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Director of Council Services
David M. Raatz, Jr., Esq.

COUNTY COUNCIL
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.MauiCounty.us

October 31, 2016

Mr. David Taylor, Director
Department of Water Supply
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Taylor:

**SUBJECT: CONTRACTS AND GRANTS: APRIL 2016
(DEPARTMENT OF WATER SUPPLY CUSTOMER AND BILLING
SYSTEM CONVERSION PROJECT (QUE BUSINESS SOLUTIONS
LLC)) (BF-53(12))**

At its meeting of October 18, 2016, the Budget and Finance Committee reviewed Contract WC0869 for Que Business Solutions LLC. The Committee received an update on the project and reviewed the scope of the contract relating to the customer and billing system conversion project.

May I please request your Department respond to the following:

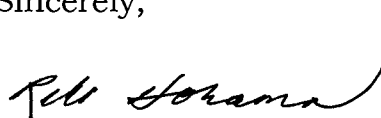
1. Provide a copy of all purchase orders and invoices paid to vendor 017685 (Brenda M. Lee), to date. A copy of a transaction report for the period January 1, 2016 through October 20, 2016, is provided for your reference.
2. Explain how your Department is able to issue a check prior to the invoice date. For instance, check 01091647, dated May 26, 2016, has an invoice date of June 1, 2016.
3. Provide the source of funds for payments made in Fiscal Year 2016. Explain whether the funds were originally earmarked for a specific project and why the funds were not expended as budgeted.
4. Explain the rationale for an hourly rate of \$75 for the service provided.

Mr. David Taylor
October 31, 2016
Page 2

I would appreciate receiving a response by **Thursday, November 10, 2016**. To ensure efficient processing, please include the relevant Committee item number in the subject line of your response.

Should you have any questions, please contact me or the Committee staff (Michele Yoshimura at ext. 7663, Traci Fujita at ext. 7687, or Yvette Bouthillier at ext. 7758).

Sincerely,

A handwritten signature in black ink, appearing to read "Riki Hokama", with a large, sweeping flourish extending from the end of the name.

RIKI HOKAMA, Chair
Budget and Finance Committee

bf:ltr:053(12)aws01

Attachment

cc: Mayor Alan M. Arakawa
Budget Director

IFAS PROD
Transaction Report by Name

01/01/2016 - 10/20/2016

Person/Entity ID: 017685

Name: LEE, BRENDA M

Account	Division	Invoice No	Invoice Date	Status	Check No	Check Date	Dist Amount
<hr/>							
Account #:	953083B-6129	Division:	DW	EN P/F Flag:	P	Item Rft:	
Description:	CONTRACT SERVICES FOR J	Units:	1.00	PR No.:	WC0869		
Batch ID:	WCMH929A	Invoice #:	869007	Rel To:	0002	Disc Amt:	\$0.00
PO #:	WC0869	Secondary Ref.:		Status:	PD	Dist Amt:	\$13,541.71
Job No:	2842356	Check Job #:	2842662	Prep:	MFMED	Disc Amt:	\$0.00
						Retail Amt:	\$0.00
Inv Date:	09/30/2016	Seq #:	6	Misc:		Inv Amt:	\$13,541.71
Due Date:	09/29/2016	Div:	DW	Tax Cd:		Tax Amt:	\$0.00
Rcvd Date:		Trans Fmt:	NB	Addr:	R1	Tax2 Amt:	\$0.00
Post Date:	09/29/2016	Posted:	01	Chrg Cd:		Chrg Amt:	\$0.00
Chk Date:	09/29/2016	Ck No:	01104381	Sep Chk:	Y	Duty Amt:	\$0.00
				Duty Cd:			
<hr/>							
Account #:	953083B-6129	Division:	DW	EN P/F Flag:	P	Item Rft:	
Description:	CONTRACT SERVICES FOR J	Units:	1.00	PR No.:	WC0869		
Batch ID:	WCMH901A	Invoice #:	869006	Rel To:	0002	Disc Amt:	\$0.00
PO #:	WC0869	Secondary Ref.:		Status:	PD	Dist Amt:	\$3,124.93
Job No:	2828203	Check Job #:	2828610	Prep:	MFMED	Disc Amt:	\$0.00
						Retail Amt:	\$0.00
Inv Date:	08/31/2016	Seq #:	11	Misc:		Inv Amt:	\$3,125.01
Due Date:	09/01/2016	Div:	DW	Tax Cd:		Tax Amt:	\$0.00
Rcvd Date:		Trans Fmt:	NB	Addr:	R1	Tax2 Amt:	\$0.00
Post Date:	09/01/2016	Posted:	01	Chrg Cd:		Chrg Amt:	\$0.00
Chk Date:	09/01/2016	Ck No:	01102457	Sep Chk:	Y	Duty Amt:	\$0.00
				Duty Cd:			
<hr/>							
Account #:	953083B-6132	Division:	DW	EN P/F Flag:	P	Item Rft:	
Description:	PROJECT MANAGER FOR DV	Units:	1.00	PR No.:	WC0869		
Batch ID:	WCMH901A	Invoice #:	869006	Rel To:	0001	Disc Amt:	\$0.00
PO #:	WC0869	Secondary Ref.:		Status:	PD	Dist Amt:	\$0.08
Job No:	2828203	Check Job #:	2828610	Prep:	MFMED	Disc Amt:	\$0.00
						Retail Amt:	\$0.00
Inv Date:	08/31/2016	Seq #:	12	Misc:		Inv Amt:	\$3,125.01
Due Date:	09/01/2016	Div:	DW	Tax Cd:		Tax Amt:	\$0.00
Rcvd Date:		Trans Fmt:	NB	Addr:	R1	Tax2 Amt:	\$0.00
Post Date:	09/01/2016	Posted:	01	Chrg Cd:		Chrg Amt:	\$0.00
Chk Date:	09/01/2016	Ck No:	01102457	Sep Chk:	Y	Duty Amt:	\$0.00
				Duty Cd:			
<hr/>							
Account #:	953083B-6129	Division:	DW	EN P/F Flag:	P	Item Rft:	
Description:	CONTRACT SERVICES FOR J	Units:	1.00	PR No.:	WC0869		
Batch ID:	WCMH804A	Invoice #:	869005	Rel To:	0002	Disc Amt:	\$0.00
PO #:	WC0869	Secondary Ref.:		Status:	PD	Dist Amt:	\$13,541.71
Job No:	2811496	Check Job #:	2812094	Prep:	MFMED	Disc Amt:	\$0.00
						Retail Amt:	\$0.00
Inv Date:	07/31/2016	Seq #:	2	Misc:		Inv Amt:	\$13,541.71
Due Date:	08/04/2016	Div:	DW	Tax Cd:		Tax Amt:	\$0.00
Rcvd Date:		Trans Fmt:	NB	Addr:	R1	Tax2 Amt:	\$0.00
Post Date:	08/04/2016	Posted:	01	Chrg Cd:		Chrg Amt:	\$0.00
Chk Date:	08/04/2016	Ck No:	01099816	Sep Chk:	Y	Duty Amt:	\$0.00
				Duty Cd:			

IFAS PROD
Transaction Report by Name

01/01/2016 - 10/20/2016

Person/Entity ID: 017685

Name: LEE, BRENDA M

Account	Division	Invoice No	Invoice Date	Status	Check No	Check Date	Dist Amount
<hr/>							
Account #:	953083B-6129	Division:	DW	EN P/F Flag:	P	Item Rft:	
Description:	CONTRACT SERVICES FOR J	Units:	1.00	PR No.:	WC0869		
Batch ID:	WCMH707A	Invoice #:	869004	Rel To:	0002	Disc Amt:	\$0.00
PO #:	WC0869	Secondary Ref.:		Status:	PD	Dist Amt:	\$15,625.05
Job No:	2793089	Check Job #:	2793772	Prep:	MFMED	Disc Amt:	\$0.00
						Retail Amt:	\$0.00
Inv Date:	07/01/2016	Seq #:	1	Misc:		Inv Amt:	\$15,625.05
Due Date:	07/07/2016	Div:	DW	Tax Cd:		Tax Amt:	\$0.00
Rcvd Date:		Trans Fmt:	NB	Addr:	R1	Tax2 Amt:	\$0.00
Post Date:	07/07/2016	Posted:	01	Chrg Cd:		Chrg Amt:	\$0.00
Chk Date:	07/07/2016	Ck No:	01097045	Sep Chk:	Y	Duty Amt:	\$0.00
				Duty Cd:			
<hr/>							
Account #:	953083B-6132	Division:	DW	EN P/F Flag:	P	Item Rft:	
Description:	PROJECT MANAGER FOR DV	Units:	1.00	PR No.:	WC0869		
Batch ID:	WCMG526A	Invoice #:	0869003	Rel To:	0001	Disc Amt:	\$0.00
PO #:	WC0869	Secondary Ref.:		Status:	PD	Dist Amt:	\$8,333.36
Job No:	2770338	Check Job #:	2770606	Prep:	MFMED	Disc Amt:	\$0.00
						Retail Amt:	\$0.00
Inv Date:	06/01/2016	Seq #:	3	Misc:		Inv Amt:	\$8,333.36
Due Date:	05/26/2016	Div:	DW	Tax Cd:		Tax Amt:	\$0.00
Rcvd Date:		Trans Fmt:	NB	Addr:	R1	Tax2 Amt:	\$0.00
Post Date:	05/26/2016	Posted:	01	Chrg Cd:		Chrg Amt:	\$0.00
Chk Date:	05/26/2016	Ck No:	01091647	Sep Chk:	Y	Duty Amt:	\$0.00
				Duty Cd:			
<hr/>							
Account #:	953083B-6221	Division:	DW	EN P/F Flag:		Item Rft:	
Description:	reimb hotel/park Kauai	Units:	1.00	PR No.:			
Batch ID:	WDEG525C	Invoice #:	52016	Rel To:		Disc Amt:	\$0.00
PO #:		Secondary Ref.:		Status:	PD	Dist Amt:	\$186.33
Job No:	2770325	Check Job #:	2770606	Prep:	EYMON	Disc Amt:	\$0.00
						Retail Amt:	\$0.00
Inv Date:	05/23/2016	Seq #:	4	Misc:		Inv Amt:	\$186.33
Due Date:	05/26/2016	Div:	DW	Tax Cd:		Tax Amt:	\$0.00
Rcvd Date:		Trans Fmt:	NB	Addr:	R1	Tax2 Amt:	\$0.00
Post Date:	05/26/2016	Posted:	01	Chrg Cd:		Chrg Amt:	\$0.00
Chk Date:	05/26/2016	Ck No:	01091646	Sep Chk:		Duty Amt:	\$0.00
				Duty Cd:			
<hr/>							
Account #:	953083B-6132	Division:	DW	EN P/F Flag:	P	Item Rft:	
Description:	PROJECT MANAGER FOR DV	Units:	1.00	PR No.:	WC0869		
Batch ID:	WCMG428A	Invoice #:	869002	Rel To:	0001	Disc Amt:	\$0.00
PO #:	WC0869	Secondary Ref.:		Status:	PD	Dist Amt:	\$8,333.36
Job No:	2753497	Check Job #:	2753731	Prep:	MFMED	Disc Amt:	\$0.00
						Retail Amt:	\$0.00
Inv Date:	05/01/2016	Seq #:	4	Misc:		Inv Amt:	\$8,333.36
Due Date:	04/28/2016	Div:	DW	Tax Cd:		Tax Amt:	\$0.00
Rcvd Date:		Trans Fmt:	NB	Addr:	R1	Tax2 Amt:	\$0.00
Post Date:	04/28/2016	Posted:	01	Chrg Cd:		Chrg Amt:	\$0.00
Chk Date:	04/28/2016	Ck No:	01088365	Sep Chk:	Y	Duty Amt:	\$0.00
				Duty Cd:			

IFAS PROD
Transaction Report by Name

01/01/2016 - 10/20/2016

Person/Entity ID: 017685

Name: LEE, BRENDA M

Account	Division	Invoice No	Invoice Date	Status	Check No	Check Date	Dist Amount
<hr/>							
Account #:	953083B-6132	Division:	DW	EN P/F Flag:	P	Item Rft:	
Description:	PROJECT MANAGER FOR DV	Units:	1.00	PR No.:	WC0869		
Batch ID:	WCSG421A	Invoice #:	869001	Rel To:	0001	Disc Amt:	\$0.00
PO #:	WC0869	Secondary Ref.:		Status:	PD	Dist Amt:	\$8,333.28
Job No:	2749855	Check Job #:	2750248	Prep:	STJIO	Disc Amt:	\$0.00
						Retail Amt:	\$0.00
Inv Date:	04/01/2016	Seq #:	1	Misc:		Inv Amt:	\$8,333.28
Due Date:	04/21/2016	Div:	DW	Tax Cd:		Tax Amt:	\$0.00
Rcvd Date:		Trans Fmt:	NB	Addr:	R1	Tax2 Amt:	\$0.00
Post Date:	04/21/2016	Posted:	01	Chrg Cd:		Chrg Amt:	\$0.00
Chk Date:	04/21/2016	Ck No:	01087820	Sep Chk:	Y	Duty Cd:	\$0.00
						Duty Amt:	\$0.00
<hr/>							
Account #:	953000B-6132	Division:	DW	EN P/F Flag:		Item Rft:	
Description:	trng/consult	Units:	1.00	PR No.:			
Batch ID:	WDEG330D	Invoice #:	33116	Rel To:		Disc Amt:	\$0.00
PO #:		Secondary Ref.:		Status:	PD	Dist Amt:	\$1,304.68
Job No:	2737134	Check Job #:	2737534	Prep:	EYMON	Disc Amt:	\$0.00
						Retail Amt:	\$0.00
Inv Date:	03/31/2016	Seq #:	2	Misc:		Inv Amt:	\$1,304.68
Due Date:	03/31/2016	Div:	DW	Tax Cd:		Tax Amt:	\$0.00
Rcvd Date:		Trans Fmt:	NB	Addr:	R1	Tax2 Amt:	\$0.00
Post Date:	03/31/2016	Posted:	01	Chrg Cd:		Chrg Amt:	\$0.00
Chk Date:	03/31/2016	Ck No:	01085124	Sep Chk:		Duty Cd:	\$0.00
						Duty Amt:	\$0.00
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Account #:	953083B-6132	Division:	DW	EN P/F Flag:		Item Rft:	
Description:	training	Units:	1.00	PR No.:			
Batch ID:	WDEG302A	Invoice #:	22616	Rel To:		Disc Amt:	\$0.00
PO #:		Secondary Ref.:		Status:	PD	Dist Amt:	\$625.00
Job No:	2721251	Check Job #:	2721480	Prep:	EYMON	Disc Amt:	\$0.00
						Retail Amt:	\$0.00
Inv Date:	02/26/2016	Seq #:	3	Misc:		Inv Amt:	\$625.00
Due Date:	03/03/2016	Div:	DW	Tax Cd:		Tax Amt:	\$0.00
Rcvd Date:		Trans Fmt:	NB	Addr:	R1	Tax2 Amt:	\$0.00
Post Date:	02/29/2016	Posted:	01	Chrg Cd:		Chrg Amt:	\$0.00
Chk Date:	03/03/2016	Ck No:	01082568	Sep Chk:		Duty Cd:	\$0.00
						Duty Amt:	\$0.00
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Account #:	953083B-6132	Division:	DW	EN P/F Flag:	F	Item Rft:	
Description:	TRAINING NEW STAFF	Units:	30.00	PR No.:	W30404		
Batch ID:	WPEG127F	Invoice #:	12720162	Rel To:	0001	Disc Amt:	\$0.00
PO #:	W30404	Secondary Ref.:		Status:	PD	Dist Amt:	\$2,250.00
Job No:	2699965	Check Job #:	2700806	Prep:	EYMON	Disc Amt:	\$0.00
						Retail Amt:	\$0.00
Inv Date:	01/27/2016	Seq #:	6	Misc:		Inv Amt:	\$2,343.74
Due Date:	01/28/2016	Div:	DW	Tax Cd:	4166	Tax Amt:	\$93.74
Rcvd Date:		Trans Fmt:	NB	Addr:	R1	Tax2 Amt:	\$0.00
Post Date:	01/28/2016	Posted:	01	Chrg Cd:		Chrg Amt:	\$0.00
Chk Date:	01/28/2016	Ck No:	01077722	Sep Chk:		Duty Cd:	\$0.00
						Duty Amt:	\$0.00

IFAS PROD
Transaction Report by Name

01/01/2016 - 10/20/2016

Person/Entity ID: 017685

Name: LEE, BRENDA M

Account	Division	Invoice No	Invoice Date	Status	Check No	Check Date	Dist Amount
<hr/>							
Account #: 953083B-6132	Division: DW		EN P/F Flag:		Item Rft:		
Description: addtion	Units: 1.00		PR No.:				
Batch ID: WDEG127E	Invoice #: 12720161		Rel To:		Disc Amt:	\$0.00	
PO #:	Secondary Ref.:		Status: PD		Dist Amt:	\$1,386.71	
Job No: 2699967	Check Job #: 2700806		Prep: EYMON		Disc Amt:	\$0.00	
					Retail Amt:	\$0.00	
Inv Date: 01/27/2016	Seq #: 10	Misc:				Inv Amt:	\$1,386.71
Due Date: 01/28/2016	Div: DW			Tax Cd:	Tax Amt: \$0.00		
Rcvd Date:	Trans Fmt: NB	Addr: R1		Tax2 Cd:	Tax2 Amt: \$0.00		
Post Date: 01/28/2016	Posted: 01			Chrg Cd:	Chrg Amt: \$0.00		
Chk Date: 01/28/2016	Ck No: 01077722	Sep Chk:		Duty Cd:	Duty Amt: \$0.00		