

The meeting was opened at 2:05pm online using Zoom Meeting

- I. **PRESENT: Directors:** Ed Kawamura, Jr. (Presiding); Leonard Vierra; Arryl Kaneshiro; Brad Seymour
Others: Jenni Scotti, Conservation Specialist; John Nelson, HACD Conservation Specialist; Kehaulani Medeiros, District Assistant/Program Support Specialist

- II. **REVIEW OF AGENDA (ADDITIONS/DELETIONS/CHANGES):** Add discussion regarding holding an Executive Session Meeting for East and West Kauai Board for staff interest. **Motion:** Arryl made a motion to accept this addition to the agenda, Brad second.

- III. **MINUTES:** Were not reviewed

- IV. **TREASURER’S REPORT:** Leonard offered the Treasurer’s report and it was e-mailed to the directors.

- V. **CORRESPONDENCE:** Information and flyers were e-mailed

- VI. **NEW BUSINESS:**
 - A. **NRCS REPORT:** No report

 - B. **CONSERVATION SPECIALISTS’ REPORTS:**
 1. **Jenni Scotti** gave her report for 10/13/2020:
 - a. **Trainings / Meetings / Learning**
 - i. Local Working Group Subcommittee meeting
 - ii. NRCS 2020 feedback call
 - b. **Plans / field visits**
 - i. Planning
 1. Planning and follow-up with 17 clients
 2. 5 Site visits
 3. Worked on 1 practice check-out
 - c. **Misc/News/upcoming events/future projects/goals**
 - i. CTA Planning & new requests
 - ii. Annual Report
 - iii. LWG meeting follow-up
 2. **John Nelson:** gave his report for 10/13/2020:
 - a. **Trainings / Meetings / Learning**
 - i. NRCS CART/Conservation DeskTop.
 - ii. Completed 2020 Conservation Plans
 - iii. Local working group subcommittee meeting
 - b. **Plans / field visits**
 - i. Planning
 1. 1 EQIP check-out
 2. CSP Check-out
 3. Multiple site visits
 - c. **Outreach**

- i. All outreach postponed due to pandemic
- d. **Misc/News/upcoming events/future projects/goals**
 - i. New EQIP plans 2021 (4 potential)

VII. REVIEW & APPROVAL OF CONSERVATION PLANS & COOPERATOR AGREEMENTS:

New Kauai Soil and Water Conservation District (SWCD) Cooperators: None

Conservation Plans: None

VIII. COMMITTEE REPORTS:

- A. **Garden Island RC&D:** No Updates
- B. **Grading Ordinance:** No Updates

IX. UNFINISHED BUSINESS: None

X. OTHER BUSINESS:

A. Meet new District Assistant Kehaulani Medeiros

- i. All Directors and Associate Directors introduce themselves

Discussion: Leonard asked what Kehaulani's schedule would look like during COVID, Jenni shared that today was her first day and this will be determined in the coming days. Jenni clarified that the office staff both telework and work in the office. Kehaulani is going to be working on her USDA access, and will be limited in some of the work she can do initially especially for her Program Support Specialist duties.

B. Local Working Group (LWG) Subcommittee update

Discussion: Had a meeting to discuss survey and future meetings. Jenni sent a survey draft to those who were a part of the subcommittee and they returned comments. She will be sending the final survey out today or tomorrow, giving it a 2-week period to answer the survey. Jenni shared that it was suggested to do the meetings by land use, so there would be 5 meetings, for 5 land uses, to go over priorities for the island, and then have a consolidated meeting afterwards to go over results. Survey email can be forwarded to any individual working with agriculture on the island. Jenni will send out the survey to all cooperators.

C. Monthly District meetings on ZOOM update

Discussion: State strongly discourages meetings in person. If groups are meeting in person, they still need to provide Zoom video conferences for people who aren't comfortable meeting in person. All board members agreed to continue with Zoom meetings.

D. Grant

Discussion: Ed asked Jenni about the NRCS grant submission funds. Jenni shared that she is working on the documentation, it is behind due to challenges throughout the summer, but she is working with Susan to finish the paperwork and make sure the numbers are accurate for the submission.

XI. ANNOUNCEMENTS / EVENTS:

A. Local Working Group Survey

- i. Survey is Open from 10/9/2020 – 10/23/2020

B. LWG ZOOM meetings based upon land use

- 1. 10/28/2020, 10/29/2020, 11/3/2020, 11/4/2020, 11/5/2020

C. Water Conservationist of the Year Presentation

Discussion: Will occur in November. Jenni will send an invitation to board members and work with Brad on getting pictures and writing an article/summary. Going to be on Zoom.

D. East & West Kauai SWCD Meeting

i. Employee review – executive session

Discussion: Jenni talked with Michelle to understand and explain how executive meetings work. Executive session with one board would act like a similar meeting, the Directors move into Executive session, and then move back into a public meeting to vote on anything that needs to be voted upon. When there are two Boards, after the executive session moves back into public session, each district will publicly vote on whatever was discussed if needed.

Motion: Arryl made a motion to have an Executive Meeting upon WK contingency to meet together to discuss employees. Brad seconded motion. Meeting will take place in about 2 weeks

E. 2021 Kauai Farm Bureau Fair-

Discussion: Brad gave us an update. It will be an Agriculture Festival instead of a Fair. Will be held in June on the soccer field by Vidinha Stadium.

NEXT MEETING DATE: Monday November 9, 2020 location TBD. Information will be posted on the online state calendar. <http://calendar.ehawaii.gov/calendar/html/event>

There being no further business, the meeting adjourned at 2:39 pm, written by Kehaulani Medeiros, District Assistant