

MICHAEL P. VICTORINO
Mayor

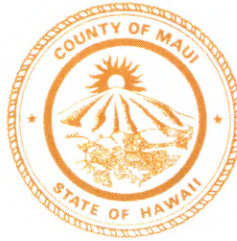
ERIC A. NAKAGAWA, P.E.
Acting Director

SHAYNE R. AGAWA, P.E.
Deputy Director

MICHAEL P. RATTE
Solid Waste Division

SCOTT R. ROLLINS, P.E.
Wastewater Reclamation
Division

TAMARA FARNSWORTH
Environmental Protection &
Sustainability Division



**COUNTY OF MAUI
DEPARTMENT OF
ENVIRONMENTAL MANAGEMENT**

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COUNTY COUNCIL

April 5, 2019

Ms. Michele M. Yoshimura 
Budget Director, County of Maui
200 S. High Street
Wailuku, HI 96793

Honorable Michael P. Victorino
Mayor, County of Maui
200 S. High Street
Wailuku, HI 96793

APPROVED FOR TRANSMITTAL


Mayor
4/9/19
Date

For Transmittal to:

Honorable Keani Rawlins-Fernandez
Chair, Economic Development and Budget Committee
Maui County Council
200 S. High Street
Wailuku, HI 96793

Dear Chair Rawlins-Fernandez:

SUBJECT: FISCAL YEAR ("FY") 2020 BUDGET (EM-6) (EDB-1)

The County is in receipt of the above Economic Development and Budget (EDB) Committee requested information dated April 3, 2019. Your request and the corresponding answer is provided below by the Department of Environmental Management (DEM).

1. Relating to the Expenditure Summary for the Environmental Protection and Sustainability Fund (Program Budget, page 188):

a. What are the "Special Revenue Funds" listed under Operations? (SS)

The "Special Revenue Funds" represent a portion of revenues paid to the Solid Waste Division for services rendered to the EP&S Division. These services include collection, billing, and fiscal administration of the \$10 Recycling Surcharge, which is a fee added to every ton of billable commercial waste delivered to the landfill. These charges were implemented when the EP&S Fund was established, effectively separating EP&S from the Solid Waste Fund.

b. Explain the proposed 250% increase of “Other Premium Pay” from \$7,500 (FY 2019 adopted) to \$26,251? (SS)

On page 5-88 of the Budget Details, a total of \$26,251 is requested for premium pay, salary adjustment, and salary differential. The proposed premium pay for FY 2020 is \$7,500, which is the same as FY 2019. In anticipation of salary increases pursuant to Collective Bargaining Agreements, \$6,379 is budgeted for EP&S staff. Furthermore, \$12,372 is proposed to continue the salary differential for position DE-0175 in the amount of \$1,031 per month.

2. How does the Department calculate the cost per ton at the Hana landfill considering there is no weigh scale? Is the tonnage an estimate? (Program Budget, page 176) (SS)

Tonnage is calculated using an approximation of weight by vehicle class. This type of weight calculation for small, rural community landfills is widely accepted in the industry where quantities of incoming waste is less than 5,000 tons per year.

The actual Division cost to landfill per ton is based on operational costs, land cost, CIP and equipment debt service and future costs due to landfill closure and post closure care.

3. Explain any change in expenses as a result of Anaergia operating and covering all maintenance for the Central Maui Landfill. (KK)

There are no Anaergia operations at Central Maui Landfill and therefore no changes in our maintenance expenses. In addition, we do not anticipate any future maintenance responsibilities will be taken on by Anaergia. Operations maintenance, repair and related coordination activities are handled by the Division.

4. Relating to the two new positions, page 188 of the Program Budget:

a. Please justify the new Environmental Program Specialist and Office Operations Assistant II positions. (KK)

After a few years of working to stabilize, the EP&S Division has developed its mission and purview and is now in a position to move forward with said mission: “To ensure resilience for future generations, the Environmental Protection & Sustainability Division shall guide efforts to optimize opportunities for environmental initiatives, natural resource protection, sustainability, conservation, and restoration.” The EP&S Division Manager has been the sole employee working on expanded EP&S visions and has proposed several new programs in order to further satisfy the charter mandate passed in 2012. Other existing staff members are already engaged in landfill diversion and litter control duties within the Recycling and Abandoned Vehicles and Metals Sections. These employees do not have the qualifications or availability to take on further duties. In order to expand, the division requires more personnel to accomplish its goals and objectives. (See attached EP&S Goals and Objectives)

Office Assistant II: This new division currently has no office clerical or secretarial staff. All independent county divisions require this type of support in order to function at full capacity.

Environmental Program Specialist: A new county classification which will require appropriate education and experience in EP&S issues is being developed with DPS (See attached Draft Classification). This position will assist the division manager with various expansion duties and be tasked with the development of proposed divisional programs including:

1. Public Engagement

- Formation of EP&S Advisory Group that would include environmental experts, cultural practitioners, the county Environmental Coordinator, environmental non-profit organizations, invasive species expert, zero waste expert/county recycling specialist, sustainable ag expert, representatives from state and federal agencies such as Fish and Wildlife, Kahoolawe Island Reserve Commission, DLNR, and others.
- Participation in community partnerships/memberships with groups such as Maui Invasive Species Committee, Hawaii Climate Change Commission, Hawaii Green Growth, Urban Sustainability Directors Network, and others

2. Education and Outreach

- Development and maintenance of a comprehensive EP&S Education and Resource Website that provides information and education about various EP&S programs and issues, and generates a hub of links to all environmental/sustainability organizations, initiatives, and volunteer opportunities in Maui Nui
- Development and implementation of Self-sufficiency, Sustainability and Resilience Trainings that engage and support educators to provide educational workshops in areas such as backyard composting, vermiculture, organic gardening, family waste reduction, family energy consumption reduction, basic ecology, and other topics.

3. Support of Community Initiatives

- Development and management of a Green Grants program, small grants supporting innovative efforts toward environmental protection and sustainability (e.g. green roofs, regenerative agriculture, native forest restoration, etc.)
- Development and implementation of a Green Star program, recognizing individuals, organizations and businesses working toward EP&S goals.

4. Implementation of Environmental and Sustainability Mandates

- Review of local, state, and federal legislation to ensure county compliance
- Development of programs to implement new and existing local mandates
- Cultivation of relationships between county agencies to further EP&S goals

b. How will the two new positions be integrated with the Environmental Coordinator position? (KK)

The two new positions will work under the supervision of the EP&S Division Manager and will serve to further divisional goals and objectives. The Division Manager has already developed strong ties with present and past Environmental Coordinators and will continue to serve as the main liason between the division and that office in OED. At this time the Environmental Coordinator and EP&S Manager meet biweekly and discuss issues often. They have been working together to create structural systems and define separate and intersectional purviews of each office.

5. Relating to Expansion Budget Requests, Program Budget, page 184:

a. Please justify the nine new hires in the Solid Waste Operations Program. (KK)

Three of the four laborer positions requested are to fulfill existing landfill litter control requirements at Central Maui Landfill. These positions will replace the current contracted litter control crew currently under a Civil Service Exemption and temporary Union agreement in compliance with the Konno Decision. Additional duties for these laborers includes equipment servicing, cleaning, grounds maintenance, building maintenance, janitorial tasks, and site security at days end. Laborers are also being called upon to screen and direct incoming traffic to proper disposal areas and inspect incoming loads for hazardous and unacceptable materials, improving public education on landfilling & diversion, and enforcing landfill rules to ensure a safe working area.

The additional 6 expansion positions are as a result of the proposed expansion of services at Central Maui Landfill to open one Sunday/month. The minimum staffing requirements are as follows:

- Three Equipment Operators - Dozer operators would serve a critical operation function at the landfill, pushing the trash onto the working face for compaction, shaping the trash, and covering & smoothing out cover soil at the end of the day.
- Two Landfill Attendants - Would play a vital role in guiding residential & commercial customers to the correct area(s) to dispose of trash, check for unacceptable waste, perform random load checks, and assist with regular landfill maintenance activities.
- One additional laborer - Control litter for regulatory compliance and public health & safety, as well as other identified duties indicated above.

b. With the addition of new staff, why is there a proposed increase in premium pay? Shouldn't this decrease significantly? (KK)

All positions are critical to maintain minimum safety, compliance and community service. Premium pay directly depends on number of employees employed to fund backfilling of normal vacancies due to vacation, sick leave or vacant positions. Every position when vacant is backfilled by someone on over time. Central Maui Landfill is open every holiday and the entire crew is paid overtime on Holidays. And not just those who work the Holiday, but those crew members who are scheduled off on the

Holiday are still entitled to receive the Holiday pay on their next scheduled work day per Union contract. There would be premium pay savings if CML were allowed to close on Holidays. Overall, the increase to premium pay is due to expand services at Central Maui Landfill on Sundays.

c. Is the replacement of 3,000 carts that are “well past their warranty period” part of a comprehensive plan? (KK)

As a clarification, the 3,000 carts requested will be for our new additional 3 automated routes. The remaining \$41,000 will be used for the normal replacement and repair of carts currently in service. Carts that outlast their original warranty period continue to remain in service until failure, to maximize their use.

6. Please provide background on the additional \$400,000 requested for electrical parts and supplies in Wastewater Operations. (Budget Details page 5-41, index code 919044B, sub-object code 6016) (KK)

Over the past three fiscal years (FY16-18), we have spent roughly \$2.04 million on unplanned replacement of electrical equipment throughout our wastewater facilities in the County of Maui. Therefore, the \$400,000 increase in our proposed budget is a result of reviewing the previous expenditures and preparing for similar replacements in the future.

7. Please explain the need for all Professional Services appropriations requested by the Solid Waste and Wastewater Divisions. (KK)

Solid Waste Division:

Professional services are used to address recurring and essential engineering, technical and operational needs which require specialized professional expertise to meet state and federal operational requirements and protection of human health & the environment. These services include landfill surveying, airspace calculations, landfill sequencing plans, 3D construction modeling, scale calibrations, and programming for cross platform billing communication.

Wastewater Reclamation Division:

All professional services appropriations are used when outside consultants are required for services such as engineering, attorneys, doctors, etc. Typically, these services are things such as updating the rate model, replacement of equipment, recommendations of biological process of wastewater, special counsel, geotechnical and material testing, permit compliance, archaeological services, land surveys and construction management.

8. Besides the \$2,587,724 in carryover savings from the Environmental and Sustainability Fund, are there any other Department of Environmental Management carryover savings from FY 2019? (KK)

Estimated carryover savings for the Solid Waste Management Fund is \$569,871 and the Sewer Fund is \$7,878,180.

9. Provide the age, mileage, and estimated use life for all equipment being requested for FY 2020. (KK)

EQUIPMENT REQUESTED	AGE	MILEAGE	ESTIMATED USEFUL LIFE
KJELDAHL DIGESTION DISTILLER	20	N/A	15
FORK LIFT	15	N/A	15
ULTILITY TRUCK - 1/2 TON TRUCK W/ TOOL BOXES	17	76,682	10
VEHICLE (SUV)	10	46,637	10
ULTILITY TRUCK	10	118,816	10
200KW EMERGENCY GENERATOR	24	N/A	15
ARTICULATED BOOM LIFT	N/A	N/A	15
AIR COMPRESSOR W/ATTACHMENTS	23	N/A	20
ULTILITY TRUCK	9	100,787	10
ULTILITY TRUCK	14	126,882	10
ULTILITY TRUCK	14	135,495	10
4" ELECTRIC PUMP (MEC)	12	N/A	8
ULTILITY TRUCK	14	113,326	10
ULTILITY TRUCK	10	118,816	10
SINGLE DRUM ROLLER COMPACTOR	N/A	N/A	N/A
MECHANICAL & ELECTRICAL EQUIPMENT	N/A	N/A	N/A
MECHANICAL & ELECTRICAL EQUIPMENT	N/A	N/A	N/A
MECHANICAL & ELECTRICAL EQUIPMENT	N/A	N/A	N/A
MECHANICAL & ELECTRICAL EQUIPMENT	N/A	N/A	N/A
MECHANICAL & ELECTRICAL EQUIPMENT	N/A	N/A	N/A
MECHANICAL & ELECTRICAL EQUIPMENT	N/A	N/A	N/A
MECHANICAL & ELECTRICAL EQUIPMENT	N/A	N/A	N/A
VEHICLE - 4 DOOR	18	46,656	10
VEHICLE - FORD RANGER	15	122,433	10

10. Provide a breakdown of Mechanical & Electrical equipment for all Wastewater Treatment Plants. (KK)

The Mechanical & Electrical equipment for all Wastewater Treatment Plants in the 'C' budget is used only during emergencies and unforeseen circumstances that occur within the fiscal year. This allows our division to secure the necessary equipment required to stop wastewater spills into the environment without having to go through a budget process that could take months. Typically, the types of equipment bought are pumps, saws, compactors, generators, electrical devices, etc.

11. Please explain the need for a new \$70,000 wood chipper at the Hana landfill (Budget Details page 5-80, index code 919511C, item 7044, priority no. 19). (KK)

This equipment was submitted in follow up to a request by DEM, originating from the previous Hana County Council Member. It was intended to provide Hana residents chipped, woody material (mulch).

An additional expansion request of \$50,000 has also been added to the OPS B budget request, 919511B, 6112 for the operation and maintenance of the equipment.

12. Please explain the need for a \$7,000 refurbished storage container on Molokai (Budget Details page 5-80, index code 919513C, item 7044, priority no. 14). (KK)

Containers throughout the landfill baseyards are needed to properly store small equipment out of the weather and protected from theft. In addition, tools, supplies, equipment spare parts, fluids, motor oils, transmission fluids, hydraulic fluids, coolants, etc. are also needed to be kept in a secured, spill protected and covered location assisting with meeting of regulatory requirements. Currently equipment storage and fluids storage areas are too small, deteriorated, and not securable.

13. How much does it cost to clean wastewater pipes when they get clogged with grease? (KK)

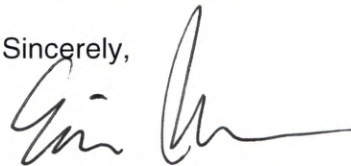
The total costs of clearing a grease blockage in a line varies depending on the size of crew required to do the work (typically 6), amount of time to clear the blockage, time of day the work is conducted (work day vs. emergency OT), size of the line, size of the blockage, location of the line (street, highway, easement etc.), cleanup of any associated spill (volume and location), cost of any lab testing or monitoring if required etc.

A simple blockage that does not cause a spill in an area not requiring traffic control that requires a single line pass to clear with the jetter truck would cost approximately \$750.00/hr. during working hours, \$1,100.00/hr. during overtime. More likely, the costs would be three to ten times this amount with large events sometimes reaching the tens of thousands of dollars.

In order to minimize costs and avoid blockages caused by FOG (fats, oil and grease) and debris, our staff flushes each line at least once every five years and known problem areas are scheduled on a more frequent basis, sometimes as often as bi-weekly.

Thank you for the opportunity to provide you with information on this matter. Should you have any questions or concerns, please feel free to transmit them to the Department of Environmental Management via transmittal through the Office of the Mayor.

Sincerely,



ERIC A. NAKAGAWA, Acting Director
Department of Environmental Management

Goals & Objectives

Goals and Objectives

Goal: Expand to meet charter mandates over 2 years (Guide Efforts)

- Objective: Review county policies
 - Objective: Define mission and purview
 - Objective: Express guiding values
 - Objective: Secure divisional infrastructure and adequate staffing
 - Objective: Form EP&S Advisory Group
 - Objective: Explore Zero Waste
 - Objective: Public education, outreach, and engagement
 - Objective: Cooperate with Environmental Coordinator to develop systems and make recommendations to administration
-

Goals and Objectives

Goal: Develop and implement EP&S programming within 2 years (Optimize Opportunities)

- Objective: Support community initiatives through grants and other means
 - Objective: Create comprehensive website and educational tools to provide consolidated information about susty/enviro programs, resources, organizations, and volunteer opportunities in Maui County
 - Objective: Cultivate and leverage public/private/non-profit partnerships
 - Objective: Public education, outreach, and engagement
-

Goals and Objectives

Goal: Support environmental initiatives, natural resource protection, conservation, sustainability, and restoration over 2 years

- Objective: Define areas of focus
 - Objective: Work with council and administration to secure funding
 - Objective: Maintain and develop waste reduction and LF diversion programs
 - Objective: Design integrative systems for sustainability initiatives
 - Objective: Develop and implement innovative programming
 - Objective: Adapt successful models from comparable municipalities
 - Objective: Cultivate and leverage public/private/non-profit partnerships
 - Objective: Public education, outreach, and engagement
-

ENVIRONMENTAL PROGRAM SPECIALIST IV (SR-22)

SALARY: -----

JOB TYPE: Permanent Full-Time

LOCATION: Maui County (various)

DEPARTMENT: Department of Environmental Management

DESCRIPTION:

Performs the full range and variety of assignments in developing, implementing, coordinating, and maintaining county-wide environmental protection and sustainability programs including demonstration projects, educational/promotional campaigns, and informational activities, and performs other related duties as required.

Distinguishing characteristics:

This class differs from Environmental Program Specialist III in that the Environmental Program Specialist IV independently performs the full range and variety of assignments predominantly of difficult nature; whereas the Environmental Program Specialist III performs assignments of moderate difficulty in the county's environmental protection and sustainability programs.

EXAMPLES OF DUTIES:

MINIMUM QUALIFICATION REQUIREMENTS:

Training and Experience: (1) A combination of education and experience substantially equivalent to graduation from an accredited college or university with a major in business or public administration, environmental studies, sustainability studies, urban planning, public health, political science, sociology, or a related field, and three (3) years of experience in the implementation and coordination of programs in environmental protection, sustainability, ecology, systems design, contract management, grant management, project management, or program management; or (2) any equivalent combination of training and experience.

License Requirement: Possession of a valid motor vehicle operator's license (Type 3)

Knowledge of: Environmental and sustainability issues such as climate change and sea level rise, renewable energy, low emission transportation, green building, ecological systems conservation, habitat preservation, air and water quality, biodiversity, invasive and endangered species, traditional land management systems, sustainable food production and sustainable agricultural practices, health and healing, solid waste reduction and landfill diversion, and/or litter control. Community resources relative to environmental protection and sustainability. Federal, state, and county environmental legislation. Familiarity with traditional Hawaiian culture and environmental practices. Understanding of basic economics. Techniques of preparing informational and educational materials; grant management; contract management; project management; public relations; office practices and procedures; administrative systems services such as fiscal, purchasing, inventory, and personnel record keeping.

Ability to: communicate professionally and effectively with various segments of the public both orally and in writing; manage grants and/or contracts; interpret and apply rules, regulations, policies and

procedures; analyze data; prepare various reports and correspondence; maintain good working relationships with co-workers and the public; maintain computerized and hardcopy files of reports, records, and informational material; perform inquiries and investigations in the field; utilize office computer applications including word processing, spreadsheets, basic graphics design (such as MS Publisher), database programs, email and scheduling systems, and social media.

Health and Physical Condition: Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Light

EXAMPLES OF DUTIES

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

This class performs a variety of tasks and duties related to environmental protection and sustainability within focused sections of specialized work including climate change and sea level rise, environmental protection, natural resource protection, sustainability, conservation, restoration, waste reduction and landfill diversion. Employees may be called upon to perform duties for sectional or overall divisional programing including educational campaigns; preparation or distribution of promotional materials; facility or equipment field inspections; grant management; contract management; program research and development; legislative research and analysis; interfacing with the various segments of the public; narrative or technical writing; data tracking, record keeping, and analysis; general office tasks; traveling to rural areas on Maui and three neighboring islands of Molokai, Lanai, and Kahoolawe.