

OFFICE OF THE COUNTY CLERK

COUNTY OF MAUI 200 SOUTH HIGH STREET WAILUKU, MAUI, HAWAII 96793 www.mauicounty.gov/county/clerk

April 4, 2022

TOTAPR -4 MID: 51

Honorable Michael J. Molina, Chair Government Relations, Ethics, and Transparency Committee Council of the County of Maui Wailuku, Hawaii 96793

Dear Chair Molina:

Respectfully transmitted are copies of the following documents that were referred to your Committee by the Council of the County of Maui at its meeting of April 1, 2022:

RESOLUTION:

No. 22-86 -	"APPROVING THE APPOINTMENT OF HELENE KAU
• •	AS THE DIRECTOR OF WATER SUPPLY"

- No. 22-87 "AUTHORIZING SETTLEMENT OF CLAIM NO. 4063291 OF LORI DONALDSON"
- No. 22-95 "AUTHORIZING SETTLEMENT OF CLAIM NO. 4073176 OF FIRST INSURANCE COMPANY OF HAWAII, LTD. ON BEHALF OF ITS INSURED ANITA MOSUELA"

BILL:

No. 65 (2022) - "A BILL FOR AN ORDINANCE AUTHORIZING THE MAYOR OF THE COUNTY OF MAUI TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE STATE OF HAWAII, DEPARTMENT OF LAND AND NATURAL RESOURCES, REGARDING THE ISSUANCE OF A MANAGEMENT RIGHT-OF-ENTRY FOR BRUSH CLEARING AND PUBLIC PARKING PURPOSES"

Honorable Michael J. Molina, Chair Government Relations, Ethics, and Transparency Committee Page 2 April 4, 2022

Also transmitted for your convenience are copies of communications received from the Mayor pertaining to Resolution Nos. 22-86 and 22-87, Deputy Corporation Counsel relating to Resolution No. 22-95, and Budget Director pertaining to Bill No. 65 (2022).

Respectfully,

KATHY L. KAOHU County Clerk

Chiny X. Caohu

/jym

Enclosures

cc: Director of Council Services

Michael P. Victorino Mayor

Sananda K. Baz Managing Director





OFFICE OF THE MAYOR

COUNTY OF MAUI 200 S. HIGH STREET WAILUKU, MAUI, HAWAII 96793

OFFICE OF THE COUNTY CLERK

March 15, 2022

Honorable Alice L. Lee, Chair and Members of the Maui County Council 200 South High Street Wailuku, Hawaii 96793

Dear Chair Lee and Members:

SUBJECT: RESOLUTION APPROVING THE APPOINTMENT OF HELENE KAU AS THE DIRECTOR OF WATER SUPPLY

Pursuant to Section 6-2(5) of the Revised Charter of the County of Maui (1983), as amended, I am transmitting a proposed resolution entitled "APPROVING THE APPOINTMENT OF HELENE KAU AS THE DIRECTOR OF WATER SUPPLY."

Ms. Kau's resume is attached for your reference. Furthermore, her job duties will be in accordance with Article 8, Chapter 11 of the Revised Charter of the County of Maui (1983), as amended.

Thank you for your attention in this matter. Should you have any questions, please contact me at ext. 5535 or Tyson Miyake, Chief of Staff, at ext. 8275.

Sincerely,

MICHAEL P. VICTORINO

Michael P. Vist

Mayor

Attachments

Helene H. Kau 616 Akolea Street Wailuku, HI 96793

Experience:

County of Maui, Department of Water Supply Deputy Director

Wailuku, Maui January 2019 – Current

Cell: (808) 276-1753

Office: (808) 270-7514

Responsible for administration of the Department of Water Supply. Plan and direct budgetary, customer, and utility accounting and related activities. Instruct and advise operating division personnel regarding accounting requirements and procedures. Primarily responsible for administration of Fiscal, Field Operations, and Water Treatment Plants divisions.

County of Maui, Department of Water Supply Assistant Fiscal Officer

Wailuku, Maui January 2005 – December 2006 January 2011 – January 2019

Responsible for assistance in overall administration of the Fiscal/Customer Service Division of the Department of Water Supply. Plan and direct budgetary, customer, and utility accounting and related activities. Instruct and advise operating division personnel regarding accounting requirements and procedures. Primarily responsible for preparation and submission of departmental operating budget schedules and analyses from the proposed budget to the County Council adopted budget. Assist with recruitment and selection of professional staff. Indirect supervision of 27 employees in purchasing, accounting, customer service, and meter reading.

County of Maui, Mayor's Office Budget Specialist VI

Kahului, Maui January 2007 – December 2010

Assisted the Budget Director in planning and supervising budget and management analysis for departments and agencies in the County of Maui. Provided guidance to directors, division heads, and other departmental staff as related to their county functions, fiscal programs, budgetary requirements, and management directives and policies. Reviewed proposed legislation for impact upon departmental programs. Participated in meetings and hearings to explain and present, orally and in writing, justifications for budget recommendations. Evaluated requests for and recommended approval of supplementary appropriations, expenditure schedules, and fund transfers. Reviewed and analyzed requests for initiating new programs, new positions, reallocations, new equipment, and related budget matters. Assisted with staff recruitment and selection. Supervised 2 budget specialists and 1 clerk.

Maui Pineapple Co., Ltd. Senior Accountant

Kahului, Maui January 2002 – January 2005

Assisted with preparation of annual and mid-year budgets and fiscal year-end accounting. Prepared monthly budget variance reports and analyses for management. Maintained database of fixed assets and prepared related journal entries and account reconciliations. Prepared journal entries and reconciled general ledger accounts. Assisted departmental personnel with budget matters and proper expenditure recording.

Mancini, Rowland & Welch Office Manager

Kahului, Maui May 1995 to December 2001

Responsible for general office management and all accounting and bookkeeping activities from payables and receivables to preparation of financial statements. Planned partnership meetings and prepared budget, cash flow, and detailed financial statement analysis for principals. Controlled operating, payroll, and client trust accounts. Administered personnel and benefits (health, flexible spending, and defined contribution plans). Supervised 2 general office clerks.

Amfac/JMB Hawaii, Inc. Senior Tax Accountant

Honolulu, Hawaii May 1993 – April 1995

C. Brewer & Co., Ltd. Assistant Tax Manager

Honolulu, Hawaii June 1990 – November 1991

Price Waterhouse Tax Associate

Honolulu, Hawaii February 1988 – June 1990

Administered tax matters including planning, budgeting, and tax return preparation (corporate/consolidated, partnership, non-profit, and individual), federal and Hawaii tax law research, financial statement analysis and year-end planning.

Implemented various software packages to prepare returns and related schedules, conduct research, and prepare formal correspondence. Prepared and utilized complex spreadsheets for planning, projection, and manually prepared returns. Assisted staff members with spreadsheet design and preparation, word processing, and computer programming. Assisted with staff recruitment and selection.

Honolulu, Hawaii November 1991 – May 1993

Primarily responsible for benefits administration for 650 active and 600 retired salaried employees including administration of defined benefit, defined contribution, medical, dental, life, and disability plans. Managed contractual administration of benefits for 2,000 active and 3,000 retired employees in 7 bargaining units. Prepared costing detailed analysis of benefit proposals for subsidiary companies in active and phase out status. Drafted and finalized health, welfare, and pension benefit contract language during bargaining unit negotiations. Principal contact for subsidiary and employee human resource inquiries.

Furnished chief executives and senior officers with research, cost projections, and financial analyses for planning and decision making. Administered executive incentive compensation plan (highly confidential) including subsidiary performance analysis, individual award calculations, and calculation of required tax withholdings. Responsible for governmental compliance and reporting. Supervised 2 technicians and 1 clerk.

Education:

Bachelor's of Business Administration in Accounting University of Hawaii at Manoa – 1987

References:

Tony Linder
Division Chief, Water Treatment Plants
Department of Water Supply
Work Cell: 870-5356

Mary Medeiros Accountant III Department of Water Supply

Office: 270-7767