BOARD OF WATER SUPPLY

CITY AND COUNTY OF HONOLULU 630 SOUTH BERETANIA STREET HONOLULU, HI 96843 www.boardofwatersupply.com



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ELLEN E. KITAMURA, P.E.
Deputy Manager and Chief Engineer

Chairman and Members Board of Water Supply City and County of Honolulu Honolulu, Hawaii 96843

Chair and Members:

Subject: Adoption of Resolution No. 905, 2019, To Execute the Hawaii Water

Agency Response Network (HIWARN) Mutual Aid and Assistance

Agreement

The Hawaii Water Agency Response Network (HIWARN) is a statewide mutual assistance network of water utilities whose mission is to support and promote statewide emergency preparedness, effective disaster response and mutual aid.

The HIWARN allows participating member agencies to request aid or assistance in the form of personnel, equipment, supplies and other associated services to respond and recover from natural or human caused disaster emergency events.

The HIWARN provides rapid, short-term deployment of emergency services to restore critical operations of the affected water utility and provides members agencies additional resiliency to ensure continuity of services.

The HIWARN adopts the National Incident Management System (NIMS) to satisfy the eligibility requirements for federal grants and reimbursements for disaster emergency events.

The foundation of the HIWARN is a signed Mutual Aid and Assistance Agreement between all participating water utilities that defines the process for sharing resources among the utilities statewide during emergencies.

The Department is a member of the HIWARN through the Mutual Aid and Assistance Agreement which was executed in 2013 between the Board of Water Supply (BWS), County of Hawaii Department of Water Supply (HDWS) and Department of Water County of Kauai (KDOW).

Chair and Members November 25, 2019 Page 2

Since 2013, new water managers were appointed for HDWS and KDOW. In addition, the County of Maui, Department of Water Supply (MDWS) expressed interest in participating in the HIWARN. The 2013 HIWARN Mutual Aid and Assistance Agreement was reviewed and updated to incorporate changes by the participating water departments.

The Department is recommending approval to execute the attached 2019 HIWARN Mutual Aid and Assistance Agreement upon the signatures of the Chair of the Board of Water Supply and the Manager and Chief Engineer.

Respectfully submitted,

Manager and Chief Engineer

Attachment

BOARD OF WATER SUPPLY CITY AND COUNTY OF HONOLULU

RESOLUTION 905, 2019

EXECUTE THE HAWAII WATER AGENCY RESPONSE NETWORK (HIWARN) MUTUAL AID AND ASSISTANCE AGREEMENT

WHEREAS the Board of Water Supply, City and County of Honolulu is committed to its mission to provide safe, dependable, and affordable water on Oahu now and into the future;

WHEREAS the Board of Water Supply, City and County of Honolulu is committed to prepare, respond and recover from natural or human caused disaster emergency events that impact the operations of the Department;

WHEREAS the Board of Water Supply, City and County of Honolulu recognizes that disaster emergency events may require aid or assistance in the form of personnel, equipment, supplies and other associated services from entities external to the Department;

WHEREAS the Hawaii Water Agency Response Network (HIWARN) is a statewide mutual assistance network of water utilities whose mission is to support and promote statewide emergency preparedness, effective disaster response, and mutual aid assistance:

WHEREAS the objective of the HIWARN is to provide rapid, short-term deployment of emergency services to restore critical operations of the affected water utility;

WHEREAS participation in the HIWARN provides member utilities with additional resiliency against natural or human caused disaster emergency events to ensure continuity of services;

WHEREAS the HIWARN adopts the National Incident Management System (NIMS) to satisfy the eligibility requirements for federal grants and reimbursements for disaster emergency events;

WHEREAS the foundation of the HIWARN is a signed Mutual Aid and Assistance Agreement between all participating water utilities that defines the process for sharing resources among the utilities statewide during emergencies;

BE IT RESOLVED by the members of the Board of Water Supply, City and County of Honolulu, to authorize the execution of the HIWARN Mutual Aid and

Assistance Agreement upon the signatures of the Chair of the Board and the Manager and Chief Engineer of the Board of Water Supply;

BE IT FINALLY RESOLVED that a copy of this resolution be sent to the signatories of the HIWARN Mutual Aid and Assistance Agreement.

ADOPTED:

BRYAN ANDAYA Chair

Honolulu, Hawaii November 25, 2019

1 2 3		Hawaii Water Agency Response Network (HIWARN) Mutual Aid and Assistance Agreement
4 5		AGREEMENT
6 7 8 9	is r	s Hawaii Water Agency Response Network (HIWARN) Mutual Aid Agreement ("Agreement") nade and entered into by Hawaii Water Utilities that have, by executing this Agreement, nifested their intent to participate in an Intrastate Program for Mutual Aid and Assistance.
10 11 12 13		ARTICLE I. PURPOSE
14 15 16 17 18 19 20	equ a H Ass act	cognizing that emergencies may require aid or assistance in the form of personnel, uipment, and supplies from outside the area of impact, the signatory utilities hereby establish lawaii Water Agency Response Network (HIWARN) Intrastate Program for Mutual Aid and sistance. Through the Mutual Aid and Assistance Program, Members coordinate response ivities and share resources during emergencies. This Agreement sets forth the procedures distandards for the administration of the HIWARN Mutual Aid and Assistance Program.
20 21 22 23		ARTICLE II. <u>DEFINITIONS</u>
24 25 26 27	A.	Associate Member – Any non-utility participant, approved by the HIWARN Leadership Team, that provides a support role for the HIWARN program, such as the State of Hawaii Department of Health, or those who are members of the HIWARN Leadership Team but have not executed this Agreement.
28 29 30 31 32 33	B.	Authorized Official – An employee or officer of a Member utility that is authorized to: 1. Request assistance; 2. Offer assistance; 3. Refuse to offer assistance or; 4. Withdraw assistance under this Agreement.
34 35 36 37 38	C.	Confidential Information – Any document shared with any signatory of this Agreement that is marked confidential, including but not limited to any map, report, notes, papers, opinion, or e-mail which relates to the system vulnerabilities of a Member or Associate Member.
39 40 41 42 43	D.	Emergency – An occurrence or imminent threat thereof, which results or may likely result in substantial injury or harm to the population or loss of life, or substantial damage to or loss of property that is, or could reasonably be beyond the capability of the services, personnel, equipment, and facilities of a Member to fully manage and mitigate without assistance.
43 44 45 46	Ε.	Hawaii Water Utility – Any county or private municipal drinking water utility that is regulated under Hawaii Administrative Rules, Title 11, Department of Health, Chapter 20, Rules Relating to Potable Water Systems.

F. Member - Any Hawaii Water Utility that manifests intent to participate in the Mutual Aid and

Assistance Program by executing this Agreement.

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G. National Incident Management System (NIMS) – A national, standardized approach to incident management and response that sets uniform processes and procedures for emergency response operations.

- H. Non-Responding Member A Member or Associate Member that does not provide aid or assistance during a Period of Assistance under the Mutual Aid and Assistance Program.
- 8 I. Period of Assistance A specified period of time when a Responding Member assists a
 9 Requesting Member during an Emergency. The period commences when personnel,
 10 equipment, or supplies depart from Responding Member's facility and ends when the
 11 resources return to their facility (portal to portal). All protections identified in this Agreement
 12 apply during this period.
 - J. Requesting Member A Member or Associate Member who requests aid or assistance under the Mutual Aid and Assistance Program.
 - K. Responding Member A Member or Associate Member that responds to a request for aid or assistance under the Mutual Aid and Assistance Program.

ARTICLE III. ADMINISTRATION

The Mutual Aid and Assistance Program shall be administered by the HIWARN Leadership Team through the HIWARN Steering Committee in accordance with the HIWARN By-Laws. The purpose of the HIWARN Steering Committee is to provide local coordination of the Mutual Aid and Assistance Program before, during, and after an emergency.

The HIWARN Leadership Team shall meet semi-annually to address Mutual Aid and Assistance Program issues. The HIWARN Steering Committee shall meet annually to review emergency preparedness and response procedures. The Leadership Team and Steering Committee represent the interests of the HIWARN program and its members. In addition to representing the interests of the Members, the Leadership Team and Steering Committee includes representatives from County water utilities and those organizations that may have a role to play in the Mutual Aid and Assistance Program, such as public health, emergency management, Rural Water Association, American Water Works Association, etc. Under the leadership of the Chair, the HIWARN Steering Committee shall plan and coordinate emergency planning and response activities for the Mutual Aid and Assistance Program.

ARTICLE IV. PROCEDURES

In coordination with the HIWARN Leadership Team, the Steering Committee shall develop operational and planning procedures for the Mutual Aid and Assistance Program. These procedures shall be reviewed at least annually and updated as needed by the Steering Committee.

ARTICLE V. REQUESTS FOR ASSISTANCE

A. Member Responsibility – Members shall each identify an Authorized Official and alternates and provide 24-hour contact information. In addition, Members shall also be responsible for

maintaining resource information that may be available from the utility for mutual aid and assistance response. Such contact information shall be updated annually or when changes occur and provided to the HIWARN Steering Committee.

In the event of an Emergency, a Member's Authorized Official may request mutual aid and assistance from a participating Member. Requests for assistance can be made orally or in writing. When made orally, the request for personnel, equipment, and supplies shall be prepared in writing as soon as practicable. Requests for assistance shall be directed to the Authorized Official of the participating Member or Associate Member. Specific protocols for requesting aid shall be provided in the required procedures (Article IV).

B. Response to a Request for Assistance – Members of this Agreement are not obligated to respond to a request. After a Member receives a request for assistance, the Authorized Official evaluates whether or not to respond, whether resources are available to respond, or if other circumstances would hinder response. Following the evaluation, the Authorized Official shall inform, as soon as possible, the Requesting Member whether it will respond. If the Member is willing and able to provide assistance, the Member shall inform the Requesting Member about the type of available resources and the approximate arrival time of such assistance.

C. Discretion of Responding Member's Authorized Official – Execution of this Agreement does not create any duty to respond to a request for assistance. When a Member receives a request for assistance, the Authorized Official shall have sole and absolute discretion as to whether or not to respond, or the availability of resources to be used in such response. An Authorized Official's decisions on the availability of resources shall be final.

ARTICLE VI. RESPONDING MEMBER PERSONNEL

A. National Incident Management System – When providing assistance under this Agreement, the Requesting Member and Responding Member shall be organized and shall function under the National Incident Management System (NIMS).

B. Control – During the Period of Assistance the Responding Member's personnel remain under the supervision of the Responding Member, the Responding Member's employees come under the direction and control of the Requesting Member, consistent with the NIMS Incident Command System to address the needs identified by the Requesting Member. The Requesting Member's Authorized Official shall coordinate response activities with the designated supervisor(s) of the Responding Member(s). The Authorized Official of the Responding Member shall designate supervisor(s) who must keep accurate records of work performed by personnel during the specified Period of Assistance.

C. Food and Shelter – Whenever practical, Responding Member personnel must be self-sufficient for up to 72 hours. When possible, the Requesting Member shall supply reasonable food and shelter for Responding Member personnel. If the Requesting Member is unable to provide food and shelter for Responding personnel, the Responding Member's designated supervisor is authorized to secure the resources necessary to meet the needs of its personnel. Except as provided below, the cost for such resources must not exceed the State per diem rates for that area. To the extent food and shelter costs exceed the State per diem rates for the area; the Responding Member must demonstrate that the additional costs were reasonable and necessary under the circumstances. Unless otherwise agreed

to in writing, the Requesting Member remains responsible for reimbursing the Responding Member for all reasonable and necessary costs associated with providing food and shelter, if such resources are not provided.

D. Communication – The Requesting Member shall provide Responding Member personnel with radio equipment as available, or radio frequency information to program existing radio, in order to facilitate communications with local responders and utility personnel.

E. Status - Unless otherwise provided by law, the Responding Member's officers and employees retain the same privileges, immunities, rights, duties and benefits as provided in their respective jurisdictions.

F. Licenses and Permits – To the extent permitted by law, Responding Member personnel that hold licenses, certificates, or permits evidencing professional, mechanical, or other skills shall be allowed to carry out activities and tasks relevant and related to their respective credentials during the specified Period of Assistance.

G. Right to Withdraw - The Responding Member's Authorized Official retains the right to withdraw some or all of the Responding Member's resources at any time for any reason in the Responding Member's Authorized Official's sole and absolute discretion. Notice of intention to withdraw must be communicated to the Requesting Member's Authorized Official as soon as soon as is practicable under the circumstances.

ARTICLE VII. COST-REIMBURSEMENT

 The Requesting Member shall reimburse the Responding Member for each of the following categories of costs incurred during the specified Period of Assistance as agreed in whole or in part by both parties; provided, that any Responding Member may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the Requesting Member without charge or cost. This Article shall survive termination or withdrawal.

A. Personnel – The Responding Member shall be reimbursed by the Requesting Member for personnel costs incurred for work performed during the specified Period of Assistance. Responding Member personnel costs shall be calculated according to the terms provided in their employment contracts or other conditions of employment. The Responding Member's designated supervisor(s) must keep accurate records of work performed by personnel during the specified Period of Assistance. Requesting Member reimbursement to the Responding Member should consider all personnel costs, including salaries or hourly wages, costs for fringe benefits, and indirect costs. The Requesting Member and the Responding Member shall remain responsible for the worker's compensation coverage of their respective personnel.

B. Equipment – The Requesting Member shall reimburse the Responding Member for the use of equipment during the specified Period of Assistance, including, but not limited to, reasonable rental rates, all fuel, lubrication, maintenance, transportation, and loading/unloading of loaned equipment. All equipment shall be returned to the Responding Member in good working order as soon as is practicable and reasonable under the circumstances. At a minimum, rates for equipment use must be based on the Federal Emergency Management Agency (FEMA) Schedule of Equipment Rates. If a Responding Member uses rates different from those in the FEMA Schedule of Equipment Rates, the Responding Member must provide such rates orally or in writing to the Requesting Member prior to supplying the equipment. Mutual agreement on which rates are used must be reached in writing prior to dispatch of the equipment. Reimbursement for equipment not referenced on the FEMA Schedule of Equipment Rates must be developed based on actual recovery of costs. If Responding Member must lease or rent a piece of equipment while its equipment is being repaired, Requesting Member shall reimburse Responding Member for such lease or rental costs.

- C. Materials and Supplies The Requesting Member must reimburse the Responding Member in kind or at actual replacement cost, plus handling charges, for use of expendable or non-returnable materials and supplies. The Responding Member must not charge direct fees or rental charges to the Requesting Member for other supplies and reusable items that are returned to the Responding Member in a clean, damage-free condition. Reusable supplies that are returned to the Responding Member with damage must be treated as expendable supplies and the Requesting Member will be responsible for the cost of reimbursement.
- D. Payment Period The Responding Member must provide an itemized bill to the Requesting Member for all expenses incurred by the Responding Member while providing assistance under this Agreement. The Responding Member must send the itemized bill not later than ninety (90) calendar days following the end of the Period of Assistance. The Responding Member may request reasonable additional periods of time within which to submit the itemized bill, and Requesting Member shall not unreasonably withhold consent to such request. The Requesting Member must pay the bill in full on or before the forty-fifth (45th) calendar day following the billing date. The Requesting Member may request additional periods of time within which to pay the itemized bill, and Responding Member shall not unreasonably withhold consent to such request, provided, however, that all payment shall occur not later than twelve (12) months after the date a final itemized bill is submitted to the Requesting Member.
- E. Records Each Responding Member and its duly authorized representatives shall have access to a Requesting Member's books, documents, notes, reports, papers, and records which are directly pertinent to this Agreement for the purposes of reviewing the accuracy of a cost; bill; or making a financial, maintenance, or regulatory audit. Each Requesting Member's duly authorized representatives shall have access to a Responding Member's books, documents, notes, reports, papers and records which are directly pertinent to this Agreement for the purposes of reviewing the accuracy of a cost; bill; or making a financial, maintenance, or regulatory audit. Such records shall be maintained for at least three (3) years from the date of final payment to a Responding Member or longer where required by law.

1 2	ARTICLE VIII. <u>DISPUTES</u>
3 4 5 6 7 8 9	If any controversy or claim arises out of, or relates to, performance under this Agreement, including, but not limited to, alleged breach of the Agreement, the disputing Members shall first attempt to resolve the dispute by negotiation, followed by mediation and finally shall be settled by arbitration in accordance with the Rules of the American Arbitration Association. Any court of competent jurisdiction may enter the judgment rendered by the arbitrators as a final judgment that is binding on the parties.
11	ARTICLE IX.
12	REQUESTING MEMBER'S DUTY TO INDEMNIFY RESPONDING MEMBERS
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14 15 16 17 18 19 20 21	To the extent permitted by law, the Requesting Member shall fully indemnify and hold harmless the Responding Member, its officers, and employees from all claims, loss, damage, injury and liability of every kind, nature and description, directly or indirectly arising from Responding Member's work during a specified Period of Assistance. The scope of the Requesting Member's indemnification includes, but is not limited to, suits arising from, or related to, negligent or wrongful use of equipment or supplies on loan to the Requesting Member, or faulty workmanship or other negligent acts, errors or omissions by Requesting Member or the Responding Member personnel. Where assistance is provided, this provision shall survive
22	termination of this Agreement and withdrawal.
23	ADTICLE V
24 25	ARTICLE X. WORKER'S COMPENSATION CLAIMS
25 26	WORKER 3 COMPENSATION CLAIMS
27 28 29 30 31	The Responding Member is responsible for providing worker's compensation benefits and administering worker's compensation for its employees. The Requesting Member is responsible for providing worker's compensation benefits and administering worker's compensation for its employees.
32	ARTICLE XI.
33	<u>NOTICE</u>
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35 36 37 38 39	A Member who becomes aware of a claim or suit that in anyway, directly or indirectly, contingently or otherwise arises out of this Agreement which affects or might affect other Members of this Agreement shall provide prompt and timely notice, verbal or in writing, to the Members who may be affected by the suit or claim. Each Member reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.
40 41	ARTICLE XII.
42	INSURANCE
43	<u></u>
44 45 46 47	Members of this Agreement shall maintain an insurance policy or maintain a self-insurance program that covers activities that it may undertake by virtue of membership in the Mutual Aid and Assistance Program.
48	ARTICLE XIII.
49	CONFIDENTIAL INFORMATION
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51	To the extent provided by law, any Member or Associate Member shall maintain in the strictest

confidence and shall take all reasonable steps necessary to prevent the disclosure of any Confidential Information disclosed under this Agreement. If any Member, Associate Member, 2 3 third party or other entity requests or demands, by subpoena or otherwise, that a Member or

Associate Member disclose any Confidential Information disclosed under this Agreement, the

Member or Associate Member shall immediately notify the owner of the Confidential Information

and shall take all reasonable steps necessary to prevent the disclosure of any Confidential Information by asserting all applicable rights and privileges with respect to such information and

shall cooperate fully in any judicial or administrative proceeding relating thereto.

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> This Confidentiality provision does not apply to information that: (1) was publicly known, or otherwise known to the party requesting Confidential Information, at the time it was disclosed: (2) subsequently becomes publicly known through no act or omission of a Member or Associate Member; or (3) otherwise becomes known to the party requesting Confidential Information other than through disclosure by a Member or Associate Member.

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All information, data, or other material shared with Members or Associate Members that are government entities, irrespective of whether such material was identified as proprietary or confidential, is subject to the Uniform Information Practices Act, Chapter 92F, HRS.

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ARTICLE XIV. **EFFECTIVE DATE**

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This Agreement shall be effective as of the date of the last signatory. Copies of the duly executed Agreement shall be distributed to Members for their records. The Steering Committee Chair shall maintain a master list of all members of the HIWARN Mutual Aid and Assistance Program.

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ARTICLE XV. WITHDRAWAL

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A Member may withdraw from this Agreement by providing written notice of its intent to withdraw to the Leadership Team Chair and the Steering Committee Chair and is effective upon receipt. Withdrawal from this Agreement shall in no way affect a Requesting Member's duty to reimburse a Responding Member for cost incurred during a Period of Assistance, which duty shall survive such withdrawal.

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ARTICLE XVI. **MODIFICATION**

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No provision of this Agreement may be modified, altered or rescinded by individual parties to the Agreement. Modifications to this Agreement may be due to programmatic operational changes to support this Agreement, legislative action, creation of an interstate aid and assistance agreement, or other developments. Modifications require a majority vote of the Leadership Team upon giving due consideration and deliberation to comments received from the Members and Steering Committee. The Leadership Team Chair must provide written notice to all Members of approved modifications to this Agreement. Approved modifications take effect ninety (90) calendar days after the date upon which notice is sent to the Members.

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1	ARTICLE XVII.		
2	SEVERABILITY		
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4	The parties agree that if any term or provision of this Agreement is declared by a court of		
5	competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms		
6	and provisions shall not be affected, and the rights and obligations of the parties shall be		
7	construed and enforced as if the Agreement did not contain the particular term or provision held		
8	to be invalid.		
9			
10	ARTICLE XVIII.		
11	PRIOR AGREEMENTS		
12			
13	This Agreement supersedes all prior agreements between Members to the extent that such prior		
14	agreements are inconsistent with this Agreement.		
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16	ARTICLE XIX.		
17	PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES		
18			
19	This Agreement is for the sole benefit of the Members and no person or entity must have any		
20	rights under this Agreement as a third-party beneficiary. Assignments of benefits and		
21 22	delegations of duties created by this Agreement are prohibited and must be without effect.		
23	ARTICLE XX.		
24	INTRASTATE AND INTERSTATE MUTUAL AID AND ASSISTANCE PROGRAMS		
25	INTRACTATE AND INTERCTATE MICTORE AND AND ACCIOTANCE I ROCKAMO		
26	To the extent practicable, Members of this Agreement shall participate in Mutual Aid and		
27	Assistance activities conducted under the HIWARN Intrastate Mutual Aid and Assistance		
28	Program and the State of Hawaii Interstate Emergency Management Assistance Compact		
29	(EMAC). Members may voluntarily agree to participate in an interstate Mutual Aid and		
30	Assistance Program for water utilities through this Agreement if such a Program is established		
31	and this Agreement is modified to set forth the procedures and standards for the administration		
32	of such a program.		

Now, therefore, in consideration of the covenants and obligations set forth in this Agree the Water Utility listed here manifests its intent to be a Member of the HIWARN Intras		
	Vater Utilities by executing this Agreement on	
The state of the s		
day of		
Water Utility: City and County of Honolulu, Honolulu Board of Water Supply		
Bv:	Ву:	
By: Title: Manager and Chief Engineer	Title: Chair	
-		
Print Name	Print Name	
	Approved as to Form and Lagglitus	
	Approved as to Form and Legality:	
	By:	
	Deputy Corporation Counsel	
	Drint Nove o	
	Print Name	

1	Now, therefore, in consideration of the covenants	and obligations set forth in this Agreement,	
2	the Water Utility listed here manifests its intent to be a Member of the HIWARN Intrastate		
3	Mutual Aid and Assistance Program for Water Ut	ilities by executing this Agreement on this	
4	-		
5	day of	,·	
6			
7	Water Utility: County of Hawai'i, Department of W	<u>/ater Supply</u>	
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9	_	_	
10	By: Title: Manager-Chief Engineer	By:	
11	Title: Manager-Chief Engineer	Title: Chair	
12			
13	D.C. (N	D2 (A)	
14	Print Name	Print Name	
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16			
17		Approved as to Form and Legality:	
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19 20		Rv:	
21		By: Deputy Corporation Counsel	
22		Deputy Corporation Counsel	
23			
24		Print Name	
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Now, therefore, in consideration of the covenants and obligations set forth in the Water Utility listed here manifests its intent to be a Member of the HIWAR		
	Vater Utilities by executing this Agreement on	
	, , , , , , , , , , , , , , , , , , , ,	
day of	,	
Water Utility: Department of Water, Count	ty of Kauaʻi	
Bv:	By:	
By: Title: Manager and Chief Engineer	Title: Chair	
Print Name	Print Name	
	Approved as to Form and Legality:	
	Ву:	
	Deputy County Attorney	
	, , , ,	
	Print Name	

1	Now, therefore, in consideration of the covenants and obligations set forth in this Agreement,		
2	the Water Utility listed here manifests its intent to be a Member of the HIWARN Intrastate		
3	Mutual Aid and Assistance Program for Water Utilities by executing this Agreement on this		
4			
5	day of		
6			
7	Water Utility: County of Maui, Department of Water Supply		
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9		_	
10	By:	By:	
11	Title: Director	Title: Mayor	
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13			
14	Print Name	Print Name	
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17		Approved as to Form and Legality:	
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20		By: Deputy Corporation Counsel	
21		Deputy Corporation Counsel	
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24		Print Name	
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