

MINUTES  
PUNA SWCD DIRECTOR'S BOARD MEETING  
January 18, 2023  
9:30a.m. - W.H. Shipman Office - Keaau

The board meeting of the Puna Soil and Water Conservation District was called to order by Chairman Oliver English at 9:33am virtually via Microsoft Office teams.

Present:

Directors: Oliver English (OE), Aileen Yeh (AY), Elton Mow (EM), Leanne Kami (LK)  
Atto Assi (AA)

Others: Kori Hisashima, District Conservationist; Meghan Mulley, Soil Conservationist;  
Jennifer Reavis, District Secretary/Conservation Aide; Chris Corley, others.

MINUTES OF THE LAST MEETING (9:34a)

Circulated and placed on file. Approved. EM/OE

TREASURER'S REPORT (9:35a)

Circulated and placed on file. Accepted. OE/AA

CORRESPONDENCE (9:35a)

\*sent via email

PLAN CANCELLATION (9:36a)

1. Victoria Tanaka – 25ac. Plan cancelled.

REPORTS (9:37a)

A. D.C. Report (9:37a) - (1) Kori gave the monthly report for the Hilo Field Office. Updates on personnel changes, deadlines, project info, presentation, training, emergency programs, Farm Bill update, outreach, etc. was given. (2) JB Martins is the new NRCS PIA Director. (3) The new Program Support Assistant for the Hilo Field office started this week. Her name is Vansa Chuon. (4) The annual review of the USDA Civil Rights policy was explained in detail by Kori. The district had no questions. (5) The QAR is scheduled next week for the Hilo Field Office. (5) In person meetings are now allowed. The district can decide if they want to have an in-person or virtual meeting.

B. FSA Report (9:46a) - (1) All info that FSA sends via email is forwarded to SWCD directors.

C. BIRCD Report (9:47a) – (1) The annual BIRCD meeting will be held on January 27<sup>th</sup>. (2) Larry Komata moved to Utah. Aileen Yeh took his place as BIRCD President.

D. HACD Report (9:48a)- (1) East Hawaii SWCD's will host the 2023 HACD Annual Meeting. (2) Jen will send out a tentative agenda and lodging info.

E. Reports (9:49a) - (1) District Employee Report - Employees are managing current contracts, going on site visits/intakes, AgLearn training. Alina Abramovich has received Planner Certification.

F. Other New Business (9:54a)

1. Insurance pertaining to the board – The board accepted and approved to renew Directors Liability Insurance through Beehive Insurance. OE/LO

2. Conservation Planning was discussed.

3. Subdivision Review/Consolidations

a. WH Shipman Ltd & Robert Alameida – no comments sent to the County. (Oliver English recuse his vote)

4. Annual Dinner Meeting invoice - It was accepted and approved to pay the dinner meeting invoice. OE/EM

5. Ka'u SOW (Statement of Work) draft for Federal Grants unfunded agreement sent from Judy Martinson (NRCS ACES Program Support Specialist) – Jen discussed that the Ka'u SWCD has a "*Funded Contribution Agreement*" in place & NRCS is requesting all federal funded agreements have an "*Unfunded Contribution Agreement*" in place. By having this *Unfunded Contribution Agreement* in place, the district will not lose any services provided with the funded agreement once the project is up at the end of the Fiscal Year. An *Unfunded Contribution Agreement* will be drawn up and sent to the board for approval & signature. This was explained to the board in detail. Accepted and approved by all.

Meeting Adjourned at 10:10a

Respectfully submitted,

/s/LEANNE KAMI  
Secretary

Recording Secretary: Jennifer Reavis