

ALAN M. ARAKAWA
Mayor



DAVID TAYLOR, P.E.
Director

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DEPARTMENT OF WATER SUPPLY
COUNTY OF MAUI
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April 13, 2018

Mr. Sananda K. Baz *SKB*
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

Honorable Alan M. Arakawa
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL
Alan Arakawa 4/13/18
Mayor Date

For Transmittal to:

Honorable G. Riki Hokama
Chair, Budget and Finance Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Hokama:

SUBJECT: FISCAL YEAR ("FY") 2019 BUDGET (WS-1) (BF-1)

Thank you for your April 3, 2018, letter regarding the above-referenced subject. The Department of Water Supply (Department) is transmitting for your review and offers the following response to your questions:

Question:

1. Please explain the following proposed salary increases:
 - a. Administrative Officer (WW-0104, page 19-3 of the Budget Details) to be increased from an SR-24K to an SR-24M; resulting in a salary increase of \$10,020.

Answer: The incumbent retired, and the new hire was a transfer from another department who came in at a higher step.

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"By Water All Things Find Life"

- b. *GIS Analyst III (WW-0072, page 19-6 of the Budget Details) to be increased from an SR-20D to an SR-20H, resulting in a salary increase of \$10,788.*

Answer: The incumbent resigned, and the Department anticipates hiring from within State/County.

- c. *Waterworks Inspector II (WW-0086, page 19-6 of the Budget Details) to be increased from and SR-19I to an SR-19M, resulting in a salary increase of \$14,520.*

Answer: The incumbent retired, and the new hire was promoted from a different bargaining unit.

Note: Salaries for employees are set by union contracts and DPS rules. The only time departments have discretion over salaries is when DPS approves recruiting open competitive at negotiable salary.

Question:

2. *As it relates to page 19-3 of the Budget Details, the Department is requesting a Safety Technician position (SR-15A):*

- a. *Provide justification for the expansion position. How is the work currently being performed? How do the duties differ from that of the Safety Specialist?*

Answer: With 200 plus employees on two islands encompassing a wide variety of job duties, there is more than enough safety work for two employees. This position will assist with in-house inspections, regulatory compliance reporting and records maintenance to support the Department's efforts to eliminate safety, health, and fire hazards; follow departmental guidelines, regulatory and accepted safety standards.

The existing Safety Specialist II will coordinate and supervise the new Technician to expand the Safety Program for the Department, start safety committees for each division, and help ensure a safer workplace for all.

- b. *What is the anticipated timeframe to fill this position?*

Answer: We will work with Department of Personnel Services (DPS) to create the position as soon as the funding is approved so that we may begin recruitment July 1, 2018.

- c. *Has the Department already worked with the Department of Personnel Services and the respective union, as necessary, to establish this position?*

Answer: We will submit the position description to DPS as soon as the funding is approved. Unions are not usually involved in expansion positions.

- d. *Provide a list of current vacancies in the Department, by position title, program, and salary. Include the following information: date the position became vacant, recruitment efforts by the department to fill the position; and the anticipated date of hire.*

Answer: Please refer to EXHIBIT 1.

Question:

3. *Provide an itemized breakdown relating to \$100,000 in Professional Services (index code 6132, page 19-11 of the Budget Details).*

Answer: The \$100,000 in Professional Services is a contingency for department-wide professional service needs. There have been instances where unforeseen circumstances require additional engineering analysis or other engineering services. There have also been instances of studies or audits that the Administration or Council requests. These funds are available for those purposes.

Question:

4. *Relating to Cellular telephone costs (index code 6152, page 9-12 of the Budget Details), does a zero appropriation mean the Department no longer provides cell phones to employees who once required them? Please explain*

Answer: All telephone related expenses are budgeted in and charged to sub-object 6154.

Question:

5. *Relating to Water Meter Inventory (index code 6013, page 19-13 of the Budget Details), how many water meters are kept in inventory? How many water meters are kept on hand to specifically address the upcountry water meter waitlist?*

Answer: We try to coordinate higher volume meter purchases in anticipation of scheduled meter replacements. In recent history, inventory balances have ranged from 20 to 3,200. Sometimes vendor arrangements allow for the

Department to obtain meters on short notice, so there have been times when it was not necessary for us to keep large balances in our warehouse.

We do not have meters in inventory to specifically address the Upcountry water meter waitlist. We have been able to accommodate the Upcountry installations with existing inventory.

Question:

6. *Relating to Computer Services (index code 6110, page 19-13 of the Budget Details), explain the \$82,000 expansion request needed to run additional reports for staff.*

a. *What types of reports are being run, how often, and for what purpose?*

Answer: Additional funding is needed for specialized reports that need to be created for our different divisions. Daily, monthly usage reports are being run. We need to pay for customization of additional reports that could be used by Water Divisions and Wastewater.

b. *Are these reports specific to the Water Department or do other departments run these reports?*

Answer: These reports would be used by Water Department and Wastewater.

c. *Is the increase due to a specific software program, printer, or other equipment needed to run the reports?*

Answer: No, this increase is only for customized reports.

Question:

7. *Relating to Professional Services (index code 6132, page 19-14 of the Budget Details):*

a. *Explain the purpose for the iNovah conversion. How much funding has been appropriated for the conversion so far? How much additional funding will be needed to complete the project? What is the anticipated timeframe for project completion?*

Answer: The iNovah conversion was requested by Finance in 2013 to have the entire County on one cashiering system. The Department waited until they were finished with conversions and upgrades as we currently have the cashiering system with our CC&B software. We would need to have an interface created to join the two systems. We currently have \$100,000

budgeted for this interface between the two systems. Anticipated time frame is the end of FY 2019.

- b. *How much of an impact did the \$900,000 one-time appropriation made in the FY 2018 Budget have on addressing the upcountry water meter wait list?*

Answer: The \$900,000 appropriation is anticipated to provide for an increase in the total number of water meter offers mailed to properties on the Upcountry Water Meter Priority List compared to the previous year.

Question:

8. *Relating to Contractual Service (index code 6112, page 19-17 of the Budget Details), does a zero appropriation mean a janitorial contract for the One Main Plaza no longer exists? If so, who maintains the facility?*

Answer: Janitorial services are currently contracted by Maui Office LLC, and One Main Plaza LLC Services, which cover most customary maintenance.

Question:

9. *Relating to Conservation program (index code 6278, page 19-18 of the Budget Details), explain the additional \$73,000 needed for this program.*

Answer: An additional \$73,000 for conservation measures is consistent with community support of increased incentives to curb potable water use as well as the statewide Freshwater Initiative to improve water use efficiency by 8% by year 2030. Funds would support continued and expanded toilet replacement program initiated in FY 2018; a greywater rebate program for high residential uses, rainwater harvesting, in addition to ongoing funded incentives and outreach such as low-flow fixture give-away and grade-school poster contest. Water savings from the implementation of the Department's planned conservation measures are projected to about 1,150,000 gallons per day by FY 2021.

- a. *What quantitative measures does the Department hope to achieve by expanding Source Protection activities?*

Answer: The requested \$15,000 would fund continued and expanded outreach to the public and targeted groups such as the agriculture community. We are developing best management practices (BMPs) through a consensus building framework and forms to record BMP activities to yield useful quantitative data. The funds would also ensure continuation of the successful source protection video contest for high school students. The

return on all invested outreach is not directly quantifiable. However, expected results include improved public awareness of the link between land use and water quality, long term protection of our freshwater resources. It is well established that preventive measures, whether voluntary or regulatory, to avoid compromising drinking water quality are far less costly than expenses associated with water contaminating events.

b. *Has the Department researched grant opportunities available to promote water conservation programs?*

Answer: The Department has actively pursued grant and in-kind assistance to fund conservation activities. We are currently partnering with Hawaii Rural Water Association and are exploring grant opportunities through Hawaii Energy. Vice versa, the Department has funded and successfully implemented water conservation programs to benefit other County departments. Retrofitted showers at select Parks and Recreation facilities and toilet replacements at County facilities have resulted in significant water savings.

Question:

10. *Provide supplemental information that supports the changes made in grant amounts proposed in FY 2019 for the following grantees (pages 19-19 to 19-21 of the Budget Details):*

- a. *Auwahi Forest Restoration, increase of \$24, 291*
- b. *Countywide Watershed Protection, increase of \$117,186*
- c. *East Maui Watershed Partnership, increase of \$34,000*
- d. *Hawaii Agriculture Research Center, decrease of \$11,500*
- e. *Leeward Haleakala Forest Restoration, decrease of \$7,978*
- f. *Pu'u Kukui Watershed Preserve, decrease of \$13,797*
- g. *West Maui Watershed Protection, increase of \$135,461*

Answer: An explanation regarding changes made in proposed grant amounts for grantees are provided as follows:

a.	Auwahi Forest Restoration (AFR): AFR is a restoration jewel in the world. Art Medeiros, et al., have done a tremendous job in their restoration efforts mainly through the arduous task of securing and hiking up dedicated volunteers to their project site to work. The increase should help to lock in the hours needed from staff to bring up the additional amount of volunteers as AFR continues to make progress.
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b.	<p><u>Countywide Watershed Protection:</u> The Countywide Watershed Protection monies has traditionally been used for contingencies. An example was emergency repair funding allocated from this account to West Maui Mountains Watershed Partnership (WMMWP) in FY 2017 after the late 2016 storms that caused extensive damage to WMMWP fencing that protected projects sites and prevented ungulate penetration. New for FY 2019 is a project called Bio-Economic Models for East Maui by Dr. Leary. This project has the potential to expand beyond FY 2019, but may remain as a non-line item unlike our other long-standing grantees.</p>
c.	<p><u>East Maui Watershed Partnership (EMWP):</u> EMWP (UH) has been very consistent with reporting, meeting milestones, and achieving their contract deliverables. Funding of \$330K towards project deliverables is justified to increase ungulate control efforts and to systematically control leading edge Himalayan Ginger populations with an additional \$18K.</p>
d.	<p><u>Hawaii Agriculture Research Center:</u> We removed \$10K from contractual services for lack of required payroll documentation for a position. Outreach deliverables were also not defined or outlined clearly, and \$1,500 was removed due to unjustified parking, car rental and fuel costs.</p>
e.	<p><u>Leeward Haleakala Forest Restoration:</u> \$7,800 was removed from contractual services to reflect 12hrs of helicopter time, not 18hrs as per total requested and justification. Other unjustified costs were also removed.</p>
f.	<p><u>Pu'u Kukui Watershed Preserve:</u> Unjustified transportation, maintenance/fuel costs for vehicles were reduced \$4,800. The Department also denied the purchase for new Polaris UTV due to recent years' vehicle purchase approval.</p>
g.	<p><u>West Maui Watershed Protection:</u> The original proposal request by WMMWP for FY19 was \$565,943.43. Amounts previously allocated for an unfilled Outreach and Education Specialist Position plus 29% fringes, benefits, taxes was removed from payroll request. Travel costs was also brought down to average with other partners' costs. Request to purchase a new Toyota Tacoma for \$36,345 purchase denied. Other reductions were within supplies and materials, halved the cost for GIS maintenance, unjustified new computer hardware/software purchases, including not as much facilities maintenance costs as anticipated, and unnecessary vehicle maintenance costs due to an outside funder providing a new vehicle.</p> <p>The lion's share of the funding increase from FY 2018 comes mostly from delayed work due to inclement weather, past damage to fencing, and contracting delays that forced WMMWP to increase payroll to</p>

<p>secure enough field staff to accomplish deliverables. They have also increased staff to address issues that were discovered after the late 2016 storms. On one hand, they are working through the proposed deliverables, while on the other still resolving maintenance issues.</p>
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Question:

11. *Regarding Countywide Facility Improvements (CBS-1075, page 822 of the Program Book):*
 - a. *What is the cost breakdown for each of the projects listed? How would the Department prioritize these projects?*

Answer: The estimated cost of to replace the chlorine gas to another type of disinfection method is estimated at \$350,000 for each site. This amount includes the purchase of equipment and installation cost and is based on on-site conversion to sodium hypochlorite.

The priority of installation of the four (4) surface water treatment plants are as follows:

Priority No.	Project	Justification
1	Mahinahina	With Lahaina Water Treatment Plant (WTP) being contracted to convert this fiscal year, prioritizing the Mahinahina WTP would eliminate the transport of chlorine gas to West Maui.
2	Olinda	At Olinda WTP, the chlorine gas tank is situated in an open area as opposed to a closed bay. As there is no chlorine gas leak scrubber at this site, eliminating this risk would be a priority.
3	Piiholo	This is the largest WTP Upcountry. Eliminating transport of a large volume of chlorine gas to this remote site would be the 3 rd priority.
4	Kamole	This is a primary source for Upcountry during drought periods.

The priority of installation of the four (4) ground water well sites are as follows:

Priority No.	Project	Justification
1	Waihee 1, 2, and 3	Highest production with 3 large capacity well pumps. These wells are critical to the supply of water for Central Maui.
2	Mokuhau 1 and 3	There are homes nearby.
3	Kanoa 1 and 2	There are homes nearby.
4	Napili A	A large capacity well in West Maui and one of the main source of groundwater.

- b. *An anticipated project is to convert disinfection systems at various areas from chlorine gas to hypochlorite generation. What is the reason for this conversion? How much in cost savings will the County realize being that the Department incurs high costs working with a sole chlorine gas vendor in Hawaii? Is the plan to convert all disinfection systems or selective ones, and why? What is the timeframe for the project completion?*

Answer: On March 15, 2017, the Department was notified by the regional supplier of chlorine gas that they will stop selling chlorine gas in Hawaii at the end of June 2017. The Department plans to convert all facilities from chlorine gas to another type of chlorine disinfection method. The decision to request funding to convert all facilities from chlorine gas to another method of disinfection is that chlorine gas is currently not available for purchase in the State of Hawaii. If funding is approved in the FY 2019 Budget, the goal is to have the complete conversion of all facilities by end of June 2019.

Question:

12. *Regarding Upcountry Reliable Capacity (CBS-1106, page 827 of the Program Book):*

- a. *In FY 2018, the project list included the design and construction involving the replacement and expansion of booster pump stations at Pookela Tank, Maluhia Tank, and West Olinda Tank. In FY 2019, these tanks are anticipated for phase 10 booster pump improvements. Please explain.*

Answer: The total estimated construction cost for Phase 10 Booster Pump Upgrades is \$10 million dollars with funding from FY 2018 and FY 2019. \$3 million is appropriated in FY 2018 and \$7 million is proposed in FY 2019.

- b. *How much will the capacity of the Upcountry water system be increased with the development of Pookela Well B? Has land already been secured?*

Answer: Pookela Well B will not increase the capacity of the Upcountry water system, as it is intended to serve as a backup to Pookela Well A and provide reliability of our groundwater sources for Upcountry. Pookela Well B is situated on the same parcel as Pookela Well A which the County owns; therefore, land does not need to be secured.

Question:

13. *Regarding the Central Maui Reliable Capacity (CBS-1102, page 829 of the Program Book):*

- a. *In FY 2018, funds were appropriated to design an exploratory well for the replacement of the existing Waiehu Heights Well 1 upon acquisition of the replacement well site. Has land already been acquired? If so, where is it located?*

Answer: Initial potential well sites selected were situated on private property, which the owner was not agreeable to any of these sites. The Department is now proposing to drill the replacement well on the County parcel where the Waiehu Heights Wells #1 and #2 is situated upon; therefore, land does not need to be acquired.

- b. *How much capacity will the new well provide to the Central Maui system?*

Answer: The new well (replacement of Waiehu Heights Well #1) will not provide additional capacity for the Central Maui System.

- c. *Approximately how much of the \$2.5 million for new construction will go towards this project?*

Answer: The \$2.5 million is anticipated to be able to fund the exploratory drilling and development of the new well (replacement of Waiehu Heights Well #1).

- d. *What are plans for the Waiehu Heights Well 1 when it is no longer in operation?*

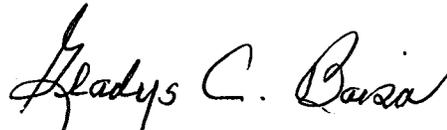
Answer: The Waiehu Heights Well #1 has not been in operation due to high chlorides. Upon completion of the new replacement well, the well will be

Honorable G. Riki Hokama, Chair
Budget and Finance Committee
April 13, 2018
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**abandoned and sealed in accordance with the requirements of the State
Commission on Water Resources Management.**

We hope you find this information useful. Should further clarification be necessary,
please contact me at Ext. 7834.

Sincerely,



GLADYS C. BAISA
Deputy Director

Attachment

xc: Holly Ho, Waterworks Fiscal Officer
Wendy Taomoto, Engineering Program Manager
Eva Blumenstein, Planning Program Manager
Tony Linder, Water Treatment Plant Division Chief
Dean Tanimoto, Water Plant Division Chief

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Currently Vacant Positions 04-APR-18

Position Code	Position Title	Program	Location Note	Unit	Dept Code	Range	Budgeted Salary	Location	Vacated	Notes	Anticipated Date of Hire
WW-0256	CIVIL ENGINEER III	Water Administration	Engineering	BU13	DWS ENG LA-SPST1	SR-22/M	\$ 78,420	CTY BLD 5TH FLR	1-Mar-18	Currently recruiting	7/1/2018
WW-0018	CIVIL ENGINEER IV	Water Administration	Engineering	BU13	DWS ENG LA-SPSTD	SR-24/M	\$ 88,248	CTY BLD 5TH FLR	16-Jan-18	Currently recruiting	7/1/2018
WW-0072	ENGINEERING DRAFTING AID III	Water Administration	Engineering	BU03	DWS ENG LA-SPSTD	SR-20/H	\$ 59,616	CTY BLD 5TH FLR	11-Nov-17	Reallocated to Engineering Drafting Aid III; currently recruiting	7/1/2018
WW-0189	CIVIL ENGINEER III	Water Administration	Engineering	BU13	DWS ENG W-E-MOL	SR-22/M	\$ 78,420	CTY BLD 5TH FLR	17-Mar-18	Currently recruiting	7/1/2018
WW-0112	WATERWORKS INSPECTOR II	Water Administration	Engineering	BU03	DWS ENNG	SR-19/A		CTY BLD 5TH FLR	1-Jun-17	Pending reallocation	7/1/2018
WW-0178	ENGINEERING SUPPORT TECHNICIAN I	Water Administration	Engineering	BU03	DWS LANDUSE-COM1	SR-15/H	\$ 50,304	CTY BLD 5TH FLR	1-Sep-16	Currently filled by TA	1/1/2019
WW-0101	WATERWORKS MAINTENANCE HELPER	Water Operations	Field Ops	BU01	DWS AUX SVC	BC-05/A	\$ 46,224	DWS BYD	1-Nov-17	Currently interviewing	6/1/2018
WW-0283	WATERWORKS MAINTENANCE HELPER	Water Operations	Field Ops	BU01	DWS SUP SVC	BC-05/A	\$ 46,224	DWS BYD	1-Nov-17	Currently interviewing	6/1/2018
WW-0286	PIPEFITTER HELPER	Water Operations	Field Ops	BU01	DWS CNST	BC-05/A	\$ 46,224	DWS BYD	1-Apr-17	Pending apprentice class @ UHMC	9/1/2018
WW-0150	CONSTRUCTION EQUIPMENT MECHANIC I	Water Operations	Field Ops	BU01	DWS EQUIPREPRSH	BC-11/A	\$ 59,952	DWS BYD	1-Nov-16	Currently interviewing	6/1/2018
WW-0276	WATER SERVICE SUPERVISOR II	Water Operations	Field Ops	EMCP	DWS FIELD OPS2	F2-09A1	\$ 66,228	DWS BYD	2-Nov-07	Pending reallocation and results of Dept of Health DSO certification exams	1/1/2019
WW-0147	PIPEFITTER I	Water Operations	Field Ops	BU01	DWS FLD OPS LAH	BC-09/A	\$ 55,716	LAHAINA BYD	9-Oct-17	Pending possible intra transfer	10/1/2018
WW-0060	WATER SERVICE SUPERVISOR II	Water Operations	Field Ops	BU02	DWS FLD OPS LAH1	F2-09/A1	\$ 66,228	LAHAINA BYD	16-Jun-17	Pending results of Dept of Health DSO certification exams	1/1/2019
WW-0284	LABORER II	Water Operations	Field Ops	BU01	DWS MNT BR-CTL	BC-03/A	\$ 42,732	DWS BYD	19-Mar-18	Pending inter transfer	10/1/2018
WW-0286	LABORER II	Water Operations	Field Ops	BU01	DWS MNT BR-CTL	BC-03/A	\$ 42,732	DWS BYD	5-Apr-18	Pending inter transfer	10/1/2018
WW-0045	PIPEFITTER HELPER	Water Operations	Field Ops	BU01	DWS MNT BR-EAST	BC-05/A	\$ 46,224	DWS MAK BYD	1-Dec-17	Pending apprentice class @ UHMC	9/1/2018
WW-0165	BACKFLOW/CROSS-CONNECTION TECHNICIAN IV	Water Operations	Plant Ops	BU03	DWS BCK FLW PRE1	SR-17/L	\$ 63,612	DWS BYD	31-Dec-17	Pending reallocation to BCKFLW TECH III, then PWOE	1/1/2019
WW-0107	WATER PLANT MAINTENANCE MECHANIC HELPER	Water Operations	Plant Ops	BU01	DWS PLT MNT	BC-05/A	\$ 46,224	DWS BYD	1-Sep-17	Currently recruiting	8/1/2018
WW-0130	WATER PLANT MAINTENANCE MECHANIC HELPER	Water Operations	Plant Ops	BU01	DWS PLT MNT	BC-05/A	\$ 46,224	DWS BYD	16-Mar-18	Currently recruiting	8/1/2018
WW-0145	WATER PLANT MAINTENANCE MECHANIC I	Water Operations	Plant Ops	BU01	DWS PLT MNT	BC-11/A	\$ 59,952	DWS BYD	16-Mar-18	Pending results of Dept of Health WTPO certification exams	1/1/2019
WW-0176	LABORATORY TECHNICIAN I	Water Operations	Plant Ops	BU03	DWS WTR QTY BR	SR-13/D	\$ 39,720	DWS BYD	1-Mar-18	Pending reallocation to Water Micro I, then recruitment	1/2/2019
WW-0245	WATER MICROBIOLOGIST II	Water Operations	Plant Ops	BU13	DWS WTR QTY BR	SR-20/F	\$ 55,092	DWS BYD	18-Jan-18	Currently recruiting	8/1/2018
WW-0237	WATER TREATMENT PLANT OPERATOR IV	Water Operations	WTP	BU01	DWS WTP OPS EAST	BC-13/A	\$ 69,312	PIIHOLO WTP	1-Feb-18	Pending reallocation to WTP Trainee, then recruitment	7/1/2018
WW-0170	WATER TREATMENT PLANT WORKER	Water Operations	WTP	BU01	DWS WTP OPS EAST	BC-04/A	\$ 44,460	PIIHOLO WTP	5-Feb-18	Currently recruiting	7/1/2018
WW-0279	WATER TREATMENT PLANT OPERATOR TRAINEE	Water Operations	WTP	BU01	DWS WTP OPS WEST	BC-05/A	\$ 69,312	MAHINAHINA WTP	2-Nov-17	Currently recruiting	7/1/2018

EXHIBIT 1