

KONA SOIL AND WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Thursday, October 20, 2022

MEETING HELD: In-person & Zoom

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

KSWCD STAFF: Mary Robblee, Robin Hill, Tanya Keanu (via Zoom)

NRCS STAFF: Laura Nelson

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

II. **MINUTES:** Thursday, September 15, KSWCD Board Meeting Minutes.

✓ *Minutes approved.*

III. **REPORTS:**

A. FINANCIAL REPORTS (KSWCD):

i. **Statement of Financial Position**

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

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

✓ *Financials statements approved.*

Financial statements do not reflect any RCPP money. District annual budget should reflect this money. We need to create a District annual budget that includes all grants, and District expenditures, including time for accountant besides RCPP. RCPP Portal reimbursements. Invoice details and payments as outlined per agreement. Consulting agreement – contract needs to be signed and in the file.

iv. **HR Manual:** confirm vacation time that can be carried forward. 40-hour full time. Any overtime hours to be approved. Manual to be in place by January. **Altres needs paperwork by November.** Mary to take planned vacation time.

v. **Conservation Technical Assistant (CTA) renewal/extension letter** being worked on, including the revised position budget, and needs to be sent to NRCS asap. We **need to have this approved by December** otherwise will have to apply for grant again. NRCS needs the assistance.

B. CONSERVATION ASSISTANT REPORTS:

i. **NRCS / USDA Reports (SF-425, SF-270, etc.):** Revising LRP final report and success story to be included. **December deadline moved ahead.**

ii. **National and Hawaii Associations of Conservation Districts (NACD & HACD):** Board Development training in the works. Developing districts handbooks and training. Change in staff. Upcoming grants available plus training. New Orleans conference February. No changes on the vehicle policy. Districts can lease or rent – include in the budget narratives. 75 years of SWCD in Hawaii. Calendars featuring districts. RC&D Oahu leading some exciting new projects and will be reaching out Statewide.

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

C. DISTRICT PLANNER REPORTS (KSWCD):

i. **Conservation Technical Assistance (CTA) Reports:**

ii. **Conservation Plans: No new plans.**

iii. **Consolidations & Subdivisions: No reviews.**

iv. **Annual Flood Control Structure Tour:** See attached report. Concern about the vegetation of the North side Sunset Mill. North side looks great. Kainaliu area has area of overgrowth. New owners and County will speak with them. Report to be sent to County.

v.

D. NATURAL RESOURCE CONSERVATION SERVICE (NRCS):

- i. **Regional Conservation Partnership Program (RCPP):** Hiki Ola workshop November. November-December big push. KMR. Reforestation. Degraded forest enhancement. Kina Ole / Nature Conservancy. Bird surveys. Social disadvantage category. We should strive to do well and hit all our deliverables. Matching funds. Climate-smart commodities. Hiki Ola bringing perspectives and tracking responses and feedback.
- ii. **General NRCS:** in process of new hires PIA-wide. Nick Saumweber new program director.
- iii. **2022 Farm Bill:** EQIP, AMA cut-off on November 18th. Kona has applied for all available programs. Short-staffed spread thin. Hika Ola outreach going very well with new intakes.
- iv. **Local Work Group:** survey result prior to the meeting for resource concerns: 1. Long term protection (93 pts) 2. Pest pressure 3. Degradation plant condition / soil quality 4. aquatic habitat / weather resilience (38 pts) 5. Wind and water erosion. Minutes are fine and to be posted on NRCS PIA website. Everything is transparent. Kona ranking questions. 2023 Kona local fund pool. Water catchments still in the air? More to come.

IV. OTHER BUSINESS:

i. OUTREACH:

- Newsletter to be sent out. Photos for website. Add eqip and rcpp information. Distribution list can include other NRCS offices.
 - \$500 approved for bumper stickers with a conservation message and working with the Leo's too.
✓ *Bumper stickers approved.*
 - \$2,000 approved for Kona Conservation branding apparel (hats and shirts).
✓ *Promotional clothing approved.*
 - Leo Club has new board and will be working closely with the District continuing the radio ads, include social media advertising, etc.
 - **District Annual Report:** Historically each district sent to HACD and has not been done for two years. Board would like to have a report for the last two years. Items should be sent to assistant.
- ii. **HIKI OLA:** outreach went well! Surveys and feedback positive (TCP). October 14th not as much response. Revamped and doing three Open House events in-person / virtual for two hours. See flyer sent e-mail and posted social media. 10/25, 11/3 and 11/7 and outreach for RCPP is workshop 11/18 and invite will be mailed snail mail to list. Trying to find the demographic barriers.
- iii. **COOPERATOR OF THE YEAR 2021:** Farm Tours, **Friday, October 21, 2022**. Start to think about next year's nominations.

VI. NEXT MEETING: Thursday, November 17, 2022 @ 8:00am.

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

BOARD MEETING ACTION ITEMS:

TASK	PERSON OR COMMITTEE MEMBERS	DUE DATE
LRP Final Report	Robin & Laura	November/December
FY21-22 County Final Program Accomplishments	Robin	overdue
HR Manual	Board executive session	November / December
CTA extension/renewal letter	Jeff & Jennifer (Barbara)	Need NRCS approval by December
Cooperator of the Year Farm Tours	ALL	October 21, 2022