

KONA SOIL AND WATER CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Thursday, November 18, 2021

MEETING HELD: Office and ZOOM

DIRECTORS PRESENT: Jeff Knowles, Barbara Anderson, Steve Foelber, Keli'ikanoe Mahi,
Greg Hendrickson, Mark Petersen

KSWCD STAFF: Mary Robblee, Robin Hill

NRCS STAFF: Laura Nelson, Pulelehua "Lele" Kimball, Janessa "MJ" Pagan

GUESTS: Janet Britt, Jeff Shattuck

I. **WELCOME:** The KSWCD Board Meeting called to order 8:08 am by Chairman Knowles.

- a. **Janet Britt's Award presented by the Board** expressing thanks and gratitude on behalf of the District and NRCS for all her hard work.
- b. **Janessa "MJ" Pagan** is an Engineer Trainee working with Carl until he retires in December. Degree in Biological & Agricultural Systems Engineering (BASE).

II. **MINUTES:** Thursday, October 21, 2021 KSWCD Board Meeting Minutes

✓ *Motion made to approve Meeting Minutes from October 2021. Approved.*

III. **REPORTS:**

a. **FINANCIAL REPORTS (KSWCD):** Robin / Barbara - Reports sent via e-mail to all directors prior to Meeting for Board review.

i. **Accounts Payable:** \$52.36 Nisbett Business Service (Leo's Page update)

ii. **Statement of Financial Position:** General Checking: \$2540.50 / County Funds: \$30,394.00 / Savings: \$45,141.32 (Total: \$78,285.25)

iii. **Statement of Financial Income and Expense:** \$12,610.15 Total Expenses.

✓ *Motion made to approve Statement of Financial Position, Statement of Financial Income and Expense, and Accounts Payable Report from October 2021. Approved.*

b. **CONSERVATION ASSISTANT REPORTS:** Robin

i. **NRCS / USDA Reports (SF-425, SF-270, etc.):** Consulting with Accountant to clean-up QuickBooks, and revise reports. Will need to get Susan Kubo's feedback on proposed numbers before Amended Reports are submitted.

ii. **National and Hawaii Associations of Conservation Districts (NACD & HACD):** Reports are current and up to date.

- iii. **County of Hawaii Report:** Overdue and cannot be submitted until proposed changes from NRCS Reports approved. Goal to get all reports updated by Thanksgiving.
- c. **NATURAL RESOURCE CONSERVATION SERVICE (NRCS) / KONA SOIL & WATER CONSERVATION DISTRICT (KSWCD):** Developing a more scheduled format for ALL District Staff: Employee meetings with Board once a week; 90-Day Review by District (NOT NRCS); Altres Employee HR Training Seminars, etc.
 - ✓ *Executive Session to follow since specific employees and personnel issues being discussed, as well as Standard HR Policies, Standard Performance Plan, and District Annual Work Plan.*
- d. **TARGETED CONSERVATION DELIVERY (TCD):** Soil Health proposal selected for funding. Funding amount (\$1.15mil) versus requested amount (\$900,000). Laura meeting with Chad and will report back. NRCS will help with Outreach, etc. Second Round an option too. Outreach funds may also be available with the Hiki Ola / District Equity Outreach Grant. **Hiring project manager is the next step.** Need to create a **Permitted Interaction Group (PIG) Meeting** – we can have 3 board members without creating a quorum (Greg – how we stack RCPP with TCP / Steve – help frame tools, execution, delivery and reporting / ? third person)
- e. **REGIONAL CONSERVATION PARTNERSHIP PROGRAM (RCPP):** Greg and Laura have been working with Susan Kubo on supplemental agreements and administrative funds. **District/Project Manager needed**, like NRCS, that is capable of handling multiple projects, employees, execution, reporting and optimization across the board. Trajectory goal is to build reputation and track records, so build more grants, staff, policies, etc.
- f. **DISTRICT PLANNER (KSWCD):** Jeff, Lele and Laura met with Dale Gomes (and his supervisor) of the County to look at flooding damage on Napo’opo’o Rd and St John’s Rd. Another **PIG Meeting** regarding flooding.
- g. **CONSERVATION PLAN:** TMK 8-8-003:001 (88-1575 Hawaii Belt Rd.) Mary working with Jeff Shattuck of Cancino Farms. Maps and new Conservation Plan outlined in provided documents. Community concerns regarding the property project include but not limited to 1) traffic 2) work performed with heavy equipment (before 7am and as late as 8pm) 3) workers using adjacent field instead of provided lua 4) work being performed contrary to conservation plans 5) Native Forest being lost after ancient trees were tagged, etc.

District is hesitant to sign another plan if terms of the Conservation Plan were not followed. This is not just the NRCS signing off with their standards and practices, but the District is a representation of the local consciousness as it relates to conservation interest in Kona.

The ancient luma trees are sacred and a priority, as well as the ohia natives.

Site Visit will be scheduled for Jeff K., Mary and Lele to compare the old plan, GPS points and trees flagged at beginning of project and what is there now.

- h. CULTURAL RESOURCES PROCESS:** The District needs to clarify and document the process, including a checklist (submit to archeologist, SHPO, property surveyed, environmental concerns, etc.) Another **PIG Meeting** suggested.

IV. OLD BUSINESS:

- a. LEO'S CLUB:** Jeff working hard with the schools and planting native trees. Hard to find suitable species at nurseries. City Council continues to support outreach \$6500.
- b. COOPERATOR OF THE YEAR:** Jill Wagner of Future Forest for their Native Plant Restoration at Palamanui. Winner needs to be notified, sign ordered, and tour scheduled.
- c. OUTREACH:** Website developer referral never sent proposal, so we will continue to use Nisbett Business Services as approved at last Board Meeting. District Logo needs to be designed for our branding, and to use for plaques, letterhead, mailing, t-shirts, caps, etc. versus using the National Conservation Logo. Facebook and Social Media Outreach coming soon! Jeff, Janet, and Robin met with Ma'ona Community Garden and will partner for Outreach 4x in 2022. KSWCD and NRCS Field Visit to be scheduled.
- d. HIKI OLA OUTREACH GRANT OPPORTUNITY:** Keli'ikanoe still waiting to hear back about application. \$250,000 request to bridge underserved populations with workshops, outreach, timelines, and plans. Working with cultural anthropologist and halau. Focus on RCPP and TCP Native participants.

V. NEW BUSINESS:

- a. DISTRICT ANNUAL WORK PLAN:** To include all District plans including Leo, RCPP, TCP, additional grant work, etc. in one Annual Work Plan to help focus our year. Everyone will know what the plans are and who is doing the work.
- b. PERMITTED INTERACTION GROUP (PIG) MEETINGS:** Cultural Resources Process, TCP, RCPP, Project Manager, District Annual Work Plan, Flooding
- c. NEXT KSWCD BOARD MEETING:** Thursday, December 16, 2021 @ 8am.

VI. EXECUTIVE SESSION: to discuss HR Plans, District Annual Work Plan, and PIG Meetings.

VII. ADJOURN: KSWCD Board Meeting adjourned at 10:25am by Chairman Knowles.