

RICHARD T. BISSEN, JR.
Mayor

KEKUHAUPIO R. AKANA
Acting Managing Director



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

RECEIVED
2023 JAN 13 PM 3:25
OFFICE OF THE
COUNTY CLERK

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 Tshako, Director of Housing and Human Concerns

Department of Transportation
Marc Takamori, Director of Transportation

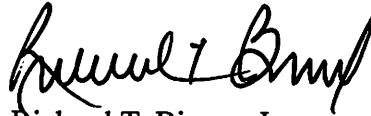
Department of Parks and Recreation
Patrick McCall, Director of Parks and Recreation

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

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

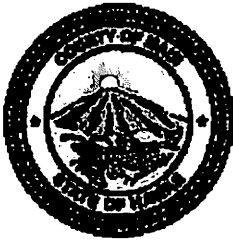
We look forward to working with you, collaboratively, and in the best interest of the County of Maui. Your kind attention and consideration are greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard T. Bissen, Jr.", written in a cursive style.

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

Enclosures



DIRECTOR OF ENVIRONMENTAL MANAGEMENT

**Class Code:
0C.085**

Bargaining Unit: N/A

**COUNTY OF MAUI
Established Date: Dec 12, 2018
Revision Date: Dec 14, 2018**

DUTIES SUMMARY:

- Supervise waste management and control of pollution, including recycling, litter control, and protection of the unique beauty of Maui county.
- Plan, design, build, operate, and maintain solid waste collection, processing and disposal systems, including recycling programs.
- Plan, design, build, operate, and maintain the county's sewer treatment plants, pump stations, sewer lines, reclaimed water distribution systems, and related programs.
- Guide efforts to optimize opportunities for environmental, natural resource protection, sustainability, conservation, and restoration.
- Perform such other duties and functions as shall be assigned by the mayor.
(Amended 2012, 2006)

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 an administrative capacity, either in public service or private business, or both (Amended 2016)
- As a part of or in addition to the five years of administrative experience, three years of responsible managerial and budgetary experience.
- As part of or in addition to the five years of administrative experience, three years of experience in one or more of the following functions as described in sections 8-15.3(1), (2), (3), or (4) of the charter: supervising waste management, pollution control, recycling, or litter control in the protection of the environment; planning, designing, building, operating, or maintaining solid waste collection, processing, and disposal systems, including recycling programs; planning, designing, building,

operating, or maintaining sewer treatment plants, pump stations, sewer lines, reclaimed water distribution systems, and related programs; and guiding efforts to optimize opportunities for environmental and natural resource protection, sustainability, conservation, or restoration.

- Have a bachelor's degree from an accredited college or university in engineering, environmental science, 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. 4840

BILL NO. 36 (2018)

**A BILL FOR AN ORDINANCE AMENDING THE ADDITIONAL QUALIFICATIONS
FOR THE DIRECTOR OF PUBLIC WORKS AND THE DIRECTOR OF
ENVIRONMENTAL MANAGEMENT, AND ESTABLISHING ADDITIONAL
QUALIFICATIONS FOR THE DIRECTOR OF PARKS AND RECREATION AND
THE DIRECTOR OF TRANSPORTATION**

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

SECTION 1. Purpose. The purpose of this ordinance is to amend the additional qualifications for the Director of Public Works and the Director of Environmental Management established by Ordinance 4803 (2017), and to establish additional qualifications for the Director of Parks and Recreation and the Director of Transportation, 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. Section 2.14.020, Maui County Code, is amended to read as follows:

"2.14.020 Director of public works. The director of public works shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience 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 administrative experience, three years of responsible managerial and budgetary experience.

3. As a part of or in addition to the five years of administrative experience, three years of experience in one or more of the following functions [described in sections 8-5.3(1), (2), or (3) of the charter.]:

a. Administering building, housing, and subdivision ordinances and rules.

b. Approving proposed subdivision plans.

c. Planning, designing, building, or maintaining highways, drainage, and flood control systems.

4. A bachelor's degree from an accredited college or university in engineering, 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. Section 2.14.030, Maui County Code, is amended to read as

follows:

"2.14.030 Director of environmental management. The director of environmental management shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience 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 administrative experience, three years of responsible managerial and budgetary experience.

3. As a part of or in addition to the five years of administrative experience, three years of experience in one or more of the following functions [described in sections 8-15.3(1), (2), (3), or (4) of the charter.]:

a. Supervising waste management, pollution control, recycling, or litter control in the protection of the environment.

b. Planning, designing, building, operating, or maintaining solid waste collection, processing, and disposal systems, including recycling programs.

c. Planning, designing, building, operating, or maintaining sewer treatment plants, pump stations, sewer lines, reclaimed water distribution systems, and related programs.

d. Guiding efforts to optimize opportunities for environmental and natural resource protection, sustainability, conservation, or restoration.

4. A bachelor's degree from an accredited college or university in engineering, environmental science, 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 4. Chapter 2.14, Maui County Code, is amended by adding a new section to be appropriately designated and to read as follows:

"2.14.040 Director of parks and recreation. The director of parks and recreation shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience 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 administrative experience, three years of responsible managerial and budgetary experience.

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

a. Planning, design, construction, maintenance, or operation of parks and recreational facilities.

b. Developing and implementing programs for cultural, recreational, or other leisure activities.

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

"2.14.050 Director of transportation. The director of transportation shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience 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 administrative experience, three years of responsible managerial and budgetary experience.

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

a. Planning and implementation of one or more modes of transportation, including those in the air, water, and land.

b. Planning and developing an efficient program to facilitate the rapid, safe, and economical movement of people and goods.

c. Coordination of transportation programs by and between private, county, state or federal agencies.

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 6. Material to be repealed is bracketed. New material is underscored. In printing this bill, the County Clerk need not include the brackets, the bracketed material, or the underscoring.

SECTION 7. This ordinance shall take effect on January 2, 2019.

APPROVED AS TO FORM AND LEGALITY:



EDWARD S. KUSHI, JR.

Department of the Corporation Counsel

County of Maui

2017-0098

FEA-27 2018-02-21 Proposed Ordinance
Additional Qualifications (PW, EM, Parks, Trans)

SHAYNE R. AGAWA, P.E.

OBJECTIVE:

Civil Engineer with 15+ dedicated years of service and extensive experience with the County of Maui and proven ability to manage a department of 200+ employees seeking an administrative position with the Department of Water Supply, Department of Environmental Management or Department of Public Works. Strong knowledge of departmental operations, develops, implements and administers procedures and objectives which supports the goals, objectives and work standards to ensure the effectiveness of the department.

SUMMARY OF QUALIFICATIONS:

- 7+ years of experience with a local Civil Engineering firm as a design engineer.
- 15+ years of experience with the County of Maui, Department of Public Works. 9+ years as a Civil Engineer IV (project engineer w/ the Design Section). 6+ years in a supervisory position as a Civil Engineer V in the Traffic Section.
- Former Deputy Director of the Department of Water Supply along with Director Gladys Baisa (5 months under former Mayor Arakawa administration).
- Former Deputy Director of the Department of Environmental Management along with Director Eric Nakagawa (3 years + 3 months under Mayor Victorino administration).
- Currently working as the County of Maui, Deputy Director of the Department of Water Supply along with Director Helene Kau (9 months).
- Works well individually or as a team member.
- Great leadership skills and experience.
- Experience dealing with and conversing with out of town visitors as well as local residents, and also with "white collar" and "blue collar" employees.
- Great attendance and on time record.
- Able to multi-task.
- More than willing to spend extra time off the clock to get the jobs done.
- Has experience with word processing/typing (Microsoft Word), spreadsheet (Excel), Adobe Acrobat.
- Familiar with utilization of County of Maui computer programs and software (i.e. Groupwise, Workday, IFAS, SeeClickFix, MAPPS, etc.)
- Born and raised on Maui so I understand the local values and traditions.
- Made positive connections with key people in our community both personally and professionally
- Have the ability to be both assertive and compassionate.
- Good working relationships with other County departments, Mayor's office, Federal and State agencies, community leaders, Maui County Council members, and the general public.
- Highly believe in the team mentality. A great team starts with a great team leader. Each team member is of equal importance. Stronger team members need to pick-up the members needing assistance so that the team as a whole can move forward successfully.

EMPLOYMENT HISTORY:

Job #1

1. Employer: Warren S. Unemori Engineering, Inc.
2. Job Title: Design Engineer
3. Start Date: Jan. 3, 1995
4. End Date: Sept. 13, 2002
5. Supervisor's Name: Darren Unemori [REDACTED]
6. Brief Summary of Job Duties:

Design engineer responsible for subdivision design development which included site grading, roadway design, underground utility design (i.e. water, drainage, sewer, electrical, etc.). Engineering quantity take-offs to estimate cost of construction. Construction management involving coordination with developers and contractors.

7. Employer Address: 2145 Wells Street, Suite 403
Wailuku, Maui, HI 96793
8. Reason for Leaving: Took job offer from County of Maui, Department of Public Works

Job #2

1. Employer: County of Maui, Department of Public Works – Engineering Division
2. Job Title: Civil Engineer IV, Design Section
3. Start Date: September 16, 2002
4. End Date: May 31, 2011
5. Supervisor's Name: Joe Krueger, retired (270-7745)
6. Brief Summary of Job Duties:

Design engineer in charge of CIP projects, in-house design, for the DPW- Engineering Division which included new roadway design, resurfacing of existing roadways, drainage system development and upgrades.

7. Employer Address: 200 South High St.
Wailuku, Maui, HI 96793
8. Reason for Leaving: Promotion within Engineering Division to Civil Engineer V, Traffic Section.

Job #3

1. Employer: County of Maui, Department of Public Works – Engineering Division
2. Job Title: Civil Engineer V, Traffic Section
3. Start Date: June 1, 2011
4. End Date: July 16, 2018
5. Supervisor's Name: Nolly Yagin (808) 270-7745
6. Brief Summary of Job Duties:

Project Manager/Engineer in charge of managing federal aid projects which included coordination with Hawaii Dept. of Transportation and the Federal Highway Administration. Managing design consultants associated with federal aid projects, managing design consultants for CIP projects, also performed CIP in-house design. Managing Request for Service (RFS) in the KIVA system for Traffic Section. Managing Engineering Division, Traffic Section budget for CIP and federal aid projects. Managing job assignments for the Civil Engineer III and Civil Engineer IV positions in Traffic Section.

7. Employer Address: 200 South High Street
Wailuku, Maui, HI 96793
8. Reason for Leaving: Appointed to Deputy Director of the Department of Water Supply

Appointed Positions:

1. Deputy Director of the County of Maui, Department of Water Supply (Aug. 2018 – Dec. 2018)
2. Deputy Director of the County of Maui, Department of Environmental Management (Jan. 2019 March 2022)
3. Deputy Director of the County of Maui, Department of Water Supply (March 2022 – Current)

EDUCATION:

King Kamehameha III Elementary School

Lahaina Intermediate School

Lahainaluna High School – Graduated with honors in June, 1990

Seattle University – Graduated with B.S. in Civil Engineering in June, 1994

PERSONAL REFERENCES:

Ref #1

1. Name: Reed Ariyoshi, P.E.
2. Ph. #: [REDACTED]
3. Relationship: Former Supervisor
4. Years Known: 25+ years
5. Occupation: Warren S. Unemori Engineering, Inc. - Chief Managing Engineer

Ref #2

1. Name: Cary Yamashita, P.E.
2. Ph. #: [REDACTED]
3. Relationship: Former Supervisor
4. Years Known: 15+ years
5. Occupation: County of Maui, Dept. of Public Works - Engineering Division Chief

Ref #3

1. Name: Glen Gazmen
2. Ph. #: [REDACTED]
3. Relationship: Friend
4. Years Known: 30+ years
5. Occupation: Kaanapali Operations Association, Inc. - Resort Supervisor