

The meeting was opened at 3:00 pm online using Zoom Meeting

- I. PRESENT: Directors:** Howard Greene; Adam Killermann; Blaise Boyle; David Smith (recused from voting this month)
Associate Directors: Umi Martin; Richard Loero
Others: Jenni Scotti, Conservation Specialist; John Nelson HACD Conservation Specialist; Paul Togioka, County of Kauai; Justin Brown, Corteva; Saydielyn Arakaki, NRCS Lihue Engineer
- II. REVIEW OF AGENDA (ADDITIONS/DELETIONS/CHANGES):** Move discussions VI: D and IX: A to the beginning of the meeting.
- III. REVIEW OF MINUTES: Motion:** Blaise made a motion to accept the minutes from August 17, 2021, Adam seconded. Motion was accepted unanimously. Howard made a motion to accept the treasurers report, Blaise seconded. Motion accepted unanimously.
- IV. TREASURER’S REPORT:** David offered that there is no change. Jenni reminded that there are two checks. David has the financial report for the state that needs to be signed.
- 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:
1. Jenna Dunn provided report for 11/16/21 in correspondence:
a. General – NRCS Staffing
i. PIA Director- Chad Cherefko is Acting
ii. Assistant Director for Programs- Jill Ficke-Beaton is Acting
iii. Assistant Director for Management and Strategy- Julie Fischer has been selected
iv. State Engineer- Eunhye Kim is Acting.
b. Farm Bill Programs
i. EQIP- Application deadline was 11/15/21, we have at least 20 applications, they are still being entered
c. Office Space Update
i. Field office will be working in the Kuleana Workspace. This is part time and temporary

Discussion: Umi asked where Kuleana workspace is. Jenni shared it is at the Kukui Grove Mall. **Saydielyn Arakaki** introduced herself as the Lihue office dedicated engineer.

B. CONSERVATION SPECIALISTS’ REPORTS:

- 1. Jenni Scotti** gave her report for 11/16/2021:
a. Trainings / Meetings / Learning
i. NRCS all employees’ meetings x 2
ii. Little Fire Ant webinar
iii. Kauai coffee berry borer and coffee leaf rust webinar
iv. NRCS FY22 programs roll out

- v. Level 1 Planners Certification
 - 1. Finished trainings and signed off for certification
- b. Plans / field visits**
 - i. Planning
 - 1. Planning and follow-up with 23 clients
 - 2. 6 completed plans
 - 3. Worked on 6 practice check-outs
 - 4. 21 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
 - iv. CSP Planning
 - v. Annual Report
 - vi. CTA Planning

Discussion: Jenni shared that the little fire ant has a secondary population in Moloaa now. She shared that there is a website for more information and how to do testing which is recommended at least once a year. CSP application deadline will most likely be in January.

- 2. **John Nelson:** gave his report for 11/16/2021:
 - a. Trainings / Meetings / Learning**
 - Multiple Trainings and Practice Updates.
 - Continue PSS/BOX Conservation Planner Certification I and RMS Plan for Conservation Planner Certification III
 - b. Plans / field visits**
 - Planning
 - (2) EQIP, (1) CSP Checkouts
 - Multiple Site Visits for 2022 Potential Clients.
 - HEL Determinations.
 - c. Outreach**
 - Kukui Grove Booth for Outreach (Postponed).
 - There may be a food drive for the holidays and will share information if something comes up
 - d. Misc/News/upcoming events/future projects/goals**
 - New EQIP Plans 2022 (9 Potential).

Discussion: Howard asked about workload and if it is just for West side or island wide. John clarified that it is for island wide. Howard asked where most of the applications are, John shared that his were mostly on the south and west side. Jenni shared that generally west has most of the technical assistance plans and that east has more for the small farm assistance. David asked what the land use were this year. John and Jenni shared that there are quite a few livestock applications this year. Though usually crop is the main land use.

- C. Garden Island RC&D looking for new board member:** Jenni shared that Gary retired so that West Kauai needs a new board member. The person can be a director or associate director. Howard asked if West Kauai had to have someone, Jenni shared that as the SWCDs are sponsors of GIRC&D there is a spot open. She shared that East Kauai's member is Ed. Adam asked how many people are on the board and if they are on zoom. Jenni wasn't certain how many are on the board and that they haven't had many meetings the last year. Howard found that there are 8 directors looking at an old list. Adam asked for a list of the board members and more information about the positions. David recommended a rotating board member, Jenni shared that is probably possible every couple of years.
- D. Vote in New Director/s:** Howard asked if this was an elected position, Jenni shared that it is an appointed position, but either it would officially be appointed by the board to finish out the term previously filled by Jon Ching ending 6/2022. Howard made a motion to appoint Kalaniami Martin as a director for West Kauai Soil and Water Conservation District for the remaining term until 6/2022. Adam Seconded. Motion was accepted unanimously. Howard asked about what the process is, Jenni shared that there are a few things to sign and send to DLNR. David shared that as his paperwork is behind, he offered this as an opportunity for anyone else to step in as a director. Jenni shared that David's position is an elected position. Adam asked if there were anyone interested, no one is interested at this time. David will move forward with his elected documents.
- Howard asked if the terms were 3 years. Jenni confirmed that director terms are 3 years.
- E. Meeting 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. Previously other business was used if something was discussed, and this cannot happen. 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.
- 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. That Kauai didn't receive until recently. Several SWCD boards out of compliance and had to cancel meetings. Umi asked if this was the one who attended the meeting in June that showed the districts were out of compliance for ADA accommodation. Jenni confirmed this was the case and that the June agenda also happened to be miss posted missing the ADA information.
- F. NRCS State Technical Advisory Committee Meetings:** 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. Director is needed as for representation and decisions. Jenni will forward minutes from the meetings but otherwise no one from Kauai has been attending. David asked how often the meetings take place, Jenni is pretty sure it is either monthly or every other month. Jenni is asking for interest in attending meeting and to let her know if anyone would like to attend and she will forward the details.

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: re-announced that new supervisor.

IX. UNFINISHED BUSINESS:

A. Combined East/West SWCD Meeting: East is willing to do the meeting in December if West is willing. Howard made a motion for a joint meeting with East Kauai SWCD in December. Blaise seconded. Motion accepted unanimously. Jenni asked if they are partial to which day to have the meeting, so the meeting will be with East Kauai's meeting dates.

B. Water Conservationist of the Year: Howard recommended we do not have one this year.

C. Annual Dinner: Discussion about date and location. Jenni reminded that Umi recommended picnic at a max 25 people. Jenni shared that the state requirements were not clear, they only spelled out larger events such as concerts. Howard asked to put this discussion on the next meeting agenda to discuss between both boards.

X. OTHER BUSINESS:

A. Office Space Update: Jenni shared that the office is no longer able to access the office. The shared space at Kuleana workspace at the mall. Jenni is unsure of location of new office location but all three offices will be moved.

B. District Assistant Update: 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 they 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 to 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.

C. 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. Howard asked if someone could be on both boards. Jenni is pretty certain that is not possible but will follow-up with Michelle.

XI. ANNOUNCEMENTS / EVENTS:

John shared that he will be in touch regarding food drive/donation contributions.

ADJOURNMENT: Meeting adjourned at 3:47 p.m.

NEXT MEETING DATE: Monday December 13th 2 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 3:47 pm, written by Jenni Scotti, Conservation Specialist.

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