Express (HCE). The vendor has **not** come into compliance by the deadline of July 8, 2012, and therefore is considered non-responsive.

If the need for water hauling arises, the Department will procure this service through approved procurement procedures.

**C. AD HOC FINANCE COMMITTEE REPORT:**

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. Discussion may include a possible switchover to Oahu's billing system.

**D. DISCUSSION REGARDING SECTION 3-10 OF THE DWS' RULES AND REGULATIONS REGARDING METER TESTS AND ADJUSTMENTS OF BILLS:**

Discussion will be held regarding DWS's Rule 3-10 on meter tests and adjustment of bills, and whether the Board is inclined to amend said rule.

**E. PROPOSED RULE CHANGE REGARDING WATER SERVICE TO CONSUMERS/RESPONSIBILITY FOR PAYMENT OF BILLS (Rule 3-4):**

A Public Hearing was held just prior to today's Water Board meeting, regarding proposed changes to the Department's credit deposit policy in Rule 3-4 of the Department's Rules and Regulations.

The proposed changes, aimed at improving collection of balances due from customers, are the following:

1. To increase credit deposits on all meters sizes from \$50 to \$150;
2. To retain credit deposits until accounts are closed, at which time they will be used to settle unpaid balances before refunding any excess to customers; and
3. To eliminate payment of interest on credit deposits returned to customers.

**RECOMMENDATION:** The Department recommends that these credit deposit changes be made, and that these changes are reflected in an amended Rule 3-4 of the Department's Rules and Regulations.

**F. DISCUSSION OF DRAFT FY2013 EVALUATION FORM:**

For discussion and possible action.

**G. UNIFORM INFORMATION PRACTICES ACT (UIPA) AND SUNSHINE LAW UPDATE:**

Corporation Counsel will provide an update on recent changes to the Sunshine Law including Act 176, Act 177, as well as Act 202.

**H. 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.

**I. 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.

**J. 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.

**K. INTRODUCTION TO THE DEPARTMENT’S 20-YEAR WATER MASTER PLAN:**

The Department will provide a presentation regarding DWS’s 20-Year Water Master Plan.

**L. 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) Kawaiiani Tank update
- 4) Pu‘ukala/Kona Ocean View Properties Subdivision Improvement District Update
- 5) Update on Delinquencies
- 6) Discussions with Air National Guard regarding South Kona and Ka‘u Water Systems
- 7) Public Information and Education Specialist Update
- 8) Employee of the Quarter

**M. CHAIRPERSON’S REPORT:**

Chairperson will raise issues of interest to the Board, including future venues for Board meetings and possible change of meeting time.

8) **ANNOUNCEMENTS:**

1. **Next Regular Meeting:**

The next meeting of the Water Board will be held at 10:00 a.m. on August 28, 2012, at Department of Water Supply, Operations Center Conference Room, 889 Leilani Street, Hilo.

2. **Following Meeting:**

The following meeting of the Water Board will be held at 10:00 a.m. on September 25, 2012, *at a venue to be determined.*

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 Janet Snyder, 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.