

# KONA SOIL AND WATER CONSERVATION DISTRICT

## BOARD OF DIRECTORS MEETING MINUTES

Thursday, October 21, 2021

Meeting Held: ZOOM

Directors Present: Jeff Knowles, Barbara Anderson, Steve Foelber, Keli'ikanoe Mahi, Greg Hendrickson

KSWCD Staff: Robin Hill

NRCS Staff: Laura Nelson, Pulelehua "Lele" Kimball

- I. **WELCOME:** The KSWCD Board Meeting called to order 8:11 am by Chairman Knowles.
- II. **MINUTES:** Thursday, September 27, 2021 KSWCD Board Meeting Minutes \* *Motion made to approve Meeting Minutes from September 2021. Approved.*
- III. **REPORTS:**
  - a. **Financial / Treasurer's Report (KSWCD):** Robin - Reports sent via e-mail to all directors prior to Meeting for Board review. **Accounts Payable:** Total (\$2,016.92): \$934.64 Janet's Final Expenses/\$476 Mary – District Vehicle Use/\$292 Nisbett Business Service (includes 6month service and Leo's Page creation)/\$314 Robin – Quickbooks Purchase. **Statement of Financial Position:** General Checking: \$2058.64 / County Funds: \$42,393.08 / Savings: \$45,136.60. **Statement of Financial Income and Expense:** \$14,920.88 Payroll Total Expenses. Barbara's ATM Card turned into bank, new one issued to Robin, and will be used to purchase Microsoft for District Computer. CPA has volunteered some hours to get Quickbooks cleaned up and grants in correct class. Proposal and resume submitted for Debi Kokinos, CPA and forwarded during the meeting. \* *Motion made to approve Statement of Financial Position, Statement of Financial Income and Expense, P&L July – September, Accounts Payable Report from September 2021, as well as CPA QuickBooks clean-up. Approved.*
  - b. **Natural Resource Conservation Service (NRCS):** Laura - 2022 applications moving forward fast pace with EQIP with 17 applications already signed, and 27 plans expected to move forward. November 15th cut-off date. Kona RCPP can set own cut-off date. Still holdover money for Hawaii-wide RCPP for 2014 Farm Bill \$142,000 specified projects DLNR projects around state due November 15th. CSP Conservation Stewardship Program is a little later timeline and cut-off is February 25th. If not a good candidate for Soil Health EQIP than possibly good for CSP candidate. RCPP agreement will start to be crafted with Jeff, Greg and Susan. Local scale and how to handle specific for grant proposal: hiring coordinator, allocating technical assistance, etc. Draft Rank Pool Allocation for EQIP with several mandatory rank pool: social disadvantage 5%, beginner farmer 5%, wildlife 10%, etc. TCPP 50% right of the top. STAFFING UPDATES: Carl Rosetti Certified Engineer Technician is retiring. Engineer Trainee is Janeesa "MJ" Pagan.

- c. **Targeted Conservation Delivery (TCD):** Laura - Soil Health based on 10 EQIP first three years. Presentation being presented to Leadership Team on Monday. Final funding allocation is November 15th. Other items added to that plan is the partner contribution is ¼ of Robin's time (County grading and grading is appropriate to help with soil health); part-time project coordinator for soil health plan; chipper loan program; Hiki Ola grant as a partner and contribution towards. District decision in how to manage RCPP and TCD with a project coordinator - \$ from both agreements. Can hire consultant for certain hours too! 2023 TCP deadline is July 29th. Lele has a mocked-up proposal.
- d. **National and Hawaii Associations of Conservation Districts (NACD & HACD):** Robin -County Reports are overdue and need to be done. Robin meeting with Marcia and Glenn for introductions and to review reports.
- e. **Regional Conservation Partnership Program (RCPP):** Greg and Laura - Collecting information. Part of this needs to be part of the supplemental agreement development with NRCS, and how money flows with different tasks. What people need to accomplish over the different grants: one person? Part-time person and contractor? Group of contractors? Need to identify and understand what the District needs to be achieving from the grant proposals. CPA Proposal is perfect for helping us get District set-up and optimize resources. District has promised a lot of work with these grants! PIG to discuss District 12-month workplan, resources, budget, scope of work for individual positions and contractors: Greg, Laura, Steve, Barbara (Monday 10/25/21 @ 2pm). Supplemental agreement work begins with Susan Kubo tomorrow.
- f. **Big Island Resource Conservation and Development (RC&D) Report:** nothing new to report this month.
- g. **District Planner (KSWCD):** Mary is on vacation. Jeff is meeting with Dale Gomes of the County today to look at flooding damage on Napo'opo'o Rd and St John's Rd. Laura and Lele will be going along too! Jeff and Lele talked about the Kona Hills floodwater and reaching out offering Conservation Plan.
- h. **Monthly & Conservation Assistant Reports (SF-425, SF-270, etc.)** Robin -We have request in for reimbursement for Janet's expenditures; All reports are in the process of being updated and added to a calendar so we can stay current on all reports.
- i. **Long Range Planner Report:** Laura – Janet has been off boarded but tidying the last few items on the final. Jeff has suggested a plaque to be awarded to Janet. Jeff will order and submit bill \$150
- j. **New Cooperators:** nothing new to report.
- k. **Subdivision Reviews:** nothing new to report.

#### IV. OLD BUSINESS:

- a. **Leo's Club** – 3000 mailings sent out October 8th. Ran through Zoom practice last night. October 24th @ 3pm will be the Zoom presentation. Please join us.

- b. **Cooperator of the Year** – Future Forest for their Native Plant Restoration at Palamanui. Winner needs to be notified, sign ordered, and tour scheduled.
- c. **Outreach** – Nisbett Proposal \$1,185 sent via e-mail prior to meeting includes complete Website overhaul with Search Engine Optimization, no additional proposals received. Leo Page created (and will be billed to them). Barbara may have an additional referral. Steve states Nisbett Proposal very reasonable for the scope of work. \* *Jeff motioned we approve Website Proposal. Approved.*
- d. **Hiki Ola Outreach Grant Opportunity** – Keali’ikanoe Grant Proposal due 10/25/21, and have been working with Greg, District and Halau to help Native access to Farm Bill, and demonstrations for agroforest sites. Incorporating feedback from Susan Kubo. Have included someone from District for Outreach – Cooperator invitations to workshops.

**V. NEW BUSINESS:**

- a. Next Meeting will be in-person optional at Greg’s Office along with Zoom option, Thursday, December 16th @ 8am.

**VI. ADJOURN** Board Meeting adjourned by Chairman Knowles.