

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

**MEETING DATE:** November 26, 2019

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

**PLACE:** West Hawai‘i Civic Center, Community Meeting Hale, Building G,  
74-5044 Ane Keohokalole Highway, Kailua-Kona, Hawai‘i

- 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 October 22, 2019, Water Board Meeting
- 4) APPROVAL OF ADDENDUM AND/OR SUPPLEMENTAL AGENDA (if necessary)  
**(Note: Requires Roll Call Vote)**
- 5) **EXECUTIVE SESSION REGARDING OPEN LITIGATION:**

The Board anticipates convening an executive meeting for the purposes of discussing the legal rights, duties and liabilities of the Board concerning open litigation against the Board, as authorized by Hawai‘i County Charter Section 74.6 and Hawai‘i Revised Statutes (“HRS”), Section 92-4 and 92-5(a)(4). The Board wishes to have its attorney present, in order to consult with the board’s attorney on its questions and issues pertaining to the board’s powers, duties, privileges, immunities, and liabilities pursuant to HRS Section 92-5(a)(4). A two-thirds vote of the members present, pursuant to HRS Section 92-4, is necessary to hold an executive meeting, provided that the affirmative vote constitutes a majority of the board.

6) **SOUTH HILO:**

A. **JOB NO. 2019-1104, KULA‘IMANO WELL A REPAIR – REQUEST FOR TIME EXTENSION:**

The contractor, Derrick’s Well Drilling & Pump Services, LLC, is requesting a contract time extension of 69 calendar days. The pump manufacturer has notified the contractor that the lead time for the delivery of the pump will exceed the project completion date. These delays were beyond the control of the contractor.

Staff reviewed the request for the contract time extension and the accompanying supporting documentation and found that only 31 calendar days of the requested time can be considered justified. *Note: There are no additional costs associated with this time extension.*

1<sup>st</sup> time extension – 31 calendar days

**RECOMMENDATION:** It is recommended that the Board approve a contract time extension of 31 calendar days to Derrick’s Well Drilling & Pump Services, LLC, for JOB NO. 2019-1104, KULA‘IMANO WELL A REPAIR. If approved, the contract completion date will be revised from November 30, 2019, to December 31, 2019.

7) MISCELLANEOUS:

A. **MEMORANDUM OF AGREEMENT FOR THE SUPPORT OF THE EMERGENCY STANDBY POWER CONNECTION AT CRITICAL SITES:**

The Department of Water Supply (DWS) is proposing to enter into an agreement with the Hawai'i Emergency Management Agency to facilitate the allocation of FEMA Hazard Mitigation Grant Program (HMGP) funds to DWS' emergency standby power connection at critical sites project. This project involves the installation of power transfer switches at four well sites (Pana'ewa, Pi'ihonua #3, Keonepoko Nui and Honokōhau), all of which have standby generators on-site. DWS will be required to provide a match of at least \$57,858.30, which is 25% of the estimated total project cost. DWS will be responsible for the procurement of the construction.

RECOMMENDATION: It is recommended that the Board authorize either the Chairperson or the Vice-Chairperson, on behalf of the Water Board, to enter into an agreement with the Hawai'i Emergency Management Agency for the support of the emergency standby power connection at critical sites, subject to review as to form and legality by Corporation Counsel.

B. **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.

C. **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.

D. **MANAGER-CHIEF ENGINEER'S REPORT:**

The Manager-Chief Engineer to provide an update on the following:

1. North Kona Wells
2. Department of Water Supply Energy Report

E. **EXECUTIVE SESSION: MANAGER-CHIEF ENGINEER'S EVALUATION FOR CALENDAR YEAR 2019:**

The Board anticipates convening an executive meeting to consider the evaluations of the Manager for its annual performance review, as authorized by Hawai'i County Charter Section 7-4.6(d) and Hawai'i Revised Statutes ("HRS"), Sections 92-4 and 92-5(a)(2). The Board wishes to have its attorney present, in order to consult with the board's attorney on its questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities pursuant to HRS Section 92-5(a)(4). A two-thirds vote of the members present, pursuant to HRS Section 92-4, is necessary to hold an executive meeting, provided that the affirmative vote constitutes a majority of the board.

F. **MANAGER-CHIEF ENGINEER'S EVALUATION FOR CALENDAR YEAR 2019:**

Discussion/action on Manager-Chief Engineer's evaluation and compensation.

G. **ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON FOR 2020:**

Board to elect Chairperson and Vice-Chairperson for the 2020 term.

H. **CHAIRPERSON'S REPORT:**

1. Chairperson to report on matters of interest to the Board.

8) **ANNOUNCEMENTS:**

1. **Next Regular Meeting:**

The following meeting of the Water Board will be **December 17, 2019**, 10:00 a.m., at the Department of Water Supply, Hilo Operations Center Conference Room; 889 Leilani Street, Hilo, Hawai'i.

2. **Following Meeting:**

The following meeting of the Water Board will be January 28, 2020, 10:00 a.m., at the Department of Water Supply, Hilo Operations Center Conference Room; 889 Leilani Street, Hilo, Hawai'i.

9) **ADJOURNMENT**

**Anyone requiring an accommodation or auxiliary aid and/or services to participate in this meeting (i.e. sign language, interpreter, large print), please contact the Board 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.