

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

- I. **PRESENT: East Kauai Directors:** Ed Kawamura, Jr.; Arryl Kaneshiro; Eric Hansen
West Kauai Directors: Howard Greene; Adam Killermann; Blaise Boyle; David Smith (non-voting due to State form submission); Kalaniumi Martin (non-voting due to State form submission)
East Kauai Associate Directors: Darren Tamekazu, Will Lydgate
Others: Jenna Dunn, District Conservationist; Jenni Scotti, Conservation Specialist; John Nelson, HACD Conservation Specialist; Paul Togioka, County of Kauai; Emilie Kirk, UH-CTAHR; Saydielyn Arakaki, NRCS Civil Engineer; Justin Brown; Shreeyesh Rawal

- II. **REVIEW OF AGENDA (ADDITIONS/DELETIONS/CHANGES):** No additions or changes.

- III. **MINUTES: East Kauai Motion:** Arryl made a motion to accept the minutes for 11/8/2021, Eric seconded. Motion was accepted unanimously.
West Kauai Motion: Arryl made a motion to accept the minutes for 11/16/21, Adam seconded. Motion was accepted unanimously.

- IV. **TREASURER’S REPORT:**
 - A. **East Kauai:** Treasurer’s report offered through e-mail
 - B. **West Kauai:** David offered the Treasurer’s report for 12/13/2021

Discussion: David shared that there was a warning from the bank due to non-activity but that he cleared it.

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

- VI. **NEW BUSINESS:**
 - A. **NRCS REPORT:**
 1. **Jenna Dunn** gave her report for 12/13/2021:
 - a. **Farm Bill Programs**
 - i. Around 40 EQIP & AMA Applications

Discussion: Jenna shared that the applications are about double the usual and only have half of the staff. Jenna hopes that there will be more funding to Kauai. She will be looking into Programs Support Specialist for the office.
Jenna shared that there is a temporary workspace at Kuleana work at the mall for the office.
 - B. **CONSERVATION SPECIALISTS’ REPORTS:**
 1. **Jenni Scotti** gave her report for 12/13/2021:
 - a. **Trainings / Meetings / Learning**
 - i. NRCS all employees’ meeting
 - ii. NRCS Technology Rollout meeting
 - iii. NRCS Programs meetings
 - b. **Plans / field visits**

- i. Planning
 1. Planning and follow-up with 36 clients
 2. 1 completed plan
 3. Worked on 8 practice check-outs
 4. 24 Site visits/online meetings

c. Outreach/Education

- i. GoFarm Kauai Farmer Resources Class panel

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. Vacation till end of the year

2. John Nelson gave his report for 12/13/2021:

a. Trainings / Meetings / Learning

- i. Multiple Trainings and Practice & Program Updates.
- ii. 2022 Clients

b. Plans / field visits

- i. Planning
 1. Practice Check-out
 2. Multiple Site Visits for 2022 Potential Clients.
 3. Paperwork

C. East Kauai: New SWCD Director (Appointed)

Eric made a motion to have Emilie Kirk be a Director for the East Kauai SWCD. Arryl Seconded. Motion was accepted unanimously.

D. NRCS State Technical Advisory Committee Update (Ed): Jenni shared PowerPoint notes from the meeting offered through correspondence. Darren attended; Ed will attend next meeting.

E. District Assistant

Discussion: Discussion about posting the district assistant position. Ed shared that if there is an office, then the position can be posted for applications. Ed asked if there would be an office by May, Jenni clarified that it is still unknown and that currently there is still only temporary space, so remote work is still taking place. Umi asked if the office could use someone and if there is a place they can work. Jenni shared that the challenge for the last three individuals in the position felt that not having an office was challenging to both learn the roll as well as not having busy work. Umi asked if it could be part time. Jenna shared that having someone would help as help is being requested from other locations. Jenni shared a possibly of having them start a 2 to 3 weeks after their paperwork to give them time to get permissions as they could start working with all workload rather than what they have immediate access to. Jenna shared that her supervisor is aware of the challenges and that movement might be a little faster with clearing the paperwork.

East: Arryl made a motion to post the position at part time with the potential for moving to full time and having the positions start 3 weeks after paperwork completed. Ed seconded. Motion accepted unanimously.

West: Blaise made a motion to post the position at part time with the potential for moving to full time and having the positions start 3 weeks after paperwork completed. Adam seconded. Motion accepted unanimously.

F. National Conservation District Employee Association (NCDEA) Jenni has been asked to represent Hawaii (HACD) as Maggie Kramp (Maui) is retiring. She shared that learning about opportunities for employees around the nation as well as share ideas, grants, trainings, outreach etc. Jenni shared that attending the NACD annual meetings once in a while would be good. Jenni asked if she could attend the annual NACD meeting in February, though the Kauai SWCDs would have to pay. Jenni shared that funding generally came from the districts and Maggie has found other funds from other sources, but generally it would be the districts who fund the trip. Ed requested more information; Jenni shared the information she had. She shared that she is still worried about travel especially as the meeting is in Florida. Jenni shared that it is a 5-day meeting, but she would attend 3 of those days. She said cost for flight, hotel, meeting, food etc would be about \$2,500-3,000. Ed feels that it should be possible.

East: Arryl made a motion to send Jenni to the annual meeting with a budget of up to \$3,500, Eric seconded. Motion accepted unanimously

West: Adam made a motion to send Jenni to the annual meeting with a budget of up to \$3,500, Blaise seconded. Motion accepted unanimously

VII. CONSERVATION PLANS & COOPERATOR AGREEMENTS:

New Kauai Soil and Water Conservation District (SWCD) Cooperators: Jenni shared that there are several cooperative agreements, Jenni offered that it would be best to at the next physical meeting to present and sign those.

Conservation Plans: Shreeyesh Rawal presented his conservation plan with mitigation for potential erosion. Arryl made a motion to accept the conservation plan. Eric seconded. Motion accepted unanimously.

VIII. STANDING COMMITTEE REPORTS:

- A. **Garden Island RC&D:** Next Meeting will be February 8th.
- B. **Grading Ordinance:** No Updates

IX. UNFINISHED BUSINESS:

- A. **East Kauai SWCD Treasurer** Leonard has been helping out for now. Arryl asked if treasurer was for East or both, Ed clarified that it is for East only. Arryl offered to take the treasurer's position for the East Kauai SWCD board.
- B. **West KAUAI - Garden Island RC&D looking for new board member** Jenni shared that she sent the information about the board positions from GIRC&D. Jenni reminded the board that the person does not have to be a director but could also be an associate director. Umi offered to join the board, Jenni shared that she will ask Carolyn with GIRC&D to contact him.
- C. **East Kauai – Wailua Park clean-up (Ed)** Ed shared that there hasn't been a quote yet and would like to discuss at the next meeting.
- D. **Annual Dinner – West Kauai Host** Propose to have an annual dinner early in the year. Howard recommended we attempt to have in February. Jenni shared that restrictions will be changing soon so larger gatherings may be allowed soon. Will shared that it is 100 people outside. Jenni requested assistance for location and catering options. Umi asked if pavilions can be reserved and recommended

Salt Pond Beach Park, Jenni thinks that is possible. Jenni asked if we should cater or do barbecue, Blaise thought it would depend upon number of people. Jenni also clarified that a head count is needed that could possibly include 2019 and 2020 cooperator of the year and 2020 water conservationist as well as past directors and their families from the past years. Ed recommends that we include all. Howard offered that catering would be best. Jenni asked for recommendations and e-mail or text ideas. Howard made a motion to host the annual dinner in February, Blaise seconded. Motion accepted unanimously.

X. OTHER BUSINESS:

- A. **Office Space Update** see notes from District Conservationist.
- B. **Physical/Online Meeting update** Jenni shared that the proclamation is ending starting in January. She recommended that directors review the sunshine law and that it be reviewed at the next meeting. Remote meetings can be online but there must be a physical location offered for public especially for those that cannot use online technology. She shared that there are a few logistics for example, the quorum needs to be visible through video and roll call is important during votes. Trainings were sent though correspondence. Jenni also shared that we do not have physical location right now, East Kauai SWCD Kauai Department of Health conference room is currently unavailable. Ed shared to looking into the Veteran's Hall for east. Jenni shared that she has been unable to reach NTBG for use of their education meeting room for West Kauai SWCD. David Recommended Kukuiohono Park Hawaiian Garden. Jenni also asked if there is some flexibility for meeting alternative, Arryl clarified to avoid Wednesdays if possible.
- C. **SWCD Director on multiple boards follow-up** Jenni shared that this was a discussion from the last meeting, Jenni reminded the boards that the State requires that directors cannot site on more than one board at a time.

XI. ANNOUNCEMENTS / EVENTS: No announcement

XII. ADJOURNMENT: Meeting adjourned at 4:16 pm.

NEXT MEETING DATE:

East Kauai: Monday, January 10, 2022 at 2:00 PM. Location TBD. See online schedule for location information: <https://calendar.ehawaii.gov/calendar/>

West Kauai: Tuesday, January 18, 2022 at 3:00 PM. Location TBD. See online schedule for location information: <https://calendar.ehawaii.gov/calendar/>

There being no further business, the meeting adjourned at 4:16 pm, written Jenni Scotti, Conservation Specialist