

The meeting was opened at 3:09 pm online using Zoom Meeting

- I. **PRESENT: Directors:** Howard Greene; David Smith; Jon Ching  
**Associate Directors:** Umi Martin  
**Others:** Jenna Dunn, District Conservationist; Jenni Scotti, Conservation Specialist; John Nelson  
HACD Conservation Specialist; Maileen Manuel, District Assistant; Paul Togioka, County of Kauai
- II. **REVIEW OF AGENDA (ADDITIONS/DELETIONS/CHANGES):** No additions or changes
- III. **REVIEW OF MINUTES: Motion:** David made a motion to accept the minutes from March 16, 2020, Jon seconded. Motion was accepted unanimously.
- IV. **TREASURER’S REPORT:** David reported that there is no change in the balance, which remains at \$18,382.35. No expenses were incurred at this point. **Motion:** Howard made a motion to accept the Treasurer’s report. Jon seconded. Motion was accepted unanimously.
- V. **CORRESPONDENCE:** Information and flyers were e-mailed
- Discussion:** Jenni mentioned to check out all the correspondence attachments which contain the links. She also shared that there is a survey that CTAR is looking for regarding specialty crop growers. She also mentioned to everyone that if they can respond to the survey, then that would be great. Lastly, she shared that there is an Ag Safety webinar series for those that are interested.
- VI. **NEW BUSINESS:**
- A. **NRCS REPORT:**
1. **Jenna Dunn** gave her report for 4/20/21:
- a. **General – NRCS Staffing**
- i. Molokai DC – David Kamarauski
- ii. Assistant Director for Field Ops – James Elers
- iii. State Engineer – Susan
- iv. Intern – Andreas
- b. **Farm Bill Programs**
- i. 26 EQIP Applications
1. Less than half are eligible
- ii. More than 12 CSP applications
1. Waiting for FSA to assist with paperwork to figure out the final total.

**Discussion:** Jenna mentioned that the staff are still not able to be in the office due to ongoing mold and safety issues. She appreciates the board for supporting the request to move to a different location because it has been over 14 months. She specifically thanked Howard for supporting the request to move and stated that there is no reason to be out of the office at this point. Howard mentioned that he hopes that the request goes somewhere. Jenna shared that Travis is onboard with the move. David asked if there are potential sites that are being looked at. Jenna mentioned that they are open to suggestions, but she prefers that the location be in Lihue because she does not want to be far from farm service. David also asked if there are any minimum criteria. Jenna mentioned that the site should include parking and internet. Jenni mentioned the size being big enough. Howard asked what size Jenna’s office is. Jenna shared that we currently have six people; two additional people are coming on board; and will have a total of eight people. The office is undersized currently, and it is good that the move is taking place. Howard asked how many square feet Jenna’s current office is. Jenna mentioned that she would

have to look in her files in the office to find out the exact number. Howard and David were optimistic that there is office space available somewhere.

## **B. CONSERVATION SPECIALISTS' REPORTS:**

### **1. Jenni Scotti gave her report for 4/20/2021:**

#### **a. Trainings / Meetings / Learning**

- i. NRCS Programs meetings
- ii. Annual report meeting with the Districts

#### **b. Plans / field visits**

- i. Planning
  1. Planning and follow-up with 26 clients
  2. 16 Site visits/online meetings
  3. Worked on 2 practice check-outs
  4. Completed 1 plan

#### **c. Outreach/Education**

- i. Ag Xcel through Grove Farm
  1. Panel for Ag resources
- ii. Partnership with Department of Water
  1. Keiki poster contest regarding water conservation
- iii. 2021 Topic
  1. Healthy Forests, Healthy Communities

#### **d. Misc/News/upcoming events/future projects/goals**

- i. County of Kauai contacted the District about watershed management
- ii. Farm Bill Programs – CSP & EQIP planning and contracting
- iii. Annual Report Meeting
- iv. CTA Planning

**Discussion:** Jenni shared that the Department of Water has requested a partnership to do a Keiki poster contest that is related to water conservation. Initial discussions have been initiated. Jenni mentioned that she told them about the existing poster contest and how the contest could be done at a different time of the year. The water conservation poster contest will not happen this year but will probably happen in the spring of next year. Jenni also shared that she intends to start developing the material that can be sent out to teachers for the poster contest this year. She fully expects that Kauai will be participating this year since the contest was not held last year. Jenni also shared that the county contacted the District about having a meeting regarding watershed management. Jenni mentioned that they are still collecting rough information, but they did want to meet with the Districts at some point. The county is mainly asking for information and resources.

### **2. John Nelson: gave his report for 4/20/2021:**

#### **a. Trainings / Meetings / Learning**

- Multiple Trainings and Practice Updates.
- Completed all 2020 Conservation Plan(s).
- Completed two 2021 EQIP Plan(s).

#### **b. Plans / field visits**

- Planning

- Multiple Site Visits for 2021 Potential Clients.
- HEL Determinations.
- PSS (DMS) Uploads

**c. Outreach**

- All Outreach Postponed due to Pandemic.

**d. Misc/News/upcoming events/future projects/goals**

- New EQIP Plans 2021 (5 Potential).
- New CSP plans 2021 (3 potential)

**C. Meet the New District Assistant**

- i. Maileen Manuel

**D. Insurance Coverage for Employee vehicle use**

- i. See correspondence for announcement from HACD

**Discussion:** Jenni shared that West Kauai does not have the director and officer liability insurance. She is unsure about the status of the insurance with West Kauai. Jenni also mentioned that the general liability and driver's insurance need to be added for both East and West Kauai. The general liability should be covered by all districts regardless of employees. The vehicle insurance is completely covered by East Kauai unless West Kauai would want to cover 50%. And because East Kauai manages the budgets for the employees, the funding of the insurance will come out of the employee funding rather than the DLNR funds. She will follow-up with Michelle to distinguish between director and officer liability insurance and general insurance, and what each cover. Howard mentioned that he thought they voted on the insurances. Jenni mentioned that she will follow up with the status of the insurances. Jenna was also concerned about the implications on not having the insurances. She added that if the district employees got into an accident are the directors personally liable. Jenni clarified that the vehicle insurance and the general liability will help cover the accident. Jenni also shared that she does not know what happened to the Beehive insurance and will have to follow-up on it. The general liability was about \$480 a year. The combined general liability and vehicle insurance was about \$560 a year, which is covered by East Kauai. Howard was concerned if we could make the insurances happen. Jenni was confident we can make it happen. Jenni continued with the general liability being separate from the Beehive and that it needs a credit card to pay it. Since East Kauai has a credit card and West Kauai does not, the HACD recommended that East Kauai pays the general liability and West Kauai can pay East Kauai when the payment goes through. Jenna shared that East Kauai has been managing funds from NRCS on behalf of both districts. She was also clarifying if the insurances will cover the directors individually. Jenni clarified that the insurances covered the directors individually. Jenni lastly mentioned that she will have more information about the insurances by next meeting.

**E. HACD Quarterly Meeting summary**

**Discussion:** Jenni shared that NRCS provided an annual report and she forwarded an email with the annual report to the directors. Jenni also shared that an NACD representative, Ariel, discussed the different types of outreach programs, the different of types of technical assistance grants that they had given out, and that there will be more grant opportunities in the Fall. Jenni also recognized the Vice Chair from Maui, Mae, for getting things passed through legislature in the state of Hawaii, and making sure things are covered. Jenni also shared that in regard to the HACD Annual meeting, all resources for funding should be brought in to help all districts across the state and to keep funding for employees steady. Mae will be spearheading that discussion in June. These discussions will be in conjunction with the HACD meeting, which will happen in June. The HACD

meeting will be online around the third week of June. Jenna questioned that since the meeting is being held remotely, was it is more open for director participation. Jenni was not sure if the meeting was more open to director participation and will confirm with Michele. Jenni also shared that the previously discussed insurance was discussed. As well as sharing that the current Governor's emergency proclamation regarding the state boards conducting business online will expire July 31<sup>st</sup> 2021. The OIP is also working on a proposal to make it a permanent option that boards can do a physical and virtual participation. Jenni also shared that the HACD is trying to make the funding for the HACD position at a base budget which will solidify the funding for each year. Lastly, Jenna had a question regarding if Ariel can do a training on alternative funding for districts. Jenni clarified that there is a webinar related to funding that is held once a month. Lastly, Jenna added that Ariel has made herself available to the districts to help with certain things, such as: looking for other sources of funding; acquiring a new position; or securing long-term funding for current positions.

#### **VII. REVIEW NEW COOPERATOR AGREEMENTS & CONSERVATION PLANS:**

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

#### **VIII. STANDING COMMITTEE REPORTS:**

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

#### **IX. UNFINISHED BUSINESS:**

- A. **Combined East and West Kauai meeting:** TBD

**Discussion:** Jenni questioned if a combined meeting would take place. Jenni shared that during the last discussion, the West Kauai board would try to do a combined meeting in May. East Kauai did not yet vote on the combined meeting. Jenni mentioned that May would a good time to have the combined meeting because it is before the annual HACD meeting and general discussions can be held. Jenna mentioned that it be good to have a combined meeting at least once or twice a year so that everyone on both boards will be updated on the status of each board. Jenni shared options on how the districts can schedule a combined meeting. Howard suggested that East Kauai join West Kauai's scheduled board meeting in May. Jenni mentioned she will confirm with East Kauai.

- B. **District video camera/web camera**

**Discussion:** Jenni mentioned that Maileen did do research on the camera and provided some options. Jenni also mentioned that a microphone/speaker will also be needed, which Maileen will do some research on. Jenni shared the price range for both the camera and the microphone/speaker. David suggested that the Districts invest in a good quality and microphone/speaker that will not be obsolete. **Motion:** Howard made a motion to spend up to \$1500 on audio and visual equipment. David seconded. Motion was accepted unanimously.

- C. **Physical Meeting Discussion**

**Discussion:** Jenni shared that Adam brought it up in the last meeting and that the physical meeting is pending based on the resources. Jenni mentioned that though it was agreed upon to purchase a web camera, however, the

camera will not be available in time for the next meeting. The meeting will be held on an online format until the Districts have all the right equipment.

X. **OTHER BUSINESS:** None

XI. **ANNOUNCEMENTS / EVENTS:**

A. **NRCS Grant Meeting:** Meeting will be on Wednesday April 21<sup>st</sup> at 1:00 PM.

**Discussion:** Jenni mentioned that she emailed the grant to the West Kauai directors. If the directors are not able to attend the meeting, then they should read through the grant and watch the recorded video of the meeting. Jenna mentioned that if the directors are not able to make it to the meeting, then she is willing to share their questions with Susan Kubo during the meeting. Jenni also mentioned that it is important for the directors to attend because it will help them understand that the grant is one of the major components that fund the district employee positions.

B. **2021 Annual Report:** Articles are due May 10<sup>th</sup>

**Discussion:** Jenni shared that because the HACD will not be in person, more time can be taken with the annual report.

**ADJOURNMENT:** Meeting adjourned at 4:10 p.m.

**NEXT MEETING DATE:** Tuesday May 18, 2020 at 3 p.m. 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 4:10 pm, written by Maileen Manuel, District Assistant and edited by Jenni Scotti, Conservation Specialist.