## DEPARTMENT OF WATER SUPPLY COUNTY OF HAWAI'I WATER BOARD MEETING AGENDA

**MEETING DATE**: January 22, 2013

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

**PLACE:** Department of Water Supply, Operations Center, Conference Room, 889 Leilani Street,

Hilo, 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 December 18, 2012, Water Board meeting
- 4) APPROVAL OF ADDENDUM AND/OR SUPPLEMENTAL AGENDA (Note: Addendum requires Roll Call Vote)
- 5) PRESENTATION OF AUDITED FINANCIAL STATEMENTS JUNE 30, 2012

Copies of the Department's Audited Financial Statements for the fiscal year ended June 30, 2012 have been distributed to Board members. Representatives of Accuity LLP, the Department's independent auditors, will be here to answer any questions Board members may have regarding the report.

#### 6) NORTH KONA:

#### A. ASSIGNMENT AND ASSUMPTION; CONSENT:

Palamanui Global Holdings LLC and Kohanaiki Shores LLC, developers of the Palamanui and Kohanaiki projects, respectively, in North Kona and current parties with the Board to a June 15, 1999 Water Agreement, as amended, seek the Board's consent to the assignment by Kohanaiki to Palamanui and the assumption by Palamanui from Kohanaiki of all of Kohanaiki's rights and obligations under the agreement, and the Board's release of Kohanaiki from any further obligations under the agreement.

A Recommendation will be provided at the meeting.

## B. JOB NO. 2012-985, HUALĀLAI DEEPWELL REPAIR:

Bids for this project were opened on January 15, 2013, at 2:30 p.m., and the results will be reported at this meeting.

This project generally consists of the replacement of the existing deep well submersible motor, pump, power cable, column pipe and appurtenances and chlorination of the well and pumping assembly, in accordance with the plans and specifications. The estimated cost is \$146,500.00.

### 7) <u>MISCELLANEOUS</u>:

## 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

Nagata Subdivision

Subdivision Application No. 10-000968

Grantor/Seller: Edwin Y. Nagata Tax Map Key: (3) 2-4-031:008

No. of Lots: 4 Zoning: FA-1A Facilities Charge: \$16,500.00 Date Paid: 6/04/2012

Final Inspection Date: 5/09/2012

### 2. BILL OF SALE-INCREMENT 2 OF PHASE 1 SUBDIVISION WATER SYSTEM

The Shores at Kohanaiki Subdivision

Subdivision No. 06-000327 Sellers: Kohanaiki Shores, LLC

Tax Map Key: (3) 7-3-063:001-006, 008 and 014; 7-3-065:018-040, 042-055, 059-068;

7-3-068:001-004 (Formerly 7-3-009:003)

No. of Lots: 25

Zoning: V-1.25a, DV-10, RM-3, RS-10, ML-10, and Open

Final Inspection Date: TBA Water System Cost: \$1,215,000.00

<u>RECOMMENDATION</u>: 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. <u>ĀHUALOA DAIRY, INC. \$12,402.19 WRITE-OFF FOR ACCOUNT #630-59500-10, (TMK 4-6-009-011):</u>

Āhualoa Dairy, Inc. was involuntarily dissolved in 2005. The account was closed, and final bill notices were mailed. Corporation Counsel has recommended write-off, as the account is uneconomical or impractical to collect.

<u>RECOMMENDATION</u>: The Department is requesting approval to write-off Āhualoa Dairy's \$12,402.19 balance due.

# C. <u>HAWAI'I WATER AGENCY RESPONSE NETWORK (HIWARN) MUTUAL AID AND ASSISTANCE AGREEMENT:</u>

Water utilities including Honolulu Board of Water Supply, Maui Board of Water Supply, and County of Kauai Board of Water Supply are proposing to enter a mutual aid and assistance agreement. The agreement provides that in case of an emergency which may require aid or assistance in the form of personnel, equipment and supplies, in excess of what a signatory to the agreement can provide, a signatory may ask the other signatories for assistance, although there is no obligation to assist.

The agency requesting the assistance would have a duty to reimburse any responding members expenses and would have a duty to defend and indemnify such responding members if any claim, loss, damage

injury or liability arose from the assistance provided. Such agreements are in place nationwide and are recognized by federal emergency agencies that provide assistance to local agencies.

<u>RECOMMENDATION</u>: It is recommended that the Water Board authorize the Manager-Chief Engineer to execute the agreement, subject to Corporation Counsel's review and approval as to form and legality.

#### D. 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.

#### **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) Kawailani Tank update
- 3) Pu'ukala/Kona Ocean View Properties Subdivision Improvement District Update
- 4) Public Information and Education Specialist Update
- 5) Employee of the Quarter

### I. CHAIRPERSON'S REPORT:

Chairperson will raise issues of interest to the Board.

#### 8) ANNOUNCEMENTS:

#### 1. Next Regular Meeting:

The next meeting of the Water Board will be held at 10:00 a.m. on February 26, 2013, at the West Hawai'i Civic Center, Bldg. G, 74-5044 Ane Keohokalole Hwy, Kailua-Kona, HI.

#### 2. Following Meeting:

The following meeting of the Water Board will be held at 10:00 a.m. on March 19, 2013, 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.