

Mia Shiraishi
Chair

Susan Burriss
Vice Chair

Mary Tudela
Secretary

Members:
Kelly Gentry
John Latkiewicz
Dean Toyofuku

**COUNTY OF KAUA'I BOARD OF ETHICS
NOTICE OF TELECONFERENCE AND AGENDA**

Friday, October 16, 2020
1:00 p.m. or shortly thereafter

Microsoft Teams Audio: +1 469-848-0234, Conference ID: 942 205 562#

This meeting will be held via Microsoft Teams conferencing only. Members of the public are invited to join this meeting by calling the number above with the conference ID information. You may testify during the video conference or submit written testimony in advance of the meeting via e-mail, fax, or mail. To avoid excessive noise/feedback, please mute your microphone except to testify.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

Open Session Minutes of September 18, 2020

PUBLIC TESTIMONY

COMMUNICATION

BOE 2020-30

Memorandum from Councilmember Felicia Cowden dated October 7, 2020 relating to her recusal from Resolution No. 2020-44 (Mayoral Reappointment of Dean A. Toyofuku to the Board of Ethics).

REQUEST FOR AN ADVISORY OPINION

RAO 2020-03

Request for an Advisory Opinion from Adam Roversi dated September 23, 2020 relating to no Code of Ethics issue arising from working in a limited part-time position with the Fifth Circuit Court.

RAO 2020-04

Request for an Advisory Opinion from Russell Izumo dated October 6, 2020 relating to being offered the position of Automotive Superintendent for the County of Kauai and the owner of Nex Gen Diesel, an authorized provider of warranty services to the County of Kauai Auto Shop

BUSINESS

BOE 2020-31

Discussion and possible action regarding revisions made to the disclosure statement.

An Equal Opportunity Employer

DISCLOSURES

Employees:

1. Aaron Larrimore, Office of the County Attorney
2. Luke Evslin, Councilmember

Candidates:

3. Felicia Cowden, Candidate for County Council
4. Mason Chock, Candidate for County Council
5. Kipukai Kualii, Candidate for County Council

EXECUTIVE SESSION

Pursuant to Hawai'i Revised Statutes §92-4, §92-5 (a) (2) and (4), §92-6 (a) (b), the purpose of this Executive Session is to consult with the Board's legal counsel on issues pertaining to Resolution 2019-1 to consider the evaluation, dismissal or discipline of an employee or officer of the County in which charges have been alleged against an employee or officer where consideration of matters affecting privacy will be involved; provided that if the individual concerned requests an open meeting, an open meeting shall be held; the Board's and the County's powers, duties, privileges, immunities, and /or liabilities as they may relate to this item, deliberate and take such action as appropriate.

- ES-030: BOE 2020-32 Anonymous letter dated September 22, 2020 requesting the Board of Ethics initiate an investigation into an allegation relating to an employee(s) or officer(s) of the County.
- ES-031 Executive Session Minutes of September 18, 2020
- ES-032: BOE 2020-33 Pursuant to Hawai'i Revised Statutes §92-4 and §92-5 (a) and (2) and (4), the purpose of this Executive Session is for the Board to discuss and make decisions regarding the formal hearing for Complaint No. 20-001 referred to an independent hearings officer on September 25, 2020.

RETURN TO OPEN SESSION

Ratify on Board actions taken in Executive Session.

ANNOUNCEMENTS

Next Meeting: Friday, November 20, 2020 – 1:00 p.m., Teleconference

ADJOURNMENT

NOTICE OF EXECUTIVE SESSION

Pursuant to Hawaii Revised Statutes §92-7(a), the Board may, when deemed necessary, hold an executive session on any agenda item without written public notice if the executive session was not anticipated in advance. Any such executive session shall be held pursuant to HRS §92-4 and shall be limited to those items described in HRS §92-5(a). Discussions held in Executive Session are closed to the public.

cc: Charles Foster, Deputy County Attorney

PUBLIC COMMENTS and TESTIMONY

SPEAKER REGISTRATION

Prior to the Day of the Meeting: Persons wishing to testify are requested to register their name, phone number, and agenda item via email at asegreti@kauai.gov; or by calling 808-241-4917.

On the Day of the Meeting: Persons who have not registered to testify by the time the Commission meeting begins will be given the opportunity to speak on an item following oral testimonies of registered speakers.

Each speaker is limited to a three-minute presentation on each item.

WRITTEN TESTIMONY

Prior to the Day of the Meeting: Testimony may be emailed: asegreti@kauai.gov faxed: 808-241-5127, or mailed: County of Kauai, Office of Boards and Commissions, Board of Ethics, 4444 Rice St., Ste. 300, Lihue, HI 96766.

SPECIAL ASSISTANCE

IF YOU NEED AN AUXILIARY AID/SERVICE, OTHER ACCOMODATION DUE TO A DISABILITY, OR AN INTERPRETER FOR NON-ENGLISH SPEAKING PERSONS, PLEASE CONTACT THE OFFICE OF BOARDS & COMMISSIONS AT (808) 241-4917 OR ASEGRETI@KAUAI.GOV AS SOON AS POSSIBLE. REQUESTS MADE AS EARLY AS POSSIBLE WILL ALLOW ADEQUATE TIME TO FULFILL YOUR REQUEST.

UPON REQUEST, THIS NOTICE IS AVAILABLE IN ALTERNATE FORMATS SUCH AS LARGE PRINT, BRAILLE, OR ELECTRONIC COPY.

Draft to be Approved

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	BOARD OF ETHICS	Meeting Date	September 18, 2020
Location	Teleconference	Start of Meeting: 1:01 p.m.	End of Meeting: 2:46 p.m.
Present	Chair Mia Shiraishi, Vice Chair Susan Burriss, Secretary Mary Tudela. Members: Kelly Gentry, John Latkiewicz, Dean Toyofuku. Also: Deputy County Attorney Charles Foster. Boards & Commissions Office Staff: Administrator Ellen Ching and Administrative Specialist Anela Segreti. Testifier: Nicholas Courson		
Excused			
Absent			



SUBJECT	DISCUSSION	ACTION
Call To Order		Chair Shiraishi called the meeting to order at 1:01 p.m. Roll call: Member Gentry: present Member Latkiewicz: present Member Toyofuku: present Secretary Tudela: present Vice Chair Burriss: present Chair Shiraishi: present Six members present, which constituted a quorum.
Approval of Minutes	<u>Open Session Minutes of August 10, 2020</u> Mary stated that she called Administrative Specialist to make two typos which were corrected and reposted. Vice Chair Burriss noted that on page 7, “mute” should be “moot”. Chair Shiraishi noted that on page 3, “question” should be “caution”. Chair Shiraishi entertained a motion to approve the minutes of August 10, 2020 as amended.	Member Latkiewicz moved to approve the minutes of August 10, 2020 as amended. Member Toyofuku seconded. Voice vote: 6 ayes, 0 nays Motion carried 6:0

SUBJECT	DISCUSSION	ACTION
Testimony	<u>None</u>	No action
Communication	<p><u>BOE 2020-25 Possible conflict of interest from Council Chair Arryl Kaneshiro dated June 10, 2020 relating to C 2020-169, right-of-entry agreement on the June 17, 2020 Council Meeting.</u></p> <p>Chair Shiraishi entertained a motion to receive.</p>	<p>Secretary Tudela moved to receive BOE 2020-25. Member Toyofuku seconded.</p> <p>Voice Vote: 6 ayes, 0 nays Motion carried 6:0</p>
Request for an Advisory Opinion	<p><u>RAO 2020-02 Request for an Advisory Opinion from Nicholas Courson dated August 10, 2020 relating to whether it would be a conflict of interest for him to do transactional legal work while employed on a contract basis by the Kauai Emergency Management Agency.</u></p> <p>Charles Foster, Deputy County Attorney, addressed concerns that there may be a conflict on some of the board members sitting on this matter. His legal opinion is that they do not have a conflict in rendering an opinion to Nick's request. He asked if anyone had any legal reason to think they have a conflict.</p> <p>Chair Shiraishi clarified that Mr. Courson had been assigned to the Board of Ethics as the Deputy County Attorney and also former administrator for Boards and Commissions for some of the members and now he is before some of the people he used to advise. Question is to see if that in and of itself is in issue.</p> <p>Mr. Foster confirmed that it is not an issue.</p> <p>Chair Shiraishi confirmed that all members could be fair and impartial. Hearing no one with a potential conflict she called for the motion.</p> <p>Mr. Foster suggested that the motion be more specific. He would suggest a motion that the Board is finding no conflict with considering the request.</p> <p>Ms. Ching suggested that though Nicholas Courson has previously served as the Deputy County Attorney for the Board of Ethics and previously Administrator for Boards and Commissions the members find that they have no legal conflict in considering RAO 2020-02.</p>	<p>Vice Chair Burriss moved that all though Nicholas Courson had previously served as the Deputy County Attorney for the Board of Ethics and Administrator for Boards and Commissions the members find that they have no legal conflict in considering RAO 2020-02. Secretary Tudela seconded.</p> <p>Voice vote: 6 ayes, 0 nays Motion carried 6:0</p>

SUBJECT	DISCUSSION	ACTION
	<p>Chair Shiraishi opened the meeting up for discussion.</p> <p>Secretary Tudela asked Mr. Courson if he could share any example of when his transactional work with non-County potential clients would ever overlap with his current duties as County Project Manager and Compliance Officer.</p> <p>Mr. Courson did perceive it as a possibility and request is a surplus of caution and to be transparent. If the occasion arose he would disclose it to the KEMA administrator and appropriately handle it.</p> <p>Member Toyofuku asked Mr. Courson to specify transactional work in addition to estate planning.</p> <p>Mr. Courson stated that he has been asked in the past to do 1031 exchanges and lease work. He is busy and it would be limited. It would be things that would be after work or weekend so would not include work to go to court or before administrative agencies. Maybe basic consulting work.</p> <p><i>Vice Chair Burris got disconnected, she was connected by computer but could not unmute. She rejoined the meeting, but could not be heard. She reconnected and confirmed that she could hear the meeting, but could not unmute.</i></p> <p>Chair Shiraishi asked what he means by consulting work.</p> <p>Mr. Courson did not have any examples, but has been asked to draw trust and do 1031 exchanges, but would not want to limit himself unduly provided that he stayed within what he outlined in his letter. He confirmed that he would come back to the Board if something came up outside of his letter.</p> <p>Chair Shiraishi asked him to explain the bulk of his current work, specifically if the buck stops with him.</p> <p>Mr. Courson said it does not and he explained how the CARES Act grant operates. He is a resource and tracks the money overall per US Treasury guidelines, but no final determinations on who receives money and what it is used for except for being within the guidelines. He will also be involved in the County's ACT 35 monies project to fix up a levy on the west side. He explained his role in the Small Business grants.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Chair Shiraishi asked who he anticipates his clients to be.</p> <p>Mr. Courson stated that it would be work for family members as well as clients for a friend who is a financial planner who has asked, and possibly some estate planning. He emphasized that he does not have a lot of time for extra work.</p> <p>Chair Shiraishi stated that she wants to be sure it is an appearance of a conflict versus a conflict.</p> <p>Mr. Courson does not see it as either. He stated that many in the County have second jobs and he does not have the ability to directly influence and the handful that he does he would stay far from that. He is disclosing far above and beyond HR policy.</p> <p>Chair Shiraishi stated her concern being if someone whom receives money becomes a client.</p> <p>Member Toyofuku stated that he is assuming that Mr. Courson would know that County employees or any entities that got CARES Act money could potentially be an appearance of conflict.</p> <p>Mr. Courson stated that he would commit to that, but was not in control of anyone that received CARES Act money, and in response to County employees the County Code is specific. He stated he could commit to not engage in work with anyone that got CARES Act monies or any County employees if that makes the Board more comfortable.</p> <p>Secretary Tudela clarified that she hears that Mr. Courson does not intend to market himself and that he will adhere to County codes and is concerned that the Board would not be consistent and restrict him in a way that they would not restrict another employee.</p> <p>Deputy County Attorney Foster stated that the request is for an opinion about whether the proposal violates conflict of interest and that the Board needs to focus on section 3.17 of the code and make that determination. He is uncomfortable with the Board making ad hoc conditions, the question is, is there a conflict or is there not a conflict? This is his opinion as their attorney.</p> <p>Board members discussed their thoughts on what they believe Mr. Courson was saying.</p>	<p>Vice Chair Burriss moved that there is no conflict provided that Mr. Courson conducts business as stated in his request. Secretary Tudela seconded.</p>

SUBJECT	DISCUSSION	ACTION
	<p>Chair Shiraishi summarized that Mr. Courson is saying that he would not do any transactional work on County time and will not appear before any County agencies then that would be fine, and he will come before Board if there is anything that comes up he will come before Board again for guidance.</p> <p>Mr. Courson stated he would comply with the Code of Ethics, Charter and Code, and Board of Ethics Rules and Regulations.</p> <p>Chair Shiraishi called for roll call vote.</p>	<p>Roll call vote: Member Gentry: aye Member Latkiewicz: aye Member Toyofuku: aye Secretary Tudela: aye Vice Chair Burriss: aye Chair Shiraishi: aye</p> <p>Motion carried 6:0</p>
BUSINESS	<p><u>BOE 2020-26 Discussion and possible action regarding Advisory Opinion in response to RAO 2020-01.</u></p> <p>Board discussed the finished advisory opinion and forwarding it to Mr. Renaud and question if it should be sent to his supervisor. Clarified that it needs to be sent to address furnished by the requester per rules.</p>	<p>No action.</p>
	<p><u>BOE 2020-27 Discussion and possible action regarding revising the disclosure statement.</u></p> <p>Ms. Ching explained that based on previous discussions this item was placed on the agenda regarding Section IV of disclosures and adding type of business for more information and clarification.</p> <p>Ms. Ching clarified that can add acronym statement under employment but looking at adding type of business under section IV.</p> <p>Chair Shiraishi suggested changing type of business and type of organization to nature of business and nature of organization.</p> <p>Ms. Ching suggested description of business. Board discussed which to use.</p>	<p>Secretary Tudela moved that change disclosure form to specify under employment to ask for a description of the type of business and if acronyms are used to spell out the meaning of the acronym.</p> <p>Secretary Tudela amended motion to under 4 description of business interest and under type of employment to spell out the acronyms.</p> <p>Secretary Tudela amended her motion to under #2 Employment to add identifying acronyms as appropriate and amend type of business to description of business activity, under #4 Business Interest description to add description of</p>

SUBJECT	DISCUSSION	ACTION
		<p>business activity and under #5 Position Held in Business or Organization to add description of organization activity. Vice Chair Burriss seconded.</p> <p>Voice vote: 6 ayes, 0 nays Motion carried 6:0</p>
	<p><u>BOE 2020-28 Discussion and possible action on new employee orientation and acknowledgement on ethics.</u></p> <p>Ms. Ching reported that she has been in conversation with HR and there is an acknowledgement signed by employees when first hired. She asked about a reminder to employees, and HR suggested putting it in a newsletter. She last discussed with them putting it in their newsletter twice a year as an update.</p>	<p>No action.</p>
	<p>Chair Shiraishi asked to amend the agenda to go into executive session to accommodate Nadine Ando, Special Counsel's schedule.</p>	<p>Member Latkiewicz moved to amend the agenda to go into executive session. Member Toyofuku seconded.</p> <p>Voice vote: 6 ayes, 0 nays Motion carried 6:0</p>
<p>Executive Session</p>	<p>Pursuant to Hawai'i Revised Statutes §92-4, §92-5 (a) (2) and (4), §92-6 (a) (b), the purpose of this Executive Session is to consult with the Board's legal counsel on issues pertaining to Resolution 2019-1 to consider the evaluation, dismissal or discipline of an employee or officer of the County in which charges have been alleged against an employee or officer where consideration of matters affecting privacy will be involved; provided that if the individual concerned requests an open meeting, an open meeting shall be held; the Board's and the County's powers, duties, privileges, immunities, and /or liabilities as they may relate to this item, deliberate and take such action as appropriate.</p> <p><u>ES-028 Executive Session Minutes of August 10, 2020</u></p>	

SUBJECT	DISCUSSION	ACTION
	<p><u>ES-029: BOE 2020-29 Pursuant to Hawai‘i Revised Statutes §92-4 and §92-5 (a) and (2) and (4), the purpose of this Executive Session is for the Board to discuss and make decisions regarding any response to the Complaint No. 20-001 served on August 24, 2020, in accordance with the Preliminary Opinion served on August 18, 2020 that may be received prior to the meeting (formal Answer to Complaint due on September 14, 2020).</u></p> <p>The Board moved into Executive Session at 2:02 pm</p>	<p>Vice Chair Burriss moved to go into executive session at 2:02pm. Secretary Tudela seconded.</p> <p>Voice vote: 6 ayes, 0 nays Motion carried 6:0</p>
Return to Open Session	<p>Ratify on Board actions taken in Executive Session.</p>	<p>The Board resumed in Open Session at 2:43 p.m.</p> <p>Secretary Tudela moved to ratify decisions made in Executive Session. Member Latkiewicz seconded. Voice vote 6 ayes, 0 nays. Motion carried 6:0</p>
Disclosures	<p><u>Employees:</u></p> <ol style="list-style-type: none"> 1. <u>Hugo Cabrera, Office of the County Attorney</u> 2. <u>Arryl Kaneshiro, Councilmember</u> <p><u>Volunteers:</u></p> <ol style="list-style-type: none"> 3. <u>Kelly Gentry, Board of Ethics</u> 4. <u>Jennifer Carter, Civil Service Commission</u> <p><u>Candidates:</u></p> <ol style="list-style-type: none"> 5. <u>Richard Fukushima, Candidate for County Council</u> 	<p>Secretary Tudela moved to approve disclosures Cabrera, Kaneshiro, Carter & Fukushima. Vice Chair Burriss seconded.</p> <p>Voice vote: 6 ayes, 0 nays Motion carried 6:0</p> <p>Secretary Tudela moved to approve disclosure Gentry. Vice Chair Burriss seconded.</p> <p>Voice vote: 5 ayes, 1 abstain, 0 nays Motion carried 5:1:0</p>

SUBJECT	DISCUSSION	ACTION
Announcements	Next Meeting: Friday, October 16, 2020 – 1:00 p.m., Teleconference	
Adjournment		Without objection the meeting was adjourned at 2:46 p.m.

Submitted by: _____ Reviewed and Approved by: _____
Anela Segreti, Administrative Specialist Mia Shiraishi, Chair

- () Approved as circulated.
- () Approved with amendments. See minutes of _____.

COUNTY COUNCIL

Arryl Kaneshiro, Chair
Ross Kagawa, Vice Chair
Arthur Brun
Mason K. Chock
Felicia Cowden
Luke A. Evslin
KipuKai Kuaʻiʻi



OFFICE OF THE COUNTY CLERK

Jade K. Fountain-Tanigawa, County Clerk
Scott K. Sato, Deputy County Clerk

Telephone: (808) 241-4188
Facsimile: (808) 241-6349
E-mail: cocouncil@kauai.gov

RECEIVED

Council Services Division
4396 Rice Street, Suite 209
Līhu'e, Kaua'i, Hawai'i 96766

RECEIVED

OCT 08 2020

MEMORANDUM

OCT -7 A8:41

BOARDS & COMMISSIONS

October 7, 2020

OFFICE OF
THE COUNTY CLERK
COUNTY OF KAUA'I

TO: Arryl Kaneshiro, Council Chair
and Members of the Kaua'i County Council

FROM: Felicia Cowden, Councilmember *Felicia Cowden*

RE: RECUSAL FROM RESOLUTION NO. 2020-44 (MAYORAL REAPPOINTMENT OF DEAN A. TOYOFUKU TO THE BOARD OF ETHICS)

This is to inform you that pursuant to the provisions of the Kaua'i County Charter and Rule No. 8 of the Rules of the Council of the County of Kaua'i, I hereby provide written disclosure on the record of a possible conflict of interest relating to the Mayoral Reappointment of Dean A. Toyofuku to the Board of Ethics, as I have an interest in a matter before the Board of Ethics.

Should you have any questions, please feel free to contact me. Thank you for your attention to this matter.

cc: October 21, 2020 Council Meeting Agenda
County of Kaua'i Board of Ethics
Council Services Staff

BOE 2020-30



KAUAI COUNTY HOUSING AGENCY
THE COUNTY OF KAUAI

DEREK S. K. KAWAKAMI, MAYOR
MICHAEL A. DAHLIG, MANAGING DIRECTOR

ADAM P. ROVERSI
HOUSING DIRECTOR

September 23, 2020

Chair Mia Shiraishi
Kaua'i Board of Ethics
c/o Office of Boards and Commissions
4444 Rice Street, Suite 300
Līhu'e, Hawai'i 96766

Re: Request for advisory opinion that there is no Code of Ethics issue arising from working in a limited part-time position with the Fifth Circuit Court

Aloha Chair Shiraishi,

I am presently serving as the Director of the Kaua'i County Housing Agency and am interested in applying for a 1-year appointment as grand jury council with the Fifth Circuit Court. The grand jury council position is a part-time one-year contract, which requires at most one day of work per month; a total of twelve days during the one-year contract.

The grand jury hearing dates are set at the beginning of the year for the following 12 months. Accordingly, hearing dates are known far in advance and can be easily planned for. If selected to serve as grand jury council, it would be my intention to utilize accrued vacation time on any day I appeared in court. Accordingly, no work for the court would occur on "county time."

In substance the grand jury reviews potential criminal charges that may be brought for crimes that take place on Kaua'i. My work as Housing Director is not involved whatsoever with criminal court matters. Accordingly, there should be no conflict of interest arising between the two positions.

If it would be beneficial, I would be happy to appear at the next Board hearing to answer any questions.

Sincerely,

Adam P. Roversi
Director

RAO 2020-03

www.kauai.gov

4444 Rice Street Suite 330 • Līhu'e, Hawai'i 96766 • (808) 241-4444 (b) • (808) 241-5118 (f)

An Equal Opportunity Employer



October 6, 2020

Request for Ethics Advisory.

Russell Izumo
Department of Public Works
Auto Shop Division
Automotive Shop Superintendent
PO Box 3629
Lihue Hi 96766
Ph 808 838-9210
russellizumo@yahoo.com

My name is Russell Izumo, I have been offered the position of Automotive Superintendent for the County of Kauai. I am the owner of Nex Gen Diesel, which is the only authorized Cummins Dealer/warranty station on Kauai.

I am requesting an advisory opinion on 1) whether or not, my business, Nex Gen Diesel can provide warranty services to Cummins Inc., for the County of Kauai equipment warranty issues. 2) Can Nex Gen Diesel provide quotes and supply parts to the County of Kauai Auto Shop.

1) At times, warranty issues arise on the equipment the County of Kauai owns. Because Nex Gen Diesel is the only authorized Cummins Dealer/ warranty station on Kauai (I am the only certified Cummins technician on island), for the purposes of timeliness and accuracy to address the issues, Nex Gen Diesel is the only option to provide that service.

However, the County of Kauai has purchased equipment with Cummins Engines from HT&T on Oahu who is a certified Cummins dealer. In the past, HT&T has used Wayne's Enterprises to address warranty issues. Wayne's Enterprise is not a certified Cummins Dealer nor do they have Cummins certified technicians. The County of Kauai has not been receiving the full benefit of the warranties from that standpoint.

If the board does not advise that Nex Gen Diesel perform the warranty service, then I will continue to work with HT&T and Wayne's Enterprise to resolve the warranty service levels with Cummins Inc. (As the Shop Superintendent)

RAO 2020-04

2) Being a certified Cummins dealer, I have access to fast tracking parts to the island. If given the opportunity to provide quotes on Cummins parts and supplies, I believe that I will have the lowest costs and fastest delivery times to the island. Obviously, an employee other than myself will provide the quotes and service.

In discussions with the Department of Public Works Acting Deputy County Engineer and Fiscal Management Officer Michael Tresler, those parts over \$1,500.00 require three quotes. I believe the procurement procedures in place provide sufficient safeguards to ensure proper and ethical purchase take place even in my situation.

The concern is those purchases under \$1,500.00 that do not require multiple quotes and purchases utilizing P-cards. If obtaining a quote from Nex Gen Diesel, I would recuse myself in the procurement process. Majority of the time the Shop Supervisor, working supervisors, and technicians are responsible for the purchasing of parts. I would authorize the purchases (signatory). In both types of procurement, I would recuse myself from authorizing responsibilities and that would then be handled by the Fiscal Management Officer or Acting Deputy County Engineer. P-Card transactions involving Nex Gen Diesel will require another quote to maintain transparency and ensure the lowest and best price for the County of Kauai.

Any quotation from Nex Gen Diesel will be handled by Auto Shop supervisor, Robert Yamamoto.

Down time of equipment is a big deal for the Auto Shop and our operations. Having certified technicians diagnosing and addressing warranty issues is critical. Obtaining parts in the cheapest and fastest way is also extremely important. If Nex Gen Diesel could not help the Auto Shop improve in those areas then I simply would not spend any of my time and any of your valuable time with this request. I know Nex Gen Diesel can help the County of Kauai improve its Auto Repair Services because we have done so in the past. I do want to be very transparent and ethical. I believe that the proposed procedures will provide both.

Thank you for your time and consideration.

My job duties include, Planning, Directing, and coordinating the operational activities concerned with the purchase, repair, overhaul and maintenance of all automotive and related equipment for the Division of Automotive and Motor Pool and other related duties.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ronald Jones". The signature is written in black ink on a white background.



KAUA'I COUNTY BOARD OF ETHICS DISCLOSURE STATEMENT INSTRUCTION SHEET

- I. WHO MUST FILE.** The Mayor, Council persons, Prosecuting Attorney, all department heads and deputies, members of boards and commissions, the purchasing agent, any employee delegated or authorized to act on behalf of the director of finance and deputy director of finance in their absence and all candidates for elective office.
- II. WHEN TO FILE.** Disclosure forms must be filed within thirty (30) days of taking office or within seven (7) days of filing nomination paper as a candidate for office, as in the case may be. Section 3-1.9, Kaua'i County Code 1987; Section 20.04, Charter of the County of Kaua'i.
- III. WHAT TO FILE.** Charter §20.04 says you must file a list of all property in which you have a right, title, or interest, a list of all business firms which contract for county business in which you have any interest, all places of your employment including part-time employment, all sources and amounts of income, business, ownership, officer and director positions, debts, creditor interests in insolvent businesses, and the names of persons represented before government agencies.
- IV. AMENDMENTS.** Disclosure forms must be updated within thirty (30) days of any change in information requiring disclosure.
- V. PENALTY FOR FAILURE TO FILE.** A violation of any provision of the Code of ethics of the Charter of the County of Kaua'i shall be cause for fine, suspension, or removal from office or employment.
- VI. WHERE TO FILE.** All Disclosure Statements may be filed on-line, or by mail or in person to the address as follows:

**Kaua'i County Board of Ethics
c/o Office of Boards and
Commissions Pi'ikoi Building
4444 Rice Street, Suite 300
Lihu'e, Kaua'i, Hawai'i
96766**

**We suggest you make and retain a copy for your personal records.
DISCLOSURE FORMS ARE PUBLIC RECORD**



**BOARD OF ETHICS
COUNTY OF KAUA'I**

DISCLOSURE STATEMENT

THIS DOCUMENT SHALL BECOME A PUBLIC RECORD WHEN RECEIVED BY THE OFFICE OF BOARDS AND COMMISSIONS. PLEASE COMPLETE ALL SECTIONS, USE N/A IF YOU HAVE NOTHING TO REPORT FOR A PARTICULAR SECTION.

I. GENERAL INFORMATION

NAME:

(First)

(Middle)

(Last)

Name of spouse: _____

POSITION TITLE: Indicate your elected or appointed County position, Board or Commission, or the public office you are filing for:

I am a Candidate for Public Office: _____
(Name of Public Office)

I am an Elected or Appointed official or delegated employee for Kaua'i County: _____
(Position Title)

I am an Appointed member of a Board or Commission: _____
(Name of Board or Commission)

II. EMPLOYMENT – List all current employment other than County employment (including part-time). Please identify acronyms appropriately.

Employer	Description of Business Activity	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

III. CURRENT ANNUAL INCOME – List all sources and amounts of income greater than \$1,000 (i.e. wages, income from rental or real estate, loan repayments, stock dividends, interest on savings or bonds, retirement income, social security, etc.) including your County of Kaua'i income.

Source (Required: name of company)	Current Annual Income (Round to the nearest \$10,000. If more than \$100,000, you may list > \$100,000)
_____	_____
_____	_____
_____	_____
_____	_____

IV. **BUSINESS INTEREST** – List all business, partnerships, or sole proprietorships and the percentage of interest in which you have an interest. Please identify acronyms appropriately.

Business Name	Description of Business Activity	Percent Ownership Interest	Check here if business contracts with the County
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>

V. **POSITION HELD IN BUSINESS OR ORGANIZATION** – List in the space below the information requested for all organization (whether corporations, non-profit corporations, unincorporated organization, partnerships, etc., and identify acronyms appropriately) in which you are an official of the organization (for example, president, vice-president, secretary, treasurer, trustee, agent, board member, etc.)

Organization Name	Description of Organization Activity	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VI. **CREDITORS** – List the name of every person, business, organization, or corporation (excluding credit cards) to whom you owe money.

VII. **REAL PROPERTY** – List the street address or tax map key number of any real estate in which you have an interest. (Pursuant to the Constitution of the State of Hawai‘i, Article XIV)

Address/Location	Tax Map Key Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

VIII. REPRESENTATION BEFORE GOVERNMENT AGENCIES – List the names of all persons, corporations, organizations, partnerships, etc. that you have represented before any government agency, (Federal, State, or County) board, or commission in the last five years:

Name of person, company, etc.	Board/Commission/Agency	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____

IX. CREDITOR INTEREST IN INSOLVENT BUSINESSES – List the name of any insolvent business which owes money to you.

X. CERTIFICATION

I hereby swear under oath and certify, under penalty of perjury, and pursuant to HRS § 710-1061, that all of the information provided in this report is true and correct. I understand that providing false information may be a violation of Federal and State law. I further understand that if I acquire or possess an interest that might reasonably tend to create a conflict of interest with my duties or authority, or I or a member of my immediate family, which includes parents, siblings, spouse, or children, is an owner, officer, executive director, or director of an organization in any matter pending before me, I shall make full disclosure of the conflict of interest and shall not participate in said matter.

Signature

Date