

Stephen Kawena Lopez
Chairperson
Dist. 8

Michael Pono Kekela
Vice Chairperson
Dist. 4



Kea Keolanui, Dist. 1, Board Member
James Kimo Lee, Dist. 2, Board Member
Thomas Brown, Dist. 3, Board Member
Vacant, Dist. 5, Board Member
Keith Unger, Dist. 6, Board Member
Michael Bell, Dist. 7, Board Member
Benjamin Ney, Dist. 9, Board Member

**DEPARTMENT OF WATER SUPPLY
COUNTY OF HAWAII
WATER BOARD MEETING
AGENDA**

MEETING DATE: April 23, 2024
TIME: 10:00 a.m.
IN-PERSON LOCATION: Department of Water Supply, Hilo Operations;
889 Leilani Street, Hilo, Hawaii

REMOTE MEETING LINK:
https://www.facebook.com/HawaiiDWS/live_videos/

STATEMENTS FROM THE PUBLIC:

Public testimony may be done in person or in writing by email (dws@hawaiidws.org), fax (808-961-8657), or by mail: 345 Kekūanaō‘a Street, Suite 20, Hilo, HI 96720. Please indicate agenda item submitting for. All testimony, regardless of time of receipt, will be part of the permanent record.

Remote Oral Testimony:

Telephone testimony may be presented by calling 1(669)254-5252 and entering meeting ID 161 753 3818. Please wait for the Chair to ask for testimony on the item you are interested in. The Chair will unmute testifiers who call in, one phone number at a time.

Optional Alternative to Present Remote Oral Testimony:

If you would like to testify via an online video link, please email dws@hawaiidws.org at least 24 hours before the meeting to request the link. You may also email to pre-register to present telephone testimony if you wish to be called on by name or before those who have not pre-registered. Testifiers who wish to remain anonymous or have not pre-registered may still call the testimony phone number and follow the instructions listed above.

ADDITIONAL INFORMATION:

Information about all the board’s meetings is available [here](#). General information about the board is available at [About the Water Board](#).

In the event the online remote connection is interrupted during the Water Board meeting, the Board shall recess for up to 30 minutes to allow for reestablishing the online remote connections. If the online remote connection cannot be reestablished after 30 minutes the meeting shall be adjourned and then reconvene per the following contingency plans:

Board shall reconvene on: April 24, 2024, 10:00 a.m.
Board shall reconvene at: DWS, Hilo Operations, 889 Leilani Street.

If you would like to testify via an online video link, please email dws@hawaiidws.org before the meeting to request the weblink or phone number to testify.

- 1) CALL TO ORDER – 10:00 a.m. (please turn cell phones off or set to silent)
- 2) STATEMENTS FROM THE PUBLIC – Pursuant to HRS §92-3, oral testimony may be provided entirely at the beginning of the meeting, or immediately preceding the agenda item.
- 3) APPROVAL OF MINUTES:
 - Minutes of the March 19, 2024, Public Hearing on the 2025 Operating Budget and 5-year Capital Improvement Budget
 - Minutes of the March 19, 2024, Water Board Meeting
- 4) APPROVAL OF ADDENDUM AND/OR SUPPLEMENTAL AGENDA (if necessary)
(Note: Roll Call Required)
- 5) POWER COST CHARGE:

Chair: Is there any testimony for this item?

Departmental power costs from all power sources increased since the last Power Cost Charge rate was determined. The Department proposes to increase the Power Cost Charge from \$2.37 to \$2.77 per thousand gallons as a result of this increase. Power cost charges over the past year were as follows:

<u>Effective</u>	<u>PCC</u>
February 1, 2024	\$ 2.37
September 1, 2023	\$ 2.64
April 1, 2023	\$ 2.70
January 1, 2023	\$ 3.04

A Public Hearing will be held prior to this Board meeting to accept public testimony on this change.

RECOMMENDATION: It is recommended that the Board approve the increase of the Power Cost Charge from \$2.37 to \$2.77, effective May 1, 2024.

- 6) SOUTH HILO:
 - A. BID NO. 2023-18, FURNISHING AND DELIVERING EQUIPMENT TO THE DEPARTMENT OF WATER SUPPLY:

Chair: Is there any testimony for this item?

This project generally consists of furnishing and delivering equipment to the Department of Water Supply in accordance with the specifications.

Bids for this project were opened on April 4, 2024, at 1:30 p.m., and the following are the bid results.

	GP Roadway Solutions, Inc.	Safety Systems and Signs Hawai'i, Inc.
Part A – One (1) Only Mid-Size, Full Matrix, Portable, Changeable Message Sign	\$29,880.62 120 calendar days	\$32,831.70 120 calendar days

RECOMMENDATION: : It is recommended the Board award the contract for BID NO. 2023-18, FURNISHING AND DELIVERING EQUIPMENT TO THE DEPARTMENT OF WATER SUPPLY, to the lowest responsible bidder, GP Roadway Solutions, Inc. for their bid amount of \$29,880.62, 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.

B. BID NO. 2024-03, FURNISHING LIQUID CHLORINE (ON AN AS-NEEDED BASIS) FOR THE DEPARTMENT OF WATER SUPPLY:

Chair: Is there any testimony for this item?

This project consists of furnishing all materials, labor, transportation, tools, taxes, machinery, and equipment necessary for the furnishing and delivery of liquid chlorine in accordance with the specifications. The bidder will provide services on an as-needed basis, for a period not to exceed two years.

Bids for this project were opened on April 4, 2024, at 2:00 p.m., and the following are the bid results:

	JCI Jones Chemicals, Inc.
Item 1 – 150 lb. Cylinder	\$575.00
Item 2 – 1,000 lb. Cylinder	\$4,750.00

Estimated contract use:

150 lb. Cylinder: \$575.00/cylinder X 585 cylinder/year X 2 years = \$ 672,750.00

1,000 lb. Cylinder: \$4,750.00/cylinder X 1 cylinder/year X 2 years = \$ 9,500.00

Total: \$ 682,250.00

Staff has determined that the bid price submitted is fair and reasonable.

RECOMMENDATION: It is recommended the Board award the contract for BID NO. 2024-03, FURNISHING LIQUID CHLORINE (ON AN AS-NEEDED BASIS) FOR THE DEPARTMENT OF WATER SUPPLY, to the lowest responsible bidder, JCI Jones Chemicals Inc. for the unit prices listed above, for the period from July 1, 2024, through June 30, 2026, 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.

C. SERVICE BID NO. 2024-04, HAUL & DELIVER ONE-TON CHLORINE CYLINDERS AND 150 LB. CHLORINE CYLINDERS TO VARIOUS LOCATIONS ISALNDWIDE (ON AN AS-NEEDED BASIS):

Chair: Is there any testimony for this item?

This project consists of furnishing all materials, labor, transportation, tools, taxes, machinery, and equipment necessary to collect 20-ft. containers from harbor; offload chlorine gas cylinders from the container; and deliver chlorine gas cylinders to various locations in accordance with the specifications. The bidder will provide services on an as-needed basis for a period from July 1, 2024 to June 30, 2026.

Bids for this project were opened on April 4, 2024, at 2:30 p.m., and no bids were received. Staff will seek alternative procurement pursuant to HAR 3-122-35 to procure the required services.

Part I – Pick Up from Harbor & Delivery Preparation	Item 1a – Hilo Harbor (14 Ea.)	NO BIDS
	Item 1b – Kawaihae Harbor (4 Ea.)	NO BIDS
Part II – Hourly Rate to Haul & Deliver	Item 2a – Islandwide (350 Ea.)	NO BIDS
Part III – Delivery, Preparation & Shipment of Empty Cylinders	Item 3a – Hilo Harbor (14 Ea.)	NO BIDS
	Item 3b – Kawaihae Harbor (4 Ea.)	NO BIDS

RECOMMENDATION: It is recommended that these services go out for Alternative Procurement pursuant to HAR 3-122-35 as no bids were received, and it would not be advantageous to the Department to issue a new solicitation.

D. SERVICE BID NO. 2024-08, REPAIR & MAINTENANCE OF EMERGENCY STANDBY GENERATOR SETS:

Chair: Is there any testimony for this item?

This maintenance contract consists of furnishing all labor, materials, tools and equipment necessary to inspect, maintain, test, and repair fifteen (15) emergency back-up generator sets for a two-year term, from July 1, 2024 to June 30, 2026.

This contract includes as-needed allowances for call-out repairs:

- Material allowance: \$65,000.00
- Labor allowance: 64 regular hours, 32 emergency hours, and 32 overtime hours, at the Contractor’s hourly rate provided in its bid.

Bids were opened on April 4, 2024, at 3:00 p.m., and the following are the bid results:

Bidder	Bid Amount (including Allowances)
Power Generation Services, Inc.	\$249,824.32*

*A mistake in the bid was corrected in accordance with Hawaii Administrative Rules 3-122-31(c)(1)(C)

Project Costs:

- 1) Low Bidder (Power Generation Services, Inc.) **\$ 249,824.32**

Funding for this project will be from DWS’s Operations Budget. Staff has determined that the bid price submitted is fair and reasonable.

RECOMMENDATION: It is recommended that the Board award the contract for MAINTENANCE BID NO. 2024-08, REPAIR & MAINTENANCE OF EMERGENCY BACK-UP GENERATOR SETS to the lowest responsible bidder, Power Generation Services, Inc., for a total contract amount of \$249,824.32. It is further recommended 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.

7) NORTH KONA:

A. JOB NO. 2023-08 (MAT), F&D SPARE PUMP AND MOTOR SET FOR KALAOA #1 DEEPWELL – REQUEST FOR TIME EXTENSION:

The Department is requesting a contract time extension of 15 calendar days, due to the delays from reviewing and approving pump submittals. The 15 calendar days was assessed from the date the Department received the submittals from the Contractor on 03/20/2024 to the date submittals were approved on 04/03/2024. *Note: There are no additional costs associated with this time extension.*

Ext. #	From (Date)	To (Date)	Days (Calendar)	Reason
1	03/31/2024	04/23/2024	23	Delay due to need for additional funding.
2	04/23/2024	05/08/2024	15	Delay due to DWS submittal review.
Total Days (including this request)			38	

1st time extension – 23 calendar days
 2nd time extension – 15 calendar days

RECOMMENDATION: It is recommended that the Board approve a contract time extension of 15 calendar days for JOB NO. 2023-08 (MAT), F&D SPARE PUMP AND MOTOR SET FOR KALAOA #1 DEEPWELL. If approved, the contract completion date will be revised from April 23, 2024 to May 8, 2024.

8) MISCELLANEOUS:

A. DEDICATION OF WATER SYSTEMS:

Chair: Is there any testimony for this item?

We 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

Ali‘i Palms Subdivision
 Grantor: Ali‘i Partners LP
 Tax Map Key (3) 7-5-045:059 (por.) formerly (3) 7-5-020:071 & 072
 Puapua'a 2nd, North Kona, Island of Hawai‘i, Hawai‘i

2. Bill of Sale (Phase 1)

Ali'i Palms Subdivision
Seller: Ali'i Partners LP
Tax Map Key (3) 7-5-045:059 (portion)
Puapua'a 2nd, North Kona, Island of Hawai'i, Hawai'i
Facilities Charge: \$276,913.00 Date Paid: 8/18/2021
Final Inspection Date: 4/03/2024 (Phase 1)
Water System Cost: \$335,212.00 (Phase 1)

3. Grant of Easement and Bill of Sale

Hale Na Koa 'O Hanakahi
Grantor: County of Hawai'i
Tax Map Key (3) 2-4-057:032 (portion) and 2-4-057:031 (portion)
Waiākea, South Hilo, Island of Hawai'i, Hawai'i
Facilities Charge: \$531,949.00 Date Paid: 11/29/2023
Final Inspection Date: 4/03/2024
Water System Cost: \$43,300.00

4. Grant of Easement

Grantor: Queen Lili'uokalani Trust
Tax Map Key (3) 6-4-018:095 (portion)
Pu'ukapu Homesteads, 2nd Series, North Kona, Island of Hawai'i, Hawai'i

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

B. DEPARTMENT OF WATER SUPPLY TABLE OF ORGANIZATION – PROPOSED REVISIONS:

The Department recognizes the need to revise and update its current table of organization to align with current needs and future goals. As such, the Department proposes the following revisions:

1. ENGINEERING

- a. Add "CIP Branch" to the Engineering Division. (Chart III)
- b. Add one (1) Program Manager position to the CIP Branch. (Chart III-A)
- c. Add two (2) Project Coordinator positions to the CIP Branch. (Chart III-A)

2. FINANCE

- a. Rename the "Purchasing and Budgetary Control Section" to the "Procurement and Purchasing Section" under the Management Accounting Branch. (Chart IV)
- b. Reorganize Accountant III to under the Accountant IV in the Management Accounting Branch. (Chart IV-B)
- c. Add one (1) Accountant I to the Management Accounting Branch. (Chart IV-B)

3. OPERATIONS DIVISION

- a. Add one (1) Water Treatment Plant Operator I (Temporary as needed) to the Plant Operations Section in District I (Puna, South Hilo, Portion of North Hilo and assist other districts). (Chart VI-A).

- b. Add one (1) Equipment Operator II (Temporary as needed) to the Auto and Equipment Unit of the Field Operations Section in District I (Puna, South Hilo, Portion of North Hilo and assist other districts). (Chart VI-B).
- c. Add one (1) Water Treatment Plant Operator I (Temporary as needed) to the Electrical, Mechanical, and Treatment Section in District II (Portion of North Hilo, Hāmākua, North and South Kohala). (Chart VII-C)

The proposed revisions in the Engineering Division is also due to the large number of CIP as well as other agencies and private projects that are not only in progress but also planned in the near future. There are numerous projects that these positions would help manage for both DWS and non-DWS funded projects that require experienced project coordination and management from planning to design and through construction.

These proposed revisions will help the department in operational efficiency, provide career progression opportunities and allow DWS to continue fulfilling its Strategic Vision and daily Mission of providing an adequate and continuous supply of safe drinking water.

RECOMMENDATION: It is recommended that the Water Board approve the proposed revision to the Table of Organization.

C. RENEWAL OF CONTRACT FOR MAINTENANCE AGREEMENT – SOUTH KOHALA, HĀMĀKUA, AND LAUPĀHOEHOE SITES (BRANTLEY CENTER, INC.):

Chair: Is there any testimony for this item?

Brantley Center, Inc., presently has a Maintenance Agreement for site maintenance for the Department's South Kohala, Hāmākua, and Laupāhoehoe tank and pump sites. We are requesting to renew this Agreement from July 1, 2024, to June 30, 2025. The rates would be as follows:

South Kohala	\$4,392.35/month x 12 months (23 sites) =	\$ 52,708.20
Hāmākua	\$2,944.16/month x 12months (15 sites) =	\$ 35,329.92
Laupāhoehoe	\$738.48/month x 12 months (3 sites) =	\$ 8,861.76
	Total:	\$ 96,899.88

The Department has the right to award the contract to Brantley Center, Inc., without advertising or calling for bids, according to Subsection 103D-1010 of the Hawai‘i Public Procurement Code. Brantley Center, Inc., has submitted the necessary documents to meet the requirements as a qualified rehabilitation facility. There is no increase from their proposal for Fiscal Year 2023-2024. Brantley Center's performance has been satisfactory, and the costs are reasonable. A total of 41 sites are covered by this agreement.

RECOMMENDATION: It is recommended that the Board award the contract for the RENEWAL OF CONTRACT FOR MAINTENANCE AGREEMENT - SOUTH KOHALA, HĀMĀKUA, AND LAUPĀHOEHOE SITES, to Brantley Center, Inc., for a period from July 1, 2024, to June 30, 2025, at a total cost of \$96,899.88, and that either the Chairperson or Vice-Chairperson be authorized to sign the documents, subject to approval by Corporation Counsel.

D. DISCUSSION ON PERMITTED INTERACTION GROUP (PIG) FINAL REPORT:

Chair: Is there any testimony for this item?

E. DEPARTMENT OF WATER SUPPLY COLLECTION AND DELINQUENCY POLICIES:

Chair: Is there any testimony for this item?

Information will be provided to the Board on status updates on collection efforts due to delinquent balances for water service charges with information on current policies and procedures in place for collection and water shut offs. Discussion will follow along with any recommendations that should be considered for future action.

F. ESTABLISHMENT OF PERMITTED INTERACTION GROUP REGARDING DELINQUENCIES AND UNPAID DEBTS:

The Water Board intends to discuss and deliberate the creation of a Permitted Interaction Group (PIG) to investigate matters related to the goal of reducing, in alignment with industry performance benchmarks, delinquent payments and/or unpaid debts to the Department of Water Supply. Pursuant to Hawai'i Revised Statutes, Section 92-2.5(b)(1), the Board may select participating members to participate in the PIG, which must be less than a quorum, define the scope of its investigation, and delineate the scope of each member's authority.

Chair: Is there any testimony for this item?

For discussion and action.

G. MONTHLY PROGRESS REPORT:

Chair: Is there any testimony for this item?

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.

H. REVIEW OF MONTHLY FINANCIAL STATEMENTS:

Chair: Is there any testimony for this item?

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.

I. MANAGER-CHIEF ENGINEER'S REPORT:

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

1. North Kona Wells
2. Report on Alternative Procurement summary.
3. Online lookup of Water Board documents
4. AWWA ACE24 – June 10-14, 2024
5. Employee of the Quarter (1st Quarter 2024)

J. CHAIRPERSON'S REPORT:

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

9) ANNOUNCEMENTS:

- **Next Meeting** – May 28, 2024, 10:00 a.m., at the West Hawai‘i Civic Center, Building G, 74-5044 Ane Keohokalole Highway, Kailua-Kona, Hawai‘i
- **Public Hearing – Presentation on Final 3-year Rates** – April 23, 2024, 6:00 p.m., Liquor Control Conference Room, Hilo Lagoon Centre, 101 Aupuni Street, Room 230, Hilo, Hawai‘i
- **Public Hearing – Presentation on Final 3-year Rates** – April 24, 2024, 6:00 p.m., West Hawai‘i Civic Center, Building G, 74-5044 Ane Keohokālole Highway, Kailua-Kona, Highway

10) 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 (808) 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.

Board Packet: Pursuant to Hawai‘i Revised Statutes, Section 92-7.5, the board packet provided to members of the board for this meeting is available for public inspection during regular business hours at the Department of Water Supply office, 345 Kekūanaō‘a Street, Suite 20, Hilo, Hawai‘i.

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