RICHARD T. BISSEN, JR.
Mayor

KEKUHAUPIO R. AKANA
Acting Managing Director

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COUNTY CLERK

OFFICE OF THE MAYOR
COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAI'I 96793
www.mauicounty.gov

January 12, 2023

The Honorable Tasha Kama, Council Chair
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Council Chair:

SUBJECT: **RESOLUTIONS APPOINTING DEPARTMENT DIRECTORS**

Pursuant to Section 6-2(5) of the Revised Charter of the County of Maui (1983), as amended, I hereby provide notice of my Department Director appointments and attach for appropriate action the proposed resolutions approving appointments as follows:

Department of Management
Kekuhaupio "Keku" Akana, Managing Director

Department of the Corporation Counsel
Victoria J. Takayesu, Corporation Counsel

Department of the Prosecuting Attorney
Andrew H. Martin, Prosecuting Attorney

Department of Water Supply
John Stufflebean, Director of Water Supply

Department of Finance
Scott K. Teruya, Director of Finance

Department of Planning
Kathleen Aoki, Planning Director

Department of Public Works
Jordan Molina, Director of Public Works

Department of Environmental Management
Shayne Agawa, Director of Environmental Management

Department of Housing and Human Concerns
Lori Tsuhako, Director of Housing and Human Concerns

Department of Transportation
Marc Takamori, Director of Transportation

Department of Parks and Recreation
Patrick McCall, Director of Parks and Recreation

Department of Agriculture
Rogerene "Kali" Arce, Director of Agriculture

Attached, please find a copy of the job description and resume for each Department Director.

We look forward to working with you, collaboratively, and in the best interest of the County of Maui. Your kind attention and consideration are greatly appreciated.

Sincerely,

Richard T. Bissen, Jr.
Mayor, County of Maui

Enclosures

DIRECTOR OF WATER SUPPLY

Class Code: 0C.040

Bargaining Unit: N/A

COUNTY OF MAUI
Established Date: Jul 20, 2018
Revision Date: Dec 14, 2018

DUTIES SUMMARY:

- Be the administrative head of the Department of Water Supply.
- Administer the affairs of the Department of Water Supply, and be responsible for the day-to-day management and control of all water systems of the county.
- Prepare long-range capital improvement plans and up-to-date water use and development plans for review by the Board of Water Supply and enactment by the council by ordinance.
- Implement enacted long-range capital improvement plans and water use and development plans.
- Prepare an annual operating and capital budget for the Board of Water Supply's review and submit the Department of Water Supply's request for an annual appropriation to the mayor.
- Perform such other duties and functions as shall be prescribed by law. (Amended 2002, 1998)

MINIMUM QUALIFICATION REQUIREMENTS:

- Be a citizen of the United States.
- Be a resident of the State for at least one year immediately preceding the appointment.
- Have a minimum of five years of experience in a management capacity, either in public service or private business, or both.
- The director or deputy director of the Department of Water Supply shall be a registered engineer. (Amended 2016, 2002, 1988)
- As a part of or in addition to the five years of management experience, three years of responsible budgetary experience.

- As a part of or in addition to the five years of management experience, three years of experience in one or more of the following functions: administering operations of a water purveyor, including day-to-day management and control of all water systems; preparing long-range capital improvement plans and up-to-date water use and development plans; implementing long-range capital improvement plans and water use and development plans; and preparing an annual operating and capital budget.
- Have a bachelor's degree from an accredited college or university in engineering, water resources, business administration, public administration, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree.

ORDINANCE NO. 4847

BILL NO. 43 (2018)

A BILL FOR AN ORDINANCE ESTABLISHING ADDITIONAL QUALIFICATIONS FOR THE PLANNING DIRECTOR, THE DIRECTOR OF FINANCE, AND THE DIRECTOR OF WATER SUPPLY

BE IT ORDAINED BY THE PEOPLE OF THE COUNTY OF MAUI:

SECTION 1. Purpose. The purpose of this ordinance is to establish additional qualifications for the Planning Director, the Director of Finance, and the Director of Water Supply, pursuant to Section 6-4, Revised Charter of the County of Maui (1983), as amended ("Charter"). Section 6-4 of the Charter authorizes the Council to establish specific qualifications for administrative heads appointed by the Mayor in addition to any set forth in the Charter. More specific qualifications will help identify skilled, experienced individuals to lead the County's departments, strengthen operations, and better serve the public.

SECTION 2. Chapter 2.14, Maui County Code, is amended by adding a new section to be appropriately designated and to read as follows:

"**2.14.070 Planning director.** The planning director shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience in the field of planning, at least three of which shall have been in an administrative capacity, either in public service or private business, or both.

2. As a part of or in addition to the five years of experience in the field of planning, three years of responsible managerial and budgetary experience.

3. As a part of or in addition to the five years of experience in the field of planning, three years of experience in one or more of the following functions:

a. Serving as the administrative head of a department of planning.

b. Serving as the chief planning officer or technical advisor on planning-related matters.

c. Recommending revisions to a general plan of a municipality or other governmental entity, on behalf of the municipality or other governmental entity, to guide its development.

d. Preparing, administering, and enforcing long-range planning programs.

e. Preparing, administering, and enforcing a cultural resource management program.

f. Preparing, administering, and enforcing zoning ordinances, zoning maps and regulations, including but not limited to, coastal zone management areas and shoreline setback issues, and any amendments thereto.

g. Reviewing lists of proposed capital improvement projects and recommending their order of priority.

4. A bachelor's degree from an accredited college or university in urban planning, environmental planning, business administration, public administration, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree."

SECTION 3. Chapter 2.14, Maui County Code, is amended by adding a new section to be appropriately designated and to read as follows:

"**2.14.080 Director of finance.** The director of finance shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience in a public or private financial position, at least three of which shall have been in an administrative capacity.

2. As a part of or in addition to the five years of experience in a public or private financial position, three years of responsible managerial and budgetary experience.

3. As a part of or in addition to the five years of experience in a public or private financial position, three years of experience in one or more of the following functions:

a. Preparing bills for the collection of money due, or authorizing the preparation of such bills by others being supervised.

b. Collecting and receiving moneys due or receivable and issuing receipts therefor, or authorizing others to do so under prescribed conditions.

c. Keeping an accurate and complete account of receipts and disbursements.

d. Maintaining and managing a treasury and depositing moneys in depositories and instruments authorized by law.

e. Contracting for services of independent contractors and permitting disbursements to be made pursuant to established policies.

f. Bearing responsibility for issuing, selling, paying interest on, and redeeming bonds.

g. Preparing and issuing warrants and checks.

h. Preparing payrolls and pension rolls.

i. Selling real property upon which improvement assessments or real property taxes are not paid within the prescribed period, and disposing of real property or personal property not needed pursuant to established policies.

j. Renting or leasing property and awarding concessions.

k. Preparing and maintaining a perpetual inventory of all lands and equipment owned, leased, rented, or controlled.

l. Reviewing assessment rolls for assessable public improvements and issuing bills once approved.

m. Having custody of official's surety bonds.

n. Submitting quarterly statements of revenue and expenditures for the preceding quarter and for the fiscal year up to and including the preceding quarter.

o. Administering the real property taxation function of a municipality or other governmental entity.

4. A bachelor's degree from an accredited college or university in finance, accounting, economics, business administration, public administration, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree."

SECTION 4. Chapter 2.14, Maui County Code, is amended by adding a new section to be appropriately designated and to read as follows:

"**2.14.090 Director of water supply.** The director of water supply shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience in a management capacity, either in public service or private business, or both.

2. As set forth in the charter, the director or deputy director shall be a registered engineer.

3. As a part of or in addition to the five years of management experience, three years of responsible budgetary experience.

4. As a part of or in addition to the five years of management experience, three years of experience in one or more of the following functions:

   a. Administering operations of a water purveyor, including day-to-day management and control of all water systems.

   b. Preparing long-range capital improvement plans and up-to-date water use and development plans.

   c. Implementing long-range capital improvement plans and water use and development plans.

   d. Preparing an annual operating and capital budget.

5. A bachelor's degree from an accredited college or university in engineering, water resources, business administration, public administration, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree."

SECTION 5. New material is underscored. In printing this bill, the County Clerk need not include the underscoring.

SECTION 6. This ordinance shall take effect on January 2, 2019.

APPROVED AS TO FORM AND LEGALITY:

3/21/18

EDWARD S. KUSHI, JR.
Department of the Corporation Counsel
County of Maui

pea:misc:027abill09(plan-finance-water):ake

John Stufflebean

Local Government Executive

[redacted]

Visionary and Results-driven

I am interested in applying my experience and skills acquired over 40 years of government service, including 24 years as a department head level. My passions include community service, organizational improvement, and water and environmental management. I have been very successful in managing large, complex organizations and in designing, implementing, and managing large scale projects and programs as described in this resume. Those I have worked with describe me as optimistic, passionate, and visionary with the ability get things done as a trusted partner, team player, and strong business and technical leader.

- Colorado State University, 1976
  Degree: B.S. in Civil Engineering
  GPA 3.91 / 4.00
  Highest Distinction

- University of Arizona, 1983
  Degree: M.S. in Environmental Engineering
  GPA 3.77 / 4.00
  Graduate studies in Hydrology
  USEPA Scholarship

- University of Missouri, Kansas City, 1999
  Degree: M.P.A. in Public Administration
  GPA 4.00 / 4.00

- Tau Beta Pi (officer), Chi Epsilon (officer), Phi Beta Sigma
- American Society of Civil Engineers (Vice President)
- Editor of "Slide Rule" (the CSU Student Engineering Magazine)
- Tau Beta Pi Award (best Engineering GPA), John R. Fraser Scholarship

- Registered Professional Engineer in Arizona
- Registered Professional Engineer in Hawaii
- Registered Professional Engineer in Colorado (not active)

[redacted]

- American Water Works Association
- WateReuse Association
- National Association of Clean Water Agencies
- California Urben Water Agencies
- Water Environment Federation
- California Association of Sewerage Agencies
- California Stormwater Quality Association
- American Public Works Association
- American Society of Public Administration

[redacted]

- National Association of Local Government Environmental Professionals
  - Vice Chair of the Board of Directors
- EPA Local Government Advisory Committee (appointed, 1999-2001)
- American Society of Civil Engineers
  - Member of Hydrology Sub-Committee (1985-1988)
  - Member of Disinfection Risk Assessment Task Force (1982-1985)
- Public Technologies Incorporated
  - Co-Chair, Sustainability Task Force
- National Society of Professional Engineers
- Air and Waste Management Association
- Solid Waste Association of North America
  - Certified Manager of Landfill Operations #351
- National Water Well Association
  - Technical reviewer for "Groundwater" Magazine
- American Water Resources Association
- National Recycling Coalition
- Metropolitan Energy Center of Kansas City
  - Member of the Board of Directors
- Keep Kansas City Beautiful
  - Member of the Board of Directors
- Arizona Solid Waste Management Advisory Board
- Arizona Solid Waste Management Advisory Board

[redacted]

CONSULTANT March 2018 to March 2020,
Management Partners/Baker TIlly January 2022 to present

Management Partners/Baker Tilly is a professional management consulting firm specializing in helping local government leaders improve their operations and increase operational efficiency. My projects included organizational analysis, performance management, process improvement, and strategic planning for several California cities and agencies. (Baker Tilly acquired Management Partners on October 1, 2022.)

ASSISTANT DIRECTOR, PUBLIC UTILITIES March 2020 to November 2021
City of San Diego (Pop. 1,400,000)
San Diego, CA

The Public Utilities Department manages the water and wastewater infrastructure for the City of San Diego and several neighboring agencies. The Department has a staff of 1,700 and an annual budget of $1.6 billion. This Assistant Director position oversees engineering and technical services with a staff of 400 augmented by consultant support.

- **Engineering and Project Management**: Functions in this division include long-range planning, water resources planning, master planning for the water and sewer infrastructure, condition assessment and asset management, GIS services, program management, project planning and design, project delivery and oversight, environmental compliance, watershed protection, electrical and mechanical engineering support, and operational support.
- **Environmental Management and Technical Services**: Functions in this division include environmental monitoring, marine biology and ocean monitoring, permit and regulatory compliance, stormwater and air quality compliance, and source control and sampling. These Functions are supported by comprehensive chemical, biological, microbiological, and toxicological laboratory services for water operations, wastewater operations, and environmental analysis.
- **Pure Water San Diego**: This Division is responsible for delivering Pure Water San Diego, the $4 billion program to produce 1/2 of San Diego's water supply from highly purified wastewater by 2035. Functions include planning, design, regulatory permitting, and outreach for the largest infrastructure project in the City. Phase 1 is under construction and Phase 2 is in the final planning stage.

In late 2016, my wife was offered an opportunity by her employer, Adobe Inc. to take a job rotation in Sydney, Australia. We decided it was time for an adventure, so I retired from my Director position in Sunnyvale, CA. In 2017, I enjoyed four projects/positions in Sydney.

SUSTAINABILITY POLICY CONSULTANT June 2017 to January 2018
City of Willoughby, New South Wales, Australia
Willoughby is a progressive city of 75,000 in the north shore area of the Sydney metropolitan area. For my work, I was embedded in the Sustainability and Environmental Unit. Primary tasks were preparing the annual report card and the five-year update to the City's Sustainability Action Plan which included chapters on climate change, energy efficiency, renewable energy, water conservation, water quality, air quality, sustainable buildings, sustainable transport, sustainable business, and sustainable education.

TECHNICAL CONSULTANT May 2017 to January 2018
Infrastructure Sustainability Council of Australia
Sydney, New South Wales, Australia
The Infrastructure Sustainability Council of Australia (ISCA) is a member-based not-for-profit public and private industry council. ISCA is the peak industry body for advancing sustainability outcomes in infrastructure through the development and facilitation of the IS rating scheme. IS rating scheme is an industry-compiled voluntary sustainability performance rating scheme evaluating planning, design, construction, and operation of all infrastructure asset classes in all sectors linking industry, communities, and commerce beyond regulatory standards.

Worked on several projects:
- Assisted in building the workforce component of the rating scheme
- Developed case studies
- Enhanced delivery of the rating scheme to local governments
- Assisted in building an updated version of the rating scheme
- Assisted in the enhancement of the innovation element of the rating scheme

TECHNICAL CONSULTANT March 2017 to June 2017
Environmental Defender's Office
Sydney, New South Wales, Australia

Worked as a pro bono technical consultant evaluating the impact of a proposed coal mine on groundwater.

POLICY ANALYST March 2017 to June 2017
Total Environment Centre
Sydney, New South Wales, Australia

Worked as a pro bono policy analyst evaluating water policy and financing issues.

DIRECTOR, ENVIRONMENTAL SERVICES July 2011 to February 2017
City of Sunnyvale (pop. 150,000)
Sunnyvale, California

The Environmental Services Department is among the most comprehensive governmental environmental departments in the USA with a staff of 115 and an annual budget of $125 million. The business units are fully fee supported utilities as follows:

- **Wastewater Collection and Treatment Utility**: Operation of a $750 million advanced wastewater treatment facility serving the 150,000 people in Sunnyvale and a portion of Cupertino. Major issues included deferred infrastructure maintenance, succession planning, and protection of the South San Francisco Bay habitat. Developed and initiated implemention of a $750 million master planning effort to develop solutions to several major issues, such as infrastructure planning, biosolids planning, energy production, disinfection alternatives, and use of plant lands.
- **Watershed Protection Utility**: Management of the source control and pollution prevention programs for the sanitary and storm water systems for the City as well as the environmental laboratory. Major issues included interagency and interdepartmental cooperation, promoting protective land use practices, and implementing the NPDES regional storm water permit.
- **Potable Water Supply Utility**: Operation of the retail potable water utility for Sunnyvale. Major issues included agreements with the water wholesalers, rebuilding the infrastructure, and enhancing water conservation.
- **Recycled Water Supply Utility**: Operation of the recycled water utility for Sunnyvale. Developed an agreement with the Santa Clara Valley Water District for potable reuse of most of the effluent from the Sunnyvale Water Pollution Control Facility.
- **Solid Waste Management Utility**: Management of the solid waste collection and recycling franchise for the City including the operation of the "SMaRT" Materials Recovery Facility that serves Sunnyvale, Mountain View, and Palo Alto. Major issues included increasing diversion (from 67%), managing franchisee and contractor performance, and enhancing the Household Hazardous Waste program. Also managed the gas and leachate collection facilities on the closed Sunnyvale Landfill.
- **General Environmental and Administrative Management**: Provided City-wide leadership on environmental policy issues such as environmental compliance, property management, environmental education, energy efficiency, green buildings, green fleet, environmental preferable purchasing, greening the general plan, climate change initiatives (including the Countywide Community Choice Energy initiative), and managed the business aspects of the utilities.

DIRECTOR, ENVIRONMENTAL SERVICES August 2005 to July 2011
City of San Jose (Pop. 1,000,000)
San Jose, California

The Environmental Services Department is also among the most comprehensive governmental environmental departments in the USA and, with a staff of over 500 and an annual budget of $250 million, one of the largest. The five business units, including the four fully fee supported utilities, are as follows:

- **Wastewater Treatment Utility**: Operation of a $2.5 billion regional advanced wastewater treatment facility serving the 1.4 million people in the eight South Bay cities. Major issues included deferred infrastructure maintenance, succession planning, and protection of the South San Francisco Bay habitat. Implemented a $6 million three-year master planning effort to develop solutions to several major issues, such as infrastructure planning, biosolids planning, energy production, disinfection alternatives, and use of plant buffer lands, over the 30-year planning horizon.
- **Water Supply Utility**: Operation of the retail water utility for a portion of San Jose, and the recycled water program for the region. Major issues included agreements with the water wholesalers, enhancing water conservation, and the expansion of the recycled water system. Secured a 40-year agreement with the Santa Clara Valley Water District for co-management of recycled water including the construction of an advanced treatment plant (microfiltration-reverse osmosis-UV disinfection) for salt management and ultimately indirect potable reuse via groundwater recharge.
- **Watershed Protection Utility**: Management of the source control and pollution prevention programs for the sanitary and storm water systems for the region as well as the environmental laboratory. Major issues included interagency and interdepartmental cooperation, promoting protective land use practices, and implementing the new NPDES regional storm water permit.
- **Waste Management Utility**: Management of the solid waste collection and recycling programs for the City including the largest residential contracts in the USA, commercial franchises which were redesigned, and civic programs. Major issues included increasing diversion, managing contractor performance, and enhancing the Household Hazardous Waste program. Won awards for recycling at events and venues, the "Go Green" schools program, and the multi-family recycling program (where diversion was increased from 15% to 85%). Explored enhanced organics processing and waste conversion technologies.
- **General Environmental and Administrative Management**: Provided City-wide leadership on environmental policy issues such as environmental compliance, property management, environmental education, energy efficiency, green buildings, green fleet, environmental preferable purchasing, greening the general plan, climate change initiatives, establishing an environmental management system, and managing the business aspects of four large utilities. Directed the development of the Environmental Innovation Center which involved renovating an old warehouse into a facility that houses the Household Hazardous Waste Facility, a ReStore, and the Environmental Business Incubator.

DIRECTOR, ENVIRONMENTAL MANAGEMENT January 1995 to July 2005
City of Kansas City (Pop. 500,000)
Kansas City, Missouri

- **Internal Programs:** Ensured environmental compliance for city facilities and operations, improved waste management practices, implemented green purchasing and recycling, responded to operations, improved waste management practices, implemented green purchasing and recycling, responded to hazardous materials incidents, performed site audits and assessments, managed asbestos and led problems in city buildings, remediated contaminated landfill sites, managed the underground storage tank program, implemented environmental training and safety program, and implemented energy conservation at city facilities.
- **Community Programs:** Established innovative curbside recycling program (public-private partnership) provided residential trash collection (including managing a large labor-class work force), provided bulky item collection, provided collection and drop-off for leaves and brush, managed the regional household hazardous waste program, oversaw the recycling drop-off program (in conjunction with a non-profit), assisted in the development of a Habitat for Humanity "Re-Store" (a construction material recycling program), provided environmental education and encouraged waste reduction, designed and managed the Clean Sweep program (neighborhood clean-ups), successfully implemented Eco-teams and the innovative "Livable Neighborhoods" Program, developed and implemented the illegal dump enforcement program, managed and improved the weed enforcement program, and participated in the USAID program to assist Ukrainian cities (including a month in Ukraine). Led City response to an epic ice storm and several tornadoes.
- **Other Environmental Issues:** Assisted in the development of environmental policy, developed an active Environmental Management Commission, assisted in the implementation of the LEED Green Building program, active participant in the FOCUS process (The City's Comprehensive Plan), active participant in the Mayor's ServiceFIRST process, initiated and participated in the Kansas City Brownfield Redevelopment effort, participated in regional air quality planning, participated in watershed planning and stream protection efforts, participated in wet weather control program (dealing with combined sewer system), participated in regional transportation and urban form issues, initiated the City's bicycle transportation plan and received Federal air quality funding, and successfully shepherded State legislation beneficial to the City.
- **Executive Consultant** (via the Intergovernmental Personnel Act) to the Environmental Protection Act - Region VII for one year. Led the team that developed a Program Review Protocol for the Region, led the organizational development effort that focused on building a "High Performance Organization," and participated in the Community Based Environmental Program.

INSTRUCTOR October 2003 to June 2005
University of Phoenix
Kansas City, Missouri

Taught Environmental Issues and Ethics – a upper-division class in the Business College.

DIRECTOR, SOLID WASTE MANAGEMENT December 1992 to January 1995

Maricopa County, Arizona (Pop. 2,500,000)
(Phoenix Metro Area)

Provided direction for all departmental program areas including six sanitary landfills, three transfer stations, the regional hauled liquid waste program, the county-wide household hazardous waste program, waste tire recycling, recycling drop-off sites, green waste composting, environmental remediation programs (including a Superfund site), and several landfill and transfer station siting studies. Responsible for managing personnel, financial, and physical resources of the department with an annual budget of $10 million, including performance management, budget development and control, tire grant administration, and cost-benefit analysis of program alternatives. Transformed a department that was losing $3 million a year into a department with a net income.

SOLID WASTE MANAGER/ CIVIL ENGINEER February 1980 to December 1992
SR. CIVIL ENGINEERING ASSISTANT
Pima County Wastewater Management Department (Pop. 600,000)
Pima County, Arizona (Tucson Metro Area)

- Managed all solid waste management program areas including the operation of four sanitary landfills, three transfer stations, the hauled liquid waste program, the County-wide Household Hazardous Waste program, waste tire recycling, recycling drop-off sites, green waste composting, environmental remediation programs, and several landfill and transfer station siting studies. Developed and implemented all policies and programs, and implemented the strategic plan. Responsible for personnel, financial, and physical resources.
- Developed program to accomplish the agricultural application of municipal wastewater sludge including a research program, developed the Capital Improvement Program for the Solid Waste Division, managed studies to investigate groundwater contamination in the vicinity of old County landfills, designed and managed the construction of sanitary landfills, performed the preliminary design of a solid waste transfer station, developed the effluent limitations for the industrial pretreatment program, revised and expanded the standard specifications and details for sewer design and construction, managed a study to select a site for a major sanitary landfill, developed a program to deal with the disposal of septic tank pumpings, and developed a water hyacinth research facility.

OTHER EMPLOYMENT:

- Graduate Research Assistant, University of Arizona, Water Resources Research Center
- Graduate Teaching Assistant, University of Arizona, Civil Engineering Department
- Summer Intern, U.S. Water Resources Council
- Survey Crew, Blanton and Company, Engineers and Architects
- Survey Crew, Cella, Barr, Evans & Associates, Consulting Engineers
- Safety Engineer, Tucson Airport Authority
- Research Technician, Colorado State University

- Health: Excellent
- Married: Jocelyn Michels Stufflebean
- One Son and One Daughter, Four Grandsons
- Interests: golf, beach, tennis, hiking, gym training, piano, various community activities