

MINUTES

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

December 17, 2013

Department of Water Supply, Operations Center Conference Room, 889 Leilani Street, Hilo, HI

MEMBERS PRESENT: Mr. Art Taniguchi, Chairperson
 Mr. Kenneth Kaneshiro, Vice-Chairperson
 Mr. Russell Arikawa
 Mr. David Greenwell
 Ms. Brenda Iokepa-Moses
 Ms. Susan Lee Loy
 Mr. Delan Perry
 Mr. Rick Robinson
 Mr. Jay Uyeda
 Mr. Quirino Antonio, Jr., Manager-Chief Engineer, Department of Water
 Supply (ex-officio member)

ABSENT:

Mr. Duane Kanuha, Director, Planning Department (ex-officio member)
Mr. Warren Lee, Director, Department of Public Works (ex-officio member)

OTHERS PRESENT: Ms. Kathy Garson, Assistant Corporation Counsel
 Mr. Milton Pavao
 Ms. Paula Pavao
 Mr. Richard Horn, Site Constructors, Inc.

Department of Water Supply Staff

Mr. Keith Okamoto, Deputy
Mr. Kurt Inaba, Engineering Division Head
Mr. Richard Sumada, Waterworks Controller
Mr. Daryl Ikeda, Chief of Operations
Ms. Kanani Aton, Public Information and Education Specialist
Ms. Julie Myhre, Energy Management Analyst

1) CALL TO ORDER – Chairperson Taniguchi called the meeting to order at 10:00 a.m.

2) STATEMENTS FROM THE PUBLIC

3) APPROVAL OF MINUTES

The Chairperson entertained a Motion to approve the Minutes of the November 26, 2013, Water Board meeting.

ACTION: Mr. Uyeda moved to approve; seconded by Arikawa, and carried unanimously by voice vote.

4) APPROVAL OF ADDENDUM AND/OR SUPPLEMENTAL AGENDA

ACTION: Mr. Arikawa moved to add Supplemental Agenda Item 5(A), JOB NO. 2013-999, KULA‘IMANO WELL A REPAIR; seconded by Mr. Greenwell, and carried unanimously by voice vote.

5) SOUTH HILO:

A. **JOB NO. 2013-999, KULA‘IMANO WELL A REPAIR:**

Bids for this project will have been opened on December 12, 2013, at 2:00 p.m., and the following are the bid results:

Bidder	Amount
Beylik Drilling and Pump Service, Inc.	\$119,750.00
Pacific Well Drilling and Pump Services, LLC	No Bid

Project Scope: 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.

Project Cost:

1) Low Bidder (Beylik Drilling and Pump Service, Inc.)	\$ 119,750.00
2) Construction Contingency (10%)	\$ 11,975.00
Total Construction Cost:	<u>\$ 131,725.00</u>

Funding for this project will be from DWS CIP Budget under “Deepwell Pump Replacement.” The contractor will have 210 calendar days to complete this project. The Engineering estimate was \$101,700.00.

The Manager-Chief Engineer recommended that the Board award the contract for JOB NO. 2013-999, KULA‘IMANO WELL A REPAIR, to the lowest bidder, Beylik Drilling and Pump Service, Inc., for their bid amount of \$119,750.00 plus \$11,975.00 in construction contingency for a total contract amount of \$131,725.00, and that either the Chairperson or the Vice-Chairperson be authorized to sign the contract, subject to review as to form and legality by Corporation Counsel.

MOTION: Mr. Kaneshiro moved to approve; seconded by Mr. Perry.

The Manager-Chief Engineer said that there was only one bidder: Beylik Drilling and Pump Service, Inc., and the Department’s recommendation is to award the contract to them.

Mr. Kaneshiro asked if this bid amount was in line with the Engineering estimate.

The Manager-Chief Engineer said that the bid amount was higher, but was still in line with the estimate.

ACTION: Motion carried unanimously by voice vote.

6) SOUTH KOHALA:

A. **ASSIGNMENT OF INTEREST IN THE LĀLĀMILO RENEWABLE ENERGY SERVICE AND POWER PURCHASE AGREEMENT FROM SITE CONSTRUCTORS, INC., TO THE SPECIAL PURPOSE ENTITY, LĀLĀMILO WIND COMPANY, LLC:**

On April 26, 2013, Site Constructors, Inc., was awarded the winning proposal for the furnishing, delivery, installation, operation, and maintenance of a wind energy generation facility in the vicinity of eight existing DWS wells within the Lālāmilo-Parker well system. A Renewable Energy Service and

Power Purchase Agreement between DWS and Site Constructors, Inc., was executed on November 8, 2013, that will allow DWS to purchase electricity at a rate of \$0.24 per kilowatt-hour from Site Constructors, Inc.

Under Section 14.3.1 of the Renewable Energy Service and Power Purchase Agreement, Site Constructors, Inc., wishes to assign interest in the Lālāmilo Renewable Energy Service and Power Purchase Agreement from Site Constructors, Inc., to a Special Purpose Entity, Lālāmilo Wind Company, LLC.

Site Constructors, Inc., will continue on as the general contractor of the Lālāmilo Windfarm project. The special purpose entity, Lālāmilo Wind Company, LLC, will be composed of Messrs. Richard Horn and Rodney Stiefvater, who is Mr. Horn's co-owner in the Hāwī windfarm project.

The Manager-Chief Engineer recommended that the Board approve the ASSIGNMENT OF INTEREST IN THE LĀLĀMILO RENEWABLE ENERGY SERVICE AND POWER PURCHASE AGREEMENT FROM SITE CONSTRUCTORS, INC., TO THE SPECIAL PURPOSE ENTITY, LĀLĀMILO WIND COMPANY, LLC, and that either the Chairperson or Vice-Chairperson be authorized to sign the documents, subject to approval of Corporation Counsel.

MOTION: Ms. Lee Loy moved to approve; seconded by Mr. Greenwell.

The Manager-Chief Engineer said that this Assignment is allowed under Section 14.3.1 of the Power Purchase Agreement, so the Department has no objections.

Mr. Robinson asked whether Site Constructors, the project's original awardee, will continue to be the guarantor of the project.

Mr. Horn of Site Constructors confirmed this, saying that Site Constructors will still be responsible for the entire project.

ACTION: Motion carried unanimously by voice vote.

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
Grantor: Crystal Rose Andrade Gouveia
Tax Map Key: (3) 4-6-010: 035 (portion)

Note: DWS acquired this Easement for an existing 8-inch waterline.

The Manager-Chief Engineer recommended that the Water Board accepts 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.

MOTION: Mr. Arikawa moved to approve; seconded by Mr. Uyeda.

The Manager-Chief Engineer said that this is a grant of easement for an existing waterline that has been there for years, and for which, for some reason, DWS never got an easement from the property owners. He noted that there may be several properties in the Āhualoa area that DWS does not have easements

for. DWS is slowly, step by step, getting easements from the various land owners, and this grant of easement is one of those, he said.

Ms. Lee Loy asked what triggered this grant of easement to happen.

The Manager-Chief Engineer said a request came in from the land owners, who realized that there was a pipeline on their property for which there was no easement that would allow DWS to be there. The trigger was that the land owners wanted a water service, and meanwhile just recently, there was a main break on the property. DWS was kind of stuck because it had to repair the main, so the Department agreed to grant the land owners the water service in exchange for the easement. DWS installed a water service to the property, and its location close by the property's gate allows DWS to read the meter.

ACTION: Motion carried unanimously by voice vote.

B. MONTHLY PROGRESS REPORT:

Chairperson Taniguchi asked about the entry on the Ainako-Aina Lani Waterline Replacement, which shows that it is 100 percent completed.

Mr. Inaba said that the consultant portion of the project is completed; the plans have been shelved for the time being.

Chairperson Taniguchi asked whether the project would appear on the report until the project construction is completed.

Mr. Inaba confirmed this.

Chairperson Taniguchi asked about the Palani Road project, whose entry shows it is 99.9 percent completed.

Mr. Inaba said that the project is done; DWS is only waiting to make a final payment. All of the paperwork has come in, but there is something holding up the final payment, he said.

Mr. Robinson noted the entry in the report which says: "need CTS's HCE (Hawai'i Compliance Express) compliance before releasing retainage to bonding company." He asked if the HCE compliance was what DWS was waiting for in order to certify the funds. He asked whether CTS would be able to get that compliance.

Mr. Inaba said that DWS has been working with CTS's bonding company to get the compliance so that the funds can be released. That has to be worked out between CTS and the bonding company, he added.

Mr. Robinson asked whether the compliance involved the State and Federal requirements, etc.

Mr. Inaba confirmed this.

Mr. Arikawa asked whether DWS was still awaiting word about the Queen Ka'ahumanu Highway Widening project redesign, and if so, he wanted to know how long it might take before the status was known.

Mr. Inaba said that DWS had just sent out a follow-up letter requesting a status update on the project. DWS is waiting for the redesign to be submitted, in order for DWS to participate, and to help cut the costs of the Department's portion of the redesign. He said he did not know the status of the project, and has been keeping in contact with the Department of Transportation (DOT); so far there is no definite schedule.

The Manager-Chief Engineer said he had just signed the letter, which requests the status of the project. He said he would have a report for the Board at the January meeting.

Mr. Uyeda asked if the DOT District Engineer could be asked to speak to the Board at the next meeting.

The Manager-Chief Engineer said he would talk to DOT about it.

C. **REVIEW OF MONTHLY FINANCIAL STATEMENTS:**

Chairperson Taniguchi asked about the increase of \$57,000.00 in non-operating revenues due to the rental income for the Waiākea Office Plaza office space.

Mr. Sumada said yes, DWS gets about \$20,000.00 in rent from the County.

The Manager-Chief Engineer said that DWS now has very good neighbors downstairs.

Mr. Greenwell asked Mr. Sumada if he had an opportunity to look into increased costs for the Waimea pumping (amid the drought situation).

Mr. Sumada said he believed that if the electricity costs for the pumps increase -- but if there is not a corresponding increase in consumption to offset those increases -- the electrical costs will generate an increase in the Power Cost Charge. Therefore, that is how any cost increases that may occur at the Waimea well will be covered.

Mr. Greenwell said there would not be an increase in consumption because the area is under a 10 (sic) percent water restriction.

Mr. Inaba noted that this would be looked at islandwide, not just in that area.

Mr. Sumada agreed.

Mr. Greenwell said that things were getting farther and farther away from the baseline.

The Manager-Chief Engineer said it would be better if DWS got a more detailed report on the exact consumption and pumpage for the wells in Waimea. That would make it easier to gauge things there. He said that Mr. Sumada looks at the total cost islandwide, so if, for example, a well goes down in Kona, that would offset the cost. He said Ms. Myhre could take a careful look at DWS's pumpage in Waimea amid the water restriction.

Mr. Sumada asked when the Waimea well came on-line.

Mr. Greenwell said it was around October 24 or 25.

Mr. Inaba said there had been very little increase.

Mr. Sumada said he looks at kilowatt-hours islandwide, and there has not been a notable increase islandwide, but he said he does not know what the Waimea pumpage costs are. He said those costs might be offset someplace else.

The Manager-Chief Engineer said he would get more details on the Waimea well.

Mr. Robinson asked what CIAC stands for.

Mr. Sumada said it stands for "Contributions in Aid of Construction." These are, for example, when developers turn over water systems (wells, pumps, etc.) to DWS.

Mr. Robinson asked about the CIAC figure of \$2 million for 2013. He asked whether that was depreciation on assets that are given to the County.

Mr. Sumada said that it is rather like depreciation of the contribution, which is recorded as income. It is kind of like the amortization of the income.

Mr. Robinson asked whether these are cash or facilities.

Mr. Sumada said they are facilities.

Mr. Robinson asked whether the depreciation accrues over time, and asked whether this is reflected each year.

Mr. Sumada confirmed this.

Mr. Robinson asked what the life of a water system donated to DWS is in terms of depreciation.

Mr. Sumada said the life could be up to 40 years. He said that the asset is broken down into the actual structure: the pipes, the pumps, etc. All of those different assets have different lives, he said. He said that the longest life was 40 or 50 years.

Mr. Robinson asked whether a well, a pipeline and a tank from a system each have different depreciable schedules.

Mr. Sumada confirmed that they do have different depreciable schedules.

Mr. Robinson asked whether each of the hardware components are broken out from a system, and then depreciated over a schedule (i.e., over a period of time).

Mr. Sumada confirmed this.

Mr. Robinson asked whether the “soft costs” are taken into consideration separately.

Mr. Sumada said he did not know what Mr. Robinson meant by “soft costs.”

Mr. Robinson said soft costs were things like planning, engineering that are invested in a system. The hard costs would be the actual facility that is constructed. When DWS gets a system, it is just altogether in one mass; once the system is taken over, DWS does an allocation based on what the depreciable schedule is for the assets: the pipeline, the tank, the wells, etc.

Mr. Sumada said that sometimes there are soft costs involved in depreciating assets, and sometimes the soft costs depreciate over time, in accordance with the asset schedules. Sometimes, the expense is not captured along with the asset at the same time. It depends on how the accounting got set up for the contribution.

Mr. Robinson asked if there is an accounting schedule set up when a system is delivered to DWS, and whether that accounting schedule shows how the system is allocated.

Mr. Sumada said that Finance gets its numbers from the engineers, who in turn get the accounting from the developers.

D. MANAGER-CHIEF ENGINEER’S REPORT:

The Manager-Chief Engineer provided an update on the following:

- 1) Pu'ukala/Kona Ocean View Properties Subdivision Improvement District Update – The Notice to Proceed is scheduled for the end of this month, and the contractor was notified that he has to begin work on December 30.
- 2) Waikoloa Reservoir No. 1 Update -- Mr. Inaba said that a second environmental specialist has been contacted to assist with the Environmental Assessment (EA). DWS is waiting for the specialist's proposal to the consultant, and Mr. Inaba followed up again yesterday to speed things along. Mr. Greenwell asked if DWS is waiting for information back from the *contractor* to give an estimate on the EA. Mr. Inaba said the *consultant* is obtaining the services of a second specialist to handle a portion of the EA. The consultant last week provided the specialist with the scope, and the consultant now is waiting for the proposal to come back from the specialist. The consultant will then execute a contract to get that work done, Mr. Inaba said. Mr. Inaba followed up yesterday to make sure things keep moving forward.
- 3) Waimea Water Restriction – Waimea is still in restriction mode, and reservoir levels stand at about 64 million gallons. DWS's cut-off point for water restriction is actually 60 million gallons, but the Department has opted to maintain the restriction and is monitoring the situation, the Manager-Chief Engineer said. Chairperson Taniguchi asked how the public has responded to the restriction. The Manager-Chief Engineer said that DWS watches the consumption daily, and has seen a drop in consumption. However, for some reason, there was an increase in consumption on Monday. He thought that DWS will need to issue another reminder to the public regarding the water restriction. DWS got calls that some car washes were going on in the area, and the Department told the people that the restriction was still in force. DWS asked them to refrain from holding such events, the Manager-Chief Engineer said.
- 4) Kawailani Tank Update – The Manager-Chief Engineer said this project is not yet 100 percent complete, but the good news is that the new tank is on-line. DWS made final connections from the tank to the water system, and the tank is in operation. The one remaining task is to remove the old tank; the contractor said it would happen in January 2014. He apologized that that was still pending. Chairperson Taniguchi said the main thing is that the new tank is on-line. Mr. Greenwell asked if the contractor was going to request a time extension. The Manager-Chief Engineer said that no time extension requests would be processed; this project is considered substantially complete. He said that a hygienist still needs to get on board. Mr. Inaba said that would be sometime between January 20 and January 27. Mr. Greenwell asked what would ensure that the contractor finishes the job in January. The Manager-Chief Engineer said that DWS makes payments based on the change orders that were recently approved by the Board. Unless the contractor completes all of the work, final payments can be withheld. Chairperson Taniguchi reiterated that the main thing is that the tank is up and running, and he thanked Ms. Lee Loy for spurring things along. He had hoped by the time he got off the Board that this project would be done, and at least he can say that the tank is working.
- 5) Energy Management Analyst Update – No report.
- 6) Public Information and Education Specialist Update – No report.
- 7) Recognition of Service Retirement – The meeting had moved along so quickly that the honoree had still not arrived. This item was deferred until later in the meeting.

The Manager-Chief Engineer reported that the Contested Case Hearing, Item 8(A), WATER SERVICE ACCOUNT NUMBER 7093435-12 (TMK 1-2-018:005), scheduled for 10:30 a.m. was withdrawn from the Agenda, at the request of the applicant.

E. 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.

The Manager-Chief Engineer recommended that, pursuant to Section 13-4(d) of the County Charter, expired term Board Members would be allowed to serve an additional 90 days, or until their successor is appointed and confirmed, whichever comes first, if so desired.

Ms. Garson said that no action needs to be taken on this Item; it is basically the Mayor's call whether the outgoing Board members, Chairperson Taniguchi and Mr. Perry, will be allowed to serve another 90 days. This Item is just to ensure that the two outgoing members would be willing to serve another 90 days.

The Manager-Chief Engineer said that DWS has not heard anything from the Mayor's Office regarding new applicants for the two vacancies being forwarded to the County Council. The Department will keep Messrs. Taniguchi and Perry informed, but hopefully they will be able to serve another 90 days, unless they hear otherwise.

Ms. Garson said that no action is needed on this Item; the Department will just assume that both gentlemen will continue to attend Board meetings for the next 90 days.

F. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON FOR 2014:

Chairperson Taniguchi opened up nominations for the offices of Chairperson and Vice-Chairperson. He asked Ms. Garson if they could be done together or separately.

Ms. Garson said that is up to the Board; they could do it either way.

Chairperson Taniguchi proposed taking up the nomination of the Chair first.

Mr. Greenwell nominated Mr. Kaneshiro for the position of Chairperson.

There were no other nominations for Chairperson, so Chairperson Taniguchi closed the nominations.

(There was some discussion on how the vote should be taken. A voice vote, preceded by a Motion, was taken.)

ACTION: Mr. Greenwell moved to elect Mr. Kaneshiro for Chairperson; seconded by Mr. Perry; and carried unanimously by voice vote.

Chairperson Taniguchi congratulated Mr. Kaneshiro, and opened the floor for nominations for Vice-Chairperson.

Ms. Lee Loy nominated Mr. Robinson for Vice-Chairperson.

There were no other nominations for Vice-Chairperson, so Chairperson Taniguchi closed the nominations.

ACTION: Ms. Lee Loy moved to elect Mr. Robinson for Vice-Chairperson; seconded by Mr. Uyeda, and carried unanimously by voice vote.

Chairperson Taniguchi congratulated Messrs. Kaneshiro and Robinson, and expressed confidence that they would do a great job.

G. EXECUTIVE SESSION:

The Board had anticipated convening an executive meeting to consider the evaluations of the Manager-Chief Engineer, as authorized by Hawai'i Revised Statutes, Sections 92-4 and 92-5(a)(2). A two-thirds vote, pursuant to HRS Section 92-4, is necessary to hold an executive meeting.

(Chairperson Taniguchi said this Item would be skipped.)

H. MANAGER-CHIEF ENGINEER'S EVALUATION:

Chairperson Taniguchi said the Evaluation Form that the Ad Hoc Committee had formulated earlier was a bit too detailed and difficult to complete line-by-line, item-by-item. He said that the Ad Hoc Committee worked hard on the form, and did a good job. Chairperson Taniguchi said he had distributed a simpler Summary Sheet to the Board before today's meeting, which consisted of five major areas: Leadership, Financial Management, Planning and Organization, Public Information, and Personnel Management. The Chairperson noted that the Manager-Chief Engineer submits his quarterly progress report to the Board, providing details that the Board can ask questions about. At the end of the year, the Manager-Chief Engineer submits his detailed progress report, and the Board will then fill out a Summary Sheet, using the same 1 to 5 rating scale that was circulated. The Chairperson asked that the Board this time fill out the Summary Sheet he distributed today, and return the Summary Sheets to the Secretary **by the end of this week**. The Secretary, who will keep the Summary Sheets confidential, will compile the collective numbers, and the Board will do the Evaluation at the January meeting. The Evaluation will be agendized for the next meeting, he added.

Mr. Uyeda asked if the point system was the same as the previous Evaluation Form.

Chairperson Taniguchi said yes, it is the same rating scale that was on the Evaluation Form. He said that the Evaluation Form was detailed to the nth degree, and was hard to fill out if one did not have the whole Strategic Plan right there. He apologized for not having caught that sooner. The Chairperson said that he believed that the evaluation process in future will be much more streamlined. He thanked the Manager-Chief Engineer for completing his detailed year-end progress report to the Board.

I. CHAIRPERSON'S REPORT:

A tentative Board meeting schedule for 2014 was sent in the Board packets.

Chairperson Taniguchi said it would be up to the Board next year to decide on the meeting schedule, which is subject to change.

The Secretary said that basically the first two meetings were taken care of. The next meeting, on January 28, 2014, will feature a presentation by DWS's auditors. The following meeting has been scheduled for February 25, 2014 in Kona, with the meeting room reserved.

Chairperson Taniguchi said the Board can discuss and finalize the meeting schedule for the rest of 2014 at the January meeting. He said that the auditors have completed their audit of the Department, so hopefully, the Ad Hoc Finance Committee can be dissolved; the committee's work is done.

8) CONTESTED CASE HEARING (NOTICED FOR 10:30 A.M.):

A. WATER SERVICE ACCOUNT NUMBER 7093435-12 (TMK 1-2-018:005):

As noted earlier in the meeting, the applicant withdrew his request for the Contested Case hearing.

B EXECUTIVE SESSION RE: WATER SERVICE ACCOUNT NUMBER 7093435-12 (TMK 1-2-018:005):

(This Item was withdrawn.)

9) **ANNOUNCEMENTS:**

1. **Next Regular Meeting:**

The next meeting of the Water Board will be held at 10:00 a.m. on January 28, 2014 at the Department of Water Supply, Operations Center Conference Room, 889 Leilani Street, Hilo, HI.

2. **Following Meeting:**

The following meeting of the Water Board is tentatively scheduled for February 25, 2014, at 10:00 a.m. at the West Hawai'i Civic Center, Community Center, Building G, 7405044 Ane Keohokalole Hwy, Kailua-Kona, Hilo, HI.

The Manager-Chief Engineer went back to the Item 7(D)7., Recognition of Service Retirement, which had been deferred. He asked Mr. Ikeda to describe Mr. Wayne Shintani, Equipment Operator II, whose retirement on December 31 was being recognized. Last month, Mr. Glenn Kohara of Ka'u District retired.

Mr. Ikeda said Mr. Shintani and his supervisor were asked to arrive at the meeting at around 10:45 a.m., Mr. Shintani was not yet present, but he would be attending today's luncheon following the Board meeting. Mr. Ikeda said that Mr. Shintani had worked for DWS for 21 years, and now he will begin enjoying life.

Mr. Greenwell recognized the presence of Mr. Milton Pavao, DWS's former Manager-Chief Engineer. Mr. Greenwell thanked Chairperson Taniguchi for his year in office, commending him for a job well done.

Chairperson Taniguchi thanked Mr. Greenwell, and thanked all of the Board members for their service. The Chairperson said that the individual Board members each bring different expertise to the Board, which is very positive. He said it was a pleasure working with the staff of DWS, and commended Mr. Sumada for his work on tightening up the financial side. DWS's finances are very strong, he said, which is key to being able to do all of its projects. He urged the Department to continue supporting the financial side.

10) **ADJOURNMENT**

ACTION: Mr. Arikawa moved to adjourn; seconded by Ms. Iokepa-Moses, and carried unanimously by voice vote.

Chairperson Taniguchi adjourned the meeting at 10:38 a.m.

Secretary

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.

The Department of Water Supply is an Equal Opportunity provider and employer.

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.