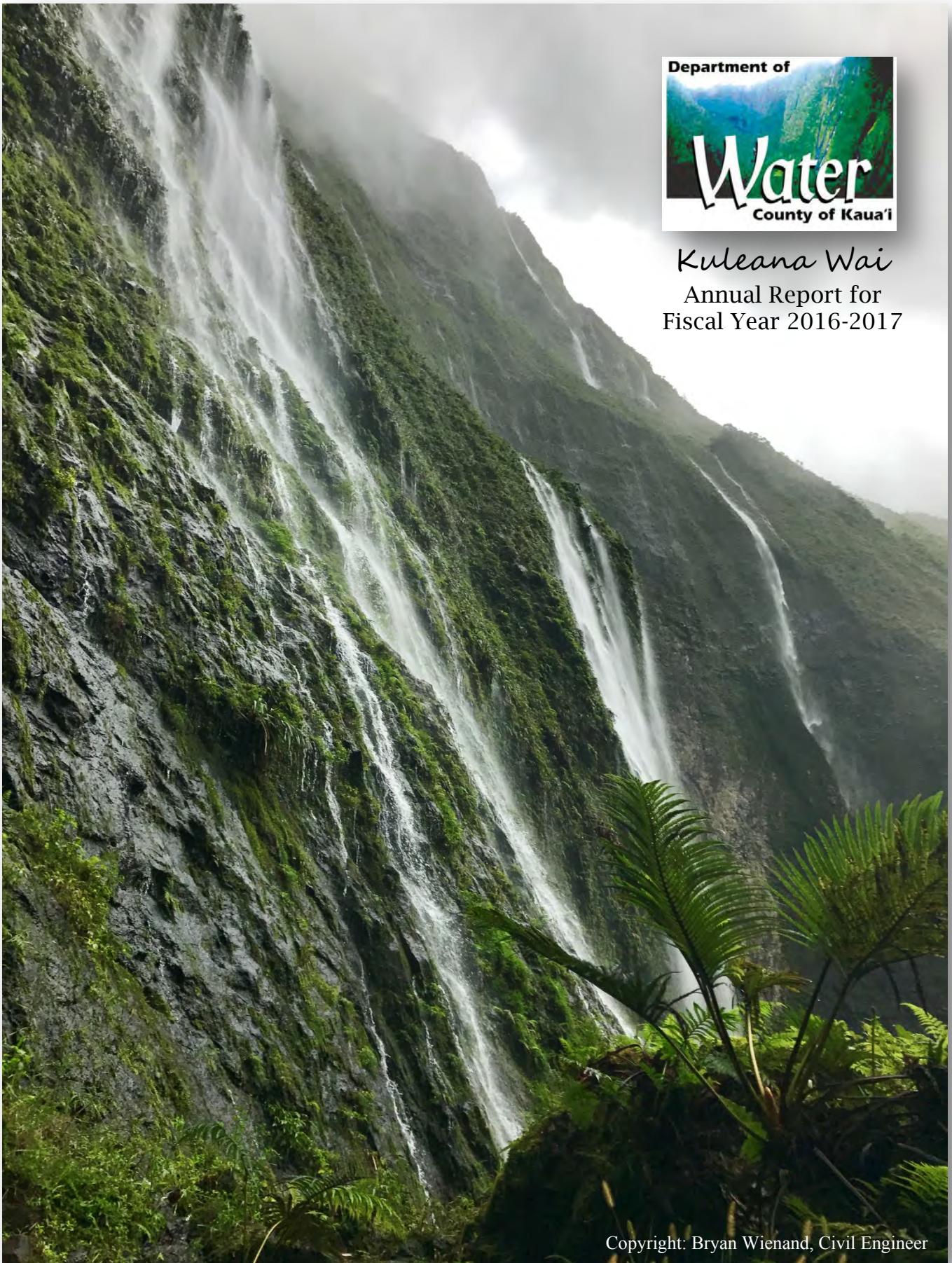




Kuleana Wai
Annual Report for
Fiscal Year 2016-2017



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“Together, we provide safe, affordable and sufficient drinking water through wise management of our resources and with excellent customer service for the people of Kaua’i”

Bernard P. Carvalho, Jr.
Mayor



Kirk Saiki, P.E.
Manager and Chief Engineer

DEPARTMENT OF WATER

COUNTY OF KAUAI

4398 Pua Loke Street Lihue, HI 96766

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Honorable Bernard P. Carvalho, Jr.
Mayor of the County of Kauai
And Chairperson and Members of the
County Council, County of Kauai
Lihue, HI 96766

Ladies and Gentlemen:

The Board of Water Supply, County of Kauai (BWS, Board) is proud to present the annual report for the fiscal year ending June 30, 2017. This report includes each program description, objectives, and accomplishments of the Department of Water (DOW) including design and construction projects completed and in progress, operations reports, and the DOW's financial status and changes in physical assets. Because the DOW derives all of its revenue from water service sales, it has no direct subsidies or contributions from the Kauai County General Fund.

The Board and the DOW team deliberated on various options to amend Part 2, Section II of the Rules and Regulations to clearly define "Water Service Areas" as identified in the DOW's Water Plan 2020. This terminology is used to plan and guide the development of future water service. In addition, the Board discussed options to amend the Facility Reserve Charge Rule (FRC) in Part 5, specifically in Section III, Applicability as it relates to the conversion of existing single-family units to a multi-family two dwelling unit structure and Affordable Housing Units. After months of discussion, public testimony, and Rule Committee discussions, the Board adopted the proposed amendments on August 21, 2017.

The Board extends their mahalo and best wishes to Board Member, Mr. Clyde Nakaya who has served two full terms on the Board. His hard work and volunteerism to serve on the Board through many organizational changes, rule amendments, policy making, and budget discussions have truly guided the Department and the Board to a much more resilient organization for future generations. The Board also welcomed its newest Board Members, Mr. Thomas Canute and Ms. Beth Tokioka.

In FY16-17, the DOW maintained operations of managing over \$12.1 million of Water Plan 2020 projects and fifty four (54) private projects and continues to progress in utilizing the Build America Bond (BAB) fund and state grant of \$3.75 million to provide additional source infrastructure in the Kapa'a district as well as to provide infrastructure for future affordable housing development in the Lihue community.

The BWS and the DOW extends its appreciation to Governor David Ige, the Hawaii State Legislature, the Department of Health, Mayor Carvalho, the Kauai County Council, and the various agencies and officials who have supported the DOW in the efforts to provide safe, affordable and sufficient drinking water to the people of Kauai.

Sincerely,

Sherman Shiraishi
Chairperson



**DEPARTMENT OF WATER, COUNTY OF KAUA'I
ANNUAL REPORT
FISCAL YEAR 2016 – 2017**

I. MISSION STATEMENT

The following mission statement serves as the guiding principle for the Department of Water (DOW). The mission statement was established in 1998.

Department of Water – Mission Statement

“Together, we provide safe, affordable and sufficient drinking water through wise management of our resources and with excellent customer service for the people of Kaua'i”

II. ORGANIZATION (County Charter, §17.01)

There shall be a Department of Water Supply consisting of a Board of Water Supply (“BWS, COK” or “Board”), a Manager and Chief Engineer and the necessary staff.

The DOW is a self-supporting entity of the County of Kaua'i. The DOW’s revenue is derived from water service sales with no direct subsidy form, or contributions to the County General Fund. The DOW’s water service revenue is used for the operation and maintenance of each water system. In efforts to provide for adequate funding in the future, the DOW will periodically study its Facilities Reserve Charge (FRC), which is a fee to be paid by new existing developers requesting additional water supply from the DOW’s water system.

A. BOARD OF WATER SUPPLY: (County Charter, §17.02)

The BWS shall consist of seven (7) members, four (4) of whom shall be appointed by the Mayor, with the approval of the Council; one (1) of whom shall be the State District Engineer of the Department of Transportation; and two (2) of whom shall be the County Engineer and the Planning Director.

The BWS welcomed Ms. Beth Tokioka to serve her first term on the Board on July 22, 2016 and Mr. Thomas Canute, Vice President of First Hawaiian Bank as the newest member of the BWS, COK on January 27, 2017.

Board Member Laurie Ho has been sworn in to serve on her second term with the BWS, on January 1, 2017.

During FY16-17, the DOW extended their fond aloha and mahalo to Board member, Mr. Clyde Nakaya who has dedicated six (6) voluntary years to the BWS.

By unanimous vote, Mr. Sherman Shiraishi was appointed as Board Chairperson for calendar year 2017. The BWS also appointed Laurie Ho as Vice Chairperson and Ms. Beth Tokioka as Board Secretary.

| | <u>Term Expires</u> |
|--|---------------------|
| Sherman T. Shiraishi, Vice Chairperson | 12/31/18 |
| Laurie Ho, Vice Chairperson..... | 12/31/19 |



| | |
|---|--------------|
| Beth A. Tokioka, Secretary | 12/31/18 |
| Thomas Canute, Board Member..... | 12/31/19 |
| Lawrence Dill (State District Engineer)..... | (ex-officio) |
| Lyle Tabata (<i>Acting</i> County Engineer)..... | (ex-officio) |
| Michael Dahilig (Planning Director)..... | (ex-officio) |

1. Power & Duties of the Board (County Charter, §17.03)

The Board shall manage, control and operate the waterworks of the County and all property thereof, for the purpose of supplying water to the public and shall collect, receive, expend and account for all other moneys and property provided for the use or benefit of such waterworks.

- a. The Board shall maintain accounts to show its complete financial status and the results of management and operations.
- b. The Board may provide for a reserve fund, issue revenue bonds, provide for payment of bonds, expend bond funds and other funds, establish rates and charges, acquire property, sue and be sued, and engage in and undertake all other activities as provided for in Chapter 145-A, Revised Laws of Hawaii 1955, and as may be hereafter provided for by law.
- c. The Board may make and, from time to time, alter, amend, and repeal rules and regulations relating to the management, control, operation, preservation and protection of the waterworks. Such rules and regulations shall have the force and effect of law. Penalties for the violation of any rule or regulation shall be set forth in the rules and Regulations.

B. STAFF (County Charter, §17.04)

The Board shall appoint an engineer duly registered under Hawai‘i State laws pertaining to registration of engineers. He shall be known as the Manager and Chief Engineer, and shall be the head of the Department. He shall have the powers and duties prescribed by the Board.

For FY16-17, The DOW had one hundred five (105) positions funded including positions that were partially funded along with six (6) summer interns. There are six (6) divisions under the management of the Manager and Chief Engineer.

The County of Kaua'i Department of Human Resources (DHR) re-described/reallocated nine (9) existing positions within the DOW and has filled ten (10) positions during FY16-17.

1. ADMINISTRATION DIVISION

The DOW’s Manager and Chief Engineer is Kirk Saiki, P.E. The administrative staff included sixteen (16) positions of which fifteen (15) were budgeted for FY16-17. The Administration Division is responsible for the day to day management of the Department and coordination between the DOW and the public, including customers, governmental organizations, and public inquiries; personnel management; contract management; management of Board affairs; and providing service to, and oversight of the operation of each of the six (6) divisions.

Current Staff:

Kirk Saiki, P.E. – Manager and Chief Engineer

Vacant – Deputy Manager-Engineer

Vacant – Civil Engineer VII

Mahealani Krafft – Deputy County Attorney

Mary-jane Akuna – Private Secretary

Chrysanthemum Erorita- Secretary

Debra Peay – Human Resources Coordinator

Vacant – Procurement Specialist

Edith Ignacio-Neumiller – Commission Support Clerk

Margie Mills – Program Support Technician I

Vacant – Senior Clerk

Kimberly Tamaoka – Information and Education Specialist

Jonell Kaohelaulii – Information Specialist I

Jeffrey Mendez – Waterworks Information Technology Officer

Sandi Nadatani-Mendez – Information Technology Specialist III

Vacant – Computer Systems Support Technician I

Program Description

Administration leads, directs and manages the activities of the Department and provides administrative support for all divisions including: personnel services, clerical support, legal support, community relations, information technology (IT), training and safety; intergovernmental coordination with Federal, State and County agencies; and coordination of long-range planning and Department programs and activities among the divisions.

Program Objectives

- a. Provide support for the BWS, COK in its role to manage, control, and operate the waterworks of the County, and all property thereof; adoption of the DOW's budget and establishment of water service rates and charges; and facilitate development and implementation of administrative rules and Board policies.
- b. Administer the Department's staff and provide support for the operating divisions, through provision of clerical, personnel, legal and IT services; coordination of Department-wide programs; establishing goals, objectives and assignments for the operating divisions; and providing operational financial and procurement oversight for the Divisions.
- c. Provide leadership for the Department's community relations and intergovernmental coordination with other federal, state, and county agencies.
- d. Coordinate Department-wide initiatives and programs, including long range planning, development of business and capital improvement program strategies, staff and organizational development, water system security and adoption and integration of new technologies.
- e. Communicate internal outreach to employees during monthly staff meetings or weekly Division Head/Lead meetings to ensure all employees are aware of new

or amended rules and regulations as well as various issues that require staff attention.

- f. The Department's Administrative support team comprised of the Private Secretary, Secretary, Commission Support Clerk, Program Support Technician, and Senior Clerk, along with Public Relations and Human Resources are implementing cross training to support the duties that need immediate assistance daily. Cross training allows the Department to function without any interruptions when clerical or administrative support is needed throughout all divisions.

Program Highlights

- a. The DOW continues to work on Water Plan 2020 (WP2020) projects. Public outreach to promote water conservation and environmental education, including sponsoring Project WET (Water Education for Teachers), and coordinating of the Make-A-Splash Festival (MAS).
- b. The DOW continues to work with the Kaua'i Watershed Alliance (KWA), an organization for mauka landowners dedicated to watershed conservation, completed preparation of the watershed management plan, and has hired The Nature Conservancy of Hawai'i (TNC) as the coordinator for the alliance. The Department, although not a landowner, is a member of the Alliance, and continues to support the conservation goals and efforts of this group in recognition of the critical importance of the watershed for maintenance and enhancement of the water resources of the island
- c. The Department also continues the work with the United States Geological Survey (USGS) Groundwater Monitoring Program to continue to collect data and evaluate status and trends of water levels in selected wells on the island.

The following summary is an overview of some of the key department-wide accomplishments for FY16-17.

Board of Water Supply Items

- a. Approved funding requests in support of training efforts and staff reorganization.
- b. The Board approved the DOW's FY16-17 operating budget of \$27,003,532 as well as eighteen (18) contracts, no water agreements and has entered into the following agreements:
 - Memorandum of Understanding with the Office of the Auditor, State of Hawai'i
 - Memorandum of Understanding with the Employees' Retirement System, State of Hawai'i
 - KIUC Photovoltaic Interconnection Agreement
 - Memorandum of Agreement with the Department of Public Works, County of Kaua'i for Job No. 12-01, WP2020 H-05 Pipeline Replacement along Weke, Anae, Mahimahi and He'e Roads, Hanalei Water System
 - Memorandum of Agreement Department of Public Works, County of Kaua'i for Job No. 13-05, WP2020 WKK-09 Kōlo Road Main

Replacement, Kīlauea Water System

- Use and Occupancy Agreement No. 276 with the Department of Transportation, State of Hawai'i for the Kaumuali'i Highway, Project No. STP-050-1(26) TMK (4) 3-8-05: Road, Līhu'e Hawai'i
- Memorandum of Understanding with Keith P. Robinson and Bruce B. Robinson for Job No. 05-02, WP2020 HW-12 Drill and Test Wainiha Well No. 4 and Job No. 15-08, WP2020 HW-11 Construct 0.2 MG Storage Tank, 144', Hā'ena, Kaua'i, Hawai'i
- Memorandum of Understanding with the Department of Public Works, County of Kaua'i for Job No. PLH-39 Līhu'e Baseyard Improvements for the DOW

c. Rule Changes - None

d. Water Rates

- The four (4) yearly water rate increases were implemented on January 1, 2012 and every July 1st thereafter for fiscal years 2013, 2014 and 2015. There were no scheduled water service rate increases for FY16-17 which is the last of the five (5) years in the water rate study. The Department continues to work with Raftelis Financial Consultants, Inc. in for the Financial Management Planning and Water Rate Analysis for the next five (5) years.

Departmental Programs

- a. The DOW is a member of the American Water Works Association (AWWA). This is a non-profit organization that benefits the DOW to improve public health with dedication to managing and treating the world's most precious resource with standards and applications of resource and training to the DOW staff.
- b. The DOW is also a member of the Hawai'i Water Works Association (HWWA). HWWA is a locally based non-profit organization and a branch of AWWA. HWWA provides the DOW as the initial point of contact concerning water system standards and the improvement of practice in operating and management of the water works and government policies to the stewardship of water.
- c. Tracking American Water Works Association (AWWA) Performance Indicators in areas of finance, customer service, operations and system replacement.
- d. The DOW continues to reduce operational costs by filling vacant positions and reducing overtime. This is being hampered due the added overtime (OT) to cover needed functions included in reorganizations that have taken years to complete.
- e. The DOW continues to provide leadership in emergency preparedness through its participation in the Utility Disaster Preparedness and Response Group which are comprised of twenty-one members of electric utility, communications, fuel and gas representatives, private water agencies, hospital representatives including Federal, State, and County Agencies to provide support for the maintenance, repair, and/or restoration of all public utilities serving the County during any emergency or disaster.

f. Trainings completed in FY16-17

- P.A. Douglas & Associates, Inc. – 43rd Annual Administrative Professional
- National Disaster Preparedness Training Center – Social Media for Natural Disaster Response and Recovery
- Texas A&M Engineering Extension Service National Emergency Response and Rescue Training Center in cooperation with the Department of Homeland Security Federal Emergency Management Agency – Crisis Leadership & Decision Making for Elected Officials
- FEMA – National Incident Management System (NIMS) An Introduction
- International Public Management Association for Human Resources – Public Sector HR Essentials
- Contract Management and Cost and Pricing
- Makani Pahili EOC Responder
- FEMA Crisis Leadership and Decision Making Training
- Project WET Conference
- Workers Compensation for Supervisors
- Customer Service Training
- Hawai'i Rural Water Association Conference Training
- Water Reuse Conference Training
- Native Hawaiian Law Training
- A Day in the Life of an Effective Supervisor
- HI Sea Level Rise Vulnerability and Adaptation
- Pacific Water Conference Training
- Everything DISC Workplace Training
- Workers Compensation Seminar
- FEMA IS-700 NIMS
- All Hazard Incident Management Team Training
- Hawai'i Borrowers SRF Workshop
- American Waterworks Association Conference Training
- Disaster Management for Water and Wastewater Utilities

Information Technology

Program Description

The Information Technology (IT) Section, within the Administration Division maintains databases for the DOW core Financial (Great Plains), Billing (CC&B), and Maintenance Management System (M-PET), maintaining and updating all applications including Document Imaging System, SharePoint, the DOW's phone system and Exchange and Water Plan 2020 databases. The staff of two supports the DOW's Business and SCADA Local Area Networks, as well as website development and network maintenance and troubleshooting and has been instrumental in moving the Geographic Information System (GIS) program forward.

Program Highlights

- a. The Customer Care and Billing System (CC&B) began its 4th year and IT continues to support the Billing Section. IT created a dedicated (encrypted) vpn connection that is always up and made available to more of the Department's staff. There are approximately fifty-four (54) users connected to CC&B system in addition to the Billing staff. This dedicated line also makes for a quicker connection for our customer support staff. Also included as part of this project is maintaining all peripherals including new printers, receipt printers, meter reader laptop and hand held devices.
- b. The DOW now hosts its own Billing System service that was previously partnered with the Honolulu Board of Water Supply (HBWS). IT was instrumental in ensuring a smooth transition during the migration from HBWS to Kaua'i. The Billing System was implemented in the cloud and went live in September of 2017.
- c. IT assisted with the implementation of a new Customer Service Portal which enables customers to create billing requests and inquiries online, as well as the ability to chat with the DOW's customer service representatives to comment on customer satisfaction and inquire any water quality concerns.
- d. IT currently maintains the DOW's SharePoint server that currently contains several portals for use within the DOW. Initially, portals were created for the Construction Management (CM) Division and the DOW's As-Built map drawings. IT have since added several other portals. CM houses all documents related to both their Capital Improvement projects (CIP) and private projects. Documents for a number of on-going projects can now be quickly located. The SharePoint server is available remotely allowing for the CM Division to integrate their daily work flow out in the field. An inspector can journalize and upload their journal/photos file directly into the SharePoint portal from the construction site.
- e. IT supports all divisions with consumption/customer information and data to be populated into the DOW's hydraulic water model. These reports also serve as a basis for determining water needs for water service inquiries.
- f. IT assists the Water Quality Division with uploading the DOW's Water Quality Reports, Consumer Confidence Report (CCR), to be viewable online.
- g. IT is also a participant in the Kaua'i County project to merge several processes for Land Management into a centralized GIS system.

IT Plan

IT continues to execute the Long Term Strategic Plan originally adopted in 2013. The I.T. Strategic Plan established ten (10) initiatives to be implemented over the course of six (6) years.

IT implemented four (4) of the IT Plan tasks.

Task 3: Migrate to SharePoint for Doc Imaging & Project Management

The task involves replacing the current document imaging system that has been retired by

the vendor and is no longer supported. IT assisted in exporting all documents from its current Document Imaging System and imported them all to the new SharePoint system. Due to the amount of documents imported, IT is in the process of upgrading SharePoint to better accommodate the amount of records.

This task also entails setting up a new Project Management System to help with the CIP and other construction projects. A request for proposal (RFP) was developed and a vendor was chosen. A notice to proceed was given to PMWeb for the implementation of their Project Management System at the end of the fiscal year.

Task 4: Develop Web Based GIS Viewer and Map Layers

This task entails developing a web based GIS viewer and map layers.

In the area of GIS, IT provides training/support where necessary. IT assists in the generation of maps for special requests or creating maps for new water projects and water shut down areas. IT also provides a hydrant layer to the Kaua'i Fire Department to update their GIS model annually.

In support of the GIS system, as-built drawings for the Kōloa -Po'ipū system were uploaded and indexed into the SharePoint System Maps portal. The as-built drawings are linked to the water models in GIS.

IT continues to develop the map layers. GIS Water Models created to date have been updated to support the Pictometry software. The Kōloa -Po'ipū Water Model is about 65% complete.

As construction jobs are completed, several GIS models are updated to include the new water infrastructure.

Lastly, in support of GIS, a new hydraulic modeling software named Innovyze has been networked and configured onto workstations in the department.

Task 7: Use Computer Aided Map and Drawing Maintenance Tools

Part of this task entails loading all maps and images into the DOW's SharePoint system. As IT develops the GIS model for each Water System, all as-built drawings pertaining to installation of tanks, pipes and wells are uploaded and indexed to SharePoint. In many cases the digital image was not available and had to be scanned first before being uploaded.

Task 10: Upgrade IT infrastructure & Expand IT Support

Upgrading and maintenance of IT infrastructure is an on-going task.

Single-mode fiber has been pulled between the microlab and administration buildings and pulled between the Microlab and new administration building. The installation has been verified for connectivity.

The single-mode fiber can currently support 10Gbps, and will support higher speeds in the future. The investment in single-mode fiber will 'future-proof' the DOW's network.

In preparation for the upgraded phone system, switches were upgraded to match the new speeds of the new fiber runs. These network switches handle voice and data traffic much quicker and efficiently, which will be necessary for future plans and the DOW's new data center.

The new datacenter was constructed in the new administration building. The datacenter contains a refreshed set of servers, which houses the DOW's virtual server environment. The server environment is redundant and is replicated to another datacenter located at the DOW.

Public Relations

Program Description

The Public Relations (PR) Section, within the Administration division, performs a wide range of public informational activities relating to departmental functions and programs. PR's main objective is to develop, manage, perform, and expand the DOW's public information and community outreach initiatives. This involves detailed coordination of promotional events, presentations and advertisements that highlight the DOW in a positive and professional way. This also involves coordinating community outreach and education on water conservation, source water protection, and general water system operations. PR achieves its main objective through the careful development and dissemination of accurate and timely public information to customers regarding the DOW's complex water systems. The PR section coordinates and conducts its program with the ongoing assistance and involvement from all divisions at the DOW.

Program Highlights

The PR activities of note during FY16-17 include the following:

a. Project Water Education for Teachers (WET) Program

The Project WET program continues to provide valuable curriculum and partnership opportunities for the DOW's PR program. PR utilizes the Project WET curriculum as a supplement to the water educational displays and presentations during outreach efforts at schools, public meetings and community events. The DOW continues to serve as the state's host institution for Project WET Hawaii. The Information Specialist serves as the program's state coordinator.

In addition, the DOW's Project WET program included PR's coordination of the 13th Annual Make a Splash with Project WET Festival held on September 21, 2016. The festival gathered over 730 fifth-grade students to learn the importance of water through interactive water education activities.

b. Community Outreach & Education

Hanalei Community Programs – PR facilitated Project WET activities to students of the Ahupuaa Explorations summer program for 4th through 6th grade students in July 2016.

Science and Engineering Fair Community Showcase –PR hosted an educational groundwater display at the Science and Engineering Fair's Community Showcase on

March 10, 2017. The DOW was one of 17 community displays and shared information about the island's water systems, water quality, conservation and groundwater aquifers.

Fix a Leak Week – PR coordinated the DOW's Fix a Leak Week campaign from March 20 to 24, 2017. Fix a Leak Week is part of EPA's Water Sense program that encourages Americans to help put a stop to the more than 1 trillion gallons of water wasted from household leaks each year. PR revamped marketing efforts for this important awareness event and utilized radio advertisements and social media efforts to promote conservation and free leak detection starter kit giveaway. In addition, PR partnered with The Garden Island Newspaper to provide awareness of water conservation and household leaks through a special featured article in the newspaper. A total 160 residents; an increase of 50% from last year, participated and received a free kit during Fix a Leak Week. PR will continue to seek community partners to promote awareness of this program.

Ag Day – PR participated as a Lecturer at the Agriculture and Environmental Awareness Day, held on May 4, 2017, at the Wailua Research Station of the UH- College of Tropical Agriculture and Human Resources. With assistance from DOW's Microbiologist V and Chemist II, PR provided a presentation about water quality, ground water and the positive and negative affects rain water can have on agriculture. PR also presented a Project WET activity based on storm water and erosion. Approximately 530 students attended the event.

Kekaha School Math and Science Night – PR participated as an exhibitor for the Kekaha Elementary School's Science and Math Night on March 15, 2017, at Kekaha Elementary School. PR set up a display and shared information about the DOW's water system, the water cycle and demonstrated a groundwater aquifer model to approximately 100 students and parents.

c. Media Campaigns

PR renewed the annual contract with KFMN-FM97 Radio Station and established a radio contract with KONG Radio Group, Inc. to conduct consistent radio advertising when public announcements are needed (i.e. water shutdowns, road closures, emergency water conservation, workshops, festival and general water information). Contracted radio announcements ensure that notices are read on air frequently, and at a moment's notice, when emergencies arise. The DOW also used its radio buys to promote conservation tips and other promotional advertising that benefitted the DOW.

PR coordinated radio advertisements to promote water conservation messages during the month of March to coincide with Fix a Leak Week, Groundwater Awareness Day and World Water Day.

d. Community Support

East and West Kaua'i Soil Water Conservation Districts (SWCD) – PR continued to work with the East and West Kaua'i SWCDs to support environmental and conservation education. Members of the SWCD volunteered for the DOW's Make a

Splash with Project WET Festival. PR once again submitted an article for the East and West Kaua'i SWCD's annual report.

Salvation Army Angel Tree Program – The DOW participated in the Salvation Army Angel Tree Program in December 2016 and donated a total of 70 gifts.

2017 Spring Food Drive – PR coordinated the DOW's participation in the county's annual Spring Food Drive for the Kaua'i Independent Food Bank. The DOW collected a total of 662 pounds of food and came in 6th place out of the 13 other participating county departments.

Mayor-a-Thon – PR coordinated the DOW's drinking water sponsorship for the Mayor-a-Thon event held on June 24, 2017. With additional assistance from DOW's former Waterworks Inspector II, and Manager & Chief Engineer, the DOW served water to all participants at the event.

e. Construction Project Blessings and Dedications

PR assisted the DOW's Chief of Construction Management with promoting and coordinating the blessing and dedication ceremonies for the Halewili Road Main Replacement Project and the Kōloa Well D Renovation and Repairs Project.

f. Conferences

PR participated as concurrent session guest speakers for the 55th Annual Water Works Association and 1st Annual Hawaii Rural Water Association Conference held on November 2 – 4, 2016. PR gave a progress report on the Project WET for Source Water Protection Education grant and promoted the educational and certification opportunities available through the program.

PR attended the 2016 Project WET USA Coordinator Conference and Training held on August 8 – 11, 2016 in Greenville, South Carolina. PR gained valuable training and experiences through networking opportunities at the conference that will help the Department's Project WET program continue to prosper.

g. Career Days

With assistance from fellow staff, PR participated in the Career Days for Wilcox Elementary School, King Kaumuali'i Elementary School, and Ele'ele Elementary School.

h. Media Features

The DOW was featured in Trade Publishing's Construction Preview 2017 Magazine. A list of expected projects for 2017 and a synopsis of the DOW's 2017 construction projects were featured. Construction Preview 2017 was published in mid-January 2017.

PR designed advertisements and wrote editorials for all of Kaua'i Family Magazine's publication issues from July 2016 to June 2017. Ads and editorials were focused mainly on water conservation messages.

The DOW was featured in The Garden Island Newspaper's April 9, 2017, Sunday

edition. The featured article, “Looking for Leaks”, promoted the DOW’s efforts to educate the public on water conservation, common household leaks and to promote the availability of free leak detection kits.

i. Increased Social Media Presence

PR continues to utilize the DOW’s social media pages for public communication. By the end of June 2017, there were 871 followers on Facebook and 933 followers on twitter.

2. WATER RESOURCES & PLANNING DIVISION

Program Description

The Water Resources and Planning (WR&P) Division is responsible for long-range planning and research and conducts analytical studies to meet the water needs of Kaua‘i. Part of this planning includes interaction with the customers, developers, and the County of Kaua‘i’s Planning Department. WR&P reviews the general plan and strategizes to coordinate it with the DOW’s WP2020. WR&P supports the DOW’s public relations and water conservation efforts, and maintains the engineering records and mapping function of the Department. WR&P also administers the Cross Connection and Backflow Control Programs.

Current Staff:

Edward Doi, P.E. – Chief of Water Resources & Planning

Michael Hinazumi, P.E. – Civil Engineer VI

Regina Flores – Civil Engineer III

Keith Konishi – Engineering Support Technician IV

Cleve Shigematsu – Engineering Drafting Technician III

Vacant – Civil Engineer III

Vacant – Civil Engineer II

Program Objectives

- a. Conducts the review and planning of water systems of proposed developments to assure compatibility with the DOW’s planning and service availability requirements including the review of subdivision, zoning, land use and general plan amendments, building permits, and water service requests.
- b. Conducts investigations to obtain and analyze data to determine existing and future water system capacity requirements including long-range planning and research and analysis of water consumption and maximum demand to meet the water needs of Kaua‘i.
- c. Determines hydraulic criteria for reservoirs, pumping stations and water mains to evaluate and develop water network requirements.
- d. Conducts water resource investigations for the development of potential sources and conduct and/or administer studies relating to the protection of watersheds and water resources.

- e. Performs various long-range planning efforts for the DOW, including the update of WP2020, and completion of the DOW’s Vulnerability Assessments and Emergency Response Plan Update.
- f. Maintains maps (i.e. valve, as-builts, area, tmk, subdivision) and records of all DOW water facilities.
- g. Assists with the prevention of contamination of its water system from other liquids, mixtures, gases or other substances through the implementation and enforcement of the Cross Connection and Backflow Prevention Program.

Program Highlights

- a. WR&P has reviewed and processed the following applications and requests for water service:

| | |
|--|-----|
| Subdivisions, Zoning, Use Permit, Land-Use, GPA/Z, ADU Clearance | 138 |
| Water Service Inquiries/ Water Meter Requests..... | 288 |
| Building Permits | 715 |

- b. WRP continued to administer approved Water Mater Plans for Kukui’ula Development Co., Grove Farm Līhu’e-Puhi Project and the Water Master Plan for the former AMFAC/JMB Līhu’e Hanamā’ulu Master Planned Community Development.

The Division also assisted the consultants in the preparation and review of the Waiahi Water Treatment Plan Upgrades and the Hokuala Master Plan.

WR&P continues to utilize and amend Water Plan 2020, adopted in 2001, as a long-range financial and facilities plan to use as a basis for the DOW’s CIP/Capital Replacement Projects (CRP) program. The Division continues to assist other Divisions regarding the CIP implementation of WP2020 Projects.

- c. The Division assisted in the lobbying efforts for funds for the Department’s CIP.
- d. WR&P assisted in the preparation of the proposed Amendments to the Rules and Regulations Pert 5 Facilities Reserve Charge Section III Applicability.

The Division also continues to participate on the implementation of the November 2015 Amendments to the Rules and Regulations relating to the Facilities Reserve Charge. The Division developed several policies to address the amendments and continues to review and update the DOW’s meter restrictions.

- e. WR&P proposed a Standard Operating Procedure (SOP) about providing water service outside of the Department’s water zone.
- f. WR&P continues to assist in the DOW’s annual conservation programs. These included the DOW’s public education campaign water conservation.

- g. WR&P assisted with new service applications and provided support to management, operations, fiscal and engineering divisions.
- h. WR&P remains responsible for the design and implementation of capital improvement source development, storage and transmission mainline projects as assigned by the Manager and Chief Engineer.
- i. The annual backflow device test program continues to be refined and expanded. WR&P continues to review and approve backflow device construction plans as well as maintain an inventory and status of each of the 1,618 backflow devices. WR&P supported Fiscal Division's efforts to require the installation of backflow devices in order to qualify for the DOW's agricultural water service rates.
- j. WR&P continues to update the DOW's hydraulic system models as well as the scanning of maps and other records onto the DOWs intranet for internal efficiency.
- k. WR&P participated in community meetings with various drought and watershed groups. WR&P continues to assist Kaua'i's local Drought Committee to develop County mitigation strategies and drought mitigation projects for Kaua'i. WR&P supports the activities of the Kaua'i Watershed Alliance (KWA) that included a DOW grant to their coordinators, TNC for their continued maintenance and conservation efforts to protect Kaua'i's watersheds.
- l. WR&P continues to coordinate and administer the United States Geological Survey (USGS) cooperative research program that studies the decreasing ground water levels for the Līhu'e-Kapa'a areas. WR&P also administered the University of Hawai'i Office of Research Studies, "Projecting Future Rainfall Variations for Kaua'i project." Work involves projecting future rainfall and evapotranspiration for Kaua'i. The project intends to project future changes in rainfall and evapotranspiration at high resolution for Kaua'i using dynamical downscaling approach to provide scientific based data to make sound decision to better manage future water resources. This will assist in analyzing the small Island of Kaua'i and it's complex terrain with differences between the climatologically very high rainfall at the summit of Mt. Waialeale and a very dry region, such as Waimea Valley.
- m. WR&P continues to administer and participate in the Kaua'i Water Use and Development Plan Update.
- n. WR&P represents the DOW at the County's Affordable Housing Task Force (AHTF) meetings that are conducted on a monthly basis. The AHTF continues to facilitate the development and approval of affordable housing projects on the island.
- o. WR&P also assisted in conducting various briefings and presentation to the Kaua'i County and other public groups.
- p. WR&P participated in the preparation of the Residential Fire Sprinkler Study.
- q. WR&P continues to participate in completing the Kaua'i Water Source Protection Plan.

3. **ENGINEERING DIVISION**

Program Description

The Engineering Division is responsible for maintaining the Water System Standards of the Department while overseeing the design of Capital Expansion Projects, and the Capital Rehabilitation and Replacement Projects (R&R). The division administers engineering consultant design contracts, evaluates the feasibility of pipeline alignments and sites for water facilities, prepares plans specifications and bid documents for new water system facilities, provides design review services to both government agencies and private developers who design and build water system improvements that will be dedicated to the Department.

The Engineering Division performs all necessary construction plan review for WP2020 projects including the plan review for storage tanks, pumping facilities, pipelines and other water system facilities that are installed by other government agencies and private developers.

Current Staff:

Keith Aoki, P.E. – Civil Engineer VI

Bryan Wienand, P. E. – Civil Engineer V

Vacant – Civil Engineer V

Eric Fujikawa – Civil Engineer III

Vacant – Civil Engineer II

Program Objectives

The Engineering Division is committed to conduct its business and operations in a safe and efficient manner and to achieve the following objectives:

- a. Assist with the implementation of the CIP identified in WP2020, including new facilities (well sources, storage tanks and waterline) through its CIP - Expansion, and maintaining and upgrading existing water facilities through the CIP - R&R Programs.
- b. Provides the necessary engineering services to ensure the construction of water facilities adheres to the standards and policies of the Department.
- c. Conducts the expansion of the water system by design of the Department's plan review for integration of private development water system improvements into the Department's systems.

Program Highlights

The Engineering Division continues to utilize the \$60 million Build America Bond (BAB) issuance from March 2010 in addition to other funding sources. The construction drawings for several projects have been completed and the design has progressed or been initiated on a multitude of other WP2020 projects to improve source, storage, or transmission infrastructure in various parts of the island.

WP2020 projects of note include:

Waimea District

- HE-14 – Hanapēpē-‘Ele‘ele Booster Pump Replacements - Design completed

- HE-1 – Reorganize Water System; Pipeline Connecting Hanapēpē and ‘Ele‘ele
- HE-10 – Hanapēpē Road 6” Water Main Replacement
- LO-08, LO-10 – Lawai-Omao Water Main Replacement
- K-01 & K-12 – Kalaheo Water System Improvements (Yamada 0.5 MG Storage Tank, Clearwell 0.5 MG Storage Tank, 8” Water Main, Yamada Well)
- K-05A – Kukuiolono 0.5 MG Storage Tank
- KP-09 – Kōloa Wells “16A” & “16B” Site & Building Improvements - Design completed
- MO-03 – Land and Well Acquisition: Waimea 0.5 MG Tank, Well ‘A’ Site, Well No. 2 Site, Kekaha Well No. 2 Site)
- KW-07 - Rehabilitate Paua Valley Tank #1, 0.5 MG Concrete

Līhu‘e District

- PLH-01A – Grove Farm 0.5 MG Storage Tank (Replacement of Grove Farm Storage Tanks #1 and #2) – Design completed
- PLH-35b – Kapaia Cane Haul Road 18” Water Main

Kawaihau District

- WK-23 – Wailua Homesteads 0.25 MG Storage Tank (U.H. Experimental Station Site)
- WK-08 – Kapa‘a Homesteads Two 0.5 MG Storage Tanks (1.0 MG Total)
- WK-39 – Kapa‘a Homesteads Well #4
- M-02 – 0.1 MG Moloa‘a Storage Tank

Hanalei District

- WKK-15 – Kīlauea (Pu‘u Pane) 1.0 MG Storage Tank and Connecting Pipeline
- ANI-01 – “Anini & Kalihiwai Road 6” Main Replacement, Phase 1 (Kīlauea to Kalihiwai) & Phase 2 (Kalihiwai to “Anini)
- HW-11 – Hā‘ena 0.2 MG Storage Tank
- H-05 – Weke, Anai, Mahimahi and He‘e Roads, 6” and 8” Water Main Replacement
- HW-12 – Drill and Test Wainiha Well #4
- MO-03 – Land and Well Acquisition, Moloa‘a: Acquire Source, Install Pump, Controls, and 12” Pipeline
- H-08 – Drill and Test Hanalei Well No. 2
- WKK-03 – MCC, Chlorination Facilities, Kīlauea Wells No. 1 & No. 2

Private development projects of note include:

Waimea District

- ‘Ele‘ele Iluna Subdivision, Phase 2, Increment 1
- Kula Aupuni A Niihau Aloha school
- State Highway Hanapepe Bridge Replacement (DOT)

Kōloa District

- Makahuena Subdivision (S-2015-14)
- Kukui`ula HH-11 Subdivision (S-2011-20)

- County of Kauaʻi Work Force Housing
- Wailaʻau Road Water Line
- Kahela Subdivision – Parcel H (S-2016-02)

Līhuʻe District

- Kohea Loa Subdivisions
- Wailani Ahukini Makai Subdivision
- Wailani Molokoa Subdivision
- Waiola Ph. II Subdivision
- Waiola Ph. III Subdivision (S-2009-15)
- Hoʻoluana at Kohea Loa Control Valve
- Puakea I Subdivision Re-certification(S-2006-27)
- Adolescence Treatment and Healing Center

Kawaihau District

- Kulana subdivision
- Makaiwa Resort Development
- Puuopae Bridge Replacement

Hanalei District

- Kīlauea Community Ag. Park, revised plans
- Wainiha Bridges Replacement (DOT)

The Engineering Division has received thirty-five (35) new private development projects for review in addition to ongoing private development and other government agency design projects.

4. CONSTRUCTION MANAGEMENT DIVISION

Program Description

The Construction Management (CM) Division is responsible for the construction and inspection of water projects such as reservoirs, pumping facilities and pipelines by planning, reviewing plan designs for constructability, preparing construction RFP documents and subsequent construction management, and inspecting water system improvements funded by the Department as outlined in WP2020. The CM division is also responsible for the construction management and inspection of all privately funded projects such as service laterals and subdivisions. The increase in private development over the last year has occupied much of the division’s time and is expected to continue over the next year with the added increase of WP2020 projects.

The CM Division administers construction contracts, evaluates the constructability of pipeline alignments and sites for water facilities through plan design review, administers all of the construction for CIP and CRP/CRPL and provides engineering design and inspectional services to the Operations Division during emergencies as needed.

The CM Division also prepares plans and specifications and bid/RFP documents for new water facilities and implements and inspects Department's standards and policies.
WP2020

The CM Division also provides construction management to private developers who design and build water system improvements that will be dedicated to the County by performing construction inspection and reviewing and approving post-construction documents for water facilities that are being dedicated to the County.

There were eight (8) permanent positions for the CM Division in FY16-17. During the fiscal year, the Project Manager Series was converted to the Civil Engineering series to better reflect the actual high level construction professional engineering level of work CM Division staff engineers do on a normal basis. Of the eight (8) positions, one (1) position is an engineering program assistant (higher level clerk) that was hired during the fiscal year FY16-17 Three (3) positions are within the Civil Engineering Series and four (4) positions are within the Inspector Series. There is one (1) vacancy remaining in civil engineering section and one (1) in the inspection section with another anticipated via retirement. The CM division has had an extremely difficult time attracting and retaining qualified staff and continues to revise and implement a plan to deal with the problem. Civil engineers are difficult to attract and retain and all options are being considered to prepare for long term vision and goals while achieving equity in classifications. It will be vital that the Department have support in this process to attract and recruit staff in a timely manner. In the meantime, although much more costly than multiple permanent new staff members, the DOW is utilizing As-Needed Construction Management consultant contracts to maintain operations when necessary.

Current Staff:

Dustin Moises, P.E. – Chief of Construction Management

Joel Bautista – Civil Engineer III

Vacant – Civil Engineer III

Daniel Kittredge - Waterworks Inspector III

Leo Anguay - Waterworks Inspector III

Richard Banasihan - Waterworks Inspector II

Vacant - Waterworks Inspector I

Bekki Dee Malapit – Engineering Program Assistant

Program Objectives

The CM Division is committed to conduct its business and operations in a safe and efficient manner and to achieve the following objectives:

- a. Improve the water facilities infrastructure by constructing new well sources, storage tanks and waterlines through its WP2020 CIP Program as assigned.
- b. Maintain and upgrade existing water facilities through the WP2020 CRP/CRPL Program as assigned.
- c. Coordinate construction and integration of privately constructed water system improvements, as assigned, that are dedicated into the Department's system.

- d. Provide construction management and inspectional services to ensure the assigned construction of water facilities adhere to plans and specifications and the standards and policies of the Department.
- e. Provide professional engineering design review for all WP2020 Projects.

Program Highlights

DOW WP 2020 Project:

During FY16-17, the Department's Construction Management Division has made continued progress in utilizing the \$60 million Build America Bond (BAB) issuance of March 2010. CM also manages funding from the State Department of Health Drinking Water State Revolving, grant funding, as well as funding from the DOW's Water Utility General Fund. In the process, CM Division completed construction on several projects and several other projects are nearing completion.

The major project accomplishments by the Construction Management Division on the Department's WP2020 Projects during the period of July 1, 2016 through June 30, 2017 include:

Kalāheo District

- Job No. 11-10, WP2020 K-08 8-Inch Main replacement along Halewili Road construction was completed

Kōloa-Lāwa'i-Omao District

- Job No. 13-07 Kōloa Well D site improvements started construction

Līhu'e District

- WP2020 PLH-39 DOW Līhu'e Baseyard Improvements construction was completed

In summary, the CM division is currently managing various phases of approximately \$12.1 million of WP2020 projects. There is currently one (1) project in construction, with a total value of approximately \$552K.

There has only been one new project advertised for construction during FY16-17, but the DOW anticipates a more active FY17-18 as the backlog of designs from the past 5 years will be completed. Six (6) new projects slated with a construction cost over \$15 million are projected for FY17-18. The RFP process has been a success and all future construction projects are intended to be procured by this method and not necessarily the lowest offeror will be chosen for construction. That being said, if projects are deemed to benefit from low bid procurement, that will be considered. Further, based on current CM Division design reviews, it is anticipated that at least four (4) of the six (6) WP2020 projects will be ready to start construction in FY-17-18.

PRIVATE PROJECTS:

The CM Division has managed numerous privately funded projects which include additional service laterals, detector checks, waterline extensions, hydrants, and appurtenances.

In total nearly sixty (60) private projects were initiated, continued, and/or completed during the fiscal year. The private projects require critical project management and inspection as they include review and approval of cost breakdowns, easements, conveyances, and as-builts.

The CM Division managed and inspected construction of various private developer water projects. There were several major subdivision projects that occurred while less time being spent on individual laterals with the signing of the Additional Dwelling Unit (ADU) administrative directive drafted by the Construction Project Management Officer to have Operations staff install new ADU laterals. The private sector development has increased since last fiscal year with the completion of projects like the Hooluana at Kohea Loa (Hanamā'ulu Triangle) onsite waterline, offsite waterline, Kalepa control valve station, Rice Camp Senior Housing Phase II, Wailaua waterline and other private projects. Private projects are in design and are expected to increase during the next fiscal year in Kukui'ula and Grove Farm Properties while new construction will also start/continue at Ele'ele Iluna Increment 2, Puakea Phase I subdivision, Kukui'ula Parcel A subdivision, Kukui'ula Road 3A, Kukui'ula Road 3B, Kilauea Lighthouse Village, as well as other private projects.

INITIATIVES:

- 1) Continue efforts to attract and retain qualified permanent CM staff and streamline construction management operations to increase efficiency. This will be done by reallocating positions as necessary, selecting the proper candidates for the desired role and fit within the vision the division, and working with our design team to assure approved construction drawings requirements and specifications allow CM staff to properly manage construction projects. In doing so, CM staff will continue to be heavily involved in the design process of WP2020 projects to accomplish this.
- 2) In addition to various County wide trainings, the CM Division staff completed various trainings throughout the fiscal year to stay updated, evolve and progress with the ever changing requirements related to water utility construction such as:
 - County DISC Training
 - OSHA 10-Hr Training
 - Trench Excavation Safety workshop – Competent person training
 - CISEC (Certified Inspector for Soil & Erosion Control) training with 2 staff members attaining highest level credentials via exam
 - Contract Management, Cost and Pricing
 - Supervisor Training – Reasonable Suspicion
 - FEMA Crisis Leadership & Decision Making Training
 - Confined Space Entry Training
 - EOC Operations & Planning for All Hazards
 - HEC Kaua'i Fundamentals of Supervision – Supervision 101
 - WPL Differing Site Conditions – Big Game of Shifting Risk Training
 - FEMA Disaster Management for Water & Wastewater Utilities
- 3) After a successful pilot implementation of the electronic inspection journal process, the CM Division fully integrated electronic journaling to all projects currently

managed. All WP2020 and private construction projects are now documented electronically and available via the SharePoint CM Portal with the assistance of the DOW's IT Section. The CM Division continues to move forward to going paperless and has started the transition to more comprehensive construction management software. This will include contract management, funding, procurement, and other aspects of project management (Design and Construction) with the IT strategic plan that is based on this initial electronic implementation. The DOW IT Division worked with the CM Division to select a software provider (PMWeb) in FY16-17 with implementation occurring in FY17-18.

- 4) The long term vision is to have the CM Division be the leading government construction management division in the State of Hawaii. This initiative will be accomplished by continuing to promote staff members evolve as people inside and outside of work, evolve as professionals in engineering and inspection, and going beyond the usual or normal limits with progressive adaptive changes when necessary for the betterment of DOW internal and/or external customers as related to construction management.

5. WATER QUALITY DIVISION

Program Description

The Water Quality Division consisting of two (2) Water Microbiologists and one (1) Chemist is responsible for the quality and safety of the water provided by the DOW. The division oversees the DOWs compliance with the Environmental Protection Agency's (EPA) Safe Drinking Water Act (SDWA). This entails that the requirements of all the rules and regulations set forth by the SDWA are met. There are microbial and chemical aspects to the SDWA. Much of the required microbial and chemical testing is performed at the Water Quality Division's Micro Laboratory. Much of the more involved testing is done by Eurofins Analytical and the Hawaii Department of Health's Laboratory in Honolulu.

The Water Quality Division also provides in-house testing for the DOW's Operations Division. Major water main breaks and new infrastructure are tested for coliforms as well as other chemical/physical analysis. Wells are also tested for chemical and microbial contaminants when pumps are repaired or new ones installed. Sources are routinely tested for coliform bacteria as well. New sources are also, tested and monitored.

The Water Quality Division also addresses customer inquiries regarding water quality and health/safety concerns. This is done by phone or in person (visits to customers).

The Water Quality Division provides the data needed to complete the DOW's annual Consumer Confidence Reports.

Current Staff:

Carl Arume – Water Microbiologist V

Peggy Yoshioka - Water Microbiologist IV

Andrew Canavan – Chemist II

Program Objectives

1. The Water Quality Division continues to insure good water quality in all current and future distribution systems.
 - Continue compliance microbial sampling.
 - Update sampling points as necessary reflecting population and community growth.
 - Monitor major main breaks and other insults to the integrity of our distribution systems.
2. The Water Quality Division complies with the EPA-SDWA drinking water standards by working with the Hawai'i State Department of Health (DOH's) Safe Drinking Water Branch (SDWB).
 - Utilize SDWIS and SCRS data management systems.
 - Meet sample deadlines.
 - Perform Pre-Sanitary Surveys to identify potential deficiencies that can be remedied before the actual DOH Sanitary Survey.
3. The Water Quality Division is working to implement more dedicated sampling stations in the DOW's distribution systems.
 - Work with the DOW's Operations Division to install dedicated sample stations.
 - Work with Engineering to have stations installed in new subdivisions.

Program Highlights

- a. The Water Quality Division continues to utilize the Sample Reservation and Collection System (SCRS) which allows the Division to schedule and track chemical samples more effectively. It also facilitates better coordination with the DOH's SDWB.
- b. A reverse osmosis system is available in the Micro Laboratory and an Ultrapure water is also available for the Operations Division to use for their generator batteries.
- c. Phase II, V sampling continues later this fiscal year for all systems for the current event period (2017-2019). Unregulated Contaminant Monitoring Rule (UCMR) 4 sampling will start in May 2019 and the Water Quality Division has been updating the EPA data system in preparation for the event.
- d. Effective April 2016, the Water Quality Division implemented the Revised Total Coliform Rule (RTCR). Sample points were reviewed and updated. Micro Sample Points and sources were mapped and photographed for input into the new format as required by the new regulation. This siting plan has been reviewed and accepted by the DOH SDWB.
- e. The MicroLab inspection has been completed by the DOH in May of 2017.
- f. The Water Quality Division personnel continue to be certified for analysis of total coliforms, *E. coli* and heterotrophic plate count.
- g. Long Term 2 Enhanced Surface Water Treatment Rule 2nd round sampling plan is completed and approved by SDWB. Sampling began in October of 2016 and will continue through September of 2018.

- h. One new dedicated micro sampling station was installed by the DOW's Operations Division.
- i. The Water Quality Division continues to abide and meet all existing SDWA rules, requirements, and standards.
- j. Lead and copper samples were taken for the 2015 sampling period with results well below the action levels set by EPA. Sampling has begun for the 2017 sample period.
- k. The Water Quality Division continues to work with the SDWB and the Operations Division to bring the pH up to acceptable levels required for Wainiha Well No. 2.

6. OPERATIONS DIVISION

Program Description

The Operations Division is responsible for maintaining and operating the DOW's water distribution network, water storage facilities and water producing sources. As water is an essential commodity, emergency repairs and trouble calls are provided round-the-clock on an as-needed basis. In order to accomplish its mission, the Operations Division maintains and stocks a complete inventory of materials and supplies for assurances that repairs are completed in a timely manner. The Operations Division handles the smaller construction projects and participates in large pipeline installation projects. It also initiates field engineering to ensure efficient operations. Along with the responsibilities of providing potable water, Operations Division provides the DOW facilities maintenance and fleet management functions and is responsible for the maintenance, repairs and replacement of all DOW owned facilities, vehicles and equipment.

Under the direction of the Chief of Operations, the Operations Division team of forty-eight (48) is comprised between the Plant Operations Section and the Field Operations Section.

Current Staff:

Valentino Reyna – Chief of Water Operations
Ryan Smith – Assistant Chief of Water Operations
Chris Nakamura - Water Service Supervisor III
Virgil R. H Kapanui - Water Service Supervisor III
Vacant – Water Plants Superintendent
Vacant – Water Field Operations Superintendent
Amy Kiyotsuka - Clerk Dispatcher II
Krist'I Castillo-Gray – Senior Account Clerk
Malia Reis- Account Clerk
Shayce L. Yasutake - Automotive Mechanic II
Ray Jerry Silva - Automotive Mechanic I
Vacant – Heavy Vehicle & Construction Equipment Mechanic I
Peter Sapinoso – Equipment Operator II
Larry Dabin – Equipment Operator II
Franklin Iwai – Equipment Operator II
Lenny Camat – Equipment Operator II
Vacant – Equipment Operator II

Reynold Abigania – Groundskeeper
Raymond A.F. Jr. Chow – Lead Pipefitter
Brian Fujii – Lead Pipefitter
Alan Iwasaki – Lead Pipefitter
Warren Rita – Lead Pipefitter
Craig Shirai - Lead Pipefitter
Wiley Yoshioka – Pipefitter
Casey Kaohelaulii – Pipefitter
Selwyn Rita – Pipefitter
Jeffery Silva – Pipefitter
Randal Watanabe – Pipefitter
Darren Horner – Pipefitter Helper
Russell Yonohara - Pipefitter Helper
Michael Mack - Pipefitter Helper
Vacant - Pipefitter Helper
Clyde Kojiri - Pipefitter Helper
Dean Sacramed – Maintenance Worker I
Serafin Galves S. Jr. – Construction & Maintenance Worker II
Darren Galas – Maintenance Worker II
Neal Iseri – Waterworks Electronics/Plant Electrical Tradesperson II
Vacant – Waterworks Electronics/Plant Electrical Tradesperson I
Darwin P. Bukoski – Plant Electrician
Nelson Inouye – Plant Electrician Helper
Kyle Napoleon– Utility Worker
Kevin J.K. Pongasi Water Meter Mechanic
Ronald Yamashita – Assistant Water Plant Operator
Lance Nakata – Water Plant Operator I
David Okamoto – Water Plant Operator II
Galen Shigeta – Water Plant Operator I
Vacant – Water Plant Operator I
Darren Lizama – Water Service Investigator

Program Objectives

The Operations Division daily activities are centered along the following:

- a. To operate, monitor, and maintain DOW’s 52 deep-well pumping stations, 19 booster pumping stations along with its associated electrical motor control centers and chlorination disinfection equipment, four tunnel sources, 60 storage tanks, and 75 control valve stations.
- b. To maintain, repair and replace any mechanical and electrical malfunctioning components, equipment and infrastructure to maintain water service.
- c. To maintain and repair the DOW’s fleet of forty-six (46) vehicles, two (2) backhoes, four (4) skid steer loaders along with their various attachments, one (1) mini-excavator, one (1) portable air compressor, twelve (12) trailers, fifteen (15) trailer-mounted generators ranging in sizes from 70 KW to 400 KW, two (2) light towers, and numerous motorized hand-operated construction equipment.
- d. To operate, monitor, and maintain more than 400 miles of pipelines, 21,504 consumer water service connections, 4,000 valves, 2,400 hydrants and standpipes.

- e. To install new service connections and meters including the replacement of defective meters including those in service for 20 years. Provide temporary water services through hydrant meter connections for construction activities such as dust control and landscaping.

Program Highlights

Field Operations Section Statistics FY16-17

- Various leak repairs (transmission and distribution lines).....431
- Install Lateral50
- Install New Meters74
- Replace Defective Meters99
- Replace Meter Box and Cover13
- Live Taps and Contractor Waterline Shutdowns16
- One Call Center Tickets (requests for markings)645
- Fire Hydrants Preventative Maintenance Work Orders155
- Fire Hydrant Corrective Maintenance and Replacements46
- Temporary Fire Hydrant Meter Installations19

Plant Operations Section Statistics FY16-17

- a. Auto mechanics performed routine troubleshooting and repairs of vehicles and equipment. 163 work orders.
- b. Electricians performed electrical routine troubleshooting and repairs at various island wide remote sites. 29 work orders.
- c. Water Plant Operators performed routine maintenance of all remote sites as well as maintenance of pumps and motors. Water Plant Operators performed routine daily check of island-wide water disinfection and storage systems. 23 work orders.
- d. Maintenance Workers performed routine construction, repair, maintenance works at island wide remote facilities. 84 work orders.

Other Program Highlights for FY16-17

- a. Contract No. 615, GS-2016-1 Furnish and Deliver One (1) Super Cab Pickup Truck w/Liftgate and Accessories, and One (1) Super Cab Medium Duty Pickup Truck w/Liftgate and Accessories
COMPLETED
- b. Contract No. 616, GS-2016-1 Furnish and Deliver One (1) Access Cab Pickup Truck w/Liftgate and Accessories
COMPLETED
- c. Contract No. 619, Job No. 16-1 Kalāheo Jelly Factory Booster Pump Motor Control Replacement Project
On-going
- d. Contract No. 621, GS-2016-3 One (1) Chassis Cab Dump Truck with Accessories
COMPLETED

- e. Contract No. 623, Job No. 16-3 Kōloa Well C Repair
COMPLETED
- f. Contract No. 626, Job No. 17-01 Piwai Well No. 3 Repair
On-going
- g. Contract No. 628, Job No. 17-08 Wainiha Well No. 2 Replacement
COMPLETED
- h. Contract No. 630, Job No. 17-05 Puhī Well 5A Repair
On-going
- i. Contract No. 632, Job No. 17-02 SCADA System Maintenance
On-going
- j. Assisted Engineering Division in construction plan review of the DOW facilities improvements, expansions, repairs and maintenance.
- k. Operations Division personnel performed in-house construction, repair, maintenance of remote site access roadways and structures.
- l. Coordinated with Hawaii Rural Water Association (HRWA) and Commission on Water Resource Management (CWRM) for training and guidance in water audits as well as ways to reduce the use of non-revenue water.
- m. 2,064 work orders were issued for Operations Division. Works included vehicle maintenance and repair; hydrant maintenance and repair; Hawaii One Call requests for markings; transmission/distribution/main line and appurtenances leak repair and maintenance; electrical and electronics repair and maintenance at remote terminal units, tank sites, deep well sites, and booster pump sites; grounds keeping at remote sites; repair and maintenance of access roads and driveways at remote sites; remote buildings and structures repair and maintenance; disinfection/chlorination equipment repair and maintenance; water meters installation, repair and replacement.

7. FISCAL DIVISION

Program Description

Under the direction of the Waterworks Controller, the Division consists of Accounting Section and Consumer Service/Billing Section. The Fiscal Division is responsible for the planning and directing financial activities of the DOW and administers the fiscal programs and customer activities of the Department including but not limited to: cash management, cost accounting, payroll, leave records, accounts payable, utility plant accounting, meter reading, consumer billing and accounting and; preparation of financial and statistical reports; conduct internal audits and facilitate financial and statistical studies of the Department for reports and rate making; prepare the financial statements for yearly audit and assists the Manager in the development of the DOW's annual budget.

Current Staff:

Marites Yano – Waterworks Controller
Fay Tateishi – Accountant IV
Analyn Flores – Accountant IV
Anne Parrott – Accountant III
Elaine Ruiz – Accountant II
Laurien Hardwick – Account Clerk
Karen Ann Delgado – Accountant II
Rosemarie Navea – Accountant II
Mona Yamauchi – Customer Relations Assistant
Norma Imada – Customer Services Representative II
Amberbriana McCarthy – Customer Services Representative I
Terrilyn Amorin – Customer Services Representative I
Gloria Rafael – Meter Reader/Field Collections Supervisor
Ronald Balbin – Meter Reader/Field Collections
Eugemar Manibog – Meter Reader/Field Collections
Elliot Jung – Meter Reader/Field Collections
Tessie Guerrero – Janitor II
Tyrus Shigematsu – Janitor II
Ferdinand Mariano – Accountant I

Program Objectives

Waterworks Controller

- a. Administers the affairs of the Fiscal Division and all programs assigned to it.
- b. Preserves the financial integrity of the DOW through internal control and annual financial audits.
- c. Generate a return of investments and to insure deposits with financial institutions are fully collateralized.
- d. Monitors the availability of funds to meet cash flow requirements.

Accounting

- a. Provide accurate, complete, and timely recording and reporting of the financial transactions and activities of the DOW.
- b. Process the DOW's payroll in a timely manner.
- c. Process accounts payable and issue payments in a timely and efficient manner.
- d. Streamline accountability of the DOW's utility plant assets and property.

Accounting System:

- The accounting section utilizes the Great Plains Financial System to process and maintain the DOW's general ledger accounts. The DOW recently re-implemented the use of Great Plains by re-describing the existing chart of accounts. A new program for "Requisitions" was fully integrated with the existing "Purchase Order" system in Great Plains.
- Monthly financial closing and reporting was enabled to allow detailed reports for the board. Manual worksheets and reporting was automated after the Great Plains Financial Accounting System's re-implementation.
- The DOW continues to prepare the budget format where each Division/

Section Head are budget managers of their own division/section's budget. An Encumbrance Report can be viewed and generated to monitor a year to date budget status.

- The DOW's payroll is processed twice a month through the County's AS 400 payroll system. The DOW adheres to the County's payroll deadline to meet their closing requirements.
- The DOW uses the Maintenance Productivity Enhancement Tool (MPET) to process the Operations Division's timesheet for payroll. In addition, MPET is used to maintain the DOW's Materials and Meters Inventory as well as keeping track of Work Orders for billable and non-billable charges.
- Fiscal Reorganization to re-align some existing positions with current job descriptions was submitted and approved by the board.
- The DOW is working with a Consultant with the ongoing five (5) year water rate study.

Consumer Service

- a. To provide timely billing, collection, accounting and depositing payments of water bills and invoices.
- b. Process meter applications and new services.
- c. Service customers who inquire about billing, payment and collection matters.
- d. Maintain records of accounts receivable.

Consumer Service:

- The DOW water bills are generated through the newly implemented Customer Care & Billing system. The DOW billing system completed the conversion from a hosted environment to a DOW own instance of CC&B and went live effective October 1, 2016.
- The use of CC&B now allows the DOW to bill monthly so meters are also read monthly. This created additional workload to billing section. Options are being considered such as below;
- Lock box was implemented thus collection process and customer service were enhanced.
- Service cloud was implemented as an option for customers to submit request or queries regarding their water service applications and/or other water related inquiries.
- Field Service Management is on User Acceptance Testing phase where the Meter Readers/Field Collection Clerks can now receive live data from the office for any Field Activity created that needs to be completed while they are dispatched on the field.
- E-bill presentment is an option available to customers that supports the "GO Green" initiative.
- The use of credit card as payments for water bills is on the table for consideration.
- Two (2) new Customer Service Representative Positions were approved.

Program Highlights

- a. Water service sales and other revenues for FY16-17 was \$ 28.8M. The DOW

provided water service to approximately 21,504 customer accounts with water usage totaling 4.025 billion gallons.

- b. Operating expenses and debt service for FY16-17 was \$32.8M; \$8.1M of which was for debt service, \$7.5M for depreciation costs, \$1.0M for cost from water agreements, \$2.1M was for hydrants maintenance and cost of electrical power purchased for pumping was 2.6M.
- c. A summary of changes in the physical assets of the DOW is attached:

Kauai County - Department of Water
June 30, 2017
Utility Plant Additions

| Date | Job / Work Order | Description | Asset | Amount |
|----------|------------------|---|--|---------------------|
| 06/30/17 | 16-03 | Koloa Well C | Well Improvements | 14,716.56 |
| | | | Wells & Springs | 14,716.56 |
| 06/30/17 | 16-03 | Koloa Well C | Pump Motor | 114,343.50 |
| | | | Electric Pumping Equipment | 114,343.50 |
| 09/06/16 | PLH-39A | New Admin Building | Pipeline | 412,154.51 |
| 03/31/17 | 2011-10 | New 8" WL along Halewili Rd (Kaunualii Hwy to Haku Hale St) | Pipeline | 805,956.98 |
| 02/10/17 | Conveyance | Grove Farm Inc | 6" Ductile Iron Pipe Waterline - 2600lf | 518,631.00 |
| 03/02/15 | Conveyance | Kauai Habitat for Humanity | 1585 lf 8" DI Pipe waterline | 93,425.61 |
| 12/30/16 | Conveyance | P & R Aloha Grp | 34 lf - 2 1/2" Copper Waterline | 6,956.00 |
| | | | Transmission & Distribution Mains | 1,837,124.10 |
| 09/06/16 | PLH-39A | New Admin Building | Service Lateral - Standard & Irrigation | 13,219.30 |
| 02/28/17 | C170142 | 2952 Pua Loke St. Lihue | Replace Service Lateral | 1,666.49 |
| 04/30/17 | C161985 | 4711 Maikai Rd. Kalaheo | Replace Service Lateral | 1,770.47 |
| 07/13/16 | Conveyance | Campbell & Van Fossen | 1" Copper SS Lateral | 12,425.00 |
| 05/02/17 | Conveyance | DeGeus | 1" Copper SS Lateral | 42,411.00 |
| 04/03/17 | Conveyance | Gilbert B. & Vanderbuilt C. | 1 1/2" Dbl Svc | 21,255.00 |
| 07/13/16 | Conveyance | Kakimoto | 1" Copper SS Lateral | 6,500.00 |
| 08/03/17 | Conveyance | Kalihiwai Bridge Subd - Linzinmeir CPR () | Sgl & Dbl Svc Lateral | 8,950.00 |
| 12/30/16 | Conveyance | Kauai Christian Academy | 6" DI Lateral w/ 6"RPDA & Gate Valve | 31,220.14 |
| 03/02/15 | Conveyance | Kauai Habitat for Humanity | 3 SSL & 23 DSL | 40,192.90 |
| 07/13/16 | Conveyance | Lenarth, Anthony | 1" Copper SS Lateral 5/8" Meter | 2,000.00 |
| 07/13/16 | Conveyance | Makaleha Garden LLC | 1x 1 1/2" Copper DSL & 1x 2" Copper TSL | 46,008.00 |
| 04/03/17 | Conveyance | Matsumoto, Sandra | 1 1/2" DSL for 5/8" meter & Fire Hydrant | 13,530.00 |
| 08/04/16 | Conveyance | Niu Pia Land Co | 3" Copper Lateral | 42,190.00 |
| 07/13/16 | Conveyance | Offley, Mary K | 1 SSL 5/8" | 9,550.00 |
| 12/30/16 | Conveyance | P & R Aloha Grp | 1" Copper SL | 7,500.00 |
| 12/30/16 | Conveyance | Rice Hoala Prtn LP | 1 1/2" SL w/ 2" back flow assembly | 29,175.00 |
| 02/10/17 | Conveyance | Schimmelfenig, E | 1" Copper SS Lateral & 2" TSL | 25,239.00 |
| 08/03/16 | Conveyance | Searock Prop LLC | 1 SSL & 1 DSL | 37,541.43 |
| 08/03/16 | Conveyance | Vyenielo, Tonia | 1" Copper SSL | 11,300.00 |
| 05/22/14 | Conveyance | Yukimura's INC | Triple Service Lateral | 13,957.44 |
| 06/30/17 | | New Service Lateral Installations | Service Laterals | 88,192.74 |
| | | | Service Laterals | 505,793.91 |
| 09/06/16 | PLH-39A | New Admin Building | Meters | 18,629.59 |
| 06/30/17 | | New Meter Installations | Meters | 7,373.47 |
| 06/30/17 | | Meter Replacements | Meters | 8,656.41 |
| 06/30/17 | | New Meter Installations | Meters | 35,935.01 |
| | | | Meters | 70,594.48 |
| 09/06/16 | PLH-39A | New Admin Building | Hydrants | 9,815.31 |
| 03/31/17 | 2011-10 | New 8" WL along Halewili Rd (Kaunualii Hwy to Haku Hale St) | Hydrant | 7,769.08 |
| 09/30/16 | C161606 | Replace Hydrant | Hydrant | 2,052.59 |
| 11/01/16 | C161233 | Replace Hydrant | Hydrant | 2,215.84 |
| 11/16/16 | C161498 | Replace Hydrant | Hydrant | 1,983.59 |
| 11/16/16 | C161857 | Replace Hydrant | Hydrant | 2,025.36 |
| 11/16/16 | C161856 | Replace Hydrant | Hydrant | 2,157.06 |
| 12/30/16 | C162126 | Replace Hydrant | Hydrant | 2,209.36 |
| 12/30/16 | C162127 | Replace Hydrant | Hydrant | 1,933.36 |
| 02/28/17 | C170306 | Replace Hydrant | Hydrant | 2,067.36 |
| 03/31/17 | C170433 | Replace Hydrant | Hydrant | 2,393.91 |
| 04/30/17 | C161057 | Replace Hydrant | Hydrant | 1,963.59 |
| 04/30/17 | C170674 | Replace Hydrant | Hydrant | 2,041.36 |
| 04/30/17 | C170675 | Replace Hydrant | Hydrant | 2,071.36 |
| 05/22/17 | C170857 | Replace Hydrant | Hydrant | 7,470.42 |
| 06/07/17 | C170848 | Replace Hydrant | Hydrant | 2,473.06 |
| 06/30/17 | C170998 | Replace Hydrant | Hydrant | 2,379.36 |
| 02/10/17 | Conveyance | Grove Farm Inc | Hydrant | 40,560.00 |
| 03/02/15 | Conveyance | Kauai Habitat for Humanity | Hydrant | 9,807.12 |
| 04/03/17 | Conveyance | Matsumoto, Sandra | Hydrant | 19,470.00 |
| | | | Hydrants | 124,859.09 |
| | | | Total Utility Plant Additions | 2,667,431.64 |

Kauai County - Department of Water

June 30, 2017

General Plant Additions

| Date | Description | Vendor | Quantity | Cost |
|----------|---|----------------------------------|--------------|----------------------|
| 09/06/16 | Cisco Switches | Hawaiian Telcom | | 45,306.85 |
| | | Communications Equipment | | 45,306.85 |
| 09/06/16 | Server | Dell Computer | 1 | 143,185.94 |
| 09/06/16 | Server | Dell Computer | 1 | 143,185.94 |
| 09/06/16 | Dell Precision Tower Computers | Dell Computer | 3 | 5,532.58 |
| | | Computer Hardware | | 291,904.46 |
| 09/06/16 | Baseyard Admin Building - Furnishings | Unlimited Construction | | 419,893.90 |
| 09/06/16 | Baseyard Admin Bldg - Projector/Screen | Unlimited Construction | | 4,413.07 |
| 09/06/16 | Baseyard Admin Building - Refrigerator | Unlimited Construction | 1 | 1,815.42 |
| | | Furniture & Equipment | | 426,122.39 |
| 09/06/16 | Baseyard Admin Building - Building Cost | Unlimited Construction | | 8,275,464.57 |
| 09/06/16 | Baseyard Admin Building - Site Work | Unlimited Construction | | 552,974.52 |
| 09/06/16 | Baseyard Admin Building - Landscaping | Unlimited Construction | | 275,462.93 |
| 09/06/16 | Baseyard Admin Building - Sidewalks | Unlimited Construction | | 220,381.94 |
| 09/06/16 | Baseyard Admin Building - Roads | Unlimited Construction | | 191,058.46 |
| 09/06/16 | Baseyard Admin Building - Parking Lot | Unlimited Construction | | 70,352.78 |
| 09/06/16 | Baseyard Admin Building - Fence | Unlimited Construction | | 16,258.09 |
| 09/06/16 | Baseyard Admin Building - Signs | Unlimited Construction | | 10,057.95 |
| 09/06/16 | Baseyard Admin Building - Sewer & Storm | Unlimited Construction | | 1,811,041.66 |
| | | General Plant Buildings | | 11,423,052.90 |
| 10/19/16 | Ford F-150 Pickup CK 2356 | Valley Isle Motors | 1 | 44,512.72 |
| 10/19/16 | Ford F250 Pickup CK 2355 | Valley Isle Motors | 1 | 47,148.89 |
| 11/01/16 | 2016 Chevy Colorado Pickup CK 2357 | Jim Falk Motors | 1 | 40,953.50 |
| 12/28/16 | Ford F-550 Pickup CK 2389 | Valley Isle Motors | 1 | 71,469.44 |
| | | Transportation Equipment | | 204,084.55 |
| | | | | |
| | | | Total | 12,390,471.15 |

Kauai County - Department of Water

June 30, 2017

Intangible Asset Additions

| Date | Description | Vendor | Cost |
|----------|--|--------------|-------------------|
| 09/06/16 | CC&B Billing Software | Prithibi LLC | 362,323.94 |
| 02/01/17 | CC&B Software Customized Report Function | Prithibi LLC | 171,552.50 |
| 05/22/17 | CC&B Leak Adjustment Alert Enhancement | Prithibi LLC | 7,287.00 |
| | Total Intangible Asset Additions | | 541,163.44 |

Kauai County - Department of Water
June 30, 2017
Utility Plant Abandonments

| Job/Work Order | Job/Work Order Description | Asset ID | Total Cost |
|----------------|--|--|------------------|
| 2011-10 | Halewili Rd - Kaumualii Hwy, Haku Hale St | AC Pipe | 5,987.75 |
| 2011-10 | Halewili Rd - Kaumualii Hwy, Haku Hale St | PVC Pipe | 14,420.70 |
| 2011-10 | Halewili Rd - Kaumualii Hwy, Haku Hale St | Gate Valves on(main) | 1,733.00 |
| 2011-10 | Halewili Rd - Kaumualii Hwy, Haku Hale St | ARV | 1,344.25 |
| | | Transmission & Distribution Mains | 23,485.70 |
| | Kuhio Hwy / Shell Station - Removed CCP and replaced w/ DI pipe & gate val=ves | PVC, 1 in. | 4,062.10 |
| | | Service Laterals | 4,062.10 |
| | | 5/8" METER w/ AMR | 1,363.94 |
| | | 3/4 "x 3/4" | 277.00 |
| | | 1" | 718.80 |
| | | Meters | 2,359.74 |
| C161233 | Wailua Homesteads - Lihau St R-012 | (1) 2.5" x (1) 4.5" | 1,946.16 |
| C161498 | Wailua Hmstd - Replace Hyd R-012-6FH | (1) 2.5" x (1) 4.5" | 1,946.16 |
| C161606 | Melemele Rd - Replace Hyd C-040-6FH | (1) 2.5" x (1) 4.5" | 1,946.16 |
| C161856 | Kaumualii Hwy - Replace D-047-6FH | (1) 2.5" x (1) 4.5" | 1,946.16 |
| C161857 | Aka Rd - Replace Hyd E-017-6FH | (1) 2.5" x (1) 4.5" | 1,946.16 |
| C162126 | Kawaihau Rd - Replace Hyd N-021-6FH | (1) 2.5" x (1) 4.5" | 1,946.16 |
| C162127 | Hassard Rd - Replace Hyd N-009-6FH | (1) 2.5" x (1) 4.5" | 1,946.16 |
| C170306 | Hoomaha Rd - Replace Hyd Q-011-6FH | (1) 2.5" x (1) 4.5" | 1,946.16 |
| C170433 | Kihei Rd - Replace Hyd S-040-6FH | (1) 2.5" x (1) 4.5" | 1,946.16 |
| C170857 | Lihi Place - Replace Hyd D-182-6FH | (1) 2.5" x (1) 4.5" | 1,946.16 |
| C170848 | Kuhio Hwy - Replace Hyd N-027-6FH | (1) 2.5" x (1) 4.5" | 1,946.16 |
| C170674 | Melia St - Replace Hyd R-015-6Fh | (1) 2.5" x (1) 4.5" | 1,946.16 |
| C170675 | Kawaihau Rd Replace Hyd N-074-6FH | (1) 2.5" x (1) 4.5" | 1,946.16 |
| C170998 | Alamuku Place - Replace Hyd X-012-6FH | (1) 2.5" x (1) 4.5" | 1,946.16 |
| | | Hydrants | 27,246.24 |
| | | | |
| | | Total Utility Plant Abandonments | 57,153.78 |

**Kauai County - Department of Water
June 30, 2017**

General Plant Retirements

| Date Acquired | Description | Cost | Accumulated Depreciation | Book Value |
|----------------------|--|-------------|---------------------------------|-------------------|
| 06/30/61 | Table Type Stand | 35.25 | 35.25 | - |
| 06/30/61 | Desk Aristocrat | 284.65 | 284.65 | - |
| 06/30/62 | Steel Desk, 30in x 60in | 252.62 | 252.62 | - |
| 06/30/62 | K & E Curves Exolonite | 70.90 | 70.90 | - |
| 06/30/63 | Steel Desk, 30in x 60in | 260.93 | 260.93 | - |
| 06/30/65 | Drafting Table 43-1/2x72x37 | 105.00 | 105.00 | - |
| 05/31/66 | Single Rotary Rolodex File 3 x 5 | 36.35 | 36.35 | - |
| 07/27/66 | Steel Desk 30in x 60in, Model 660300 | 182.00 | 182.00 | - |
| 11/14/69 | Tiffany Typewriter Stand | 40.90 | 40.90 | - |
| 11/30/69 | McDowell & Craig Desk, 60 x30 | 353.45 | 353.45 | - |
| 03/25/71 | Tiffany Table Typewriter Stand | 43.02 | 43.02 | - |
| 02/28/72 | Glass Table Top, 30 x 60 x 1/4, | 78.39 | 78.39 | - |
| 04/05/72 | Hamilton Drawing Table 42-1/2 x 72-1/2 | 216.22 | 216.22 | - |
| 04/28/72 | Office Book Carts Lyon #962 | 203.32 | 203.32 | - |
| 06/07/72 | Pendaflex Mobile File, Gray | 104.78 | 104.78 | - |
| 06/29/72 | Table 36 x 72 Mist Green | 139.65 | 139.65 | - |
| 07/31/72 | Sen Desk 36 x 72 Dbl Pedestal | 259.00 | 259.00 | - |
| 09/30/72 | Board Chairs #4LBP Jaspar Heather | 102.00 | 102.00 | - |
| 11/30/72 | 2 Seater Without Arms Blue | 414.00 | 414.00 | - |
| 11/30/72 | 1 Seater Without Arms Blue | 293.00 | 293.00 | - |
| 03/31/73 | Exec Swivel Posture Chair w/ Arms Steel | 237.00 | 237.00 | - |
| 03/31/73 | Exec Side chair w/ Arms, Mist Grn | 146.00 | 146.00 | - |
| 12/27/74 | Desk 72 x 36 Cole Mist Green FC1599 | 442.99 | 442.99 | - |
| 03/31/75 | Desk, Cole DBL Pedestal 36 x 72 | 442.99 | 442.99 | - |
| 05/15/75 | Cole Exec Sec Chair, Willow Green | 148.48 | 148.48 | - |
| 10/31/75 | Cole Desk 36 x 72 Mist Green | 442.99 | 442.99 | - |
| 07/01/77 | K & E Paragon 30in Drafting Machine | 228.80 | 228.80 | - |
| 02/18/80 | Glass Desk Top, 29-3/4 x 59-5/8 | 50.96 | 50.96 | - |
| 02/28/82 | Victor Electronic Calculator | 319.95 | 319.95 | - |
| 04/30/82 | Work Table, 30x60 | 271.00 | 271.00 | - |
| 04/30/82 | Table for Word Processor 304805 | 228.80 | 228.80 | - |
| 08/31/82 | Rolodex File | 73.75 | 73.75 | - |
| 09/30/82 | Steel Frame Table w/ Center Drawer | 327.60 | 327.60 | - |
| 07/31/85 | CRT Station Table, 30 x 60 | 187.24 | 187.24 | - |
| 09/30/85 | Computer Table, 30 x 48 | 162.64 | 162.64 | - |
| 12/31/85 | Computer Table, 30 x 60 | 187.24 | 187.24 | - |
| 12/31/85 | Computer Table, 30 x 60 | 187.24 | 187.24 | - |
| 06/30/87 | Conference Chair(Trnsfr fr #391) | 57.25 | 57.25 | - |
| 06/30/87 | Conference Chair(Trnsfr fr #391) | 57.25 | 57.25 | - |
| 12/31/87 | IBM Electronic Wheelwriter 6 | 965.90 | 965.90 | - |
| 02/28/90 | Hon Desk 60 x 36 Dbl Pedestal Gray | 712.40 | 712.40 | - |
| 02/28/90 | Exec Swivel Chair Black-United Brand | 181.12 | 181.12 | - |
| 07/31/90 | HON Everyday Chair, Brown | 162.93 | 162.93 | - |
| 08/31/90 | IBM Electronic Typewriter | 595.00 | 595.00 | - |
| 04/30/92 | IBM Wheelwriter 30 Series II | 940.95 | 940.95 | - |
| 10/31/92 | Magnum Chair w/ Arms, Burgundy | 265.63 | 265.63 | - |
| 06/30/94 | Executive Swivel Tilt Chair w/ Arms | 250.00 | 250.00 | - |
| 06/30/94 | Open Carrel, Black/Walnut, 59in | 316.50 | 316.50 | - |
| 06/30/95 | Computer Table, 59x29, Walnut | 201.76 | 201.76 | - |
| 06/30/95 | Open Carrel, Black, 59x23x12 | 296.71 | 296.71 | - |
| 06/30/95 | Open Carrel, Black, 59x23x12 | 329.68 | 329.68 | - |
| 06/30/95 | Desk Top Organizer, Black, 58x23x12 | 152.42 | 152.42 | - |
| 06/30/95 | Work Table, Walnut, 59x29 | 291.13 | 291.13 | - |
| 09/30/95 | Chair with Arms, Charcoal, Series 5800 | 373.00 | 373.00 | - |
| 09/30/95 | Updated Set Hawaii Revised Statutes | 401.45 | 401.45 | - |
| 09/30/95 | Chair w/ Arms Charcoal Series 5800 | 373.00 | 373.00 | - |
| 10/31/96 | Canon C120 Stand for Copier | 83.20 | 83.20 | - |
| 02/28/97 | Steel Cab w/ 16 Tube Slots 26in Depth | 193.30 | 193.30 | - |
| 02/28/97 | Steel Cab w/ 16 Tube Slots 26in Depth | 193.30 | 193.30 | - |
| 02/28/97 | Steel Cab w/ 16 Tube Slots 26in Depth | 193.30 | 193.30 | - |
| 02/28/97 | Steel Cab w/ 16 Tube Slots 26in Depth | 193.30 | 193.30 | - |
| 02/28/97 | Steel Cab w/ 16 Tube Slots 26in Depth | 193.30 | 193.30 | - |
| 02/28/97 | Steel Cab w/ 16 Tube Slots 26in Depth | 193.30 | 193.30 | - |
| 02/28/97 | Steel Cab w/ 16 Tube Slots 26in Depth | 193.30 | 193.30 | - |
| 02/28/97 | Steel Cab w/ 16 Tube Slots 26in Depth | 193.30 | 193.30 | - |
| 02/28/97 | Steel Cab w/ 16 Tube Slots 26in Depth | 193.30 | 193.30 | - |
| 04/30/97 | HON Exec Hi-Back Chair w/ Arms Dark Gray | 423.82 | 423.82 | - |

Kauai County - Department of Water
June 30, 2017
General Plant Retirements

| Date Acquired | Description | Cost | Accumulated Depreciation | Book Value |
|----------------------|--|-------------------|---------------------------------|-------------------|
| 05/31/97 | IBM Wheelwriter 1500, SN 11NH318 | 726.96 | 726.96 | - |
| 05/31/97 | Task Adjustable Chair, Navy | 207.30 | 207.30 | - |
| 05/31/97 | Task Adjustable Chair w/ Arms, Black | 250.00 | 250.00 | - |
| 06/30/98 | HON 80 Series Desk, Left Pedestal | 790.39 | 790.39 | - |
| 06/30/98 | Double Pedestal Desk Light Gray | 513.00 | 513.00 | - |
| 06/30/98 | CRT Dual Workstation, Walnut/Black | 135.14 | 135.14 | - |
| 06/30/98 | CRT Dual Workstation, Walnut/Black | 135.14 | 135.14 | - |
| 06/30/98 | High-back Task Chair-Charcoal Gray | 294.24 | 294.24 | - |
| 06/30/98 | HON 7905 Drafting Task Stool, Gray | 149.21 | 149.21 | - |
| 06/30/98 | HON 7905 Drafting Task Stool, Gray | 149.21 | 149.21 | - |
| 06/30/98 | Dbl Pedestal Desk Light Gray | 513.00 | 513.00 | - |
| 06/30/98 | Dbl Pedestal Desk Light Gray | 513.00 | 513.00 | - |
| 06/30/98 | Dbl Pedestal Desk Light Gray | 513.00 | 513.00 | - |
| 06/30/98 | Dbl Pedestal Desk Light Gray | 513.00 | 513.00 | - |
| 06/30/98 | CRT Dual Workstation, Walnut/Black | 135.14 | 135.14 | - |
| 06/30/98 | CRT Dual Workstation, Walnut/Black | 135.14 | 135.14 | - |
| 06/30/98 | CRT Dual Workstation, Walnut/Black | 135.14 | 135.14 | - |
| 06/30/98 | CRT Dual Workstation, Walnut/Black | 135.14 | 135.14 | - |
| 06/30/98 | CRT Dual Workstation, Walnut/Black | 135.14 | 135.14 | - |
| 06/30/98 | Mobile Wrkstn-Machine Stnd Black/Walnut | 235.63 | 235.63 | - |
| 06/30/98 | Desk Left Pedestal Right Hand Return | 704.02 | 704.02 | - |
| 06/30/98 | Desktop Organizer Light Gray | 178.00 | 178.00 | - |
| 06/30/98 | Desk Right Pedestal Left Hand Return | 704.02 | 704.02 | - |
| 06/30/98 | Double Pedestal Desk Light Gray | 513.00 | 513.00 | - |
| 06/30/98 | CRT Dual Workstation Walnut/Black | 257.06 | 257.06 | - |
| 09/30/98 | High-Back Ortho-Exec Chair, Gray Fabric | 436.46 | 436.46 | - |
| 02/28/99 | High-back Task Chair, Charcoal Gray | 332.98 | 332.98 | - |
| 06/30/99 | Organizer Hutch with Tackboard | 203.32 | 203.32 | - |
| 07/31/99 | Executive High Back Swivel/Tilt Chair | 404.56 | 404.56 | - |
| 02/29/00 | Precision Drafting Swivel Stools | 210.08 | 210.08 | - |
| 05/31/00 | Steno Chair | 124.99 | 124.99 | - |
| 07/31/00 | Computer Workstation, 35 x 20 | 265.58 | 265.58 | - |
| 03/31/01 | Free-Standing Work Table | 145.30 | 145.30 | - |
| 06/30/01 | High Back Swivel/Tilt Chair | 414.58 | 414.58 | - |
| 06/30/01 | Freestanding Work Surface | 279.17 | 279.17 | - |
| 06/30/01 | Folding Rectangular Table | 334.81 | 334.81 | - |
| 01/31/02 | Cabinet, Storage, 72" H, Lt Gy | 507.29 | 507.29 | - |
| 02/28/02 | Cabinet, Storage w/ Shelves, 48x18x78 | 412.26 | 412.26 | - |
| 05/31/02 | 30-drawer file, literature sorter | 324.80 | 324.80 | - |
| 05/31/02 | H1396 Panel System in Administration | 15,961.99 | 15,961.99 | - |
| 06/30/04 | Workstation and Hutch | 3,215.56 | 3,215.56 | - |
| 06/30/04 | Capitalized Interest, FY04 | 301.00 | 301.00 | - |
| 12/31/05 | Book shelf, Custom Oak w/ Adjstbl Shlvs | 1,494.43 | 1,494.43 | - |
| 12/31/05 | Work Station, Panel Layout, Customized | 4,018.16 | 4,018.16 | - |
| | Office Furniture and Equipment | 54,982.54 | 54,982.54 | - |
| 09/10/76 | Key Cabinet, 288 Key Capacity | 126.84 | 126.84 | - |
| | Miscellaneous Equipment | 126.84 | 126.84 | - |
| 06/30/90 | Case Backhoe w/ 4-in-1 Loader | 31,193.42 | 31,193.42 | - |
| 07/31/01 | Case Uniload (BH), Model 1840 | 21,442.57 | 21,442.57 | - |
| | Power Equipment | 52,635.99 | 52,635.99 | - |
| 06/30/81 | Joy Diesel Portable Air Compressor | 510.70 | 510.70 | - |
| 06/06/02 | Sign, Trailer Mounted Arrow Board | 12,600.00 | 12,600.00 | - |
| 06/30/05 | Capitalized Interest, FY05 | 3,812.00 | 3,812.00 | - |
| | Tools | 16,922.70 | 16,922.70 | - |
| 07/31/93 | Zieman Tilt Bed Trailer, CK546 | 7,142.91 | 7,142.91 | - |
| 05/31/99 | 1999ChevHeavyDutyChasisCabTruck,CK1591 | 33,480.86 | 33,480.86 | - |
| 05/31/99 | 1999Petrblt330ChasisCabw/Dumper,CK1602 | 88,012.97 | 88,012.97 | - |
| 12/31/00 | 2001 Ford Taurus Sel 4DSD,CK1679 | 21,799.86 | 21,799.86 | - |
| 07/31/01 | Zieman 1150S Trailer, CK588 | 6,927.04 | 6,927.04 | - |
| 03/31/04 | CK1784 2004FordRanger4x2SuperCabTruck | 25,179.00 | 25,179.00 | - |
| 06/30/04 | CK1792 1/2T 2004 Mazda B2300 | 14,390.51 | 14,390.51 | - |
| 07/31/04 | CK1790, '04 Ford F Series 4x2 C/C Drw PU | 78,047.50 | 78,047.50 | - |
| 07/31/04 | CK1786, '04 Ford F450 4x2 C/C Drw PU | 78,605.39 | 78,605.39 | - |
| 11/30/06 | CK1911 2007 Ford Ranger P/U, White | 15,065.51 | 15,065.51 | - |
| 02/28/09 | Jacks,SafetyDevice for Crane Unit,CK1786 | 615.56 | 615.56 | - |
| 06/30/11 | Capitalized Interest, FY11 | 1,202.03 | 1,202.03 | - |
| | Transportation Equipment | 370,469.14 | 370,469.14 | - |
| | Total General Plant Abandonments | 495,137.21 | 495,137.21 | - |

DEPARTMENT OF WATER
County of Kaua'i

"Water has no Substitute – Conserve It!"