

West Maui Soil and Water Conservation District Board Meeting

Tuesday, June 21, 2022, 1:00 PM

Meeting was held via Zoom

- **Meeting Call to Order**

- The meeting was called to order at 1:00 PM by Board Chair, James J. Nobriga
- Roll Call of Those Present at the Meeting:
 - Directors
 - James J. Nobriga, Chair
 - Kainoa Casco, Vice Chair
 - Kimo Falconer, Treasurer
 - Ian Swezey, Secretary
 - Associate Director(s)
 - Kristi Ono
 - Hawaii Association of Conservation Districts (HACD)
 - Michelle Watkins, HACD Executive Director
 - USDA Natural Resources Conservation Services (NRCS)
 - Jason Hew, NRCS Soil Conservationist
 - La'akea Low, NRCS Planner
 - Soil and Water Conservation District (SWCD) Staff
 - Jessica Talbot, SWCD Planner
 - Morris Haole, Program Support Specialist
 - Millie Wagner, SWCD Administrator
 - Members of the Public
 - No members of the public were present
- Board Members Not Present at the Meeting
 - Wes Nohara, Associate Director
 - Daniel Ornellas, Associate Director
- Determination of Whether a Quorum has been Established
 - A quorum was established

- **Public Notice of Meeting:**

- Millie Wagner, Administrator, confirmed that the following had occurred:
 - Electronically posted to the state calendar (calendar.ehawaii.gov/calendar) on June 15, 2022

- Physically posted at the Soil and Water Conservation District Office located at 77 Ho’okele St., Kahului, HI on June 15, 2022
 - Filed with Lt. Governor’s Office on June 15, 2022
 - Mailed or emailed to persons requesting notifications of meetings, postmarked June 15, 2022
- **Public Comment and Written Testimony**
 - There was no public comment submitted
 - **Approval of the Minutes from January 28, 2022**
 - A motion was made by Kimo Falconer to accept the minutes of the January 28, 2022 meeting as presented
 - The motion was seconded by Kainoa Casco
 - The motion was voted on and approved unanimously
 - **West Maui Soil and Water Conservation District Treasurer’s Report**
 - There were no comments about the treasurer’s report
 - A motion was made by Kainoa Casco to accept the treasurer’s report as presented
 - The motion was seconded by Ian Swezey
 - The motion was voted on and passed unanimously
 - **Election and/or Appointment of Executive Officers and Directors to the Board**
 - Current West Maui Soil and Water Conservation District Board:

TITLE	NAME	TERM EXPIRATION	PROCESS
CHAIR	James J. Nobriga	Jun-23	Appointed
VICE CHAIR	Kainoa Casco	Jun-24	Elected
TREASURER	Kimo Falconer	Jun-22	Appointed
SECRETARY	Ian Swezey	Jun-24	Elected
DIRECTOR	VACANT		Elected
ASSOCIATE DIRECTOR	Wes Nohara		
ASSOCIATE DIRECTOR	Daniel Ornellas		
ASSOCIATE DIRECTOR	Kristi Ono		

- **Nominations, Elections, Appointments and Length of Terms**
 - Position of Treasurer, currently held by Kimo Falconer (appointed) whose term expires in June 2022
 - A motion was made by Ian Swezey to appoint Kimo Falconer as Director for a 3-year term

- The motion was seconded by Kainoa Casco
 - The motion was voted on and passed unanimously
 - A motion was made by Ian Swezey to retain Kimo Falconer as Board Treasurer
 - The motion was seconded by Kainoa Casco
 - The motion was voted on and passed unanimously
 - Position of Director (elected) currently vacant
 - Discussion of potential candidates to fill the vacant position
 - Potential candidates included:
 - Gary Bolson
 - Leilani Pulmano
 - Kainoa Casco will follow up with both Gary and Leilani about the vacant position to see if either would be interested
 - Kimo Falconer will try to get more potential candidates from West Maui Lands
- **Status of and Approval of the Authorized Signers to the West Maui Soil and Water Conservation District Bank Accounts at American Savings Bank**
 - Currently the following directors are authorized signers on the West Maui Soil and Water Conservation District bank accounts at First Hawaiian Bank:
 - James J. Nobriga, Chairman
 - Kainoa Casco, Vice Chair
 - Ian Swezey, Secretary
 - Kimo Falconer, Treasurer
 - A motion was made by Kimo Falconer to continue with the same authorized signers (James J. Nobriga, Kainoa Casco, Ian Swezey and Kimo Falconer)
 - The motion was seconded by Ian Swezey
 - The motion was voted on and passed unanimously
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- **New Soil and Water Conservation District Administrator**
 - Introduction of new Administrator
 - Millie Wagner gave a brief introduction of herself
 - James J. Nobriga wished to thank Michelle Watkins for her hard work while the position was vacant and during the transition
 - James J. Nobriga asked all meeting attendees give a brief introduction of themselves, which they did

- Purchasing authorization for the new Administrator as related to the West Maui Soil and Water Conservation District
 - Discussion of the need for the Administrator to have purchasing authorization such as a debit or credit card for the West Maui SWCD Bank Account to use for transactions such as automatic renewals (Example: the general liability insurance requires a debit or credit card be held on file for its automatic renewal)
 - Michelle Watkins pointed out that a debit card is recommended, and that the Administrator's personal information would be attached to the card as a form of security
 - Michelle Watkins also pointed out that a purchase limit could be set up for the card
 - The question was asked how this was handled in the past
 - Millie Wagner said that the previous Administrator, Maggie Kramp, had held a debit card from the Central Maui SWCD board's account and would use it for auto-renewals and minor purchases, then "pay back" the Central Maui accounts on the backend via fund movements from the other SWCD board's accounts (in QuickBooks)
 - Millie Wagner also said that West Maui SWCD board approving a debit card would allow for a more transparent way of handling billing
 - Kimo Falconer stated that he was in favor of allowing the debit card, provided that a purchase limit was set up, and the Administrator's personal information was attached to the debit card for security purposes
 - Vote to approve/disapprove the Administrator to having purchasing authorization and holding a debit or credit card on the West Maui Soil and Water Conservation District bank account at American Savings Bank
 - Kimo Falconer made the motion to approve the Administrator, Millie Wagner, to hold a debit card on the West Maui Soil and Water District bank account with American Savings Bank, provided that the card have a \$1500 purchase limit and her personal information be attached to the card.
 - The motion was seconded by Ian Swezey
 - The motion was voted on and approved unanimously

- Discussion and vote about the need for the Administrator to have access to the bank account at American Savings Bank to perform bookkeeping duties
 - Ian Swezey made the motion for the Administrator, Millie Wagner, have access to the bank account held by WMSWCD at American Savings Bank to perform bookkeeping functions only
 - The motion was seconded by Kimo Falconer
 - The motion was voted on and carried unanimously
 - Need for an Account Holder/Contact Person for General Liability Insurance to make changes, payments and/or discuss the account
 - Kimo Falconer made the motion for the Administrator, Millie Wagner, to be the contact person/account holder for the general liability insurance to make changes, payments and/or discuss the account
 - The motion was seconded by Ian Swezey
 - The motion was voted on and passed unanimously
- **Board Members Electronic Signatures to be held on file for Documents such as Board Minutes and Grading and Grubbing Letters to the County**
 - Kimo Falconer made the motion for the SWCD Administrator to hold Board member signatures on file for use on meeting minutes and grading & grubbing letters to the County if a board member wasn't available to sign
 - The motion was seconded by Ian Swezey
 - Tova Callender, West Maui Watershed Coordinator pointed out this should include signatures for her grants as well
 - The motion and seconding of the motion were amended to include that the signatures on file could also be used for grants if a board member wasn't available to sign
 - The amended motion was voted on and approved unanimously
- **Soil and Water Conservation Planner Position to be Vacant effective 7/1**
 - Kimo Falconer made the motion to approve posting an advertisement for the SWCD Planner position
 - The motion was seconded by Ian Swezey
 - The motion was voted on and approved unanimously
- **West Maui Ridge to Reef (R2R) Initiative Updates by Tova Callender**
 - Tova Callender, West Maui Watershed Coordinator, provided a status update

- **National Water Quality Initiative (NWQI) Assessment Project Status by Tova Callender**
 - Tova Callender, West Maui Watershed Coordinator, provided a status update and stated that it now will be completed with the Living Pono Project which will allow for more landowners to be approved for EQIP funding

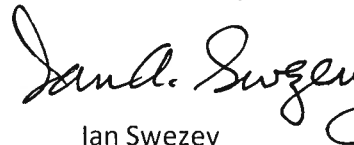
- **NRCS Update**
 - Jason Hew provided a brief update

- **SWCD Planner Update**
 - Jessica Talbot provided a brief update

- **Proposed dates and times for next meeting**
 - James J, Nobriga, Board Chair stated that he would like to meet again next month
 - It was agreed that the next West Maui SWCD Board meeting be held on Tuesday, July 26, 2022, at 1:00 PM via Zoom

- **Adjournment of the Meeting**
 - Kimo Falconer made the motion to adjourn the meeting
 - The motion was seconded by Ian Swezey
 - The meeting was adjourned by James J. Nobriga at 2:15 PM, Tuesday, 6/21/2022

Submitted by



Ian Swezey
Secretary

Meeting Recorder: Millie Wagner, Soil and Water Conservation District Administrator
