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David M. Raatz, Jr., Esq.

Deputy Director of Council Services  
Richelle K. Kawasaki, Esq.

## COUNTY COUNCIL

COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.MauiCounty.us](http://www.MauiCounty.us)

March 31, 2024

Ms. Lesley Milner, Acting Budget Director  
Office of the Mayor  
County of Maui  
Wailuku, Hawaii 96793

Dear Ms. Milner:

SUBJECT: **FISCAL YEAR (“FY”) 2025 BUDGET** (BFED-1) (EWA-1)

May I please request you or a representative of the Administration be prepared to answer the following questions relating to the East Maui Water Authority at the BFED Committee meeting on **April 4, 2024**.<sup>\*</sup> This will enable the Committee to comprehensively review the FY 2025 Budget. May I further request that, after approval by the Office of the Mayor, you transmit your answers to [bfed.committee@mauicounty.us](mailto:bfed.committee@mauicounty.us) by the end of the day on **April 4, 2024**. <sup>\*</sup>*Date subject to change without notice.*

### **Overall**

1. Since an East Maui Regional Director has not yet been appointed, what factors contributed to crafting the Department’s proposed FY 2025 budget? (Pages 167-168, Program Budget) (TC) (ALL)
2. What protocols, measures, or processes will be developed by the Department to fulfill its duty to “acquire, manage and control water and delivery systems”? (Page 169, Program Budget) (TC)
3. The East Maui Water Authority is responsible for acquiring, managing, and controlling water and delivery systems within the Nāhiku, Ke‘anae, Honomanū, and Huelo license areas. What is the population for each of these license areas? How many of these license areas are supplying water to the regional system now? (Page 169, Program Budget) (TK)

4. Please provide a status update on the East Maui Regional Community Board's process in appointing a Regional Director for the Water Authority. (Page 169, Program Budget) (TK)
5. Who has determined the responsibilities of the Regional Director? Has the East Maui Regional Community Board reviewed the Regional Director's responsibilities? If not, please explain. (Page 166, Program Budget) (TK)
6. Of the services expected to be provided by the East Maui Water Authority, please describe what is currently being provided and what is not. For services not currently provided, please explain why. (Page 169, Program Budget) (TK)
7. Is a strategic plan and a feasibility or business modeling study needed for the Water Authority? If so, please explain. (SS)

**Salaries and Wages (Category "A")**

1. Please explain the difference between "Grant Writers," as shown on the Department's Organization Chart, and "Grant Coordinator" as listed in the Equivalent Personnel Summary. What are the position descriptions for each? What is the likelihood of filling these positions or will existing staff in the Office of the Mayor transfer to the Water Authority? (Pages 165 and 170, Program Budget) (TK)

**Operations and Equipment (Categories "B" and "C")**

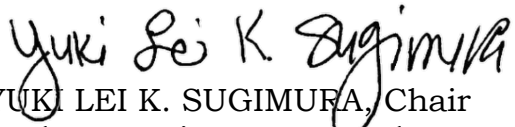
1. Please explain why there is no budget for Professional Services. Because the Water Authority is still being formed, would it be preferable to consider hiring consultants to accomplish the Department's mission in the interim? (Page 170, Program Budget) (TK)
2. Please explain how the Water Authority will complete its goal of developing and implementing a long-range plan for each watershed providing water to a regional water system. What is the estimated cost for creating a long-range plan? How will community input and priorities be incorporated into the plan? (Page 165, Program Budget) (SS)
3. Please explain how the Water Authority will complete its goal of creating a long-term capital improvement plan. (Page 169, Program Budget) (SS)

Ms. Lesley Milner  
March 31, 2024  
Page 3

4. Relating to Rentals under index code 927001B, please elaborate on the proposed calculation and justification for \$50,000 in office rent for FY 2025. Have other County-owned office spaces been considered? (Page 5-4, Budget Details) (NUH)
5. Relating to Other Equipment under index code 927001C, please clarify if expenses for phone service, internet, office supplies, and Xerox rentals are included. If not, please explain where these expenses exist within the Department's budget. (Page 5-5, Budget Details) (NUH)

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (James Krueger at ext. 7761, Kasie Apo Takayama at ext. 7665, or Yvette Bouthillier at ext. 7758).

Sincerely,

  
YUKI LEI K. SUGIMURA, Chair  
Budget, Finance, and Economic  
Development Committee

bfed:2025bgt:240329aewa01:jpp

cc: Mayor Richard T. Bissen, Jr.  
Managing Director  
Chair, East Maui Regional Community Board

## BFED Committee

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**From:** BFED Committee  
**Sent:** Sunday, March 31, 2024 1:04 PM  
**To:** Lesley Milner  
**Cc:** BFED Committee; Kristina Cabbat; Michelle Santos; Zeke Kalua; Josiah Nishita; jllscheuer@gmail.com  
**Subject:** PLEASE READ attached letter re: FISCAL YEAR ("FY") 2025 BUDGET (BFED 1); (EWA-1)  
**Attachments:** (EWA-1) Correspondence to Budget Director 03-31-2024.pdf

**Ms. Milner:** Please refer to the attached letter from the Budget, Finance, and Economic Development (BFED) Committee Chair, dated March 31, 2024. Please respond by **April 4, 2024**

**Mayor's Office (attention: Michelle Santos and Zeke Kalua):** Please forward the attached letter to Mayor Bissen for his information.

**Mr. Nishita and Mr. Scheuer:** FYI

Thank you,  
Yvette Bouthillier, Senior Secretary  
BFED Committee

**RICHARD T. BISSEN, JR.**  
Mayor

**JOSIAH K. NISHITA**  
Managing Director



**OFFICE OF THE MAYOR**  
COUNTY OF MAUI  
200 SOUTH HIGH STREET  
WAILUKU, MAUI, HAWAI'I 96793  
[Boards.commissions@mauicounty.gov](mailto:Boards.commissions@mauicounty.gov)

April 4, 2024

Honorable Richard T. Bissen, Jr.  
Mayor, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

**APPROVED FOR TRANSMITTAL**

4-5-24  
\_\_\_\_\_  
Mayor Date

For Transmittal to:

Yuki Lei K. Sugimura, Chair  
and Members of the Budget, Finance, and Economic Development Committee  
200 South High Street, 8<sup>th</sup> Floor  
Wailuku, Hawaii 96793

Dear Chair Sugimura:

**SUBJECT: RESPONSES TO FISCAL YEAR ("FY") 2025 BUDGET  
QUESTIONS (BFED-1) (EWA-1)**

The Administration is in receipt of your correspondence dated March 31, 2024. Please see the responses below.

**Overall**

1. Since an East Maui Regional Director has not yet been appointed, what factors contributed to crafting the Department's proposed FY 2025 budget? (Pages 167-168, Program Budget) (TC) (ALL)

*Because an East Maui Regional Director has not yet been appointed, the Department's proposed FY 2025 budget was set by the Administration and includes the three (3) positions from the FY 2024 Budget, the Director's salary as set by the Salary Commission, and the expanded funding for operations from what was appropriated in the FY 2024 budget. Similar departments yet to be established, i.e. Department of Agriculture and 'Ōiwi Resources were considered.*

2. What protocols, measures, or processes will be developed by the Department to fulfill its duty to “acquire, manage and control water and delivery systems”? (Page 169, Program Budget) (TC)

*As the Department has yet to be formed, protocols, measures, and the processes for fulfilling its duties will be developed and implemented by the Director and will become operational when the water collection and delivery system comes under the purview of the Department.*

3. The East Maui Water Authority is responsible for acquiring, managing, and controlling water and delivery systems within the Nāhiku, Ke‘anae, Honomanū, and Huelo license areas. What is the population for each of these license areas? How many of these license areas are supplying water to the regional system now? (Page 169, Program Budget) (TK)

*The four license areas were consolidated by the DLNR under one license area focused on the areas of the collection and delivery system.*

4. Please provide a status update on the East Maui Regional Community Board’s process in appointing a Regional Director for the Water Authority. (Page 169, Program Budget) (TK)

*The East Maui Regional Community Board considered recommendations from Department of Personnel Services Director Razo-Porter and discussions amongst its Board members regarding the most effective process for the recruitment of the Regional Water Authority Director during meetings held on February 29 and March 14, 2024. Members reviewed and approved the director’s job description, the posting on the County of Maui job opportunities web page, duration of advertisement – March 20 thru April 9, targeted regions, and the use of local media outlets for advertisement of the job announcement (Press release, Maui Now). Once the application period closes, candidates’ applications will be transmitted to the Board for review and interviews.*

*NOTE: The duties of the Regional Water Authority Director are in accordance with Section 8-19.5 Regional Director Powers, Duties, and Functions, Charter County of Maui (1983) as amended. Preferred and additional qualifications, skills, and knowledge were introduced at the February 29 board meeting and approved at the March 14, 2024 meeting.*

5. Who has determined the responsibilities of the Regional Director? Has the East Maui Regional Community Board reviewed the Regional Director’s responsibilities? If not, please explain. (Page 166, Program Budget) (TK)

*The Board was empaneled at its first meeting on February 29, 2024 and has already posted the job position for its Director. The Director is tasked with the hiring of the two (2) staff positions provided in the budget.*

6. Of the services expected to be provided by the East Maui Water Authority, please describe what is currently being provided and what is not. For services not currently provided, please explain why. (Page 169, Program Budget) (TK)

*Of those services to be provided by the East Maui Water Authority, currently none are being provided and unlikely will be until the Director has been hired.*

*Note: Item No. 14 of the Directors duties and services to be provided, "administrative support to the regional community board," are currently administrated by staff from the Office of the Mayor and the Councilmember from East Maui.*

7. Is a strategic plan and a feasibility or business modeling study needed for the Water Authority? If so, please explain. (SS)

*Yes, a feasibility and business model study would outline options and associated costs of acquiring and operating the East Maui Irrigation system. A current system engineering analysis, review of similar projects acquisition and funding methods, and property easement evaluations will provide the information needed for the Water Authority and the Council to assess options and determine the best path forward. It is anticipated that costs will be included in future Fiscal Year Budgets for these studies.*

### **Salaries and Wages (Category "A")**

1. Please explain the difference between "Grant Writers," as shown on the Department's Organization Chart, and "Grant Coordinator" as listed in the Equivalent Personnel Summary. What are the position descriptions for each? What is the likelihood of filling these positions or will existing staff in the Office of the Mayor transfer to the Water Authority? (Pages 165 and 170, Program Budget) (TK)

*The Grant writer category as shown in the Organization chart includes the Grant Coordinator position and future grant writer positions. Once the Director is hired, he or she will work with the Department of Personnel Services to write the job description. The Grant Coordinator position is a classified position and does not need to be created as a new position in the County. An existing list for grant coordinator positions in County Departments is maintained by DPS.*

### **Operations and Equipment (Categories "B" and "C")**

1. Please explain why there is no budget for Professional Services. Because the Water Authority is still being formed, would it be preferable to consider hiring consultants to accomplish the Department's mission in the interim? (Page 170, Program Budget) (TK)

*The recently created new departments, the Department of Agriculture and Department of 'Ōiwi Resources, have consultants working on strategic planning. So yes, it would be useful to have similar strategic planning once the Director has been hired and the*

*protocols, measures, and processes for the Department are in place and staff has been hired. The Council would likely be consulted as part of the strategic planning process.*

2. Please explain how the Water Authority will complete its goal of developing and implementing a long-range plan for each watershed providing water to a regional water system. What is the estimated cost for creating a long-range plan? How will community input and priorities be incorporated into the plan? (Page 165, Program Budget) (SS)

*The Water Authority can complete its goal of developing and implementing a Long-range watershed plan best by hiring a professional consultant through the RFP process. The area plans should include existing available information on the watersheds, specific area needs and problems, an analysis of existing programs and gaps, community outreach to determine community priorities and needs, and an overview of potential grant funding sources.*

3. Please explain how the Water Authority will complete its goal of creating a long-term capital improvement plan. (Page 169, Program Budget) (SS)

*The long-term capital improvement process will be determined once the system is analyzed to determine needs and a review of water collection and delivery system standards are completed.*

4. Relating to Rentals under index code 927001B, please elaborate on the proposed calculation and justification for \$50,000 in office rent for FY 2025. Have other County-owned office spaces been considered? (Page 5-4, Budget Details) (NUH)

*The preferred location for office space is at the County building however, there is currently no available space. Once the Director is hired he or she may determine other areas to locate the Department office, i.e. Central Maui or East Maui.*

5. Relating to Other Equipment under index code 927001C, please clarify if expenses for phone service, internet, office supplies, and Xerox rentals are included. If not, please explain where these expenses exist within the Department's budget. (Page 5-5, Budget Details) (NUH)

*This is for office equipment, office supplies, and possibly Xerox rentals. The needs of the Department will be determined after the Director is in place. In some instances, office rentals do include phone and internet service. It is likely that the \$20k budgeted for FY 2024 will be encumbered pay for additional equipment expenses after the Director is selected.*



Chair Yuki Lei K. Sugimura

April 4, 2024

Page 5

Thank you for the opportunity to provide our responses. Should you have any additional questions please do not hesitate to contact me at ext. 8239 or Cynthia Lallo at ext. 7208

Sincerely,

A handwritten signature in black ink, appearing to read "Lesley Milner", with a long horizontal flourish extending to the right.

LESLEY MILNER

Acting Budget Director

Office of the Mayor

cc: Mayor Richard T. Bissen, Jr.  
Managing Director Josiah Nishita  
Jonathan Scheuer, Chair, EMRC Board  
Cynthia Lallo, Sr. Executive Assistant, Office of the Mayor

## BFED Committee

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**From:** Janina Agapay <Janina.E.Agapay@co.maui.hi.us>  
**Sent:** Friday, April 5, 2024 8:45 AM  
**To:** BFED Committee  
**Cc:** Lesley Milner  
**Subject:** (BFED-1)(EWA-1)  
**Attachments:** (BFED-1)(EWA-1).pdf

Hello,

Please see attached correspondence from the Department of East Maui Water Authority.

Thank you,

**Janina Agapay**

County of Maui

Budget Office

(808) 270-7836

[Janina.E.Agapay@co.maui.hi.us](mailto:Janina.E.Agapay@co.maui.hi.us)