

Bernard P. Carvalho, Jr.
Mayor



Bryan Wienand, P.E.
Manager and Chief Engineer

DEPARTMENT OF WATER

COUNTY OF KAUAI

4398 Pua Loke Street Līhu'e, HI 96766

Telephone (808) 245-5400

Fax (808) 245-5813

Web www.kauaiwater.org

Honorable Bernard P. Carvalho, Jr.
Mayor of the County of Kaua'i
And Chairperson and Members of the
County Council, County of Kaua'i
Līhu'e, HI 96766

Ladies and Gentlemen:

The Board of Water Supply, County of Kaua'i (BWS, Board) is proud to present the annual report for the fiscal year ending June 30, 2018. This report includes: a description of each program, objectives, and accomplishments of the Department of Water (DOW), design and construction projects completed and in progress, operations reports, 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 Kaua'i County General Fund.

In FY17-18, the DOW maintained operations, managed over \$15 million of Water Plan 2020 projects and sixty one (61) private projects, continues to progress in utilizing the Build America Bond (BAB) fund, and successfully encumbered state grant funding in the amount of \$4.45 million for the design and construction of the DOW's WP2020 HE-1, HE-10 Hanapēpē- Ele'ele Waterline Improvement Project. This project will improve fire flow capacity, ensure reliability, and provide redundancy by allowing for an alternate means of transmitting water between systems. The DOW also successfully encumbered state grant funding in the amount of \$750,000 for the construction of the DOW's WK-39 Drill & Test Kapa'a Well No. 4 Project, which will improve the available source capacity of the Wailua-Kapa'a water system.

As another highlight, the Board and the DOW team carefully deliberated various options to amend Part 5, Facility Reserve Charge, Section III Applicability of the Rules and Regulations 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.

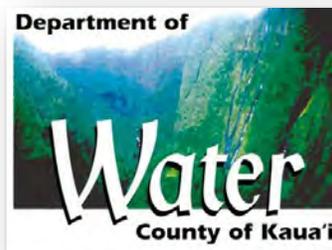
The DOW team extended its appreciation and best wishes to Kirk Saiki, P.E. who served as Manager and Chief Engineer from December 18, 2014 through February 9, 2018. Following his departure, the DOW had the privilege to work under Mr. Steven Kyono as the Acting Manager and Chief Engineer from February 12th through May 17th. After many organizational changes within the DOW, the Board announced Mr. Bryan Wienand as the Manager and Chief Engineer effective May 1st 2018.

The BWS and the DOW extend our appreciation to Governor David Ige, the Hawai'i State Legislature, the Department of Health, Mayor Carvalho, the Kaua'i County Council, and the various agencies and officials who have supported the DOW in our efforts to continue to provide safe, affordable, and sufficient drinking water to the people of Kaua'i with excellent customer service.

Sincerely,

Beth Tokioka
Chairperson

“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”



Kuleana Wai

Annual Report for Fiscal Year 2017-2018



**DEPARTMENT OF WATER, COUNTY OF KAUA'I
ANNUAL REPORT
FISCAL YEAR 2017 – 2018**

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 water service rates and its Facilities Reserve Charge (FRC). The FRC is a fee to be paid by new developers or customers 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.

By unanimous vote, Beth Tokioka was appointed as Board Chairperson for calendar year 2018. The BWS also appointed Sherman Shiraishi as Vice Chairperson and Thomas Canute as Board Secretary.

	<u>Term Expires</u>
Sherman T. Shiraishi, Vice Chairperson	12/31/18
Laurie Ho, Board Member	12/31/19
Beth A. Tokioka, Chairperson.....	12/31/18
Thomas Canute, Board Secretary	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 FY17-18, the DOW funded one hundred and eight (108) positions, including positions that were partially funded and six (6) summer interns. There were three (3) new hires. Included in these personnel activities, there were seven (7) promotions, two (2) transfers, ten (10) position description reviews, one (1) retirement, and three (3) resignations.

The DOW recognized its 2017 Employees of the Year, Bryan Wienand of the Engineering Division and Reynold Abigania from the DOW’s Operations team.

On February 9, 2018, the DOW extended their mahalo and best wishes to Kirk Saiki, P.E. Kirk Saiki who served as Manager and Chief Engineer from December 18, 2014.

On February 12, 2018, the DOW welcomed Mr. Steven M. Kyono to serve as the Acting Manager and Chief Engineer who later departed the DOW on May 17, 2018.

Bryan Wienand was appointed to the Deputy Manager-Engineer on February 1, 2018 and later appointed to Manager and Chief Engineer on May 1, 2018.

There are six (6) divisions under the management of the Manager and Chief Engineer.

1. ADMINISTRATION DIVISION

Under the Manager and Chief Engineer, the administrative staff included sixteen (16) positions of which fifteen (15) were budgeted for FY17-18. 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:

Bryan Wienand, 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 – Departmental Contracts Officer

Edith Ignacio-Neumiller – Commission Support Clerk

Margie Mills – Program Support Technician I

Brandi Lynn Ventar – Senior Clerk

Jonell Kaohelaulii – Information and Education Specialist

Vacant – Information Specialist I

Jeffery 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 and

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 is comprised of the Private Secretary, Secretary, Commission Support Clerk, Program Support Technician, and Senior Clerk, along with Public Relations and Human Resources. This team implements cross training to support the duties that need immediate assistance on a daily basis, which allows the Department to function without 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 and support the Kaua'i Watershed Alliance (KWA), an organization for mauka landowners dedicated to watershed conservation and management. The KWA has hired The Nature Conservancy of Hawai'i (TNC) as the coordinator for the Alliance. The Department, while 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 and support the United States Geological Survey's (USGS) Groundwater Monitoring Program to continue to collect data and evaluate the 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 FY17-18.

Board of Water Supply Items

- a. Approved funding requests in support of training efforts and staff reorganization.
- b. The Board approved the DOW's FY17-18 operating budget of \$27,003,532, contracting twenty seven (27) new contracts and the following agreements:
 - Petition for Subdivision, Designation of Restriction of Access Rights, and Cancellation of Portions of Easement and Easements; Joinders, Land Court of the State of Hawai'i Application No. 1087 with the Hawai'i State Department of Transportation, University of Hawai'i, Kaua'i Island Utility Cooperative and Hawaiian Telcom, Inc. for the Kaumuali'i Highway Widening Līhu'e to West of Maluhia Road Phase 1 Līhu'e to West of Kīpū Road at Līhu'e, Puna, Kaua'i, Hawai'i, TMK 3-4-007:003 (*Līhu'e – Kapa'a Water System*)
 - Use and Occupancy Agreement No. 333-A and 333-B with the Department of Transportation, State of Hawai'i for Job No. 12-01, Water Plan 2020 H-05, Weke, Anae, Mahimahi and He'e Road Main Replacements (*Hanalei Water System*)
 - Use and Occupancy Agreement No. 368 with the Department of Transportation, State of Hawai'i for Job No. 15-07, Water Plan 2020 HE-01, Reorganize Water

System – Pipeline Connecting Hanapēpē and Eleele (*Hanapēpē - Eleele Water System*)

- Amendment to July 20, 2010 Memorandum of Understanding for the Kulana Water Tank Lot with the Association of Apartment Owners of Kualana Condominium (*Līhu'e – Kapa'a Water System*)
- Memorandum of Understanding No. 2294 with the Department of Transportation, State of Hawai'i for the Maalo Road Resurfacing, Mile Post 1.0 to Mile Post 2.0 Project No. 583A-01-18M (*Līhu'e – Kapa'a Water System*)
- Utility Agreement No. 2257 with the Department of Transportation, State of Hawai'i for the Hanapēpē River Bridge, Kaunuali'i Highway, Route 50 HI STP SR50 (1) (*Hanapēpē – Eleele Water System*)

c. Rule Changes

- Part 5, Facility Reserve Charge, Section III Applicability amendment to the Rules and Regulations of the Board of Water Supply, DOW adopted on August 21, 2017, effective September 9, 2017. This amendment relates to the conversion of legally existing single-family units to a multi-family two dwelling unit structure and Affordable Housing Units regarding the applicability of the Facility Reserve Charge. This charge will be assessed for such projects as established in the amended subsection c and d.

d. Water Service Rates

- Four (4) water service 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 was the last of the five (5) years in the water rate study. In FY17-18, there were no scheduled water service rate increase. The Department continues to use the last rate structure which was effective on July 1, 2014, while working 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 strive towards reducing operational costs by filling vacant positions and reducing overtime. This process is incremental and is being hindered

because overtime is sometimes needed to cover essential functions as a result of 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 is comprised of twenty-one members of electric utility, communications, fuel and gas representatives, private water agencies, hospital representatives including Federal, State, and County Agencies, in order 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 FY17-18 include:
 - P.A. Douglas & Associates, Inc. – 44th Annual Administrative Professional
 - Insurance Requirements and COI Review
 - OIP Briefing on Draft Rules and Sunshine Law Training
 - 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
 - Project WET Conference
 - Hawai'i Rural Water Association Conference Training
 - Pacific Water Conference Training
 - American Waterworks Association Conference Training
 - FEMA – National Incident Management System (NIMS) An Introduction
 - FEMA IS-700 NIMS

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 Systems (M-PET). The IT section is also responsible for maintaining and updating all applications including SharePoint, Exchange and Water Plan 2020 databases. The staff of three (3) supports the DOW's Business and SCADA Local Area Networks, website development, network maintenance and troubleshooting, and has been instrumental in moving the Geographic Information System (GIS) program forward. The IT section maintains the DOW's phone system, which resides on the DOW's network as a Voice over IP Phone System (VoIP).

Program Highlights

The Customer Care and Billing System (CC&B) began its 5th year and IT continues to support the Billing Section on a daily basis. IT created a dedicated (encrypted) virtual private network (VPN) connection that is always up and made available to more of the Department's staff. There are now approximately fifty (50) users connected to CC&B system where previously it was limited to only the Billing staff. This dedicated line also makes for a quicker connection for our customer support staff. This project also includes

maintaining all peripherals, including new printers, receipt printers, meter reader laptops, and hand held devices.

The DOW uses cloud services to host the Billing System, which includes services for customers to view bills online. This Customer Service Portal gives our customers the ability to make billing requests and inquiries online, and customers can chat with our customer service representatives. It also gives the customer the ability to comment on customer satisfaction and water quality questions. The Billing System was implemented in the cloud and went live in September of 2017.

IT currently maintains a SharePoint server that currently contains several portals for use across the Department. There are portals for the Construction Management (CM) Division, Engineering, Fiscal, and water system maps (As-Built drawings). 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.

IT produces the DOW's Water Quality Reports (Consumer Confidence Reports), which is also available online.

IT Plan

IT developed a Long Term Strategic Plan in September of 2012. Thereafter, with the assistance of a consultant, an IT Strategic Plan was adopted in 2013 and established ten (10) initiatives to be implemented over the course of six (6) years

During FY17-18, IT implemented three (3) of these tasks identified in the IT Strategic Plan.

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. The DOW exported all documents from the Document Imaging System and imported them all to the SharePoint system.

Due to the amount of documents imported, SharePoint was upgraded to version 2016 to better accommodate the amount of records housed in the libraries. SharePoint 2016 was fully implemented in October of 2017.

This task also entails setting up a new Project Management System to help with the Capital Improvement Program (CIP) and other construction projects. Implementation began during the fiscal year and went live on July 1, 2018.

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 shut down areas. Annually, the DOW has been providing a hydrant layer to the County of Kaua'i Fire Department (KFD) so that they can update their GIS model.

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 has been working to develop the map layers. During this fiscal year, GIS Water Models created to date have been updated to support the Pictometry software. The Kōloa- Po'ipū Water GIS Model was completed during this fiscal year.

As construction jobs are completed, GIS models are updated to include the new water infrastructure. Several jobs were updated during this fiscal year.

Task 10: Upgrade IT infrastructure & Expand IT Support

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

A new datacenter was created in the DOW's building which officially opened in September of 2017. The new 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.

New faster fiber runs and Cat6 cables were implemented with the DOW's new building and new network infrastructure was implemented to support the faster speed capabilities.

The DOW's VoiP Phone System was upgraded to the latest version during this fiscal year.

Single-mode fiber has been pulled between the Microlab and Administration buildings and pulled between the Microlab and New Building.

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 community events, and presentations and advertisements that highlight the DOW in a positive and professional way. This also involves coordinating community outreach and educational programs 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 FY17-18 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 and Education Specialist serves as the program's state coordinator, overseeing a network of certified Facilitators that help to manage the neighbor island requests for Project WET presentations.

In addition, the DOW's Project WET program included PR's coordination of the 14th Annual Make a Splash with Project WET Festival held on September 28, 2017. The festival gathered its largest attendance in DOW history with over 785 fifth-grade students in attendance! DOW's community partnerships, staff and Kaua'i Board of Water Supply Board members taught students the importance of water through interactive water education activities.

b. Community Outreach & Education

YWCA's Kumu Camp for girls – PR facilitated Project WET activities to students of the YWCA's summer program for 4th through 6th grade students in July 2017.

Kekaha School Math and Science Night – PR participated as an exhibitor for the Kekaha Elementary School's Science and Math Night on September 13, 2017 and on March 7, 2018, at Kekaha Elementary School. In September, PR set up a water cycle display and shared information about the DOW's water system, services and demonstrated a groundwater aquifer model to approximately 120 students and parents. In March, PR presented a new interactive "Water Math" exhibit that challenged families to complete math equations to find out how much water is used; and potentially could be saved by making wise water choices at home. Approximately 75 families participated in the water math exhibit. PR handed out leak detection tablets and shower timers at the event.

Water Conservation Presentation at Chiefess Kamakahelei Middle School (CKMS) – PR participated as a lecturer for the English and Language Arts classes at CKMS on February 15-16, 2018 as part of their water conservation research project. PR provided six lectures over a 2-day period and presented a Project WET activity demonstrating water resource management.

Fix a Leak Week – PR coordinated the DOW's Fix a Leak Week campaign from March 19 to 23, 2018. 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 expanded marketing efforts for this important awareness event in 2018 by introducing a new leak detection starter kit that included leak detection tablets, a toilet flapper, a garden hose nozzle, water saving tips and a new customer information card with important DOW numbers; including the contact number to report a water service issue. PR also utilized radio advertisements and social media efforts to promote conservation and its new free leak detection starter kit giveaway. PR hosted a media event to kick-off the annual event and received a Mayor's Proclamation celebrating 7 years of Fix a Leak Week at the DOW and EPA's 10th Anniversary. A total of 486 residents participated and received a free kit during Fix a Leak Week,

representing an increase of 204% when compared to last year's event. PR will continue to seek focus on customer awareness events to promote conservation and within the community.

Educational Presentation at Kanuikapono – PR coordinated a water resource management and water quality presentation for the 6th to 12th grade students at Kanuikapono Public Charter School in Anahola on April 6, 2018. Students engaged in water quality discussions with DOW's Microbiologist V and PR as part of their project research. PR donated a water shed kit to the school's Hawaiian studies class to assist in their project.

Kekaha School visits Micro lab – PR coordinated an educational visit to the DOW's micro lab for Kekaha Elementary School's 3rd graders on May 14, 2018. DOW's Chemist provided an educational tour of the micro lab teaching students about water quality, the water cycle and water sampling of DOW water systems. Students were provided with DOW water conservation tools to practice saving water at home.

Ag Day – PR participated as a Lecturer at the Agriculture and Environmental Awareness Day, held on May 24, 2018, 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 500 students attended the event.

c. Media Campaigns

PR renewed the annual contracts with KFMN-FM97 Radio Station and 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 and a live on-air interview to promote water conservation messages during the month of March to coincide with Fix a Leak Week and Groundwater Awareness Day.

PR promotes water conservation through editorial and half page advertisements in the Kaua'i Family Magazine, a quarterly publication that is distributed island-wide; including through the Department of Education's public and private schools. The publication's target demographic is Kaua'i families with children. DOW's advertisement and editorial included water conservation tips, leak detection, water education through Project WET, seasonal water saving tips and customer services.

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 2018 and donated a total of (forty five) 45 gifts.

2018 Spring Food Drive – PR coordinated the DOW's participation in the county's annual Spring Food Drive for the Kaua'i Independent Food Bank with the assistance of members from Fiscal and Admin division. The DOW collected a total of 1,375 pounds of food and funds; placing DOW in 1st place out of the 13 other participating county departments.

Kaua'i Visitor Industry Charity Walk – PR coordinated the DOW's first appearance at the 2018 Visitor Industry Charity Walk on May 12, 2018 by providing a drinking water refill station at the popular community event. Set up assistance was also provided by DOW's former Waterworks Inspector II and DOW's Manager and Chief Engineer.

Mayor-a-Thon – PR coordinated the DOW's drinking water sponsorship for the Mayor-a-Thon event held on June 23, 2018. With additional assistance from DOW's former Waterworks Inspector II, and Summer Intern, 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 ceremony for the Kōloa Well 16A & 16B Improvements Project.

f. Conferences

PR attended the 2017 Project WET USA Coordinator Conference and Training held on October 2-6, 2017 in Traverse City, Michigan. PR gained valuable training and experiences through networking opportunities at the conference that will help the Department's Project WET program continue to prosper.

PR participated as concurrent session presenter and speaker for the 56th Annual Water Works Association and 2nd Annual Hawaii Rural Water Association Conference held on November 1– 3, 2017. PR conducted a Project WET Educator Training Workshop as part of the conference and certified 7 new Project WET Educators from Hawai'i Island and Lanai.

PR attended the 2018 Government Social Media Conference on April 23-26, 2018 held in Denver, Colorado. PR attended concurrent sessions on social media tools, services and participated in networking experiences that will identify current trends and issues around social media that will aid in the future development of the Department's social media use.

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 2018 Magazine. A list of expected projects for 2018 and a synopsis of the DOW's 2018 construction projects were featured. Construction Preview 2018 was published in mid-January 2018.

PR designed advertisements and wrote editorials for all of Kaua'i Family Magazine's publication issues from July 2017 to June 2018. Ads and editorials were focused mainly on water conservation messages.

i. Increased Social Media Presence

PR continues to utilize the DOW's social media pages for public communication. By the end of June 2018, there were 1,225 followers on Facebook and 1,049 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.
- f. Maintains up-to-date 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. In FY17-18, WR&P has reviewed and processed the following number of applications and requests for water service:

Subdivisions, Zoning, Use Permit, Land-Use, GPA/Z, ADU Clearance	171
Water Service Inquiries/Water Meter Requests.....	226
Building Permits	905

- b. WRP continued to administer approved Water Meter 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 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.

- d. WR&P assisted in the preparation of the proposed Amendments to the Rules and Regulations Part 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 water meter restrictions.

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



- g. WR&P assisted with new water service applications and provided support to management, operations, fiscal and engineering divisions.
- h. WR&P remains responsible for the planning 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 backflow devices. As of June 30, 2018 there were 1,629 approved 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, the Nature Conservancy for the 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 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 its complex terrain with drastic differences between areas of very high rainfall, such as the summit of Mt. Wai'ale'ale and very dry regions, 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. 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.

- r. WR&P continues to work with DHHL to finalize revisions to an existing Memorandum of Understandings (MOA) for the interconnection agreement between DHHL’s private water system and the DOW’s domestic water system. This MOA allows water from either the DHHL system or DOW system to provide backup source in emergency situations.

3. ENGINEERING DIVISION

Program Description

The Engineering Division is responsible for maintaining the Water System Standards (WSS) of the Department while overseeing the design of Capital Expansion Projects, and the Capital Rehabilitation and Replacement Projects (R&R). Engineering administers consultant design contracts, evaluates the feasibility of water infrastructure projects and sites for water facilities, prepares plans specifications and bid documents for new water system facilities, and 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

Vacant – 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 projects identified in WP2020, including new facilities (well sources, storage tanks, and water mains) 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 Water System 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. Project in construction; providing design services during construction
- HE-1 – Reorganize Water System; Pipeline Connecting Hanapēpē and ‘Ele‘ele – design completed
- HE-10 – Hanapēpē Road 6” Water Main Replacement – design completed
- LO-08, LO-10 – Lawai-Omao Water Main Replacement – design will be re-procured for new consultant.
- 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 – project in construction; provided design services during construction
- 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-35b – Kapaia Cane Haul Road 18” Water Main – design completed
- PLH-27 – Kūhi‘ō Hwy (Hardy-Oxford) 16” Main Replacement

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) Package B
- WK-08 - Kapa‘a Homesteads Two 0.5 MG Storage Tanks Drain line Package A – Design completed.
- WK-39 – Kapa‘a Homesteads Well #4 – Design completed
- 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 - Re-design of project completed.
- HW-12 – Drill and Test Wainiha Well #4
- MO-03 – Land and Well Acquisition, Moloa‘a: Acquire Source, Install Pump, Controls, and 12” Pipeline
- WKK-03 – MCC, Chlorination Facilities, Kīlauea Wells No. 1 & No. 2

Private development projects of note include:

Waimea District

- Lima Ola Subdivision, Phase I
- State Highway Hanapepe Bridge Replacement (DOT)

Kōloa District

- County of Kaua'i Work Force Housing
- Waihohonu
- Kōloa Village Commercial Site Development

Līhu'e District

- Wailani Ahukini Makai Subdivision
- Wailani Molokoa Subdivision
- Waiola Ph. II Subdivision
- Waiola Ph. III Subdivision (S-2009-15)
- Adolescence Treatment and Healing Center

Kawaihau District

- Kulana subdivision
- Makaiwa Resort Development
- Puuopae Bridge Replacement

Hanalei District

- Wainiha Bridges Replacement (DOT)

The Engineering Division has received forty-seven (47) 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 all Water Plan 2020 projects; including, but not limited to contracting for construction, preparing construction bid documents, providing subsequent construction management and oversight, and inspecting water system improvements funded by the Department as outlined in Water Plan 2020.

The CM Division administers all of the construction for Capital Improvement Projects (CIP) and Capital Rehabilitation and Replacement Projects (CRP/CRPL) and provides engineering design and inspectional services to the Operations division during emergencies as needed.

In addition, the CM Division administers construction contracts; evaluates the constructability of DOW projects through plan design review; prepares specifications and

bid request for proposal (RFP) documents for new water facilities, and implements and inspects the DOW's standards and policies.

CM provides construction management to private developers who design and build water system improvements, such as service laterals and subdivisions, which will be dedicated to the Department. This includes performing construction inspection and review, as well as approving post-construction documents for water facilities that are being dedicated to the County. 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 increase of Water Plan 2020 projects.

There were eight (8) permanent positions in the CM Division during FY17-18. The engineers within the division are in the Civil Engineering series as a reflection of the professional engineering level of the work that the Construction Management Division staff engineers do on a normal basis. Of the eight (8) positions, one (1) position is an Engineering Program Assistant that assists staff with project document management including PMWEB software, four (4) positions are within the Civil Engineering Series and three (3) positions are within the Inspector Series. As of June 30, 2018 there were (2) two vacancies remaining in the Civil Engineering section and (2) two in the Inspection section. The CM division has had a challenging time attracting and retaining qualified staff and continues to revise and implement a plan to address this matter. In the meantime, although much more costly than multiple permanent new staff members, the DOW continues to utilize As-Needed Construction Management consultant contracts to maintain operations when necessary. The lack of CM staff has been a substantial challenge for the division during this fiscal year to the point that new private projects have been delayed from starting until staffing levels increase.

Current Staff:

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

Vacant – Civil Engineer V

Vacant – Civil Engineer III

Joel Bautista – Civil Engineer III

Vacant - Waterworks Inspector I

Richard Banasihan - Waterworks Inspector II

Jet Levinthol- Waterworks Inspector III

Bekki Malapit – Engineering Program Assistant

Program Objectives

The Construction Management 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 Water Plan 2020 CIP (Expansion) Program as assigned.
- b. Maintain and upgrade existing water facilities through the Water Plan 2020 CRP/CRPL (Rehabilitation and Replacement) Program as assigned.
- c. Coordinate construction and integration of privately constructed water system improvements, as assigned, that are dedicated to the Department's system.

- d. Provide construction management and inspectional services to ensure the assigned construction of water facilities adhere to approved plans and specifications and the standards and policies of the Department.
- e. Provide professional engineering design/specification review for all Water Plan 2020 Projects.
- f. Provide professional engineering design response for all construction requests for information, including redesign recommendations.

Program Highlights

DOW WP 2020 Project:

During FY17-18, the CM Division has made continued progress in utilizing the \$60 million Build America Bond (BAB) issuance of March 2010. The division also manages funding from the State Department of Health Drinking Water State Revolving Fund and acquired grant funding as well. The division also manages funding from DOW sources such as the Water Utility General fund. In the process, the CM Division completed construction on several projects and several other projects are nearing completion.

The major project accomplishments by the CM Division on the Department's Water Plan 2020 Projects during the period of July 1, 2017 through June 30, 2018 include:

Waimea District

- HE-14 – Hanapēpē-‘Ele‘ele Booster Pump Replacements – started construction and notice to proceed was issued for the Reorganize Water System: Kaumuali‘i Highway 16-Inch Main and Emergency Pump Connection Project and Hanapēpē Road 6-Inch Main Replacement Project.

Kōloa District

- Koloa Well D site improvements were completed. Construction was started for the MCC, Chlorination facilities, Kōloa Well 16A and 16B Site and Bldg. Improvements

Līhu‘e District

- PLH-35b – Kapaia Cane Haul Road 18” Water Main – NTP issued

Kawaihau District

- WK-39 – Kapa‘a Homesteads Well #4 and WK-08 - Kapa‘a Homesteads Two 0.5 MG Storage Tanks Drain line Package A – Well and Drainage package projects were issued notice to proceed.

In summary, the CM Division is currently managing various phases of approximately \$17.5 million of Water Plan 2020 projects. There are currently seven (7) projects in various phases of construction, with a total contract value of approximately \$17.5 million.

There have been six (6) new projects advertised for construction with four (4) new contracts executed during FY 17-18. To date, both the RFP process and low bid process have been used successfully. Both methods will be considered for future construction projects based on which will be most beneficial to the DOW.

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, seventy-nine (79) private projects were initiated, continued, and/or completed during the fiscal year. Twenty-four (24) received Certificate of Completion. These private projects require critical project management and inspection as they include review and approval of cost breakdowns, easements, conveyances, and as-builts.

Several major subdivision projects occurred this past year, while less time was spent on individual laterals with the signing of the ADU administrative directive drafted by the Construction Project Management Officer to have Operations staff install new ADU laterals a few years ago. The private sector development has increased since last fiscal year with the completion of projects such as: the Kīlauea Community Agricultural Park, Ho‘oluana at Kohea Loa (Hanamaulu Triangle) on-site waterline and of-site waterline, Kalepa control valve station, Puakea Phase I Subdivision, Former Līhu'e Courthouse Renovations, and Kaua'i Philippine Cultural Center. 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, or soon be closed out at: Kukui‘ula Parcel A subdivision, Kukuiula Road 3A, Kukuiula Road 3B, Kilauea Lighthouse Village, Hanapēpē River bridge improvements, Water System Improvements at Coconut Beach Resort, Kīlauea Elementary School, Kulana Subdivision, County of Kaua'i Adolescent Treatment and Healing Center, 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 Water Plan 2020 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:
 - OSHA 10-Hr Training
 - One Call Center Training
 - Water System Standards Training
 - State Procurement Office Training
 - Lead and Asbestos Awareness Training
 - Claval Training
 - Silica Training
 - CPR/First Aid Training
 - HAPI Best Practices for Asphalt Paving Workshop

- Performance Management and Discipline Training

5. WATER QUALITY DIVISION

Program Description

The Water Quality (WQ) Division consists of two (2) Water Microbiologists and one (1) Chemist who are responsible for testing the quality and safety of the water provided by the DOW. The WQ Division oversees the DOW's 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, including the microbial and chemical aspects of 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 Hawai'i Department of Health's Laboratory in Honolulu.

The WQ 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. Deep water wells are also tested for chemical and microbial contaminants when pumps are repaired or new ones are installed. New and existing sources are routinely tested and monitored for coliform bacteria as well.

The WQ Division also addresses customer inquiries regarding water quality and health/safety concerns. This is done by phone or in person (visits to customers). Additionally, the WQ 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 WQ Division continues to ensure high water quality in all current and future distribution systems. Objectives include:
 - Continue compliance microbial sampling.
 - Update sampling points as necessary to reflect population and community growth.
 - Monitor major main breaks and other threats to the integrity of our water distribution systems.
2. The WQ 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.
 - 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 WQ 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 WQ Division continues to utilize the Sample Reservation and Collection System (SCRS) which allows the DOW MicroLab to schedule and track chemical samples more effectively. It also facilitates better coordination with the DOH's Safe Drinking Water Branch (SDWB), and the system is improving as we give feedback.
- b. A reverse osmosis system is in the MicroLab. The Ultrapure water is available for the Operations Division to use for their generator batteries.
- c. Phase II, V sampling started 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 WQ 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. No new sites were identified for 2018.
- e. The MicroLab inspection was completed by DOH in April of 2018. The WQ Division personnel continue to be certified for analysis of total coliforms, *E. coli* and heterotrophic plate count.
- f. 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 2018.
- g. One new dedicated micro sampling station was installed at Paua Valley Tanks by the DOW's Operations Division.
- h. The Water Quality Division continues to abide by all existing SDWA rules and standards.
- i. Lead and copper samples are being taken for the 2018 sampling period with results thus far below the action levels set by EPA.
- j. Wainiha Well 2 pH adjustment achieved a pH of 7.0. Lead and copper sampling results were below Action Level in the first sample period since the adjustment.
- k. There was one violation in 2018. It was due to a miscommunication between SDWB and DOW which resulted in a source water sample taken two weeks later than the assigned date. It did not compromise the quality of the drinking water. The DOW is meeting all safe drinking water requirements.

6. OPERATIONS DIVISION

Program Description

The Operations Division is responsible for repairing, 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 with Operations personnel on standby duty to respond to emergencies and requests for assistance from both internal and external customers. In order to accomplish its mission, the Operations Division maintains and stocks a complete inventory of materials and supplies to ensure that repairs are completed in a timely manner.

Along with the responsibilities of providing potable water, Operations Division provides maintenance of the DOW's facilities as well as fleet management functions, and the division is responsible for the maintenance, repair, and replacement of all DOW-owned facilities, vehicles, and equipment.

Operations Division duties include, but are not limited to: preparation of bid documents and solicitations, procurement and administration of repair and construction contracts not specifically included in Water Plan 2020 projects, procurement and management of professional services contracts, maintenance contracts, and goods and services contracts.

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

Current Staff:

Valentino Reyna – Chief of Water Operations
Ryan Smith – Assistant Chief of Water Operations
Virgil Kapanui – Water Field Operations Superintendent
Daniel Kittredge – Water Plants Superintendent
Chris Nakamura - Water Service Supervisor III
Darren Lizama - Water Service Supervisor III
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 Sapinosa – 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 Helper

Casey Kaohelaulii – Pipefitter
Selwyn Rita – Pipefitter
Jeffery Silva – Pipefitter
Randal Watanabe – Pipefitter
Darren Horner – Pipefitter Helper
Russell Yonohara - Pipefitter Helper
Michael Mack - Pipefitter
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
Vacant – 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
Vacant – Water Service Investigator

Program Objectives

The Operations Division’s daily activities are comprised primarily of the following:

- a. Operating, monitoring, and maintaining 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. Maintaining, repairing, and replacing mechanical and electrical malfunctioning components, equipment and infrastructure to maintain water service.
- c. Maintaining and repairing the DOW’s 48 vehicles, two backhoes, two skid steer loaders along with their various attachments, three mini-excavators, one portable air compressor, 11 trailers, 14 trailer-mounted generators ranging in sizes from 70 KW to 400 KW, two light towers, and numerous motorized hand-operated construction equipment.
- d. Operating, monitoring, maintaining, and repairing more than 400 miles of pipelines, 21,200 consumer water service connections, 4,000 valves, 2,600 hydrants and standpipes.
- e. Installing new service connections and meters including the replacement of defective meters and those in service for twenty (20) years or more. Providing temporary water services through hydrant meter connections for construction activities like dust control and landscaping.

Program Highlights

Field Operations Section Statistics FY17-18

- Various leak repairs (transmission and distribution lines).....424
- Install Lateral45
- Install New Meters.....52
- Replace Defective Meters151
- Replace Meter Box and Cover28
- Live Taps and Contractor Waterline Shutdowns13
- One Call Center Tickets (requests for markings)323
- Fire Hydrants Preventative Maintenance Work Orders.....209
- Fire Hydrant Corrective Maintenance and Replacements4
- Temporary Fire Hydrant Meter Installations21

Plant Operations Section Statistics FY17-18

- a. Auto mechanics performed routine troubleshooting and repairs as well as preventive maintenance of vehicles and equipment for 175 work orders.
- b. Electricians performed electrical routine troubleshooting and repairs at various island wide remote sites, with 9 work orders for jobs outside of routine maintenance.
- 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 for 64 work orders.
- d. Construction, Welding, Maintenance Workers performed routine construction, repair, maintenance works at island wide remote facilities for 221 work orders.

Other Program Highlights for FY17-18

- a. In coordination with the State approved third party validator, completed and submitted the first ever Water Audits for calendar year 2017 to Commission on Water Resources Management (CWRM) in compliance with Act 169 - Water Audit Law. Water audits were completed of each of the following water systems:
 - 1. Kekaha-Waimea
 - 2. Hanapēpē-Eleele
 - 3. Kalāheo-Kōloa-Po'ipū
 - 4. Puhi-Līhu'e-Hanamā'ulu-Wailua-Kapa'a
 - 5. Anahola
 - 6. 'Anini
 - 7. Kīlauea
 - 8. Hanalei
 - 9. Wainiha-Hā'ena
- b. Contract 647 for Kekaha Shaft 12 Replacement, on-going.
- c. Contract 630 for Puhi Well 5A pump and motor replacement and well refurbishment completed.

- d. Contracts 642, 650, 662 & 663 for the purchase and delivery of leak detection equipment, vehicles and heavy construction equipment were executed.
- e. Contract 626, replacement of Piwai Well #3 vertical line shaft pump with submersible pump completed.
- f. Contract 619, Jelly Factory Booster Pump replacement and refurbishment completed.
- g. Contract 657, Waipao Valley Well Replacement, on-going.
- h. Contract 632, maintenance of SCADA Communication System was renewed, work on-going.
- i. Emergency Contract 661, Temporary Water Main for Kahiliholo Road was completed.
- j. Assisted Engineering Division in construction plan review of 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. Conversion from Chlorine gas disinfection to Sodium Hypochlorite at nearly all DOW sites is almost complete. Hanapēpē Well A remain as gas.
- m. Operations personnel provided non-information technology repair and maintenance support to DOW co-workers.
- n. Operations Division personnel attended the following conferences and training classes:
 - 1. Respiratory Safety Training
 - 2. Distribution System Operating Training
 - 3. Water Pro Conference
 - 4. Pacific Water Conference
 - 5. Contaminants, Sampling and Monitoring Water Quality
 - 6. Alternative to Traditional Chlorine Disinfection
 - 7. First Aid and CPR/AED Training
 - 8. Distribution System Operator Examination Class
 - 9. Pumps, Motors and the Importance of Hydraulic Integrity Training Class
 - 10. Leadership Works Essentials
 - 11. Policy Against Discrimination Training for Supervisors
 - 12. Forklift Certification and Training
 - 13. Performance Management and Discipline Training
 - 14. Fundamentals of a Cross Connection Control Program
 - 15. Asbestos Operations and Maintenance Worker Training Refresher
 - 16. Drug and Alcohol Reasonable Suspicion-Supervisor Training
- o. A total of **2,009** work orders were issued for Operations Division in FY 2017-2018. 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.

In addition to the above-mentioned daily activity of operating, maintaining, repairing DOW's fleet, water distribution network, water storage facilities, and water producing sources, Operations Division procured and administered fifteen (15) goods & services, professional services, maintenance services, and construction contracts.

7. FISCAL DIVISION

Program Description:

Under the direction of the Waterworks Controller, the Fiscal Division is comprised of the Accounting section and the Billing section. The Fiscal Division is responsible for the planning and directing financial activities of the DOW and administering the fiscal programs and customer activities of the Department including but not limited to: revenue and cash management, project cost accounting, payroll, leave records, accounts payable, utility plant accounting, meter reading, consumer billing and accounting, preparation of financial and statistical reports, conducting internal audits, facilitating financial and statistical studies of the Department for reports and rate making, preparation of financial statements for yearly audit, and assisting the Manager in the development of the DOW's annual fiscal year budget.

Current Staff:

Marites Yano – Waterworks Controller

Fay Tateishi – Accountant IV

Analyn Flores – Accountant IV

Anne Parrott – Accountant III

Elaine Ruiz – Accountant II

Karen Ann Delgado – Accountant II

Marcelino Soliz – Accountant II

Ferdinand Mariano – Accountant I

Terrilyn Amorin – Account Clerk

Mona Yamauchi – Customer Relations Assistant

Norma Imada – Customer Services Representative II

Amberbriana McCarthy – Customer Services Representative II

Sherri Braun - Customer Services Representative II

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

Program Objectives:

Waterworks Controller

- a. Administer the affairs of the Fiscal Division and all programs assigned to it.
- b. Preserve 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. Monitor the availability of funds to meet cash flow requirements.
- e. Responsible for the preparation of financial and budgetary reports monthly and annually.

Accounting

- a. Provides accurate, complete, and timely recording and reporting of all financial transactions and activities of the DOW.
- b. Processes the DOW's payroll in a timely manner.
- c. Processes accounts payable and issue payments in a timely and efficient manner.
- d. Maintains records of new and existing general plant and utility plant assets, account for depreciation and disposition and keep track of the value of the overall changes.

The Accounting section has a Supervisor with a staff of five (5) Accountants, each maintaining one or two primary functions in the field of accounting with one (1) Account Clerk supporting the staff with the following:

- Accounts Payable
 - Fixed Assets
 - Cost accounting & Work Orders
 - Payroll
 - Cash & Investments
 - Debts
 - Purchasing
 - Budget
-
- Uses Microsoft Great Plains, a financial accounting system that maintains the DOW's general ledger where the DOW's financial transactions are recorded and consolidated.
 - Uses Paramount Workplace to create Purchase Requisitions that integrates with Microsoft Great Plains to generate a Purchase Order. This integration provides a real time encumbrance report that each Division Head uses to manage their budget.
 - Performs monthly closing of the accounting system and prepares monthly reports of Revenues, Expenses and Variances against the Approved Budget.
 - Manages accounts payable and process invoices and payments regularly.
 - Manages payroll for all DOW employees; payroll processing is twice a month through the County's AS 400 payroll system.
 - Maintains subsidiary accounts of Fixed Assets and accounting of new assets and disposals.
 - Maintains subsidiary ledgers of all debts, amortization and payments.
 - Reconciles Cash, Cash in Bank & Treasury and Investment accounts.

- Performs cost accounting for DOW & Private Jobs; prepare claims for DOW job related work orders and insurance claims.
- Reviews purchase requisitions for account coding and budgetary controls before processing Purchase Orders.
- Collaborates with DOW divisions to produce documents for payroll, AP processing, project and job costing and reconciliation of all accounts.

Billing:

- a. Conducts monthly and as needed meter reading of the DOW customer's island wide.
 - b. Provides timely billing, collection, accounting and depositing collection payments of water bills and miscellaneous receipts.
 - c. Process meter applications and new services.
 - d. Service customers who inquire about billing, payment and collection matters.
 - e. Maintain records of accounts receivable.
- The Billing section has a Supervisor with a staff of twelve (12) consisting of (1) Accountant, two (2) Customer Relations Assistants, two (2) Customer Service Representatives II, and three (3) Customer Service Representative I, all working together to maintain a database of over 21,000 customer accounts. In addition, there are three Field Collection Clerks/Meter Readers (FCC/MR) with one Supervising FCC/MR performing meter reading functions and various field activities in connection with water services:
 - Water meters are read monthly and the water bills are also sent out monthly.
 - Mailed in payments are processed through a lock box located outside the DOW.
 - Automatic bill payment is another option for customers to pay their water bills.
 - A new procurement for Customer Care and Billing (CC&B) hosting is in process and the scope includes a credit card payment option.

Program Highlights

- a. Total revenues of \$36.03M consisted of water sales, investment income, miscellaneous and capital contributions from grants and conveyances. The main source of the revenues came from water sales.
- b. The DOW provided water service to approximately 21,600 customer accounts with annual water usage totaling 4.015 billion gallons. Total billed revenues for FY17-18 amounted to \$ 28.8M.
- c. Operating expenses and debt service for FY17-18 was \$33.9M; \$8.3M of which was for debt service, \$7.7M for depreciation costs, \$1.6M for cost from water agreements, \$2.1M was for hydrants maintenance and cost of electrical power purchased for pumping was \$2.6M.
- d. A summary of changes in the physical assets of the DOW is attached:

Kauai County - Department of Water
June 30, 2018
Utility Plant Additions

Date	Job / Work Order	Description	Asset	Amount
06/30/18	17-08	Wainiha Well #2	Well Improvements	27,826.03
06/30/18	17-01	Piwai Well #3	Well Improvements	40,319.35
			Wells & Springs	68,145.38
06/30/18	17-08	Wainiha Well #2	Pumping Equipment	19,583.95
06/30/18	17-01	Piwai Well #3	Pumping Equipment	115,904.34
06/30/18	16-01	Jelly Factory Booster Pump	Pumping Equipment	76,996.67
			Electric Pumping Equipment	212,484.96
11/22/17	Conveyance	Kalepa Tank Control Valve (Grove Farm)	concrete retaining wall	20,833.00
11/22/17	Conveyance	Kalepa Tank Control Valve (Grove Farm)	Fencing/gate	8,200.00
				29,033.00
11/22/17	Conveyance	Kalepa Tank Control Valve (Grove Farm)	Tank	243,736.00
06/30/18		Moloo'a Tank	Tank	56,519.69
			Reservoirs	300,255.69
11/22/17	Conveyance	DR Horton-Schuler Homes LLC	12" CL 52 DI pipe, gate valves and cleanouts	672,100.00
10/10/17	Conveyance	Makahuena Subdivision	8" DL pipe CL52, gate valves & cleanout	187,072.81
01/26/18	Conveyance	Marshall MacCready	8" ductile iron & valves	162,373.40
11/22/17	Conveyance	DR Horton-Schuler Homes LLC	12" class 52 DI pipe, sampling station, cleanouts, & valves	300,748.00
11/22/17	Conveyance	DR Horton-Schuler Homes LLC	8" class 52 DI pipe	266,188.00
03/23/18	Conveyance	Hardy Street Improvements	Relocate and improve t&d re road improvements	35,059.60
11/22/17	Conveyance	DR Horton-Schuler Homes LLC	6" class 52 DI pipe	198,472.00
11/22/17	Conveyance	Kalepa Tank Control Valve (Grove Farm)	8" pipe, CL 52 and valves	163,193.00
01/26/18	Conveyance	Kent & Sharon Lucien	2.5" PVC water line, gate valve, & cleanout	21,230.00
			Transportation & Distribution Mains	2,006,436.81
08/21/17	Conveyance	Anaka Family Trust - Randall Parker	1" copper single service lateral for 5/8" water meter	12,425.00
09/29/17	Conveyance	Kanaka Public Charter School - remodel	1.5" Copper Service lateral	27,300.00
10/10/17	Conveyance	Makahuena Subdivision	1" copper single service later for 5/8" meter	14,500.00
10/10/17	Conveyance	Makahuena Subdivision	1.5" copper double service laterals for 5/8 meter	19,680.00
10/10/17	Conveyance	Makahuena Subdivision	1.5" copper service lateral for 1" irrigation meter	6,085.00
10/26/17	Conveyance	Jared & Donna Murayama 1997 Trust	8" ductile iron lateral for 8" RDPA & gate valve	40,100.00
10/27/17	Conveyance	Kilauea Community Agricultural Center	1.5" Copper double service lateral	17,500.00
11/22/17	Conveyance	DR Horton-Schuler Homes LLC	Single service lateral for 5/8" water meter	17,300.00
11/22/17	Conveyance	DR Horton-Schuler Homes LLC	Single service lateral for 5/8" water meter	29,700.00
11/22/17	Conveyance	DR Horton-Schuler Homes LLC	Double service laterals for 5/8" water meter	83,200.00
11/22/17	Conveyance	DR Horton-Schuler Homes LLC	Triple service lateral for 5/8" water meter	96,000.00
11/22/17	Conveyance	DR Horton-Schuler Homes LLC	Quadruple service lateral for 5/8" water meter	43,400.00
12/22/17	Conveyance	Richard Fuller	1" Service lateral for a 5/8" water meter	13,500.00
01/26/18	Conveyance	Kent & Sharon Lucien	1" copper single service lateral for 5/8" meter	4,000.00
01/26/18	Conveyance	Marshall MacCready	1" copper service lateral	1,200.00
02/23/18	Conveyance	Aloiau Inc	1.5" copper single service lateral for 1" water meter	36,647.79
02/23/18	Conveyance	Aloiau Inc	6" ductile iron lateral for 6" RPDA and gate valve	58,983.73
02/23/18	Conveyance	Ma's Family Kitchen LLC	1.5" copper single service lateral for 1" water meter	21,863.00
02/23/18	Conveyance	State of HI - former Lihu'e courthouse	4" ductile iron lateral for 4" RPDA and RDPA	20,000.00
03/23/18	Conveyance	Erik Brandsen	1" copper single service lateral for 5/8" water meter	8,950.00
03/23/18	Conveyance	Island Self Storage, LLC	8" ductile iron lateral for 8" RPDA and gate valve	17,140.00
03/23/18	Conveyance	Lester Calipjo	2" copper lateral for 2.5" RPDA	24,736.00
03/23/18	Conveyance	Lester Calipjo	1.5" copper service lateral for 1" meter	6,395.00
03/23/18	Conveyance	Kaua'i Phillippine Cultural Center	2" copper single service lateral for 1.5" water meter	5,710.00
03/23/18	Conveyance	Kaua'i Phillippine Cultural Center	8" ductile iron lateral for 8" RPDA & gate valve	13,871.00
04/27/18	Conveyance	Pila'a Ranch	1.5" copper double service lateral	10,650.00
04/27/18	Conveyance	RT Land Development - Hawai'i Food Svc	6" ductile iron lateral & gate valve	35,200.00
04/27/18	Conveyance	Seina Holdings Inc	1.5" copper service lateral for 1" water meter	18,148.62
05/25/18	Conveyance	Burgess Family Group	1.5" copper service double service lateral	20,810.00
06/22/18	Conveyance	Brian & Karen Cook	1.5" copper service lateral for 1" water meter	42,335.00
12/22/18	Conveyance	Makalea Condo - Steve Hunt	1" copper service lateral for 5/8" water meter	14,407.58
06/30/18		New Service Lateral Installations	Service Laterals	103,629.71
06/30/18		Replacement Lateral Installations	Service Laterals	8,698.85
			Service Laterals	894,066.28
03/23/18	Conveyance	Hardy Street Improvements	Meters	9,564.92
06/22/18	Conveyance	Niu Pia Land Co. (Flying Food Group)	Meters	684.08
06/30/18		New Meter Installations	Meters	79,181.05
06/30/18		Meter Replacements	Meters	11,674.84
06/30/18		New Meter Installations (with service lateral)	Meters	9,404.07
			Meters	110,508.96
10/10/17	Conveyance	Makahuena Subdivision	Hydrant assembly and gate valve (2)	17,600.00
11/22/17	Conveyance	DR Horton-Schuler Homes LLC	Hydrant assembly and gate valve (17)	125,800.00
11/22/17	Conveyance	DR Horton-Schuler Homes LLC	Hydrant assembly (4)	35,000.00
03/23/18	Conveyance	Hardy Street Improvements	Hydrant assembly (2)	19,597.12
01/26/18	Conveyance	Marshall MacCready	6" fire hydrant lateral & assembly, valve & cover	11,418.00
08/31/17	171083	Replace Hydrant B-086 Huakai Rd	Hydrant	2,041.36
08/31/17	171085	Replace Hydrant B-087 Huakai Rd	Hydrant	2,071.36
08/31/17	171265	Replace Hydrant I-094 Pee Rd	Hydrant	1,887.36
06/29/18	171266	Replace Hydrant Pee Rd	Hydrant	1,979.36
08/31/17	171342	Replace Hydrant Eleele Twin Tanks	Hydrant	2,041.36
08/31/17	171344	Replace Hydrant C-053 Moi Rd.	Hydrant	1,887.36
03/31/18	171228	Replace Hydrant R-008-6 Kuamoo Rd	Hydrant	2,031.36

Kauai County - Department of Water
June 30, 2018

Utility Plant Additions

Date	Job / Work Order	Description	Asset	Amount
01/31/18	180078	Replaced Hydrant #K-009 Nawiliwili Rd.	Hydrant	2,305.86
01/31/18	180115	Replace Hydrant B-011-6FH Menehune Rd, Waimea	Hydrant	1,887.36
03/31/18	180417	Replace Hydrant M-006 Leho Dr. Wailua	Hydrant	2,051.36
05/31/18	180788	Replace Hydrant I-102 Ainako Rd	Hydrant	2,220.86
06/30/18	180827	Replace Hydrant M-002 Lydgate Park	Hydrant	1,933.36
06/30/18	180829	Replace Hydrant R-076 Kuamoo Rd	Hydrant	1,933.36
06/30/18	180874	Replace Hydrant D-183 Puu Rd	Hydrant	2,199.38
			Hydrants	237,886.18
			Total Utility Plant Additions	3,858,817.26

**Kauai County - Department of Water
June 30, 2018
General Plant Additions**

Date	Description	Vendor	Quantity	Cost
11/13/17	Cisco Call Manager Upgrade w/Smartnet	Hawaiian Telcom	1	24,912.21
		Communications Equipment		24,912.21
12/26/16	Dell Optiplex AIO XCTO	Dell Computer	3	\$2,828.76
12/18/16	Dell Optiplex 3240 AIO XCTO	Dell Computer	1	\$1,129.78
04/02/17	Dell Optiplex 3240 AIO XCTO	Dell Computer	3	\$3,202.49
03/29/18	Dell Optiplex 7050 Micro Form Factor BTX	Dell Computer	1	\$1,087.47
04/12/18	Dell Optiplex 5250 AIO XCTO	Dell Computer	1	\$2,362.01
04/26/18	Optiplex 3040 Small Form Factor XCTO	Dell Computer	2	\$982.53
06/13/18	Dell Precision Workstation	Dell Computer	1	\$4,351.85
		Computer Hardware		15,944.89
06/30/18	2012 Takeuchi TB235R Excavator	Allied Machinery	1	56,153.02
		Power Equipment		56,153.02
10/04/17	Commander 3 Noise Logger Reading Unit	Wong's Equipment	1	\$8,255.23
10/04/17	N3 Noise Logger with long antenna	Wong's Equipment	31	\$25,672.03
12/19/17	Ammco 4100B Drum & Disc Brake Lathe	NAPA	1	\$9,871.79
05/21/18	VLOC Pro 3 Line Locator Receiver with SD	Wong's Equipment	1	\$5,179.18
05/24/18	N3 Noise Logger with long antenna	Wong's Equipment	12	\$9,875.03
06/07/18	VM-585 Compact Multi Frequency Locator	Wong Equipment	3	\$7,328.15
			Tools	66,181.41
06/06/18	CK2414 2018 Jeep Cherokee	King Auto Center	1	\$39,491.42
		Transportation Equipment		39,491.42
			Total	202,682.95

Kauai County - Department of Water

June 30, 2018

Intangible Asset Additions

Date	Description	Vendor	Cost
11/21/17	CC&B Java Upgrade	Prithibi LLC	\$343,806.44
11/21/17	CC&B Report Configuration	Prithibi LLC	\$37,363.00
06/30/18	PM Web Project Management Software	Prithibi LLC	175,500.00
	Total Intangible Asset Additions		556,669.44

Kauai County - Department of Water
June 30, 2018
Utility Plant Abandonments

Job/Work Order	Job/Work Order Description	Asset ID	Total Cost
		5/8" METER w/ AMR	2,552.06
		3/4 "x 3/4"	1,779.56
		1"	1,816.22
		3"	5,024.00
		Meters	11,171.84
171083	Replace Hydrant B-086 Huakai Rd	(1) 2.5" x (1) 4.5"	2,033.65
171085	Replace Hydrant B-087 Huakai Rd	(1) 2.5" x (1) 4.5"	2,033.65
171265	Replace Hydrant I-094 Pee Rd	(1) 2.5" x (1) 4.5"	2,033.65
171266	Replace Hydrant I-094 Pee Rd	(1) 2.5" x (1) 4.5"	2,033.65
171342	Replace Hydrant Eleele Twin Tanks	(1) 2.5" x (1) 4.5"	2,033.65
171344	Replace Hydrant C-053 Moi Rd.	(1) 2.5" x (1) 4.5"	2,033.65
171822	Replace Hydrant R-008-6 Kuamoo Rd	(1) 2.5" x (1) 4.5"	2,033.65
180078	Replaced Hydrant #K-009 Nawiliwili Rd.	(1) 2.5" x (1) 4.5"	2,033.65
180115	Replace Hydrant B-011-6FH Menehune Rd	(1) 2.5" x (1) 4.5"	2,033.65
180417	Replace Hydrant M-006 Leho Dr. Wailua	(1) 2.5" x (1) 4.5"	2,033.65
180788	Replace Hydrant I-102 Ainako Rd	(1) 2.5" x (1) 4.5"	2,033.65
180827	Replace Hydrant M-002 Lydgate Park	(1) 2.5" x (1) 4.5"	2,033.65
180829	Replace Hydrant R-076 Kuamoo Rd	(1) 2.5" x (1) 4.5"	2,033.65
180874	Replace Hydrant D-183 Puu Rd	(1) 2.5" x (1) 4.5"	2,033.65
		Hydrants	28,471.10
		Total Utility Plant Abandonments	39,642.94

Kauai County - Department of Water

June 30, 2018

General Plant Retirements

Date Acquired	Description	Cost	Accumulated Depreciation	Book Value
11/30/96	Hach Turbidimeter 2100P w/ Battery	1,007.20	1,007.20	-
06/30/00	Global Electrician Workstation w/ Bench	5,792.35	5,792.35	-
09/30/05	Desk, Double Pedestal, McDowell/Craig	1,852.70	1,852.70	-
03/31/08	Cabinet, 24x60x78 Vault ToughPlus, 12 Gge	2,207.53	2,207.53	-
06/30/08	Capitalized Interest, FY08	1,091.86	1,091.86	-
	Office Furniture and Equipment	11,951.64	11,951.64	-
11/30/06	Container, 40'	3,500.00	3,500.00	-
	Stores Equipment	3,500.00	3,500.00	-
11/21/88	Combination Bobcat with 12in Bucket	1,550.44	1,550.44	-
07/31/01	Case D100XR Backhoe w/18" Bucket	7,656.20	7,656.20	-
	Power Equipment	9,206.64	9,206.64	-
07/31/94	Twin Post Lift, 12000 LB Capacity	7,297.90	7,297.90	-
05/31/97	1 1/4in - 2in Diameter Copper Tube	1,211.76	1,211.76	-
05/31/98	Wacker Vibratory Rammer w/ 4 HP Gas Engine	3,023.94	3,023.94	-
02/28/01	5.5in Shell Cutter for CL12	1,532.60	1,532.60	-
02/28/01	7.5in Shell Cutter for CL12	1,956.90	1,956.90	-
02/28/01	11.5in Shell Cutter for CL12	3,239.20	3,239.20	-
02/28/02	Valve Insertion Machine, ROMAC 364-00	25,963.38	25,963.38	-
02/28/02	Operator, Air Power, Mueller, H614	4,565.83	4,565.83	-
04/30/02	Pipe Cutter, Hydraulic Chain, Wheeler REX	2,667.24	2,667.24	-
05/31/04	Flow Recorder, Meter Master Model 100EL	7,553.10	7,553.10	-
03/31/07	Cabinet, Abrasive Blast (Pressure Feed)	2,801.76	2,801.76	-
	Tools	61,813.61	61,813.61	-
06/30/04	Capitalized Interest, FY04	15,931.00	15,931.00	-
06/30/05	Capitalized Interest, FY05	8,565.00	8,565.00	-
	Computer Hardware	24,496.00	24,496.00	-
	Total General Plant Abandonments	110,967.89	110,967.89	-

DEPARTMENT OF WATER
County of Kaua'i

"Water has no Substitute – Conserve It!"