

## MINUTES

DEPARTMENT OF WATER SUPPLY  
COUNTY OF HAWAI'I  
WATER BOARD MEETING  
February 22, 2005

### DWS HILO OPERATIONS CENTER CONFERENCE ROOM

MEMBERS PRESENT: Mr. Ivan Mochida, Chairman (10:22 a.m.)  
Mr. Loren Heck, Vice-Chairman  
Mr. Thomas Goya  
Ms. Pamela Hons  
Mr. Earl T. Nakashima  
Ms. Sandra Scarr  
Mr. Milton D. Pavao, Manager (ex-officio member)

ABSENT: Mr. Bernard Konanui, Water Board Member  
Mr. George Wilkins, Water Board Member  
Mr. Bruce McClure, Director, Department of Public Works  
(ex-officio member)

OTHERS PRESENT: Ms. Amy Self, Deputy Corporation Counsel  
Mr. Darrin Arai, representing Mr. Christopher Yuen, Director,  
Planning Department (ex-officio member)

#### Department of Water Supply Staff:

Mr. Quirino Antonio, Jr., Deputy Manager  
Mr. Glenn Ahuna, Engineering Division Head  
Mr. Daryl Ikeda, Acting Chief of Operations  
Mr. Richard Tsunoda, Waterworks Controller  
Mr. Richard Sumada, Assistant Waterworks Controller  
Mr. Lawrence Beck, Engineering Division  
Ms. Crestita Hudman, Customer Service Supervisor  
Mr. Owen Nishioka, Engineering Division  
Mr. Michael Watanabe, Water Quality and Assurance Control Branch

CALL TO ORDER - Vice-Chairman Heck called the meeting to order at 10:00 a.m. He announced that Chairman Mochida would be joining the meeting within the hour, and also thanked Ms. Hons and Mr. Nakashima for being present.

#### STATEMENTS FROM THE PUBLIC

None.

APPROVAL OF MINUTES:

ACTION: Mr. Goya moved for approval of the Minutes of the January 25, 2005, Water Board Meeting (with correction as noted by Secretary to Page 17, Item #5 - Retiree of the Department - change date from February 2006 to February 2005); seconded by Ms. Scarr and carried unanimously by voice vote.

ACTION: Mr. Goya moved for approval of the Minutes of the January 26, 2005, Special Water Board Meeting; seconded by Ms. Hons and carried unanimously by voice vote.

APPROVAL OF ADDENDUM AND/OR SUPPLEMENTAL AGENDA

Postponed until Chairman Mochida arrives for required six votes.

SOUTH HILO:

**A. JOB NO. 2004-848, CONSTRUCTION OF THE KULAIMANO BOOSTER STATION IMPROVEMENTS:**

Bids for this project were received and opened on February 10, 2005, at 2:00 p.m.; and following are the bid results:

<b>Bidder</b>	<b>Amount</b>
Edward H. Higa dba Ed Higa General Contracting	\$126,948.00
Primatech Construction, Inc.	\$228,100.00*
R. I. Namba Construction, Inc.	\$209,646.00

**\*Corrected bid total**

Project Scope: This project consists of installing a booster pump station, controls and appurtenant piping.

Project Cost:

1) Low Bidder (Edward H. Higa dba Ed Higa General Contracting)	\$126,948.00
2) Construction Contingency (~10%)	<u>12,652.00</u>
Total Construction Cost:	<u>\$139,600.00</u>

Funding for this project will be from the Department's C.I.P. budget. The contractor will have 180 calendar days from the date of Notice to Proceed to complete this project.

The Manager recommended that the Board award the contract for JOB NO. 2004-848, CONSTRUCTION OF THE KULAIMANO BOOSTER STATION IMPROVEMENTS, to the lowest responsible bidder, Edward H. Higa dba Ed Higa General Contracting, for their bid amount of \$126,948.00 plus \$12,652.00 in construction contingency for a total contract amount of \$139,600.00, subject to review as to form and legality of the contract by Corporation Counsel.

MOTION: Ms. Scarr moved for approval of the Manager's recommendation; seconded by Mr. Goya.

In response to Mr. Goya's question on the spread in bid amounts, the Manager explained that Mr. Higa has done work for the Department before and has done well and been very responsive.

ACTION: A vote was taken on the Motion. Motion was carried unanimously by voice vote.

HAMAKUA:

A. **JOB NO. 2000-766, CONSTRUCTION OF THE AHUALOA NOS. 1 AND 2, 0.10-MG RESERVOIRS FOR THE DEPARTMENT OF WATER SUPPLY:**

The Board considered a request from the contractor, Goodfellow Brothers, Inc., for an extension of contract time for the reasons stated in their letter. The additional working days (34) are related to the testing of the materials for demolition of the two steel tanks and the removal of two additional trees not identified on the plans.

This is the second time extension request. Staff has reviewed this 2nd time extension request and finds that the 34 working days are justifiable.

The Manager recommended that the Board grant Goodfellow Brothers, Inc., this extension of contract time for JOB NO. 2000-766, CONSTRUCTION OF THE AHUALOA NOS. 1 AND 2, 0.10-MG RESERVOIRS FOR THE DEPARTMENT OF WATER SUPPLY, from February 25, 2005, to April 15, 2005.

MOTION: Ms. Scarr moved for approval of the Manager's recommendation; seconded by Mr. Nakashima.

Mr. Nakashima asked if, when the project is completed, if it will expand the customer base or if it would only serve present customers.

The Manager replied that it will not be an expansion. This is the replacement of steel tanks. He added that the Board had previously authorized the Department to contract for some wells; and that, along with this project, should improve the system in the area. The Department also received word from the State that it will be awarding a bid to put pumps in the well at the hospital tank site, which had been on hold for years. However, the gallons per minute (gpm) is only 350. It was thought it would have been 700, so this 350 gpm will not even be able to back up the Haina Well. That is why it is so important that the Department get the Holualoa well going.

ACTION: A vote was taken on the Motion. Motion was carried unanimously by voice vote.

MISCELLANEOUS:

A. **DEDICATION OF WATER SYSTEMS:**

The Department received the following documents for action by the Water Board. The water systems have been constructed in accordance with the Department's standards and are in acceptable condition for dedication.

1. **GRANT OF EASEMENT AND BILL OF SALE**  
‘IOLANI, INCREMENT IV, PHASE 2  
Subdivision Application No. 82-168 (Part IV)  
Grantor: Maryl Group, Inc., formerly known as Maryl Development, Inc.  
E.W.O.: 2005-009  
TMK: (3) 7-6-012:149 to 154, inclusive  
Lots: 5  
Facilities Charge: \$7,500.00 (4 units through Mamalahoa North Water System Improvements  
@ \$500.00 per unit and 1 unit @ \$5,500.00)  
Capital Assessment Fee: \$500.00  
Final Inspection Date: February 8, 2005  
Water System Cost: \$30,480.00
  
2. **GRANT OF EASEMENT AND BILL OF SALE**  
ALII HEIGHTS, UNIT 2, PHASE I AND PHASE II  
Subdivision Application No. 2002-118  
Grantor: Towne Keauhou, LLC, a Hawaii limited liability company  
E.W.O.: 2004-060 (Unit 2, Phase I) and 2004-092 (Unit 2, Phase II)  
TMK: (3) 7-7-028:017  
Lots: 16 Lots with 1 reservoir lot and 45 Lots + 1 remainder  
Facilities Charge: \$324,500.00  
Final Inspection Date: February 10, 2005  
Water System Cost: \$405,081.84
  
3. **GRANT OF EASEMENT AND BILL OF SALE**  
PUALANI ESTATES, PHASE I, Increment 2  
Subdivision Application No. 90-143  
Grantor: D.R. Horton – Schuler Homes, LLC  
E.W.O.: 2004-027 & 2003-004  
TMK: 7-5-017:028 & 029  
Lots: 68 (Units)  
Facilities Charge: \$122,400.00 (68 units through Kealakekua Source Agreement @ \$1,800.00 per unit)  
Final Inspection Date: December 9, 2004  
Water System Cost: \$464,039.00
  
4. **GRANT OF EASEMENT**  
(For Access and Waterline Easements)  
HILO HOSPITAL COMPLEX AND ALLIED FACILITIES  
Grantor: Hawaii Health Systems Corporation  
E.W.O.: 2005-050  
TMK: 2-3-027:002

5. **PROPOSED ACCESS AND WATERLINE EASEMENT FOR WATER BOARD APPROVAL OOKALA WATER SYSTEM**  
 Grantor: William F. Hewetson  
 TMK: 3-9-001:037

The Department of Water Supply offered to pay Mr. Hewetson the amount of thirty cents (\$.30) per square foot for the use of two (2) easements. Mr. Hewetson has agreed to the amount of \$3,312.60 for both easements that total 11,042 square feet, subject to the approval of the Water Board.

The Manager recommended that the Water Board accept these documents subject to the approval of the Corporation Counsel and that either the Chairman or the Vice-Chairman be authorized to sign the documents. Further, it is recommended that the Water Board accept the purchase amount of \$3,312.60 for the 11,042-square foot easement from William F. Hewetson described above in Item 7)A.5.

(The Manager made note of the Council District Map that was placed on the bulletin board, in response to Mr. Wilkins' request of last month.)

ACTION: Mr. Goya moved for approval of the Manager's recommendation; seconded by Ms. Scarr and carried unanimously by voice vote.

B. **MATERIAL BID NO. 2005-01, SALE OF USED VEHICLES, EQUIPMENT, OFFICE EQUIPMENT, OFFICE FURNITURE, FIRST AID KITS, SCRAP COPPER, AND SCRAP BRASS FROM THE DEPARTMENT OF WATER SUPPLY:**

Bids were opened on February 9, 2005, at 2:00 p.m. All items for which the Department received bids and the successful bidders are as follows:

Item #	Description	Bidder	Amount
1	Scrap Brass Goods	Atlas Recycling Center	\$0.405/lb.
2	Scrap Copper	Hawaii Junk Ltd.	\$0.7253/lb.
3	1981 Ford 1-ton dump truck, DWS 18	Michael Omija	\$1,652.00
4	Worthington Air Compressor, 81-001-C2	Jack Coghlan	\$153.00
5	Worthington Air Compressor, 31-004-C	Jack Coghlan	\$53.00
6	Ingersoll Rand Air Compressor, 31-005-C	Jack Coghlan	\$13.00
8	Rockwell 9" mitersaw, #83E68919	Jack Coghlan	\$11.00
9	Panasonic Air Conditioner, window unit, 11,500 BTU, #1427829692	Nick Reis	\$51.00
10	Panasonic Air Conditioner, window unit, 11,500 BTU, #1427829685	Nick Reis	\$51.00
12	Milwaukee 12 Volt 3/8" hi-torque driver/drill, #784-8595503054, including charger and batteries	Jack Coghlan	\$6.00
13	Micron, 19" Monitor, 9A10, #9339A11H00292	Daniel Escalona Jr.	\$11.26
14	Micron, 19" Monitor, UM09A11, #B519A110133	Nick Reis	\$11.00
15	Micron, 17" Monitor, 700FGX, #FK8150225	Aimee Takamoto	\$11.00
16	Micron, 17" Monitor, 700FGX, #FG7461878	Daniel Escalona Jr.	\$11.26
17	Micron, 17" Monitor, 700FGX, #FA7621486	Daniel Escalona Jr.	\$11.26

<b>Item #</b>	<b>Description</b>	<b>Bidder</b>	<b>Amount</b>
18	Micron, 17" Monitor, 700FGX, #FG7525668	Earl Fukunaga	\$25.00
24	Micron, 17" Monitor, LM1764, #62100CR20647956B	Nick Reis	\$6.00
25	Micron, 17" Monitor, 700FGX, #7307L1100890	Nick Reis	\$6.00
28	Viewsonic, 17" Monitor, GT770, #JB70101376	Nick Reis	\$6.00
33	Micron Millennia XKU PII-333 Mhz Tower, #1196073-0001	Nick Reis	\$26.00
37	Micron Millennia XRU, PII-266 Mhz Tower, #1017489-0049	Daniel Escalona Jr.	\$15.61
38	Micron Millennia XKU, PII-333 Mhz Tower, #31196137-0002	Earl Fukunaga	\$50.00
52	Aldek Aluminum Scaffolding System	Leonard Baybayan Jr.	\$302.00

The Manager recommended that the Board approve all of the high bids for MATERIAL BID NO. 2005-01, SALE OF USED VEHICLES, EQUIPMENT, OFFICE EQUIPMENT, OFFICE FURNITURE, FIRST AID KITS, SCRAP COPPER, AND SCRAP BRASS FROM THE DEPARTMENT OF WATER SUPPLY, as listed above and also authorize the Manager to dispose of all items for which no bids were received.

**MOTION:** Mr. Nakashima moved for approval of the Manager's recommendation; seconded by Ms. Scarr.

After brief discussion as to how the Manager would be disposing of the items for which no bids were received, the Board requested that the Manager first check on the donation of the computer items, in particular, to schools or non-profit organizations before disposing of them.

**ACTION:** A vote was taken on the Motion. Motion was carried unanimously by voice vote.

**C. ADMINISTRATION DIVISION, PERSONNEL SECTION:**

The Department requested approval for the creation of a new Personnel Assistant II position within the Personnel Services Branch of the Administration Division. Annual salary for this new position is \$31,512.00. This position would be under the general supervision of Wanda K. Kapahu, Personnel Management Specialist II.

The scope of responsibility for personnel has increased tremendously over the past several years with the increase in departmental staff, the implementation of the Civil Service Reform Act and other new laws, rules and regulations and recordkeeping requirements. The existing staff, which includes the Personnel Management Specialist II and the Departmental Personnel Clerk, require additional help in order to effectively perform all of the duties required of the Personnel Services Branch.

This new position will be responsible to oversee the Department's industrial safety needs and programs including education, compliance, in-service training, etc. This position will also coordinate with the Worker's Compensation Unit of the County of Hawai'i to process and monitor all workers' compensation claims as well as provide support to the Personnel Management Specialist II.

The Manager recommended that the Water Board approve the creation of the Personnel Assistant II position in the Administration Division and the corresponding Table of Organization, Chart II-A.

MOTION: Mr. Goya moved for approval of the Manager's recommendation; seconded by Ms. Scarr.

Mr. Goya mentioned that this is related to his question at last month's meeting on where this fits in with the long-range plans of the Department.

The Manager stated that this came up during the Strategic Plan. The problem of filling vacancies was recognized because the Department's Personnel Management Specialist was busy with the other duty of safety work. The Department is only now filling vacancies that were in the plans months ago. By taking this duty away, she will be able to meet the demands of the Department in its hiring and personnel functions. Also, the new position being created is not limited to safety issues only. The reason for calling the position a Personnel Assistant II was to give the duties a broader scope.

Mr. Goya added that the reason he wants to see the long-range plans is to assist in the Board's decisions regarding water rate changes and if there would be a need to fund future staffing.

The Manager mentioned that the Personnel Needs Assessment that will be covered by R. W. Beck, Inc., will give the Department a good handle on staffing needs.

Ms. Scarr asked about the status of the creation of a public relations person, which has been in the works. The reason was that this person, if they had been on staff, could have handled a recent development that occurred in the West Hawaii Today where a contractor had placed an ad about work to begin the end of February to last one year, limiting traffic in the Holualoa area to one lane along Mamalahoa Highway from 7:00 a.m. to 5:30 p.m., Monday through Friday. The article has generated a lot of public complaints and questions because no contact name is on the ad, and it indicates DWS well sites as the only landmarks in the ad's description of the area. It was mistaken for being generated by this Department. (Mr. Heck later commented that the Department might want to submit a Letter to the Editor to clarify the situation.)

The Manager stated that this Department is still working on the position description for a public relations/business manager position. Civil Service is gathering input from the other jurisdictions because it is a creation of a new type of position.

Ms. Hons asked if there was a job description for the Department's independent consultant who was with the Department when she joined the Water Board. She wondered if it could be kept that way, and not have a person on staff.

The Manager replied that at one point, it was the Board's directive to have someone on staff instead of a consultant. Also, with this Strategic Plan, it was a perfect opportunity to have someone on staff to take care of that, along with the public relations work.

Mr. Nakashima added that another situation that could have been handled by a public relations position was an article in the newspaper last month where a contractor questioned the Department's delay for the pump replacements and indicated they could do it in less time.

ACTION: A vote was taken on the Motion. Motion was carried unanimously by voice vote.

(Chairman Mochida joined the meeting at 10:22 a.m.)

ADDENDUM TO AGENDA:

ACTION: Ms. Scarr moved to add Agenda Item SOUTH KOHALA/HAMAKUA, JOB NO. 97-684, CONSTRUCTION OF THE PUUKAPU-NIENIE BOOSTER PUMP STATION NO. 1 & NO. 2 REPLACEMENT, to the Agenda; seconded by Ms. Hons and carried unanimously by roll call vote (Ayes: 6 - Mss. Hons and Scarr; Messrs. Goya, Heck, Nakashima, and Chairman Mochida; Nays: 0; Absent: 2 – Messrs. Konanui and Wilkins).

SOUTH KOHALA/HAMAKUA

**A. JOB NO. 97-684, CONSTRUCTION OF THE PUUKAPU-NIENIE BOOSTER PUMP STATION NO. 1 & NO. 2 REPLACEMENT**

By Addendum, the Board considered a request from the contractor, Dick Pacific Construction Company, Ltd., for a fifth extension of contract time on the above titled job. Additional contract time needed to repair or to replace the "in-place" booster pumps at Station No. 2; re-test the pumps to ensure they perform to specifications; and complete the remaining site work in the contract.

In October 2004, the pumps were field-tested to determine if they met the contract-specified efficiency. The testing proved that the pumps were operating at lower than acceptable efficiency rates. The contractor was asked to bring the pumps' efficiency up to specifications. In January 2005, the contractor countered by offering to compensate the Department of Water Supply (DWS) for the estimated energy costs DWS would incur by accepting the inefficient pumps. DWS did not accept the contractor's offer and instructed the contractor to repair or to replace the pumps. The 151 calendar-day extension will be necessary to complete the contracted work. Staff has evaluated this request and finds that the 151 calendar-day extension from December 31, 2004 to May 31, 2005 is justified.

The Manager recommended that the Board grant Dick Pacific Construction Company, Ltd., a **151** calendar-day extension for JOB NO. 97-684, CONSTRUCTION OF THE PUUKAPU-NIENIE BOOSTER PUMP STATION NO. 1 & NO. 2 REPLACEMENT, from December 31, 2004 to May 31, 2005.

(Mr. Ahuna pointed out that 120 calendar days, as shown on the Addendum, was incorrect and noted it should be 151.)

MOTION: Mr. Nakashima moved for approval of the Manager's recommendation, with correction noted of 151 calendar days requested; seconded by Ms. Scarr.

In reply to Ms. Scarr's request for clarity on what the extension is for exactly and what the Department's comfort level is in this being completed within the allotted time, staff explained that the contractor has to get different pumps. Staff is banking on the contractor knowing what they have to do and complying with the pump efficiency test. The contractor has been notified that the Department is not going to accept inefficient pumps because of electrical costs.

In response to Ms. Scarr's question of what happens if the conditions are not met within the 151 days, the Manager indicated that the last resort would be seeking Corporation Counsel's advice on legal avenues to take, such as calling on the bond.

ACTION: A vote was taken on the Motion. Motion was carried unanimously by voice vote.

D. **MONTHLY PROGRESS REPORT:**

In response to Mr. Goya's question on the status of the Piihonua-Kukuau design project, Mr. Ahuna noted it is still in the condemnation process. Ms. Self was not certain of Ms. Garson's progress on the condemnation.

The Board questioned some projects, such as Keei No. 3 reservoirs (a 2003 project) and the Pohakea Water System Improvements, Phases 1 & 2 (under Fiscal Year 1996-2000 projects) and a lot more not complete (2003/2004 projects). Some questioned how things could be moved along faster. Five or six years spent on a project seems like a long time.

The Manager indicated that project numbers are given when the project is first thought of. It takes a long time to design a project, bid it out, and for construction time, etc. He mentioned the budget process and how staff gets together to prioritize projects.

Mr. Heck asked that the Board be involved in what the Department's plans are when it gets around to preparing this next fiscal year budget (Manager stated it should be April or May). Mr. Heck found last year's information very enlightening.

Mr. Ahuna added that R. W. Beck, Inc., as part of the Water Master Plan, is going to come up with a priority list of projects, which may be the appropriate time for input from the Board.

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

Ms. Scarr noted that general administrative costs have increased by \$450 thousand, primarily due to liability insurance premiums and the Employees Retirement System. She commented that the Department needs to budget for those increased figures.

Mr. Sumada explained that the Employees Retirement System amount is usually received in time for inclusion in the budget, but the health insurance premium amounts are usually received after the budget is completed.

Mr. Goya asked about the negative net income (Page 4) and if it is due to timing.

Mr. Sumada replied it is not due to timing, but that is the way the numbers fall out. The change in retained earnings is positive after adding back the CIAC depreciation.

F. **MATSUMOTO WATER COMPANY:**

The Manager reported that the Matsumoto Water Company has six accounts, currently delinquent by about \$596,000.00. No payments have been made since January 2004 when a lump sum of \$8,000.00 was paid. The Department cannot turn off the water because 200+ families would go without water, and one Board Member had gone on record in the past stating that the Department would not do that, after hearing the residents at a public hearing held in Kona (May 25, 1999).

The Board felt that this is an exasperating situation. Ms. Hons commented it has been going on since she became a Board Member five years ago. She had a problem with so many people paying this person, and she is not giving any of it to the Department and getting away with it. This person should be made aware that the Board is not willing to sit back and let her go merrily along her way.

To further discuss the legal issues surrounding this account, Ms. Self suggested it would be best if discussed within Executive Session.

**ACTION TO ENTER EXECUTIVE SESSION:** Ms. Scarr moved that the Board enter into Executive Session to consult with the Board's attorney on 1) questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities in disciplinary action of employees; and 2) to deliberate or make a decision upon a matter that requires the consideration of information that must be kept confidential pursuant to a state or federal law, or a court order, as authorized by Hawai'i Revised Statutes, Sections 92-4 and 92-5(a)(4) and (8); and also to consult with the Board's attorney on questions and issues pertaining to the Board's powers, duties, and liabilities, as authorized by Hawai'i Revised Statutes, Section 92-4 and 92-5(a)(5) on the Matsumoto Water Company and on First Insurance of Hawaii and the Association of Apartment Owners Kaulana at Kona; seconded by Ms. Hons and carried unanimously by voice vote.

G. **EXECUTIVE SESSION:**

Executive Session began at 11:03 after a short recess. (Mr. Darin Arai left the meeting.)

*1) Disciplinary Actions of Employees*

The purpose of this meeting is: 1) to consult with the Board's attorney on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities; and 2) to deliberate or make a decision upon a matter that requires the consideration of information that must be kept confidential pursuant to a state or federal law, or a court order, as authorized by Hawai'i Revised Statutes, Sections 92-4 and 92-5(a)(4) and (8).

*2) First Insurance of Hawaii (Kaulana at Kona)*

*3) Association of Apartment Owners Kaulana at Kona*

4) *Matsumoto Water Company*

The purpose of the meeting on Items 2, 3, and 4 is to consult with the Board's attorney on questions and issues pertaining to the Board's powers, duties, and liabilities, as authorized by Hawai'i Revised Statutes, Section 92-4 and 92-5(a)(5).

Executive Session ended at 11:54 a.m. (Ms. Hons left the meeting.)

ACTION ON ITEM #2: Mr. Heck moved to accept Corporation Counsel's recommendation on Item 2 (First Insurance of Hawaii); seconded by Ms. Scarr and carried unanimously by voice vote.

ACTION ON ITEM #4: Mr. Heck moved to file a lawsuit and have the court appoint a receiver in place of Matsumoto Water Company, or Lillian Matsumoto, and if Corporation Counsel does not have enough time or manpower, the Board authorizes the Department to hire an attorney; seconded by Ms. Scarr and carried unanimously by voice vote.

H. **MANAGER'S REPORT:**

- 1) Kona Coastview/Wonderview status – nothing further to report.
- 2) USGS Drilling Program – Mr. Heck noted the drill rig is down to about 400 feet.
- 3) Kona Water Quality – nothing further to report.
- 4) AWWA National Conference, June 12-16, 2005, San Francisco – reminder to let staff know of plans to attend.
- 5) Mr. Goya asked that the Manager add an item to his report each month—what the Department is contemplating with regard to adding new positions.
- 6) Mr. Heck asked for public relations response to the piece in the newspaper regarding Holualoa pump. (Manager will send a letter to the editor.)

I. **CHAIRMAN'S REPORT:**

Survey

Chairman Mochida indicated that Ms. Scarr had something to report. Ms. Scarr reported on her work, since the last meeting, regarding surveys of the communities on their water needs. She met with Council Member Virginia Isbell and with Ms. Nancy Pissichio who is heading up the community planning in West Hawai'i. Ms. Scarr handed out a draft letter and postcard that could be mailed out, and asked for the Board's input. The idea is to get two sets of labels from Real Property Tax with tax map key information, and mail letters with a postage-paid postcard inside addressed back to DWS with the tax map key unique to that property. She proposed that the Department acquire a postage permit, if it does not already have one, which would mean that the Department only pays for the cards that are returned. The goal is to make this as simple as possible. She is anticipating a 20% return of the survey cards, which would give the Department and the Board a lot more knowledge about communities than is currently known.

Mr. Heck believed in the idea of keeping it simple but suggested a small amount of space be added at the bottom of the postcard for comments. He also asked what happens with the postcards that come back.

Ms. Scarr replied that she had volunteers, at least in North and South Kona, to tabulate by tax map keys. Ms. Scarr will work with the Department on the estimated postage costs, anticipating 100% mail out and about 20% coming back.

The Board agreed to start with Districts 6, 7, and 8 and see what the return is. Ms. Scarr will work with Mr. Heck and report at the next meeting. (Place on the Agenda.)

Water Board Member Vacancies

Chairman Mochida mentioned the three vacant positions on the Board. It was noted that the Mayor's office is working to have them confirmed by the end of March.

Change of Meeting Place – March 22, 2005, Water Board Meeting

Discussion followed on next month's meeting, scheduled for Kona. Mr. Heck noted that unless there is something pressing relating to Kona, it is an extra expense hold meetings there (Manager reported it costs about \$900.00 extra). Also cited were problems with getting a quorum together and that it may be easier if the meeting is held in Hilo. Mr. Heck moved that the March 22, 2005, Water Board Meeting be held in Hilo rather than Kona. (Manager indicated that the Chairman has the authority to set the meeting place.)

Chairman Mochida indicated that there was agreement by the Board to hold the March 22, 2005, Water Board Meeting in Hilo, especially due to quorum issues. The meeting place will be Hilo Operations Center Conference Room, 889 Leilani Street, Hilo, Hawai'i, 10:00 a.m.

ANNOUNCEMENTS:

**Next Meeting:**

The next meeting of the Water Board will be held on March 22, 2005, at 10:00 a.m. **The meeting place was changed by the Board to now be held at the Department's Hilo Operations Center Conference Room, 889 Leilani Street, Hilo, Hawai'i.**

STATEMENTS FROM THE PUBLIC – None.

ADJOURNMENT

**ACTION:** Mr. Heck moved for adjournment of the Meeting; seconded by Mr. Goya and carried unanimously by voice vote. (Meeting adjourned at 12:15 p.m.)

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Secretary

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