

The meeting was opened at 2:07 pm online using Zoom Meeting

- I. **PRESENT: Directors:** Ed Kawamura, Jr. (Presiding); Arryl Kaneshiro; Brad Seymour  
**Associate Directors:** Darren Tamekazu; Jerry Ornallas  
**Others:** Jenni Scotti, Conservation Specialist; John Nelson, HACD Conservation Specialist; Paul Togioka, County of Kauai; Saydielyn Arakaki, NRCS Lihue FO Engineer; Emilie Kirk, CTAHR Extension.
- II. **REVIEW OF AGENDA (ADDITIONS/DELETIONS/CHANGES):** Edit on the Agenda that the Treasurer's report is for July to November
- III. **MINUTES: Motion:** Arryl made a motion to accept the minutes for 6/14/2021, Brad seconded. Motion was accepted unanimously
- IV. **TREASURER'S REPORT:** The treasurer's report for July to November by e-mail to the directors provided by Leonard.
- V. **CORRESPONDENCE:** Information and flyers were e-mailed  
**Discussion:** Jenni shared that OIP has provided training and information on meetings starting in January that the Directors can review.
- VI. **NEW BUSINESS:**
  - A. **NRCS REPORT:** No report
    - a. **Saydielyn Arakaki** introduced herself as the Lihue office dedicated engineer.
  - B. **CONSERVATION SPECIALISTS' REPORTS:**
    1. **Jenni Scotti** gave her report for 11/8/2021 (report is for July through November):
      - a. **Trainings / Meetings / Learning**
        - i. NRCS PIA Pest Management Training
        - ii. HACD Quarterly meeting (in June)
        - iii. NRCS all employees' meetings x 3
        - iv. Little Fire Ant webinar
        - v. Kauai coffee berry borer and coffee leaf rust webinar
        - vi. NRCS FY22 programs roll out
        - vii. Level 1 Planners Certification
          1. Finished trainings and signed off for certification
      - b. **Plans / field visits**
        - i. Planning
          1. Planning and follow-up with 40 clients
          2. 3 completed plans
          3. Worked on 7 practice check-outs
          4. 28 Site visits/online meetings
      - c. **Outreach/Education**
        - i. TBD
      - d. **Misc/News/upcoming events/future projects/goals**

- i. Level III planner certification
- ii. EQIP Planning
- iii. AMA Planning and Contracting
- iv. CSP Planning and Contracting
- v. Annual Report
- vi. CTA Planning

**Discussion:** Jenni shared that she had gone to the mainland a second time and that family challenges as well as not being complaint for some components within Sunshine Law resulted in not having meetings since June. Jenni Shared that EQIP and AMA application deadline is November 15<sup>th</sup> and that people should contact cell phones since the office is still not in office.

**2. John Nelson:** No Report

- C. Review Agenda and Minutes Format:** Review and update with consideration to sunshine law. Jenni Shared that the Agenda cannot have any sections that are blank which is one of the ways the Districts were not compliant. So Other Business cannot remain blank. If there is anything that needs to be added then it is best to wait and add to the next meeting agenda, if it is urgent, then there needs to be a 2/3rds vote in order to add to the current agenda. Jenni asked if it is best to remove other business since it was used when topics came up during the meeting. Arryl shared that we could leave it in the agenda and just list none under the topic. Arryl discussed that other business is used for things that do not fit into new business or unfinished business.

Jenni shared that this discussion is also due to an attorney who is following up with sunshine law compliance with the DLNR boards. A letter was sent in 2017 which requested agenda be mailed to him by postmarked 6 days prior. Several SWCD boards out of compliance and had to cancel meetings. He attended a West Kauai SWCD meeting that showed we were out of compliance for ADA accommodation.

Jenni asked if there are any requested changes to the format to the agenda and minutes, there were no comments.

- D. District Assistant Update:** Ed asked about office and the district assistant position. Jenni clarified the history of the position for the past 3 employees that only lasted about a month each. She shared that one of the complaints that was the same for all three was that since the were not in the office, it was difficult in learning the role as well as not having enough work to meet the 40 hours a week as they would normally be helping with office organization and filing needs that does not happen being out of office. Jenni is uncertain what the position looks like moving forward but maybe once the office is in the temporary space that would be in a better place for hiring a person. A thought is possibly attempt to hire a someone part time for now though that makes it difficult to recruit as the goal was to be a full time position with benefits.

Arryl asked what was happening with the space for districts and USDA offices in that building. Jenni shared that everyone is potentially moving, and she is uncertain about the FSA continuing to work in the building. Arryl asked if we could find a different office and if districts could be separate or with NRCS. Jenni shared that there are agreements with NRCS that they provide space and

equipment for SWCDs. Jenni noted that there are districts that have their own space, but on Kauai, we share the space with NRCS.

- E. NRCS State Technical Advisory Committee Meeting:** Jenni shared that Kauai does not have anyone on island attending these meetings. These meetings share information to partners from NRCS about opportunities around the state, as well as participation of subcommittee meetings. Jenni noted that it could be a director or associate director. And she also shared that this is difficult to add to the workload of the district employees and really needs to have a district representative from Kauai boards. Ed offered to attend meetings. Jenni shared that the next meeting is 1pm tomorrow and she believes it is either once a month or once every other month and she can forward the information. Brad shared that the meetings were good, and it would be good to attend. Darren and Arryl requested the information and will attend if can.
- F. SWCD Director requirements:** Jenni wanted to clarify the requirement for the role, she shared that the only requirements are that the individual lives or works in the district they sit on the board for. She shared that there are 2 appointed by the SWCD board and 3 elected position which requires ag community votes. Generally ag individuals are usually preferred, but the individual does not need to be associated with any agriculture operation especially if the Board decides to vote them in or if they are able to get the required community votes.
- G. Office Space Update:** Jenni shared that employees won't be able to access the office space permanently including access of files. NRCS is working on temporary office space that employees can use 2 to 3 times a week as well as a temporary storage location for documents and files. She is uncertain what that will look like. Kuleana workspace is most likely proposed location location for a temporary office.

#### **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:** No Updates

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

- A. New SWCD director:** Ed shared that Emilie Kirk from CTAHR is interested in sitting on the board. Emilie wanted to see what it entails. Ed shared that previous CTAHR individuals were on the board and feels it would be great to have someone from CTAHR again. Arryl shared that Emilie would be a good asset on the board, Brad agreed. Jenni shared that this is an appointed so the board will need to vote the position in. Arryl requested that this be added to the next meeting for a vote.
- B. SWCD Treasurer:** Leonard is helping for now, but the board needs a treasurer. Arryl asked how long it would take, Ed shared about an hour a month. Jenni shared that one thing which requires more time are the grants and reporting but outside of that not much more than an hour a month. Arryl asked to meet with Ed to discuss before potentially committing.
- C. East and West Kauai joint meeting:** Discussion that it was supposed to take place in November, but due to meeting being canceled this would not be possible this time. West Kauai voted to have two

meetings a year, November and May proposed. Jenni shared that this coming December could have a combined meeting. Ed requested to confirm with West Kauai to have a combined meeting in December. Arryl made a motion that East Kauai SWCD will have two meetings a year with West Kauai, Brad Seconded. Motion was accepted unanimously. Ed Made a motion to have a meeting with West Kauai in December conditional to West Kauai meeting agreement. Arryl seconded. Motion was accepted unanimously.

**D. Physical/Online Meetings:** Jenni shared that January is when OIP requirements will need to be in place for meetings. Directors and Jenni will need to follow up with training and requirement documents from OIP. Jenni shared that we have the video and speakers for combined meetings. Ed has someone who could help us. Arryl shared that Kauai County Counsel investigated this as well and he feels there may be some challenges in having the physical/online meeting combination since there may need be a designated site for people who want to testify. He wasn't certain if that stipulation made it into the final document. Jenni will review the documents and requested that directors also jump in to read to assist in ensuring we are compliant.

**X. OTHER BUSINESS:** none

**XI. ANNOUNCEMENTS / EVENTS:**

**A.** Ed shared that the Wailua arboretum by Coco Palms that was dedicated to Augie Suza needs clean-up. Previously DLNR helped clean up the part. Ed requested that East Kauai look into hiring someone to clean up the park. Ed will get a couple bids and bring to the board. Ed also shared that Nawiliwili has two trees dedicated to Ted Inouye. Jenni requested more information to consolidate about dedicated SWCDs projects, Ed shared he would provide pictures.

**NEXT MEETING DATE: Monday December 13, 2021 location TBD. Information will be posted on the online state calendar. <https://calendar.ehawaii.gov/calendar/>**

There being no further business, the meeting adjourned at 2:54 pm, written by Jenni Scotti, Conservation Specialist