

The meeting was opened at 2:13 pm online using Zoom Meeting

- I. PRESENT: Directors:** Ed Kawamura, Jr. (Presiding); Arryl Kaneshiro;
Online: Brad Seymour; Eric Hansen; Emilie Kirk
Associate Directors: Darren Tamekazu; Jerry Ornallas
Others: Jenni Scotti, Conservation Specialist; John Nelson, HACD Conservation Specialist; **Online:**
Paul Togioka, County of Kauai; Jenna Dunn, NRCS Lihue FO District Conservationist; Sally Rizzo
- II. REVIEW OF AGENDA (ADDITIONS/DELETIONS/CHANGES):** None
- III. MINUTES: Motion:** Eric made a motion to accept the minutes for 3/14/2022. Emilie seconded. Motion was accepted unanimously
- IV. TREASURER’S REPORT:** The treasurer’s report for April were sent by e-mail to the directors. Arryl noted general expenses including payroll expenses.
- V. CORRESPONDENCE:** Information and flyers were e-mailed as well as provided at the meeting.
- VI. NEW BUSINESS:**
- A. NRCS REPORT:** Jenna Dunn provided her report for 4/11/2022 in the correspondence
- 1. General**
 - i. PIA Director-JB Martin is Acting
 - ii. Assistant Director for Programs- Jill Ficke-Beaton is Acting
 - iii. State Engineer- John Mathews has been selected
 - iv. Lihue F.O. Soil Conservationists- 2 have been selected, Final Job Offer- 1 accepted & 1 pending
 - v. Area Programs Specialist- position to be announced on USAjobs.gov
 - vi. Programs Manager- position to be announced on USAjobs.gov
 - vii. Asst Director for Programs- position to be announced on USAjobs.gov
 - viii. Management Analyst- application period closed 3/7/22
 - ix. Director- position to be announced on USAjobs.gov
 - x. Office- not going to have a permanent office for ~2+ years. Looking for temporary space. Something to lease of land we can put a mobile unit on.
 - 2. Farm Bill Programs**
 - i. EQIP- 15 applications, 4 High priority
 - ii. AMA- 3 applications
 - iii. CSP- 1 application
 - iv. Several clients behind and/or cancelling due to issues related to COVID-19

Discussion: Jenna shared that she is working with DC and State for temporary space. There has not been much success as there were a requests for proposals sent with no response yet. Jenna is looking for space in government including local, state or federal that the office could use temporarily. There is also discussion of a mobile being used on leased land that has access to water and power. Jenna also shared that with the mold, there is testing that will need to take place for the files in the office. Jenna requested input from the board if there are any other ideas or recommendations for temporary space. Arryl asked how many NRCS planners were currently in the office, Jenna shared that there are no NRCS planners in the office at this time.

B. CONSERVATION SPECIALISTS' REPORTS:**1. Jenni Scotti** gave her report for 4/11/2022:**a. Trainings / Meetings / Learning**

- i. NRCS all employees' meeting

b. Plans / field visits

- i. Planning
 1. Planning and follow-up with 15 clients
 2. Worked on 6 practice check-outs, completed 2
 3. 6 Site visits/online meetings

c. Outreach/Education

- i. POSTER CONTEST
 1. Theme is "Healthy Soils, Healthy Life"
 2. Goal is to get letter drafted and sent in the summer
 3. Will use previous outreach material
- ii. CAP CONTEST
 1. Will discuss with HACD to discuss contest for this year
 2. Working on letter for teachers to gauge interest

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

- i. Level III planner certification
- ii. EQIP Planning
- iii. AMA Planning
- iv. CSP Planning
- v. Annual Report
- vi. CTA Planning
- vii. New Clients

Discussion: For outreach material, previous material may be able to be used, unfortunately physical outreach materials that was previously put together is in the office and may not be able to be used.

2. John Nelson: gave his report for 3/14/2022**a. Trainings / Meetings / Learning**

- i. Multiple Trainings and Practice Updates.
- ii. Continue PSS/BOX and RMS Plan for Conservation Planner Certification III

b. Plans / Field visits

- i. (4) EQIP, (0) CSP Checkouts.
- ii. Multiple Site Visits for 2022 and 2023 Clients.
- iii. HEL Determinations

c. Outreach / Education

- i. None Planned

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

- i. New EQIP Plans 2022 (4 HIGH Ranking).
- ii. Acquired Certified Planner I Status
- iii. Begin 2023 New Client Contact and Site Visits

- C. **East Kauai Treasurer:** Arryl was nominated. Eric made a motion to have Arryl as the treasurer for East Kauai SWCD. Ed Seconded. Motion was accepted unanimously.
- D. **Annual Work Plan Fiscal Year 2022:** Arryl shared that it will be emailed to directors for review. Arryl noted little change except for smaller numbers due to no outreach and little travel. Arryl shared that will need to follow up with NRCS cooperative grant. The plan will need to be voted upon before submitting to the County, but the directors will need to review. Fiscal year 2023 will be discussed after this one is approved.
- E. **Combined meeting:** Requesting if it should be in May or June, Ed asked who hosted last. Jenni shared that it was West Kauai through ZOOM. Jenni recommends that West Kauai’s meeting space be used since it is a guaranteed location that is large enough to hold two groups. Jenni requested topics to be discussed in the combined meeting. One topic would be office discussion for letter regarding office space challenges. Jenna recommended discussing a district manager. Arryl made a motion for a combined meeting with West Kauai SWCD in June. Ed seconded. Motion accepted unanimously.
- F. **Annual Picnic:** East Kauai would be the host as West Kauai is hosting the annual dinner. Ed recommended in Niumalu Park (Nawiliwili). Ed made a motion to host the annual picnic in August or September. Arryl seconded. Motion accepted unanimously. Food will be discussed later, but Ed requested catering.

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 Report.
- B. **Grading Ordinance:** Violations cited in Wailua as well as a Kalaheo property. Jenna requested that Paul share the violations with the office as violations mean that work with those individuals are to be suspended until violation is cleared. Jenni shared that the district policy is the same unless the individual is actively working to fix the violation and needs assistance with information to clear it.

IX. UNFINISHED BUSINESS:

- A. **OIP-Sunshine Law Review:** Jenni sent the addendum to public meetings “Sunshine Law”. Jenni highlighted a few important points. In order to have online meetings there must be a physical location for in-person testimony. Jenni will continue to follow-up with public testimony as individuals need to be able to submit testimony 48 hours ahead of time. Jenni is uncertain if there has to be a recorded options or if it can just be e-mailed. If a meeting loses connectivity, then the board has 30 minutes to reestablish connection, if this does not happen then no more voting can take place and another meeting would need to be scheduled. Board members need to call their names, especially if there is anyone else is attending the meeting remotely with them. Directors will need to have video when they are attending remotely, unless something prevents them and then they will need to announce their name any time they speak. For voting, if it is unanimous, then it can be a simple vote, if there is anything that is not unanimous then each director would need to call out their name and vote. All directors must be able to be heard. All authorized individuals need to be announced (for example in executive session no unauthorized individuals can be present if anyone is attending remotely).
Jenni reminded that it is good to understand this law as there have been boards throughout the state that have been out of compliance in various ways so want to ensure Kauai SWCDs are in compliance.
- B. **East Kauai SWCD Cooperator of the Year:** Jenni reminded that in order to be cooperator of the year

they will need to be a cooperator with the East Kauai SWCD. Jenni shared that she sent an e-mail to the board of cooperators, previous winners, as well as couple of options. Saiva Siddhanta Church and Samantha Henriques have been discussed. John shared that Saiva Siddhanta Church installed high tunnels that collects water for use back on the crops. Jenni shared that Samantha Henriques has a goat operation with high slopes that is a continuous process. Samantha also works to make sure it is successful, so rather than try one thing she will try multiple things to make it happen. Jenna shared that this site is challenging and that many would write off the site. Jenna also shared that she does her own research as well as working towards sustainability and management for even a small site. Next meeting will discuss and vote for the 2021 cooperator of the year.

- C. **Wailua Park Clean-up** (Ed) – Ed shared that the contact did not return information to him so he will continue to look for a different contractor. Ed shared that the state used to clean the site, but they do not do this anymore.

X. **OTHER BUSINESS:**

- A. **Physical Meetings:** Jenni shared that the process for finding locations. The Veteran's Hall was around \$250 per meeting. The War Memorial Center is being cleaned, though may be an option, though they charge \$100 per meeting. Brad shared that the chamber of commerce has a room for around \$20 per meeting. He will share more information and Jenni can look into this option. Jenni shared that the Lihue library would be an option, but their conference room is currently not available and may not be available until the summer. Jenna noted that the cost was \$20 per meeting. KCC the permanent room number is unknown and is \$30 for each meeting. Jenni has not had success with contacting the Lihue Neighborhood center. Darren asked if the State building might be an option, but only those that have offices in the building can use it regularly. Previously the district used the room due to partner CTAHR hosting trainings/meeting, but never for regular monthly meetings. For now, KCC will be used until another option presents itself.
- B. **Office Space Update:** Provided in Jenna Dunn's report

XI. **ANNOUNCEMENTS / EVENTS:**

- A. HACD Annual meeting possible (Puna – BI): most likely will not happen due to short notice, but HACD quarterly meeting will discuss.
- B. Annual Dinner: Canceled, will be hosted in Nov/Dec 2022
- C. Jenni noted that will need to add to next meeting agenda, but two terms are up June 2022

NEXT MEETING DATE: Monday May 9, 2022, 2:00 PM, at Kauai Community College, Room TBD. Information will be posted on the online state calendar. <https://calendar.ehawaii.gov/calendar/>

There being no further business, the meeting adjourned at 3:09 pm, written by Jenni Scotti, Conservation Specialist