

# KONA SOIL AND WATER CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Thursday, November 17, 2022

**MEETING HELD:** In-person & Zoom  
**DIRECTORS PRESENT:** Jeff Knowles, Greg Hendrickson, Steve Foelber, Mark Petersen  
**KSWCD STAFF:** Mary Robblee, Robin Hill  
**NRCS STAFF:** Laura Nelson

I. **WELCOME:** The KSWCD Board Meeting called to order 8:02 am by Chairman Knowles.

II. **MINUTES:** Thursday, October 20, 2022, KSWCD Board Meeting Minutes.  
✓ *Motion to approve October Minutes. Moved. Seconded. Approved unanimously.*

III. **REPORTS:**

A. **FINANCIAL (KSWCD):**

i. **Statement of Financial Position**

ii. **Statement of Financial Income and Expense**

iii. **Accounts Payable (A/P)**

- Motion made to approve expense for a new domain Kona Conservation.org; KSWCD will be re-directed to Kona Conservation.
- ✓ *Motion to approve New Domain Name. Moved. Seconded. Approved unanimously.*
- Renewal for QuickBooks and Microsoft 365. Recurring charges do not need to be approved again. Financial/Budgeted items do not need to be approved at each meeting but we should have an Annual Budget with all our expenditures along with a contract threshold (for board approval). If it is coming out of the budget, board will not need to approve unless it hits the threshold. The monthly financial report is a way the board can track Budget to Actuals. Annual Meeting for Officers & Directors along with Officer & Directors stuff, Elections, Annual Work Plan and include Annual Budget. May/June. We are beginning to become more typical of a non-profit, and right sizing our administration and formality around our money and goals.
- ✓ *Motion to approve Financials. Moved. Seconded. Approved unanimously.*

B. **CONSERVATION ASSISTANT (KSWCD):**

i. **NRCS / USDA:**

- **Conservation Technical Assistant (CTA)** Renewal/extension letter for CTA sent to NRCS on Tuesday 11/15/2022. **We need to have this approved by December** otherwise will have to apply for grant again. NRCS needs the assistance.
- **Revised LRP Final Report and Success Story** sent to NRCS. We do have three missing items that need to be documented for the Deliverables if there was an audit.

ii. **National and Hawaii Associations of Conservation Districts (NACD & HACD):**

- Board Development training in the works. Developing districts handbooks and training. NRCS cooperative agreement with HACD. Budget for additional training.
- 75 years of SWCD in Hawaii. 18-month Calendars featuring each 16 districts (marketing piece).

iii. **County of Hawaii: FY 21-22 Final Program Accomplishments Report overdue.**

#### C. DISTRICT PLANNER (KSWCD):

- i. **Conservation Technical Assistance (CTA) / Conservation Plans:** CSP Plans, ranking and assessment, financials, etc. due to be uploaded in CART tomorrow to make funding decisions. Working with 8-10 new EQIP contracts.
- ii. **Consolidations & Subdivisions:** 8-1-025:025, 026 & 027 (PL-SUB-2022-00104) and 7-5-016:004,053 (PL-SUB-2022-000105). No action required on floodways.

#### D. REGIONAL CONSERVATION PARTNERSHIP PROGRAM (RCPP):

- Application dates decided: **RCPP EQIP announce beginning of January and cut-off end of January**. 30-day eligibility/open application period.
- RCPP General Meeting canceled. Project Manager (PM) not available.
- Workshop tomorrow 4pm-6pm.
- PM should be the hub: deliverable schedule and what is happening with information from all participants. Invoice to be submitted for payment along with report on what deliverables happened during this period and notes from participants. Admin assistant will upload reporting to the portal along with payment requests.
- PM should create a reporting template and get up to speed with the particulars of RCPP for January (best if PM at the open house to get the participants questions answered).
- PM should be able to provide a skeleton/strawman of milestone schedule with task and deliverables. Performance plan needed to provide guidance. Vice Chair will spend a little time with PM for **keystone documents and to review with the board at next meeting**.

#### E. PARTNERSHIPS:

- i. **Hiki Ola:** Tomorrow, Friday 4pm – 6pm. Focused on forestry. Forest Solutions coming to talk about the importance of native forest restoration for native birds. Applicants so far: 190 acres and potential applicant for 80 more. Open House: 3 times and 3 inquiries.

#### F. NATURAL RESOURCE CONSERVATION SERVICE (NRCS):

- i. **General NRCS:** CSP Renewals 2018 (5-year about to expire – eligible for renewal). **Need to obligate by end of December**. Option for another 5 years.
- ii. **2022 Farm Bill:** Farm Bill 23 EQIP: confirmed. 40 applications. Soil Health questions. **CSP sign-up probably in February**. Agreement training for technical liaison (NRCS/District who manage these agreements) – recording available. Agreements will allow Districts to staff up. Contracts, Deliverables and Reports. Staffing on National level at stand still and focusing on Pathways. Heavy workload until new hires. TCP: Soil Health Specialist (Laura Starr) for our region spent two days learning about Kona soils and will be a real partner with us. 17 people signed up for soil health - in contract for 216. Complicated process. Laura Ingram has lab in Oregon. We thought we were on the coattails, but we are in the lead on this!

#### IV. OTHER BUSINESS:

##### i. OUTREACH:

- Bumper sticker proof approved.
- Leo Club is still waiting for the \$12,500 from County. Plantings continue as well as maintaining the three school sites.

##### ii. 2022 COOPERATORS OF THE YEAR: Rancher of the Year, Forester of the Year, Farmer of the Year

- Board agreed to approve all three nominations.
- Letters to all three. Signs to read? Order Signs. Picnic scheduled. (McConnell's to host?)
- Board agreed get back on schedule and this will be **2022 winners** (2021 will be skipped). District rhythm to have nominations in the Fall and picnics in beginning of the new year. Fall 2023 to nominate 2023 Cooperator of the Year with picnic in January 2024.

✓ Motion to approve all THREE Cooperators. Moved. Seconded. Approved unanimously.

**V. NEW BUSINESS:**

**i. HERBICIDE USAGE:**

- County usage should be addressed by contacting County Council. Major roads to maintain the site of vision but not residential. Conflicting criteria is the dilemma. Not many solutions to be offered. Manpower and safety issues with some of the solutions such as steamer. Training through certification for Pesticide Applicator license through HDOA not just department head. Ask for clarification and follow through.
- Neighborhood education by starting a neighborhood watch program for safety. Everybody can have a no spray sign for the program (obnoxious weed criminal sign).
- We have made a big impact and valuable to have the Leo Club involved – ground up and staying the course in a targeted way. Work with Council and neighborhoods.

**VI. NEXT MONTHLY BOARD MEETING: Thursday, December 15, 2022 @ 8:00am. Executive Session to follow.**

**VII. ADJOURN:** KSWCD Board Meeting adjourned at 9:37 am by Chairman Knowles.

  
Secretary

1/19/23  
Date

**BOARD MEETING ACTION ITEMS:**

TASK	PERSON OR COMMITTEE MEMBERS	DUE DATE
RCPPT Templates	Greg & Tanya	December 15, 2022
District Annual Work Plan	Robin & Mark	on-going
FY21-22 County Final Program Accomplishments	Robin	overdue
HR Manual <ul style="list-style-type: none"> <li>• Need to get to Altres ASAP for 2023</li> </ul>	Board Executive Session	December 15, 2022
CTA Application <ul style="list-style-type: none"> <li>• Extend contract for Mary</li> </ul>	Robin, Jeff & Jennifer (Barbara)	December 1, 2022
Cooperator of the Year <ul style="list-style-type: none"> <li>• Congratulations Letter</li> <li>• Signage (confirm/order)</li> <li>• Picnic</li> </ul>	Robin & Mary	<ul style="list-style-type: none"> <li>• December</li> <li>• December 31, 2022</li> <li>• January</li> </ul>
LWG <ul style="list-style-type: none"> <li>• Thank you letter &amp; results</li> <li>• PIA NRCS website</li> </ul>	Robin & Laura	overdue
Website <ul style="list-style-type: none"> <li>• Kona Conservation.org</li> <li>• Review updated verbiage created last year</li> </ul>	Robin	on-going
Kona Conservation Promotional	Robin & Jeff	on-going