

# BOARD OF DIRECTORS MEETING MINUTES

Thursday, July 20, 2023

**MEETING HELD:** In-person

**DIRECTORS PRESENT:** Greg Hendrickson, Keli'ikanoe, Steve Foelber, and Mark Petersen (Zoom)

**KSWCD STAFF:** Mary Robblee, Robin Hill

**NRCS STAFF:** Lele Kimball

**CONSULTANTS:** Liana Macdonald-Kainoa

I. **WELCOME:** The KSWCD Board Meeting called to order 8:09 am by Director Hendrickson.

- Quorum present.

II. **MINUTES:** Thursday, May 18, 2023, KSWCD Board Meeting Minutes (no meeting June 15, 2023).

- ✓ *Motion to approve May Minutes. Moved. Seconded. Approved unanimously.*

III. **REPORTS:**

**A. TREASURER (KSWCD):**

- Monthly Financial Reports:** Financial Statements sent via e-mail (May re-sent/June sent). Accounting method currently being used is on an accrual basis, which captures accrued vacation time, (cash basis reporting would be more functional but unable to reverse). We need to make sure we are reviewing the Statement of Financial Position (Balance Sheet).
- Accounts Payable:** None reviewed.  
✓ *Board to be notified when CTA and County funds deposited. Budgets to be reviewed at next meeting. No other questions.*

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

- NRCS / USDA:**
  - **Soil Health Sample Submission Kits:** Cooperators have very positive response to the kit and service. District set-up FedEx account to keep shipping fees to a minimum. Schedule is drop-off to FedEx every other Tuesday morning and includes APHIS inspection. Submissions need to be in by Monday. Results from OSU take about 4-6 weeks. Results should be forwarded to planner.
  - **Conservation Technical Assistant (CTA)** CTA Reimbursement #12 requested from NRCS and waiting to receive funds. New CTA Agreement submitted with a comprehensive budget. Additional planners require advance requests versus reimbursements for payroll.
- Hawaii Association of Conservation Districts (HACD) / National Association of Conservation District (NACD):**
  - HACD 2023 Annual Conference at Volcano Kilauea Military Camp June 21-23, 2023. NRCS MOA for District Building Capacity still being worked on. NACD contact to possibly to help with funding opportunities, possibly for District Manager.
- County of Hawai'i:** New FY23-24 application and budget submitted.
- District Annual Work Plan:** FY23-24 Annual Work Plan due September 30, 2023 per District-NRCS Unfunded Cooperative Agreement. FY22-23 Accomplishments Report in progress.

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

- Conservation Technical Assistance (CTA) / Conservation Plans:** 3 EQIP, 2 EQIP-IRA, 1 EQIP-CIC, 6-7 CSP clients. 1 QAR (Quality Assurance Review).
- Consolidations & Subdivisions:** Reviewed. No action required on floodways.

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

- RCPP ranking completed.
- Worked in RCPP portal and was able to get one invoice uploaded and submitted. There was a learning curve on this as once it is uploaded, NRCS approves, generates paperwork for Chair to sign-off on and then submitted to accounting department for second approval. Once they approve, payment was relatively quick.
- Accountants invoices ready to upload but had technical difficulty with uploading documents on the portal.
- Janet Britt still showing as POC. We need to have Nick update. He is very responsive and helpful but has been out of the office.
- Priority is getting Administrative Assistant invoice and hours uploaded. Since the hours are in the past, hours submitted need to be all past hours.
- Dashboard is still being developed with deliverable plug-ins. Next meeting might be able to start with projecting dashboard.
- Match has been updated monthly.
- Kina Ole shrub/tree establishment in Fall with a shortage of trees in the nursery (19,000).
- 2 approved projects: Kina Ole and TNC project currently in implementation. 5 new RCPP projects submitted and ranked.
- Innovation technologies portion making progress with the seed orchard, and seed collecting.

#### **E. PARTNERSHIPS:**

##### **i. HIKI OLA:**

- Possible to get demographics on selected NRCS applications and if Hiki Ola grant work has had an uptick on underrepresented groups?
- Cultural anthropologist brought onto Team, who has a love of Hawai'i.
- Saturday, July 22, 2023, is a field day. Worked with community outreach person "connector" and doing a site visit at KMR and looking at the re-forestation work that has been done. RCPP focus. 53 people responded to the invites.
- Pre-survey and post-survey RCPP related.
- Local Work Group invite to be sent to their network.
- Meet with NRCS and District on Tuesday, July 25<sup>th</sup> to discuss future dates.

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

##### **i. Farm Bill Programs:**

- 13 EQIP in round one. 5 EQIP-IRA. 3 EQIP-CIC. 19 CSP round one. Note from CSP Manager: "your office has the highest number of CSPs round one application out of all the Hawai'i Field Offices and the highest total estimated for costs round one." We also have the 5 new RCPPs round two, and CSP round two another 4 applications. Board notes *"Really working each of these programs in a meaningful way and making sure they are utilized is not only helpful for the District but for the state as a whole. If we do not use a program or loose the program, we reduce the amount of money they will send to Hawai'i."*

##### **ii. General NRCS:**

- Currently, we have had an acting Soil Conservationist filling in the gap; Program Support Assistant starts July 31st; New Soil Conservationist starts September 10<sup>th</sup>; second Soil Conservationist accepted but no start date yet; Range Conservationist (GS11) ad closed; In addition, the new agreement submitted to GAD has two additional Planners for the District by end of October (entry level advancing through as they get their planning certification).

iii. **Rancher and Cattleman’s Targeted Work Group:**

- July 11<sup>th</sup> was attended by the ranchers, CTAHR, Hawai’i Cattleman’s Association, Range Specialist, Io Processing, and was well received. Invasive Species issue kept coming back as a major concern, along with some other issues. Invitation was extended to attend the upcoming Local Work Group (LWG).

IV. **OTHER BUSINESS & OUTREACH:**

- June soil awareness with Ma’ona June 30, 2023 with NRCS and UH (20 people attended)
- July weekly cohort for online family cooking/gardening program with UH/CTAHR (7 families)

VII. **NEW BUSINESS:**

i. **Board of Directors**

- **Terms ended June 30, 2023: Barbara “Jennifer” Anderson (elected), Keli’ikanoe Mahi (appointed), and Steve Foelber (elected).** Need to include appointments of associate director’s and record in meeting minutes.
  - ✓ *Motion to approve appointed Director Keli’ikanoe Mahi. Moved. Seconded. Approved unanimously.*
  - ✓ *Board quorum acknowledges elected Director Steve Foelber.*
  - ✓ *Board quorum acknowledges elected Director position empty. Paperwork to be sent to Mark Petersen.*
  - ✓ *Motion to re-open election for another month, election paperwork to be submitted by August 16, 2023.*
  - ✓ *Election of Officers at next Board Meeting.*

ii. **Local Work Group**

- August 29, 2023 @ 3:30pm. Kealakekua Service Center. Format to be discussed with Permitted Interaction Group (PIG). Possibly an open house, questionnaires, or concerted work group; a synthesizing of what has been our resource concerns, what comes up in previous LWG, surveys in the past, targeted work through TCP, the long-range plan (LRP). A review of the LRP is a focused document and tool to utilize. See July 7, 2023, e-mail regarding LWG Guidance. E-mail to PIG Members: Keli’ikanoe Mahi, Steve Foelber, Laura Nelson, Lele Kimball and Mary Robblee.

V. **NEXT MONTHLY BOARD MEETING: Thursday, August 17, 2023 @ 8:00am.**

VI. **ADJOURN:** KSWCD Board Meeting adjourned at 9:48 am by Director Foelber.

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Secretary

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Date