House District(s)16 THE TWENTY-N APPLICATIO	Log No:			
Senate District(s)8 CHAPTER 42F, HAV	8 CHAPTER 42F, HAWAII REVISED STATUTES			
Type of Grant Request:		For Legislature's Use Only		
GRANT REQUEST – OPERATING	🛛 GRANT REQUEST	- CAPITAL		
"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.				
'Recipient' means any organization or person receiving a g	grant.			
STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK I	IF UNKNOWN):	·····		
STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN):				
1. APPLICANT INFORMATION: Legal Name of Requesting Organization or Individual:	2. CONTACT PERSON FOR MATTERS INVOLVIN	G THIS APPLICATION:		
West Kauai Business and Professionals Association	Name THOMAS M NIZO			
Dba: Historic Waimea Theater Cultural Arts Complex	Title Theater Manager			
Street Address: 9691 Kaumualii, Hwy, Waimea, 96796	Phone # <u>808-645-0996</u>	·····		
Mailing Address:PO Box 903, Waimea, Hi 96796	Fax # <u>808-338-9117</u>			
Walling Address. PO box 903, Wallhea, Hi 90790	E-mail waimeatheater1@hotmail.co	m		
3. TYPE OF BUSINESS ENTITY:	6. DESCRIPTIVE TITLE OF APPLICANT'S REQU	EST:		
NON PROFIT CORPORATION INCORPORATED IN HAWAII FOR PROFIT CORPORATION INCORPORATED IN HAWAII LIMITED LIABILITY COMPANY SOLE PROPRIETORSHIP/INDIVIDUAL OTHER	HISTORIC WAIMEA THEATER CAPITAL IMPROVEN	IEN IS		
4. FEDERAL TAX ID #:	7. AMOUNT OF STATE FUNDS REQUESTED:			
5. STATE TAX ID #:	FISCAL YEAR 2019: \$196,302			
EXISTING SERVICE (PRESENTLY IN OPERATION)	Image: Pecify the amount by sources of function in the time of this request:         Int the time of time of the time of time of the time of time			
TATIVE:	Yap, Treasurer	01/19/18		

# **Application for Grants**

Please check the box when item/section has been completed. If any item is not applicable to the request, the applicant should enter "not applicable".

# I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

- 1. A brief description of the applicant's background; The West Kaua'i Business & Professional Association's (WKBPA) mission since 1964 has been to encourage the local entrepreneurial spirit and promote & increase successful business for West Kaua'i (particularly in Kaumakani, Pākala, Makaweli, Waimea, Kekaha, Mānā and Kōke'e); foster closer cooperation & communication among the businesses and professional representatives in these communities; instill in its membership the feeling of responsibility for the welfare of its residents, its public possessions and civic institutions; and to assist in the development of the material resources to promote civic improvements. WKBPA has conducted and manages various projects such as the refurbishment and management of the nationally registered Historic Waimea Theater for the past 16 years (a first class facility for town hall meetings, public & private recreation and a host for all community activities such as schools and non-profit organizations); the building of the Waimea Heritage Walk (historical and cultural significant facts on kiosks located throughout Waimea Town); the visual prominence restoration of the Russian Fort Elisabeth/Hawaiian Fort Pā'ula'ula; on-going aid and assistance to the business owners on Main Street to develop a shared vision for Waimea Town and to help bring their Master Plan to fruition; the cleanup and creation of the Waimea Menehune Park; the installation of the Welcome Wall and performance stage at Hofgaard Park; and the beautification of curbsides from the Waimea Bridge to the Waimea Mill Site. WKBPA also provides community unity through coordinating community events such as the Waimea Town Celebration: Heritage of Aloha for 41 years; the Waimea Lighted Christmas Parade for 22 years and Music in the Park for 3 years.
- 2. The goals and objectives related to the request; The Historic Waimea Theater and Cultural Arts Center (501 c (3)) seeks your support towards enhancing two facets of functionality to our theater, 1.Digital Movie Projection System through acquisition of a new movie screen and related projection system components(upgrading antiquated speakers and amps). 2. Replacing the current worn seating with an approved equal that is easily removable and a leveling platform to provide more diverse space for the community to utilize.
- 3. The public purpose and need to be served; The purpose of a theater is to help us understand what it means to be human; teaches self expression, ability to communicate thoughts and feelings, about self and how one affects and reacts to their environment, history and culture(our own and others), promotes

Diversity, confronts and solves community problems, educates and last but not least is creativity.

- 4. Describe the target population to be served; and Target population is; The target population is the Westside of Kauai from Eleele to Kekaha, which is a moderate to low income area. This area has an aging population WKBPA remains proactive in meeting ADA requirements and enhancements to public parks and facilities for accessibility. Waimea Theater is the ONLY Theater on Kauai that provides OPEN CAPTIONING for the deaf and Voice Descriptive for the blind. Also, there is a growing need for youth organizations to fundraise as a means to meet operational expenses as well as travel expenses for educational, cultural and sports. There are many other organizations that utilize the theater for incentive gifting, corporate meetings, school outings, streaming, fundraising, Hoike, weddings, gatherings and other such events that provide diversity on the Westside of Kauai.
- 5. Describe the geographic coverage. Location Population Median Income Eleele 2.71K \$70.7K 2.88K \$72.8K Hanapepe Kaumakani 0.92K \$70.3K Kekaha 2.99K \$56.0K \$76.9K Pākala 0.34K \$67.5K Waimea 1.81K Total 11.65K Hawaiian/Asian/Filipino dispersion - 38.60% = 4.49KKauai Total 67.87K \*Kauai County Statistical Atlas dtd 2010

## II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

- 1. Describe the scope of work, tasks and responsibilities;
  - 1. Repair by replacement of important projection functions, replace projection screen and antiquated speakers and amps, and Purchase a perforated 30' x 20' projection screen with associated mounting hardware, shipped to Kauai. Provide the trade specific labor force to remove existing screen/hardware and replace with new screen. Purchase and replace 2-18"subwoofers, 6-15" midrange, 3-6" high range speakers and 8 power amplifiers to power each speaker set. Provide IT personnel to calibrate sound and picture to provide a comprehensive projection system.

2. Repair by replacement of 272 theater/auditorium type seats, new system shall allow for easy removal. Purchase a 50' x 60' aluminum floor platform to level off the graduated

floor to provide a greater flexibility of the theater space. Provide trade specific labor force to remove and dispose of existing seats, install flooring platform to ensure sizing and labeling of system for easy setup and breakdown for events. Install semi permanent seating.

- 2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
  - Apply for funding via state GIA. Jan 2018
  - Seek 3 bids from cinema equipment distributors for screen, speakers, amps, seating and flooring Aug 2018(Funded)
  - Rate and select a source Oct 2018
  - Receive materials Jan 2019
  - Close for installation Mar 2019
  - Mobilization 3 days
  - Remove and Install screen 4 days
  - Remove and install speakers 2 days
  - Remove and replace power amps 2 days
  - Rewire and calibrate speakers, amps and lumens for screen 4 days
  - Remove and dispose of existing seating 4 days
  - Build and label flooring platform to level off graduated slope 5 days
  - Remove and store flooring platform 2 days
  - Place semi-permanent seating 2 days
  - Complete install of 272 seats 6 days
  - Demobilization 2 days
  - Complete physical installation May 2019
  - Final report Jun 2019
- 3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and WKBPA will provide 100% quality assurance and surveillance plan throughout the project. WKBPA will ask the contractor to provide a Gantt chart to track progress. A daily safety and plan of the day meeting will be held to ensure milestones and timelines are met. Also, it will provide an opportunity for the contractor to be proactive in mitigating issues prior to it becoming an emergency. An end of day inspection of worksite by WKBPA project manager to ensure progress and/or note deficiencies.
- 4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Attachment 1 and 2: 1 - Statement of Expenditures

2 - Quarterly Status Report

#### III. Financial

#### Budget

- 1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
  - a. Budget request by source of funds (Link) Attachment 3
  - b. Personnel salaries and wages (Link) Attachment 4
  - c. Equipment and motor vehicles (Link) Attachment 5
  - d. Capital project details (Link) Attachment 6
  - e. Government contracts, grants, and grants in aid (Link) Attachment 7
- 2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$153,150		\$21,576	\$21,576	\$196,302

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.

WKBPA will request additional funding from following entities and fundraising activities:

- County of Kauai
- Waimea Educational Community Association (WECA)
- Fundraise through its annual Waimea Town Celebration (Waimea Theater Silent Auction/Merchandise booth)
- Waimea Theater Seat Sponsorship Program
- Waimea Theater normal operational funding equipment fund
- Private donations
- 4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable. Not Applicable
- 5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.

The following lists are projects that were awarded to WKBPA and completed with no incidents;

2007 – \$115,000 CDBG Grant to replace the Waimea Theater Complex main roof shingles and install elastomeric coating over retail subtenant areas.

2009 – \$35,000 Hawaii Tourism Authority Natural Resource Preservation Grant for the Visual Prominence Restoration of the Waimea Russian Fort Elisabeth State Park. Project completed December 2009.

2011 - \$20,000 Hawaii Tourism Authority Grant for Community Product Enrichment

2012 - \$18,300 CDBG Grant to design solar panel system, Waimea Theater complex main roof

2012 - \$130,000 CDBG Grant to install solar panel system, Waimea Theater complex main roof

2012 - \$20,000 Hawaii Tourism Authority Grant for Community Product Enrichment 2013 - \$19,000 State of Hawaii Grant of Aids, to purchase maintenance equipment to support landscaping efforts at Pa Ulaula, Russian Fort.

2013 - \$20,000 Hawaii Tourism Authority Grant for Community Product Enrichment2014 - \$21,000 CDBG Grant to design Hofgaard Park ADA Improvements 2014 - \$35,000 Hawaii Tourism Authority Grant for Community Product Enrichment 2015 - \$35,000 Hawaii Tourism Authority Grant for Community Product Enrichment 2015 - \$207,000 CDBG Grant to Construct Hofgaard Park ADA Improvements

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

Attachment 7-10, 7-Bank of Hawaii, 8-American Savings, 9-First Hawaiian, 10-Kauai Community Federal Credit Union.

# IV. Experience and Capability

#### 

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Attachment 11: Thomas Nizo Resume

# 2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

WKBPA has a 10 year lease no fee contract with the County of Kauai for the Historic Waimea Theater Complex(TMK 16-009-008) approximately 16,149SF building with 2 sublets attached, additional duties as a landlord capacity for 2 other retail spaces connected to the theater space. Attachment 12: Historic Waimea Theater Complex

# V. Personnel: Project Organization and Staffing

## 1. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and

experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

The Historic Waimea Theater has been in operation for the last 18 years, theater normal schedule is 5 nights a week, Wed-Sun with one screening per night. Normal staffing requires a Shift Supervisor/Projectionist, Box office attendant, and 2 Concessionaires. The staffs are adequately trained to provide the service to movie goers with the new projection assets and screen. Management will also request from the contractor a pass down of all affected systems prior to taking full possession of installed equipment.

# 2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

Attachment 13: WKBPA Organizational Chart

#### 3. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Not applicable, No board member of WKBPA receives any compensation.

## VI. Other

#### 1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Not applicable

#### 2. **Licensure or Accreditation**

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

Not applicable

#### 3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see <u>Article X, Section 1, of the State</u> <u>Constitution</u> for the relevance of this question.

Not applicable

# 4. 📃 Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2018-19, but
  - a. Upgrades of all assets have a useful life expectancy of 10 years, all assets pertaining to the projection systems are serviced by a licensed technician once a year in February. Other installed equipment are cleaned lightly after the conclusion of every event, and wiped down monthly. This request is after 18 years of a great maintenance plan in place.
- (b) Not received by the applicant thereafter.
  - a. It is WKBPA intention not to seek additional funding directly related to the subject request for at least 10 years. In the out years if the GIA is available WKBPA will take the opportunity to apply in the future.

# 5. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2017.

Attachment 14: DCCA Compliant Certificate

## 6. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. (Link)

Attachment 15: Chapter 42F Declaration

## 7. Dublic Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. (Link)

The grant will be administered by WKBPA, to upgrade services and accessibility to a County of Kauai Facility. The facility is managed by a NON-Profit 501 c 3 entity to provide services to the general public at the cost of \$196,302.

# List of Attachments

- 1. Statement of Expenditures
- 2. Quarterly Status Report
- 3. Budget Request by Source Funds
- 4. Personnel Salaries and Wages
- 5. Equipment and Motor Vehicles
- 6. Government Contracts, Grants, and Grants in Aid
- 7. Bank of Hawaii Bank Statement(WBKPA)
- 8. American Savings Bank Statement(WBKPA)
- 9. First Hawaiian Bank Statement(WBKPA)
- 10. Kauai Community Federal Credit Union Bank Statement(Theater)
- 11. Thomas Nizo Resume
- 12. Site Map of Theater, County TMK sheet
- 13. BOD List and Simple Org Chart for Theater
- 14. DCCA compliant certificate
- 15. Chapter 42F Declaration

#### STATEMENT OF EXPENDITURES

	For the Period of:
Project Name:	Contract No:
Name:	Phone:
Address:	
Request No:	Contract Amount: \$
Last Drawdown (D/D): \$ -0-	Cumulative D/D to Date: \$ -0-
D/D This Period: \$	Account Balance: \$
Project Income This Period:	\$ 0 <b>Project Income to Date</b> : \$ 0
ADMINISTRATIVE COSTS SALARIES OPERATING COSTS Utilities	\$ \$ \$ Total Administrative \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
<u>OTHER</u> \$	\$ \$ 0 Total Operating \$ \$ \$ \$ \$ Total Other
Comments/Remarks:	S Total Expenses     S Less Project Income     S TOTAL NET EXPENSES

CERTIFICATION: I hereby certify that services for which expenses have been reported have been performed and are valid and consistent with the terms of the agreement. I further certify that the attached documentation (time sheets, invoices, billings and receipts) are either originals or true and correct copies of the originals.

Name (Type or Print)

WKBPA President Title

Signature

Date

#### West Kauai Business and Professionals Association (WKBPA) GIA QUARTERLY STATUS REPORT

#### \_/\_ Quarter Ending/Year

Project Name:		Contract #:		
Period Covered:		CDBG Grant A	mount:	
Activity/Milestones	Projected Completion Date	Actual Completion Date	Percent Complete	

**Program Status:** (Attach additional pages if needed)

1. Progress and accomplishments of activities outlined in the Subrecipient Agreement.

2. Problems encountered, proposed changes and/or assistance needed.

Prepared By:	Title:	
Signature:	Date:	
	GIA USE ONLY	
Status Report Recd on: Follow up:	Date of Review:	. <u></u>
Rev. 9/06		

# **BUDGET REQUEST BY SOURCE OF FUNDS**

Period: July 1, 2018 to June 30, 2019

Applicant: West Kauai Business and Professionals Association

	UDGET ATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
Α.	PERSONNEL COST				
l	Screen Demo/Installation Labor	5,568			
	Speakers/Power Amp replacement Labor	11,136			
	Upgrade Seating/Floor platform Labor	26,448			
	Project Management				13,500
	Quality Assurance/inspection				5,600
<u> </u>	TOTAL PERSONNEL COST	43,152			19,100
В.	OTHER CURRENT EXPENSES				
	1 Freight/Shipping	23,450			
	2 Equipment Rental				1,800
	3 Disposal Fees 4				2,400
	5 Equipment Purchase Breakdown:				
	6. Screen and hardware	17,500			
[	7. Speakers and Power Amps	9,700			
	8. Upgrade Seats and Floor platform	102,500			
	9				
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	<u>19</u> 20				
	TOTAL OTHER CURRENT EXPENSES	23,450	0	0	4,200
C.	EQUIPMENT PURCHASES	129,700			
D.	MOTOR VEHICLE PURCHASES				
E.	CAPITAL				
	TAL (A+B+C+D+E)	219,602			23,300
			Budget Prepared	Bv:	
sc	OURCES OF FUNDING			-,-	
1	(a) Total State Funds Requested	196,302	Thomas M Nizo		808-645-0996
ł	(b) Total Federal Funds Requested				Phone
	(c) Total County Funds Requested				01/19/18
	(d) Total Private/Other Funds Requested	23,300			Date
тс	DTAL BUDGET	219,602	Keith Yap , Treasuer Name and Title (Pleas	e type or print)	-

#### **BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2018 to June 30, 2019

Applicant: West Kauai Business and Professionals Association

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B		TOTAL TATE FUNDS REQUESTED (A x B)
American Cinema Equipment IT Techs	Contract Work	\$16,704.00	100.00%	\$	16,704.00
Staging Concepts Installers	Contract Work	\$26,448.00	100.00%	\$	26,448.00
·				\$	
				\$	-
				\$	
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				\$	•
				\$	
				\$	-
				\$	•••
			Sec. Marco al contra da 1970	\$	
TOTAL:					43,152.00
JUSTIFICATION/COMMENTS: All work are contracted work that will be part of a bid p	ackage issued by WKBPA IAW	/ state regulations and o	codes.	-	

# **BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES**

Period: July 1, 2018 to June 30, 2019

Applicant: West Kauai Business and Professionals

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Genie Lift, 30', 750lb capacity	2.00	\$750.00	\$ 1,500.00	1800
30 Cubic Yard, Roll Off container	1	\$350.00	\$ 350.00	400
			\$ -	
			\$ -	
			\$ -	
TOTAL:				2,200
JUSTIFICATION/COMMENTS:				2,2

Tippings fees are not included here but are an estimate on sheet 5 of \$2,000.00

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$-	
			\$-	
			\$ -	
			\$-	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

# **BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS**

Period: July 1, 2018 to June 30, 2019

Applicant: West Kauai Business and Professio

TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS						·
AND ACQUISITION						
DESIGN						
CONSTRUCTION			43152			
EQUIPMENT			129700			
TOTAL:			172,852			

#### **GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: West Kauai Business and Professionals Association

Contracts Total:

243,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Community Product Enrichment Program	2015	Hawaii Tourism Authority	Kauai	35,000
2	ADA improvements, Hofgaard Park	2015	CDBG	Kauai	207,000
3	Funding for improve lighting system	2016	WECA, private	Kauai	1,000
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# Ah Bank of Hawaii

Last statement: November 30, 2017 This statement: December 31, 2017 Total days in statement period: 31

Click here for inserts: www.boh.com/ebankoh/140 inserts.asp



Statement of Account

.

:



Direct inquiries to: 888 643-3888

HANAPEPE BRANCH 3764 HANAPEPE RD HANAPEPE HI 96716

#### Bank of Hawaii

WHEN YOU NEED TO ORDER (OR REORDER) CHECKS OR OTHER BUSINESS ACCESSORIES CALL BUSINESS SOLUTIONS BY HARLAND CLARKE TOLL-FREE AT 1-800-503-2345 FOR CONVENIENCE, QUALITY AND A FULL RANGE OF CHOICES. NEW BUSINESS CHECK ORDERS ARE ALSO WELCOME.

#### **Nonprofit Checking**

		Beginning balance	\$18,256.88
Low parance	\$4,926.08	Total additions	5,278.00
Average balance	\$6,817.85	Total subtractions	14,451.31
		Ending balance	\$9,083.57

#### CHECKS

Number	Date	Amount	Number	Date	Amount
3151	12-01	4,277.40	3162	12-08	260.42
3154 *	12-01	2,926.67	3163	12-22	49.05
3156 *	12-04	6,000.00	3164	12-29	197.58
3158 *	12-05	253.40	3165	12-28	123.88
3159	12-04	26.45	31601 *	12-05	36.46
3161 *	12-05	300.00	* Skip in check sequence		

#### CREDITS

Date	Description	Additions
12-01	Customer Deposit	400.00
12-04	Customer Deposit	250.00
12-08	Customer Deposit	100.00
12-13	Customer Deposit	100.00
12-19	Customer Deposit	2,200.00
12-28	Customer Deposit	2,228.00



P.O. Box 2300 Honolulu, Hawaii 96804-2300

#### **Statement of Account**

Last Statement:November 26, 2017This Statement:December 25, 2017Days in statement period:29





Confirm preauthorized transfers and direct inquiries to: 808-627-6900 (Oahu) 800-272-2566 (Neighbor Islands and Mainland)

Best wishes for a wonderful holiday season and a year filled with joy. Mahalo for being an American Savings Bank customer.

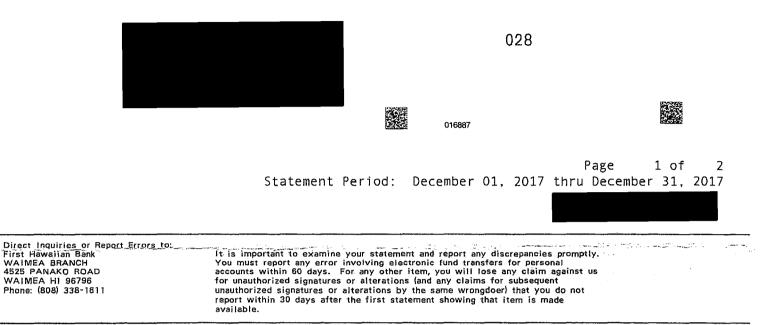
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BIZ CLA	SSIC CHECKIN	G					
Beginning Balance Total Additions Total Subtractions Ending Balance		\$1,662.21 \$250.00 \$3.00 \$1,909.21	0 0		Average Balance		
Account	Activity						
Date	Description		Add	litions	Subtractions	Balance	
11/26/17	BEGINNING BA	LANCE	······································			\$1,662.21	
12/05/17	AMERICAN SAV ACH-WESTKAL WEST KAUAI B	BU	\$2	50.00		\$1,912.21	
12/22/17	IMAGE STATEN	IENT FEE			\$3.00	\$1,909.21	



# First Hawaiian Bank. PRIORITY BANKING PLAN, FOR BUSINESS 1

Statement



#### FIRST HAWAIIAN BANK HAS WON THE 2017 SMALL BUSINESS ADMINISTRATION LENDER OF THE YEAR CATEGORY I AWARD. WE OFFER A RANGE OF DIFFERENT KINDS OF LOANS TO HELP BUSINESSES GROW AND SUCCEED. ASK FOR DETAILS AT ANY BRANCH.

#### Combined Account Information As of December 31, 2017

DEPOSITS		Balance
PRIORITY BANKING - BUS 1	\$	3,068.79
TOTAL DEPOSITS Average Balance used toward Combined Balance requirement	\$	3,068.79
COMBINED BALANCE	\$	3,068.79
SUMMARY - PRIORITY BANKING - BUS 1	· .	
Balance at Beginning of this Statement Period on 12/01/2017	\$	3,068.79
Plus: Deposits and Other Credits Totaling	+	.00
Less: Checks and Other Debits/Withdrawals Totaling	-	15.00
Balance at End of this Statement Period on 12/31/2017	\$	3,053.79





STATEMENT DATE

PAGE

12/01/17 12/31/17

1

L Happy New Year from KCFCU! Thank you, for your continued support and confidence. We wish you all the very best in 2018!

REGULAR SHARE ACCOUNTS ARE NOT TRANSFERABLE EXCEPT ON THE RECORDS OF THIS CREDIT UNION \*\*\*DEBITS: New Loans, Refinanced Loans, Add-Ons, Principal Reversal or Share withdrawals

POSTING DATE	I.D. NO/ EFF DATE	TRANSACTION DE	SCRIPTION	PAYMENT CREDIT DEBITS	TS OR FEES OR CHARGES	FINANCE CHARGE	BALANCE CHANGE	BALANCE
12/01 ID 12/31	Ending	S SHARE SAVING Balance nds Paid Year t		Forward			1.59	5.37 5.37
12/01 ID 12/01	01 BUSINES Withdra 11/30	S SHARE DRAFT Wal Adjustment 48019773350914	Balance F Debit Ca 60000888	orward rd Credit HOUSEMART	Voucher LIHUE ACE,	/CRAF LIH	17.70 UE_HI_	13117.88 13135.58
12/01	Deposit TYPE: N DATA: H	MERCH BANKCAR ET SETLMT ID: ISTORIC WAIMEA	D 147077050 X THEA	2			37.25	13172.83
12/01	Deposit FOR DEF	BY NIGHT DEPO OSIT SLIP DATE	SIT D 11/30/1	7		:		13324.83
12/01 12/01	Deposit Withdra	BY NIGHT DEPC	SIT POS #2BZ	PMYZZQYQL			0.50 86.98	13325.33 13412.31
12/01	AMAZON Withdra	COM SEATTLE WA Wal POS #3WPVM	06GVDQT			:	101.56-	13310.75
12/01	Withdra	Wal POS #70ASC	E18KGBI				147.58-	13163.17
12/02	Withdra AMAZON	wal Adjustment COM SEATTLE WA	POS #5RY	L5NEQR4SA				13172.51
12/04	Deposit TYPE: M DATA: ME	48019773350914 MERCH BANKCAR IET SETLMT ID: ISTORIC WAIMEA CH BANKCARD BY NIGHT DEPC OSIT SLIP DATE BY NIGHT DEPC Wal Adjustment COM SEATTLE WA Wal POS #3WPVM COM SEATTLE WA Wal Adjustment COM SEATTLE WA WAL ADJUST	D 147077050 THEA	2			48.00	13220.51
12/04	Deposit TYPE: I DATA: I	MERCH BANKCAF NET SETLMT ID: HISTORIC WAIMEA	RD 147077050 A THEA	2			352.00	13572.51
12/04	Deposi TYPE: 1 DATA: 1	TISTORIC WAIMEA CH BANKCARD MERCH BANKCARD TSTORIC WAIMEA CH BANKCARD CMERCH BANKCARD E MERCH BANKCARD THET SETLMT ID: TISTORIC WAIMEA CH BANKCARD WWA] INTUIT PYM ACCT FEE ID: 92 TUIT PYMT SOLN WWA] INTUIT PYM ACCT FEE ID: 92 TUIT PYMT SOLN CUIT PYMT SOLN COIT FEE ID: 92 TUIT PYMT SOLN	RD 147077050 A THEA	2		2	088.25	15660.76
12/04	Withdra TYPE:	ACCT FEE ID: 92	1T SOLN 215986202				15.00-	15645.76
12/04	Withdra TYPE: A	Wal INTUIT PYN ACCT FEE ID: 92	T SOLN 15986202				19.95-	15625.81
12/04 12/04	Draft i Deposit	BATE SOLN BATE SOLN BY NIGHT DEPC OSIT SLIP DATE BY NIGHT DEPC OSIT SLIP DATE WAI POS #2EUAC COM SEATTLE WA MERCH BANKCAF	)SIT			6	000.00- 513.75	9625.81 10139.56
12/04	Deposit FOR DEF	BY NIGHT DEPO	SIT 12/2/17				530.00	10669.56
12/04	Deposit	BY NIGHT DEPO	SIT D 12/1/17				619.50	11289.06
12/04	Withdra AMAZON	wal POS #2EUAC COM SEATTLE WA	873zv69					11279.72
12/05	TYPE	SET SETIME TO	147077050	2			500.12	11779.84
12/05	Draft	IISTORIC WAIMEA CH BANKCARD 8868 Tinued on fol	lowing pag	e		1	073.16-	10706.68
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L Happy New Year from KCFCU! Thank you, for your continued support and confidence. We wish you all the very best in 2018!

REGULAR SHARE ACCOUNTS ARE NOT TRANSFERABLE EXCEPT ON THE RECORDS OF THIS CREDIT UNION \*\*\*DEBITS: New Loans, Refinanced Loans, Add-Ons, Principal Reversal or Share withdrawals

POSTING DATE	I.D. NO/ EFF DATE TRANSACTION DESCRIPTION PAYMENT CREDITS OR FEES OR DEBITS CHARGES	FINANCE BA CHARGE CI	HANGE BALANCE
12/06	Deposit MERCH BANKCARD TYPE: NET SETLMT ID: 1470770502 DATA: HISTORIC WAIMEA THEA	351.0	00 11057.68
L2/06	CO: MERCH BANKCARD Withdrawal MERCH BANKCARD TYPE: BILLNG ID: 1470770502 CO: MERCH BANKCARD	584.9	99- 10472.69
L2/06 L2/06 L2/07	Draft 3879 Draft 3880 Deposit by Check	605.8 260.4 2402.4	12- 9606.47
2/07	DEPOSIT BY GINA DUARTE/INVOICE# 2017-1101 withdrawal pos #720307 WAL-MART #2308 Wal-Mart Store LIHUE HI		L7- 11997.77
L2/07	Withdrawal POS #734120240472 COSTCO WHSE #0640 LINUE HI	227.0	00- 11770.77
12/08	Withdrawal Debit Card Business Debit 12/07 24717057342173421445517 VIVIAL 877-5578221 0	875.0	00- 10895.77
L2/08	Deposit BY NIGHT DEPOSIT FOR DEPOSIT SLIP DATED 12/7/17	513.7	75 11409.52
12/10	withdrawal POS #028333	126.4	44- 11283.08
12/11	BIG SAVE MARKETS 9681 WAIMEA RD WAIMEA HI Deposit MERCH BANKCARD TYPE: NET SETLMT ID: 1470770502 DATA: HISTORIC WAIMEA THEA	66.0	00 11349.08
.2/11	CO: MERCH BANKCARD Deposit MERCH BANKCARD TYPE: NET SETLMT ID: 1470770502 DATA: HISTORIC WAIMEA THEA	84.7	75 11433.83
.2/11	CO: MERCH BANKCARD Deposit MERCH BANKCARD TYPE: NET SETLMT ID: 1470770502 DATA: HISTORIC WAIMEA THEA CO: MERCH BANKCARD	256.0	00 11689.83
12/11 12/11 12/11 12/11 12/11 12/11	Draft 3881 Draft 3883 Draft 3887 Draft 3888 Draft 3891	487.0 108.1 136.9	33- 11503.50 01- 11016.49 38- 10908.11 93- 10771.18 00- 10671.18 50 11031.68
12/11	Deposit BY NIGHT DEPOSIT FOR DEPOSIT SLIP DATED 12/8/17		
12/11	Deposit BY NIGHT DEPOSIT FOR DEPOSIT SLIP DATED 12/6/17	391.2 293.1	
12/11	Deposit BY NIGHT DEPOSIT FOR DEPOSIT SLIP DATED 12/10/17		
12/13	Deposit MERCH BANKCARD TYPE: NET SETLMT ID: 1470770502 DATA: HISTORIC WAIMEA THEA CO: MERCH BANKCARD	78.0	00 11794.43
12/13 12/13 12/14	Draft 3889 Draft 3884 Deposit MERCH BANKCARD TYPE: NET SETLMT ID: 1470770502 DATA: HISTORIC WAIMEA THEA CO: MERCH BANKCARD	158. 128. 119.	51- 11635.92 38- 11507.54 25 11626.79
3,775	Continued on following page		



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L Happy New Year from KCFCU! Thank you, for your continued support and confidence. We wish you all the very best in 2018!

REGULAR SHARE ACCOUNTS ARE NOT TRANSFERABLE EXCEPT ON THE RECORDS OF THIS CREDIT UNION \*\*\*DEBITS: New Loans, Refinanced Loans, Add-Ons, principal Reversal or Share withdrawals

POSTING DATE	I.D. NO/ EFF DATE	TRANSACTION DESCRI	IPTION	PAYMENT CREDITS OR DEBITS	FEES OR CHARGES	FINANCE CHARGE	BALANCE CHANGE	BALANCE
12/14 12/14 12/14 12/15	TYPE: DATA:	3892 3885 t MERCH BANKCARD NET SETLMT ID: 14 HISTORIC WAIMEA TH	70770502 HEA	2			166.67-	11176.39 11009.72 10911.30 10941.30
12/15	Withdr	RCH BANKCARD awal IRS USATAXPYMT ID: 338	87702000	) (0. TPS			1249.17-	9692.13
12/15 12/15 12/15	Draft Draft	3886		,			173.50- 217.77- 301.25	9518.63 9300.86 9602.11
12/15	Doport	+ BV NICHT DEDOCT	г				329.50	9931.61
12/15	Recurr	POSIT SLIP DATED ing Withdrawal Bi DADDY.COM 480-5058	1] Payme	ent #734926048	3287		311.99-	9619.62
12/16	Withdr 12/14	awal Debit Card Bu 742472873498201212	usiness	Debit	/ TORON		157.00-	9462.62
12/16	Withdr VISA I	awal Card Fee NTERNATIONAL SERVI					1.26-	9461.36
12/18	Date 1 Deposi TYPE: DATA:	2/14/17 t MERCH BANKCARD NET SETLMT ID: 147 HISTORIC WAIMEA TH	70770502			×	151.25	9612.61
12/18	Deposi TYPE: DATA:	RCH BANKCARD t MERCH BANKCARD NET SETLMT ID: 143 HISTORIC WAIMEA TH	70770502 HEA	2			158.75	9771.36
12/18	Deposi TYPE: DATA:	RCH BANKCARD t MERCH BANKCARD NET SETLMT ID: 14 HISTORIC WAIMEA TH RCH BANKCARD	70770502 HEA	2			159.50	9930.86
12/18 12/18	Draft Withdr	3897 awal POS #380402 RT #2308 wal-Mart	Store 1	тние нт			2424.87- 35.26-	7505.99 7470.73
12/18	Withdr	awal POS #7352194 WHSE #0640 LIHUE	43047				40.30-	7430.43
12/18	Withdr 12/18	awal Debit Card Bi 24690297352017039	usiness	Debit	TNC 80	0-820-9	222.00-	7208.43
12/21 1	.2/20 Withdr	awal POS #537206 RT #2308 Wal-Mart				.0 020 5	51.43-	7157.00
12/22 12/22 12/22	Draft Draft Deposi	3900 3902 t by NIGHT DEPOSI	Т				500.00- 531.09- 496.00	6657.00 6125.91 6621.91
12/22	Deposi	POSIT SLIP DATED	Т				764.25	7386.16
12/22	Withdr	POSIT SLIP DATED awal POS #73561704	43801	r			270.72-	7115.44
12/26	Deposi TYPE: DATA:	WHSE #0640 LIHUE t MERCH BANKCARD NET SETLMT ID: 14 HISTORIC WAIMEA TH INTINUED ON FOllow	70770502 HEA				165.50	7280.94
3,776	((		ing page					



STATEMENT DATE PAGE

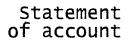
12/01/17 12/31/17 4

L Happy New Year from KCFCU! Thank you, for your continued support and confidence. We wish you all the very best in 2018!

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POSTING DATE	I.D. NO/ EFF DATE	TRANSACTION	DESCRIPTION	PAYMENT CREDITS OR DEBITS		IANCE RGE	BALANCE	BALANCE
12/26	Depos TYPE: DATA:	ERCH BANKCARD it MERCH BANKO NET SETLMT II HISTORIC WAIM	D: 147077050	2		262	.25	7543.19
12/26	Depos TYPE: DATA:	ERCH BANKCARD it MERCH BANKO NET SETLMT II HISTORIC WAIN ERCH BANKCARD	D: 147077050	2		467	.75	8010.94
12/26 12/26	Draft Depos	3899 it by NIGHT DE EPOSIT SLIP DA	EPOSIT	7		117 618	.48- .25	7893.46 8511.71
12/26	Depos 12-10	it	AIED 12/23/1	/		299	.00	8810.71
12/26	Depos 12-10	it				130	.50	8941.21
12/26 12/26 12/27 12/27	Depos Draft Draft Depos	it 3903 3907 it BY NIGHT DI		_		3053 107 192 2434	.59- .30-	11994.91 11887.32 11695.02 14129.77
12/27	Withd WIRE	EPOSIT SLIP D/ rawal OUT TO JPMORG/ TAINMENT INC.	AN CHASE BAN	K/LIONS GATE		250	.00-	13879.77
12/27	Withd		THEATER COL	LECTION		20	.00-	13859.77
12/27 12/28	Draft Withd	3904 rawal Debit Ca	ard Business 86364700041	Debit STAR-ADVERTISE	R ADVERTIS	907 808-52 8	.85- 9-470	13781.19 12873.34 0 HI
12/28 12/28	Draft Withd WIRE	3906	AN CHASE BAN	K/LIONS GATE		159	.28-	12714.06 12380.61
12/28	Withd	rawal OUT FEE				20	.00-	12360.61
12/29	Depos TYPE: DATA:	it MERCH BANKO NET SETLMT II HISTORIC WAID ERCH BANKCARD	D: 147077050	2		137	.00	12497.61
12/29 12/29 12/29 12/29 12/29 12/29	Draft Draft Draft Draft Depos	3882 3905 3908 3912 it by NIGHT D	EPOSIT			69 135	.31- .36- .78-	11750.83 11681.52 11546.16 10799.38 12642.05
12/30	FOR D Recur	EPOSIT SLIP D/ ring Withdrawa	ATED 12/28/1 al Bill Pavm	ent #736427100	906	269	.41-	12372.64
12/31	Endin	SS*ÅPOCC VISW g Balance ends Paid Yea		4 FL		C	0.00	12372.64





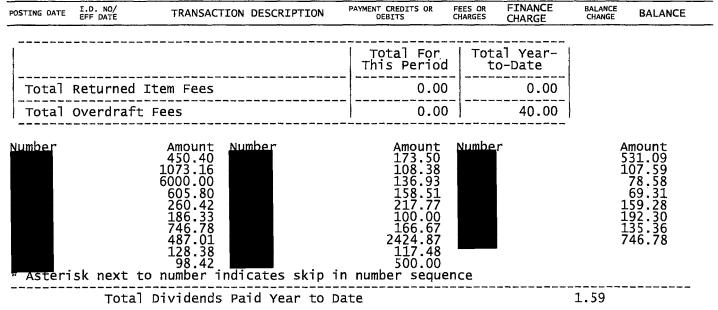
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L Happy New Year from KCFCU! Thank you, for your continued support and confidence. We wish you all the very best in 2018!

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REGULAR SHARE ACCOUNTS ARE NOT TRANSFERABLE EXCEPT ON THE RECORDS OF THIS CREDIT UNION \*\*\*DEBITS: New Loans, Refinanced Loans, Add-Ons, Principal Reversal or Share Withdrawals



SHARE DRAFT RE	CONCILEMENT			THIS FOR	IN IS PROVIDED TO ASSIST YOU IN	BALANCING YOUR DRAFT
LIST DR	AFTS OUTSTANDING N	OT CHARGED TO YOUR DR	]	PERIOD EN	DING	
DRAFT NUMBER	AMOUNT	DRAFT NUMBER	AMOUNT			
					1 <u>SUBTRACT</u> FROM YOUR DRAFT REGISTE DRAFT STATEMENT WHICH YOU HAVE N FROM YOUR BALANCE, ALSO, <u>ADD</u> ANY	IOT PREVIOUSLY DEDUCTED
					2 ENTER DRAFT BALANCE SHOWN ON THIS STATEMENT HERE.	\$
					3 ENTER DEPOSITS MADE LATER	\$
					THAN THE ENDING DATE ON THIS STATEMENT	\$
					TOTAL	\$
					4. IN YOUR DRAFT REGISTER, CHECK OF	\$
					4. IN TOOR DRAFT REGISTER, <u>UNEXADE</u> DRAFTS PAID AND IN AREA PROVIDED LEFT, <u>LIST</u> NUMBERS AND AMOUNTS C UNPAID DRAFTS	AT
		TOTAL		<b></b> →	5. <u>SUBTRACT</u> TOTAL DRAFTS OUTSTANDING { -	\$
					6. THIS AMOUNT SHOULD EQUAL YOUR DRAFT REGISTER BALANCE	\$
	·····	· · · · · · · · · · · · · · · · · · ·				
			D ON THIS STATEM	ABOVE AND II	NYOUR DRAFT REGISTER. E DRAFT AMOUNTS LISTED IN YOUR D DEPOSIT AMOUNTS RECORDED IN YOU	
COMPUTATION OF FINANCE CHARGE The dollar amount you pay for money borrowed is called a finance charge. The finance charge begins on the date of each advance. To compute the finance charge, the unpaid balance for each day since your last payment (or since an advance if you have not yet made a payment) is multiplied by the applicable daily periodic rate. The sum of these amounts is the finance charge owed. A finance charge is the unpaid balance each day after payments and credits to that balance have been subtracted and any new advances have been added. A finance charge will be computed separately for each separate balance under the Plan. <b>VOUR BILLING RIGHTS-KEEP THIS NOTICE FOR FUTURE USE</b> This notice contains important information about your rights and our responsibilities under the Fair Credit Billing Act. <b>NOTIFY US IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR STATEMENT.</b> If you think your statement is wrong, or if you need more information about a transaction on your statement, write us on a separate balance us, but doing so will not preserve your rights. In a letter, give us the following information: • Your anne and account number. • The dollar amount of the suspected error. • Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are not sure about. <b>YOUR RIGHTS AND OUR RESPONSIBILITIES AFTER WE RECEIVE YOUR WRITTEN NOTICE.</b> We must acknowledge your letter within 30 days, unless we have corrected the error by then. Within 90 days, we must either correct the error or explain why we believe the statement was correct. After we receive your letter, we cannot try to collect any amount you question, or report you as definiquent. We can continue to send statements to you for the amount you question, including finance charges, and we can apply any unpatient own they to pay any finance charges related to any questioned amount. If we didn't make a mistake, you may have to pay the parts of your statement that are not in question. If you fial t						
you need more inform	IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS Write us at the address shown on the front of this statement, or telephone us at the telephone number shown on the face as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem					
	s your name and account i ribe the error or the transfe		plain as clearly as yo	u can why you	believe there is an error or why you need r	nore information.

(3) Tell us the dollar amount of the suspected error. We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this (or within twenty (20) business days, in the case of a point-of-sale transaction, or a transaction initiated outside of the United States), we will recredit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.



Thomas M Nizo P.O. Box 690002 Makaweli, HI 96769-0002 USA

Contact Phone: (808) 645 -0996 Work Phone: (808) 335-4777 DSN: 471-6777 Email Address: thomas.nizo@navy.mil

#### EXPERIENCE

10/2012 to Present; 40 hours per Week; Management Analyst; GS-1640-11; last promoted 10/2012; permanent employee; not on a temporary promotion; PACIFIC MISSILE RANGE FACILITY, BARKING SANDS, KAUAI, PO BOX 128, KEKAHA, HI 96752-0128; Leland Tottori, (808)335-4636; may contact supervisor.

-Manage and coordinate all aspects of facility operation and maintenance for buildings and structures at PMRF facilities to include; administrative, barracks, training and industrial buildings; magazines, weapons facilities/launchers, warehouses, range and communications facilities and structures, air conditioning, facilities that are registered/eligible as historical structures, which require special considerations and extensive communication and coordination with State Historical Preservation Office and NAVFAC's Historical Preservation Coordinator prior to alteration/repair to mitigate damage to historical aspects of affected facilities.

-Manage (forecast, program, and execute) Sustainment (ST) and Restoration and Modernization (RM) and Facility Services (FX) funding. Conduct inspections, makes recommendations, prepare scopes of work and cost estimates associated with action to repair, maintain, alter and/or construct facilities as required. Consolidate information/findings to provide input to support Base Operating Systems (BOS) budget requirements. Monitor budget expenditures, performance and execution of ST, RM and FX funding requirements.

-Create, execute and monitor performance metrics associated with Service Call job order (Emergency, Major, Minor and Specific) execution.

-Manage(inspect facilities, report deficiencies, determine cost efficient repairs) a Facilities Management System (Zone Management). As the Zone Management Inspection Officer, analyzing data from Zone inspections, determining the scope of work of repair, and classifying level of effort via Service Call are scoped independently and submitted for approval and Funding.

-Reviews Facility Work Requests(FWR) via Work Induction Board(WIB), develops requirements for work accomplishments with requestor through BOS services contract, Technical Directive Work

Requests(TDWRs), IDIQ tasking, SEABEE deployment and/or other processes as required. -Coordinates continuity of PMRF operations, systems and facilities as required, through scheduled outages and replacement projects are completed in a timely manner.

-As ICAP Manager, monitor and implement PMRF's Infrastructure Condition Assessment Program (ICAP) database system establishment. Condition Index updates are timely, complete, updated facility assessment, inspection information is appropriately entered and maintained through a CMMS database system (i.e. Maximo). Corresponds with other FEC and activity database managers and Engineers as necessary for iNFADS data accuracy information and/or project data submission requirement.

-Provide oversight of PMRF's Maintenance Execution Plan (MEP), identify and program projects for Long Range Execution Plan (LREP), facilities that require maintenance by repair or construction. Identifies maintenance requirements that exceed the installations and Regions funding thresholds and execution authority that may require Special Project/MILCON planning and funding. Provides recommendations in regards to execution and funding prioritization of projects based on operational and user requirements. -Serves as PMRF's Facilities Emergency Response Coordinator, coordinates all aspects of BOS/Public Works Office emergency/exigent functions Pre event, throughout, and post event requirements of a natural disaster.

-Facilities Emergency Response Coordinator; coordinates emergency response utilizing the Incident Command System(ICS), directing personnel response actions, authority to commit the resources required(manning and equipment) for all facilities associated with PMRF, coordinating with outside agencies for additional resources, planning, estimating, coordinating/scheduling, execution, oversight and after action reporting and otherwise implementing PMRF's contingency plan via Emergency Operations Center(EOC) - Command Event Coordinator; coordinates and execute all command functions requirements including but not limited to planning, estimating, coordinating/scheduling, execution, oversight and after action reporting. Set up and take down of the following items including but not limited to facilities, utilities, audio/visual, tents, tables, chairs, PA/Sound systems (wired and wireless), staging, bleachers, Light carts, porta potties, podiums, skirting, "Red Carpet", flag detail, VIP signage, and various static displays; Change of Command Ceremonies- 5/13,8/16

Captain Calls- 4/13, 4/14, 4/15, 4/16 Command Safety Stand-downs- 4/13, 4/14, 4/15, 4/16 Navy Personnel Retirements- 7/13, 2/15 Facility Blessings- 7/14 Command "Welcome Aboard" Events- 11/15, 10/16 PMRF July 4th Celebrations- 7/12, 7/13, 7/14, 7/15, 7/16

# 08/2009 to Present; 40 hours per Week; Manager; Historic Waimea Theater, Waimea, Kauai, 9691 Kaumaulii, HI 96796;

- 1. Operation of Theater
- 2. Training
- 3. Sales
- 4. Inventory
- 5. Employee Scheduling
- 6. Reports:

-Box/Concession Daily Sales Reports

- -Monthly Income Report
- -Studio Sales Records
- -Box Office Reports
- -Cash/Bank Deposit Slips
- 7. Payroll
- 8. Accts Payable
- 9. Cleaning (auditorium, office, break room, front entrance swept before opening)
- 10. Community Relations

08/2009 to 10/2012; 40 hours per Week; Management Analyst; GS-1640-09; permanent employee; not on a temporary promotion; PACIFIC MISSILE RANGE FACILITY, BARKING SANDS, KAUAI, PO BOX 128, KEKAHA, HI 96752-0128; Leland Tottori , (808)335-4636 ; may contact supervisor.

Manage and coordinate all aspects of facility operation and maintenance for buildings and structures additionally, associated grounds maintenance services of an integrated facilities maintenance program. Including but not limited to repairs and alterations to all PMRF facilities to include; administrative, barracks, training and industrial buildings; magazines, weapons facilities/launchers, warehouses, range and communications facilities and structures.

- Duties involve managing a Facilities management system (Zone Management), budgeting, utilizing engineering principles, analyzing large volumes of data to execute projects, as well as opportunities for workflow and process improvement.

- Conducts inspections, makes recommendations, prepare scopes of work and cost estimates associated with action to repair, maintain, alter and construct facilities.

- Provides annual FX (grounds, custodial) and ST (sustainment) budget input and requirements in support of development of PMRF's BOS budget requirements.

- Monitors performance and budget execution of FX (grounds, custodial) and ST funding controls.

- Monitors performance metrics associated with emergency, service and minor job orders execution

- Inspects facilities and reviews reported deficiencies; determine efficient and cost effective repairs. This involves determining the nature of repair, whether an emergency or routine, and the scope of the repair. Repairs, maintenance, alterations and construction projects are scoped independently and the request is forwarded for appropriate approval and funding through a local Work Induction Board.

- Reviews assigned facility work requests from Work Induction Board. Develops requirements with user and arranges and plans work accomplishment either through BOS Services Contract (Service Calls), Technical Directive Work Request (TDWR), IDIQ tasking as required.

-Coordinates site outages and replacement projects, as required, to insure continuity of activity operations.

-Provides execution oversight of installation's Integrated Maintenance Program (IMP). Coordinates with others on the identification and programming of projects in regards to facilities requiring maintenance, repair and construction. Specifically identify Special Project and/or MILCON planning development. Provides recommendations of execution and funding prioritization of projects, based on PMRF's operational requirements.

-Assisting with PMRF's Infrastructure Condition Assessment Program (ICAP) database system establishment. Condition Index updates are timely, complete, updated facility assessment, inspection information is appropriately entered and maintained. Corresponds with other FEC and activity database managers and Engineers as necessary for iNFADS data accuracy information and/or project data submission requirement.

06/1994 to 08/2009 ; 40 hours per Week; Management Analyst; GS-0344-05; last promoted 06/2004; permanent employee; not on a temporary promotion; PACIFIC MISSILE RANGE FACILITY, BARKING SANDS, KAUAI, PO BOX 128, KEKAHA, HI 96752-0128; LCDR CAPUANO, (808)335-4635 ; may contact supervisor.

-Project Management: Design/pre-bid package, Bid/negotiation process, construction, Punch list/inspection/closeout process, National/Means estimating program. Very familiar with Form 1391 and all applicable sheets.

-Quality Assurance Evaluator: duties to include perform, administer, or advise on work concerned with assuring the quality of performance standards required by the Federal Government. This work involves: (1) the development of plans and programs for achieving and maintaining quality performance throughout the contracts life cycle;

(2) monitoring operations to verify adherence to quality plans and performance standard requirements; and (3) analysis and investigation of adverse quality trends or conditions and initiation of corrective action. These duties require analytical ability combined with knowledge and application of assurance principles and techniques, and knowledge pertinent to the contract and its performance standards as outlined in the contract.

-Quality Assurance Manager for Custodial Services; Evaluated contractor performance of contract work statements(as noted by definition above), frequency tables, square foot tables, historical data, estimating manning, and grade/evaluation.

-Quality Assurance Manager for Solid Waste Collection; Evaluated contractor performance of contract work statements, container sizing, workload, solid waste management. plan, frequency tables, collection schedules, and grade/evaluation.

-Quality Assurance Manager for Grounds Maintenance; Evaluated contractor performance of contract work statements, historical workload, manning requirements, maintenance and frequency levels, and grade/evaluation.

-Quality Assurance Manager for Buildings and Structures Maintenance/Repair; Evaluated contractor performance of contract work statements, service calls for corrective maintenance and repair, emergency service call for critical/non critical repairs, locksmith services, furniture relocation and repair, street sweeping, preventive maintenance inspections, corrosion control, interior/exterior paint plans, roof replacement plan, maintain all interior plumbing systems, water, sewer, electrical, fire suppression systems(Halon,foam,CO2,Dry chemical), fences, all signage, concrete paving/sidewalks/curbing, all Asphalt systems, water tanks, fuel storage tanks.

-Technical Directive Work Request: Quality Assurance program of general requirements (as noted by definition above), construction, major repair and maintenance, equipment installation, equipment modification, and other NEW tasks that fall outside contract work(Approx. \$850,000/yr), range systems support, disaster preparation and relief support, miscellaneous support, historical data, expenditure reports, work status reports, work request schedules, safety provisions, grade and evaluation.

-Assistant Housing Manager: Assignments/terminations, inspections(check in/out), yard inspections, referrals, budgeting, project estimating, community relations, direct "BOS" contractor to perform maintenance, new construction, and miscellaneous through work request system. Preformed QAE duties, which graded the contractor for work performance on a quarterly basis.

-Conference Center Manager: Maintain and operate conference center, setup/break down all AV equipment (LCD/slide projectors, PA systems, VCR, TV), phone, fax, tables, and chairs.

-Property Inventory Custodian: Maintain property listing approx. 400 items estimated value 200K.

-Command Functions: Coordinate and execute all command functions requirements including but not limited

to planning, estimating, coordinating, execution and after action reporting. Local Command functions that are required by the PMRf included; Change of Command Ceremonies- 1/03, 3/06 Admirals Calls- 6/02, 7/02, 5/03, 2/04 Captain Calls- 8/03, 4/06, 10/06, 11/09 Command Safety Stand-downs- 10/01, 1/03, 9/09 Navy Personnel Retirements- 4/02, 3/03, 5/03, 6/03, 7/03, 4/04, 7/05, 11/05 Facility Blessings- 7/ 06, 2/07 Command "Welcome Aboard" Events- 11/06, 11/08 MWR Events- 12/02, 4/03, 11/03, 10/05, 12/05 PMRF July 4th Celebrations- 7/02, 7/03, 7/04, 7/05, 7/06, 7/07, 7/08, 7/09 T & E Range Operations Program Support- 6/02, 11/02, 5/03, 11/03,11/05, 1/06, 6/06, 7/06, 1/07, 11/07, 4/08, 9/08 -Erect and break down tents, tables, chairs, PA/Sound systems (wired and wireless), staging, bleachers, podiums, skirting, "Red Carpet", flag detail, VIP signage, and various static displays.

06/1993 to 12/1993; 40 hours per Week; Summer Hire; \$5 per Hour; last promoted Not Specified; temporary employee; not on a temporary promotion; Alu Like/Pacific Missile Range Facility, 3100 Kuhio Hwy. C-6, Lihue, Hi 96766; Marelne Burgess , 808-245-8545 ; may contact supervisor.

-Worked in the Public Works Department(PMRF)assisting the Housing Manager in performing a variety of housing inspections including maintenance/contract inspections, coordinates necessary maintenance and repair work, conducts inspections prior to occupancy, performs assignments to terminations from government housing, submits work requests to accomplish housing maintenance, created and updated a number of computer programs for housing wait-list, furniture inventory, unit utilization and monthly budget expenses. Assisted as an engineering aide performing various tasks required by civil and electrical engineers.

12/1992 to 03/1993; 40 hours per Week; Laborer; \$13 per Hour; last promoted Not Specified; permanent employee; not on a temporary promotion; Koga Construction, 846 South Hotel Street, Honolulu, HI 96813; Paul Guzman, 808-245-9503; may contact supervisor.

-Assisted as a laborer to lay ductile pipe, this included operating light equipment such as compactor and Rammax.

09/1992 to 12/1992; 60 hours per Week; Material Supplier; \$13 per Hour; last promoted Not Specified; temporary employee; not on a temporary promotion; Red Cross, 4155 Diamond Head Rd. Honolulu, Hi 96816; Jim Bobb , 808-7342101 ; may contact supervisor.

-Assist families after hurricane Iniki in emergency situations. These duties included delivery of clothing and food from the east to the west ends of Kauai. Performed networking with wholesale companies for food, paper goods, and set up communication with distribution for all disaster service centers.

06/1992 to 05/1993; 40 hours per Week; Customer Service Representative; \$6 per Hour; last promoted Not Specified; permanent employee; not on a temporary promotion; Pacific Video Entertainment dba Blockbuster Video, 711 Kapiolani Blvd., Suite 1075, Honolulu, HI 96814; Ray Peralta, 808-822-7744; may contact supervisor.

Perform duties as a customer service representative, cashiering duties, stock and trained new clerks.

05/1985 to 08/1989; 40 hours per Week; Heavy Equipment Operator; \$7 per Hour; last promoted Not Specified; permanent employee; not on a temporary promotion; Mcbryde Sugar Co., P.O. Box 8, Eleele, Hi, 96705; Paul Pancho, 808-335-5111 ; may contact supervisor.

-Operated heavy equipment to load and off-load materials, dig trenches and plow fields. Assisted as a field hand to fix and construct risers for irrigation systems. Performed miscellaneous duties as assigned.

-Types of heavy equipment: Bobcat loader, front-end loader, forklift, backhoe, winged mowers.

#### EDUCATION

KAMEHAMEHA SCHOOLS, KAPALAMA HEIGHTS, OAHU, HAWAII; 1989 High School Diploma UNIVERSITY OF HAWAII-WEST OAHU, HONOLULU, OAHU, HAWAII; Bachelor in BUSINESS ADMINISTRATION, 2001; 3.0 out of 4 Point GPA; 12 Semester Hours

KAUAI COMMUNITY COLLEGE, LIHUE, KAUAI, HAWAII; Associate in LIBERAL ARTS, 1995; 3.0 out of 4 Point GPA; 60 Semester Hours

#### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of contract procurement procedures and regulations

Knowledge of command policies and procedures

Knowledge of continual process improvement and innovation

Knowledge of quality assurance/control methods, principles, and practices, including statistical analysis and sampling techniques

Knowledge of inspection, test, and measurement techniques

Knowledge of the relationship of quality assurance to other activities such as contract administration, engineering, supply

Knowledge of the goals, principles, methods, and techniques of multiple programs in evaluating needs and in planning, organizing, advising on, and administering activities and programs

Knowledge of performance management principles and techniques

Knowledge of Lean Six Sigma (LSS)

Knowledge of business practices applicable to program and technical requirements sufficient to evaluate bid responsiveness, contractor responsiveness, and contractor performance

Knowledge of safety procedures

Knowledge of administrative procedures

Knowledge of understanding of the relationship between reliability, availability, maintainability and safety Knowledge of understanding of the relationship between design and requirements

Knowledge of the characteristics of an acceptable Performance Work Statement (PWS) / Statement of Objectives (SOO).

Knowledge of the Engineering Change Proposal (ECP) review process

Knowledge of Shore Facilities Planning System(NAVFAC 11010.44/OPNAV 11010.20)

Knowledge of NAVSUP and NAVFAC rules and procedures

Knowledge of MS Access, Maximo, SPM

Skill in interpreting and applying product specifications, technical data, regulations, policy statements, and other guideline materials

Skill in conducting studies and investigations, problem analysis, and developing logical and documented recommendations

Skill in written and oral communications; and establishing effective interpersonal relationships

Skill to identify potential risks and implement control measures to minimize risks

Skill to develop a Statement of Work or change an existing Statement of Work

Skill in using job-relevant information systems and\or software applications

Skill in reviewing and understanding technical proposals, contractual terms\conditions, and contract scope Skill in performing managerial or administrative duties associated with analyzing, developing, evaluating, or promoting improvements in the policies, plans, methods, procedures, systems, or techniques of a program Skill in managing, directing, or administering a program that includes a variety of technical functions including business plan development and impact statements

Skill in formulating objectives and strategies to accomplish organizational goals

Skill in applying professional knowledge of principles, theories, methods, or data to practical situations and problems

Skill in application of organizational practices and procedures

Skill in critical thinking to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

Skill in determining appropriate tools and equipment needed to do a job

Skill in coordination to adjust one's actions in response to others

points being made, and asking questions as appropriate

Skill in active learning to understand the implications of new information for both current and future problemsolving and decision-making

Skills to provide solutions to difficult technical problems and the ability to provide sound and innovative solutions when traditional methods do not apply

Ability to provide briefings and presentations to senior leadership

Ability to provide technical advice, guidance, and assistance on operations to organizational personnel Ability to use inductive reasoning by combining pieces of information to form conclusions

Ability to speak, read, listen, and understand information and ideas presented in writing and orally

Ability to effectively communicate both orally and in writing

Ability to apply deductive reasoning

Ability to establish, forecast and manage a budget

Ability to handle projects and tasking across multiple disciplines that are large in scope and complexity Ability to provide leadership and direction for emergency response and execution of Incident Command System Process(ICS)

Ability to provide guidance to senior leadership in the development of an overall command facility strategy Ability to lead multi discipline teams to accomplish complex projects

Ability to formulate metrics to measure organizational performance and customer satisfaction Able to perform risk analysis

Able to choose appropriate analysis and selection techniques

Ability to identify and analyze requirements

Ability to develop a Performance Work Statement (PWS) / Statement of Objectives (SOO)

Ability to perform technical monitoring and reporting duties in accordance with a Quality Assurance Surveillance Plan

Ability to perform liaison duties between the Contractor and Contracting Officer for management of the contract

#### **PROFESSIONAL TRAINING**

Graduate Leadership Kauai Training, 120hrs, 6-10 CTC-342 NAVFAC Contracting Officer Rep COR/COAR/NTR, 32hrs, 1-03, 8-09, 5/16 Lean Sigma Six White Belt Training 8-09 Construction Technology for Non-Engineers Course #07010 CIN A-4A-0064, 35hrs, 04-07 Contracting Officer's Representative Course, 9.5hrs, 01-06 CTC-337 Facilities Support Contracting, 32hrs,5-03 Information Assurance Training 1hr, 1-03 NAVFACENGCOM-Quality Assurance Evaluator Training Course, 32hrs, 12-02 Ethics Training, 1hr. R.S. Means Facilities Maintenance and Repair Cost Estimating, 16hrs, 8/02, 5/16 AWARE Employee Training, 1hr, 8-01 AWARE Drug Training, 1hr, 8-01 AWARE Alcohol Training, 1hr, 8-01 Adobe Photoshop Conference, 16hr, 7-99 Professional Housing Development Seminar XI, 40hrs, 2-99 Professional Housing Development Seminar X, 32hrs, 2-98 Twelve Steps to Clear Writing, 16hrs, 8-97 How to Manage Multiple Projects/Deadlines and Objectives, 8hrs, 6-97 Family Housing Financial Management(OM-1), 72hrs, 2-97 Covey Training, 16hrs, 12-96 Standards of Conduct and Ethics Training, 8hrs, 12-96 Family Housing Customer Service(MS-1), 40hrs, 11-96 Grammar and Usage Seminar, 8hrs, 8-96 NAVSUP Commercial Purchase Card Course, 8hrs, 6-96 Family Housing Management(BH-1), 72hrs, 6-96 Project Management Seminar, 8hrs, 5-96

#### PROFESSIONAL LICENSES/CERTIFICATES

#### County of Kauai; Fire Commission, Chairman

International Festival & Events Association: Certified Festival and Events Executive(CFEE) 10/16 FEMA, Emergency Management Institute: ICS 100; Introduction to Incident Command System 2/13 FEMA, Emergency Management Institute: ICS 200; ICS Single Resource Initial Action Incidents 2/13 FEMA & DHS, Emergency Management Institute: ICS 300; Intermediate ICS Expanding Incidents 3/14 FEMA & DHS, Emergency Management Institute: ICS 400; Advanced ICS 3/14 FEMA, Emergency Management Institute: ICS 700; National Incident Management System 3/13 FEMA, Emergency Management Institute: ICS 800; National Response Framework 3/13 CNIC; Emergency Operations Center, Incident Management Team(EOC-IMT) 10/12

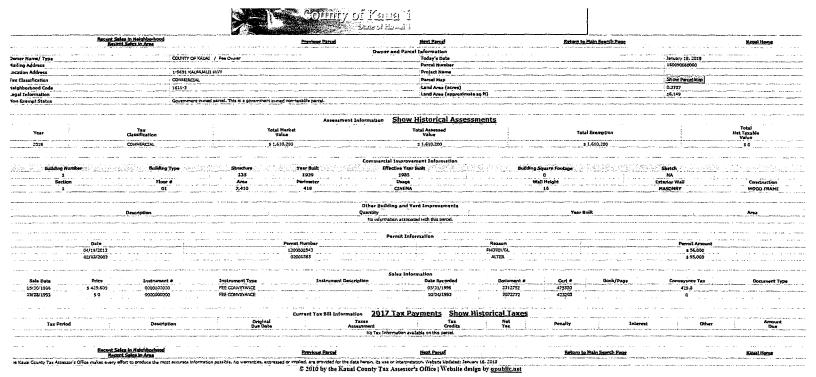
#### PROFESSIONAL RATINGS, AWARDS, AND RECOGNITIONS

Promotions: 8-95, 6-97, 9/10, 9/11, 10/12 Quality Step Increase: 10/12 Performance Award: 7-95, 6-96, 7-97, 12/98, 9/99, 9/00, 9/05, 9/06, 8/08, 7/10, 1/11, 9/14 Special Act Award: 1-97, 7-98, 11/01, 11/03, 8/04, 2/07, 7/07, 4/08, 9/10, 12/11 On The Spot Cash Award: 11-01, 9-01, 7-98, 08-04, 09-06, 6-07, 5/08, 8/08 Letter of Appreciation: 2-01, 2-00, 3-00, 9-00, 11-00, 12-00, 3-99, 4-99, 1-98, 11-98, 12-97, 12-94, 11-94, 10-94 Outstanding Ratings: 3-98, 3-97, 3-96, Exceeds Fully Successful: 3-95 Acceptable Ratings: 10-02, 7-01, 6-00, 6-99, 10-06, 10-07, 10/08

#### OTHER INFORMATION

Microsoft Suite: Access, Word, Excel(Advanced), Project, Power Point, Outlook Adobe Photoshop 8.0, Premier 5.5, Illustrator 8.0, Acrobat4.0, PageMaker Typing Speed 50 wpm, Means and National Estimator programs, Netscape, Director 8.0, Flash 3.0, Acid 2.0, Fireworks, QuickTime.



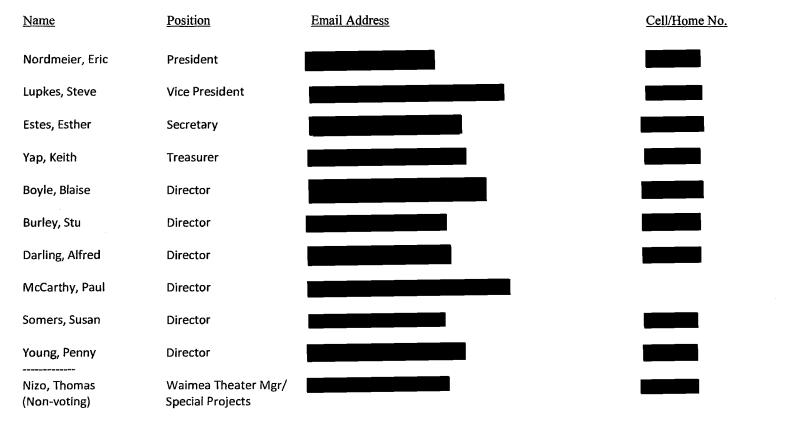




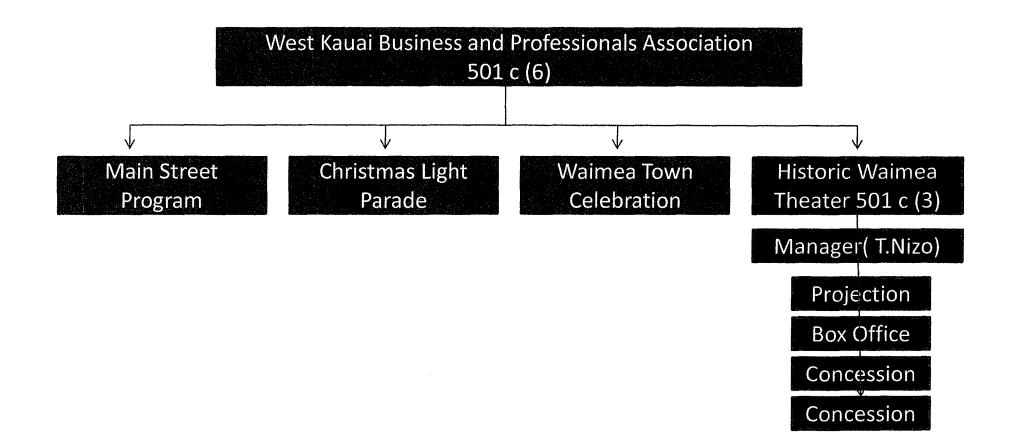
# West Kauai Business & Professional Association

a 501(c) (6) Organization

#### **BOARD OF DIRECTORS 2018**



1/18/18





#### STATE OF HAWAII STATE PROCUREMENT OFFICE

# **CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

# Vendor Name:HISTORIC WAIMEA THEATER AND CULTURAL ARTS CENTERDBA/Trade Name:HISTORIC WAIMEA THEATER AND CULTURAL ARTS CENTERIssue Date:01/17/2018Status:CompliantHawaii Tax#:CompliantFEIN/SSN#:Hamaii Tax#:

#### Status of Compliance for this Vendor on issue date:

No record

220191

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

#### Status Legend:

UI#:

DCCA FILE#:

Status	Description	····· , ;
Exempt	The entity is exempt from this requirement	
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance	:
Pending	The entity is compliant with DLIR requirement	
Submitted	The entity has applied for the certificate but it is awaiting approval	
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information	

#### DECLARATION STATEMENT OF APPLICANTS FOR GRANTS PURSUANT TO CHAPTER 42F, HAWAI'I REVISED STATUTES

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

West Kauai Busine	and Professinial Association
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(	<i>01/19/18</i> (Date)
Keith R. Yap	Treasures
(Typed Name)	(Title)