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**COMMISSION ON WATER RESOURCE MANAGEMENT**  
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COMMISSION ON WATER RESOURCE MANAGEMENT

December 16, 2015  
Honolulu, Oahu

Authorize the Chairperson to Enter into a Contract for Goods and Services  
for Maintenance and Enhancement of the Commission on Water Resource Management's  
Water Resource Information Management System

SUMMARY OF REQUEST:

That the Commission on Water Resource Management (Commission) authorize the Chairperson to enter into a Contract for Goods and Services to provide for maintenance and further enhancements to the Commission's Water Resource Information Management System.

BACKGROUND:

The Hawaii Water Code (1987) authorizes and directs the Commission (Hawaii Revised Statutes §174C-5 and §174C-43 and Hawaii Administrative Rules §13-168-7) to collect water use reports of wells and stream diversions from permitted owners and operators. To effectively manage Hawaii's natural water resources, the Commission must acquire and maintain records of all actual withdrawals of water resources. This step is fundamental in understanding the cumulative stresses imposed upon the ground and surface water resources by well owners and stream diverters in the state. It also provides the basis for informed decisions that:

- (1) Protect and sustain viable sources of ground and surface water in the state;
- (2) Promote efficient and environment-compatible withdrawals of water resources; and
- (3) Provide best available information to resolve water disputes involving ground and surface water.

Sound management decisions are based upon good information, but good information is not always available. The State Water Code recognizes that management decisions are often made

Approved by Commission on  
Water Resource Management  
at the meeting held on  
12/16/2015

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on the best *available* information. The Commission staff has continually worked to develop and improve its various databases to store this information and service its needs.

On August 28, 2008, the Commission took the first step in the development of a comprehensive Water Resource Information Management System (WRIMS) by authorizing the Chairperson to enter into an agreement for professional services to consolidate the water use reporting databases into a SQL platform and implement ArcGIS Server-based applications.

On March 18, 2009, the Commission entered the second phase of WRIMS development by authorizing the Chairperson to enter into an agreement with the U.S. Army Corps of Engineers (USACE) under its planning assistance to states program. The purpose of the agreement was to further develop WRIMS and enable more comprehensive management of water resources. The USACE contracted development of WRIMS to Oceanit.

On October 16, 2012, Oceanit notified USACE and the Commission that the implementation of WRIMS was complete. WRIMS software support continued until July 31, 2013. Technical documentation and user manuals were delivered to Commission staff in August 2013.

#### ANALYSIS / ISSUES:

The Commission staff has integrated WRIMS into its daily operations, but as with any software system, there are always technical adjustments that can be made to improve functionality and address user needs. There are also system errors (or “bugs”) that arise and require coding corrections. The Commission staff proposes to enter into a Contract for Goods and Services to provide for specific enhancements to WRIMS, along with a standard software support agreement that will provide for technical software support and error correction.

Under such an agreement, the consultant will provide the following:

- (1) One year of computer software support and maintenance; and
- (2) Enhancement to WRIMS to include, but not limited to:
  - a. Addition of data fields and tables;
  - b. Further development of search queries and reports;
  - c. Make design and functional adjustments to data entry and reporting screens;
  - d. Provide status and statistics information to improve tracking; and

Prior to entering into a Contract, Commission staff will work with the consultant to develop a specific list of enhancements to determine project time and cost requirements.

#### ENVIRONMENTAL REVIEW CHAPTER 343, HAWAII REVISED STATUTES

Under §343-5(a), HRS, an Environmental Assessment (EA) is triggered with the use of state funds but may be declared exempt from the process if falling into certain exempted classes of action. The proposed is exempt from an EA, falling under the Department of Land and Natural

Resources' Exemption Class 10 (No. 1, Purchase of supplies, equipment, materials, motor vehicles, boats, and services.)

The procurement of mediator services is exempt from Chapter 103D, HRS, The Hawaii Public Procurement Code, pursuant to Chapter 3-120, HAR, Exemption Number 12.

FUNDING:

Staff requests that the Commission authorize up to \$75,000 to contract with a consultant to provide maintenance support and the development of further enhancements to WRIMS. Funding will be provided through the Commission's general fund, special fund, or a combination of both, subject to available funding balances.

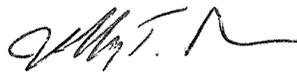
RECOMMENDATION:

Staff recommends:

1. That the Commission authorize the Chairperson to enter into a Contract for Goods and Services, not to exceed \$75,000, to provide for maintenance and further enhancements to the Commission's Water Resource Information Management System.

The agreement will be subject to the approval of the Chairperson and the Attorney General.

Respectfully submitted,



JEFFREY T. PEARSON, P.E.  
Deputy Director

Exhibit 1. 343 Exemption Notification

APPROVED FOR SUBMITTAL:



SUZANNE D. CASE  
Chairperson

## EXEMPTION NOTIFICATION

Regarding the preparation of an environmental assessment pursuant to Chapter 343, HRS and Chapter 11-200, HAR

Project Title: Contract for Goods and Services for Maintenance and Enhancement of the Commission on Water Resource Management's Water Resource Information Management System.

Project / Reference No.: Not applicable

Project Location: Honolulu, Hawaii

Project Description: Procurement of services for maintenance and enhancement of the Commission's database and information management system.

Chap. 343 Trigger(s): Use of State Funds

Exemption Class No.: In accordance with Hawaii Administrative Rule Section 11-200-8(a)(5)(1), the subject request is exempt from the preparation of an environmental assessment pursuant to the Department of Land and Natural Resources' Exemption Class No. 1, that states, "Purchase of supplies, equipment, materials, motor vehicles, boats, and services)."

Consulted Parties: Not applicable.

Recommendation: It is recommended that the Commission find that this project will have minimal or no significant effect on the environment and is presumed to be exempt from the preparation of an environmental assessment.

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Suzanne D. Case, Chairperson  
Date:

**EXHIBIT 1**