



**MONDAY, NOVEMBER 4, 2019**  
**2:00 PM**

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**STATE DEPARTMENT OF HEALTH CONFERENCE ROOM, 3040 UMI ST., LIHU‘E**  
**AGENDA FOR MONTHLY EAST KAUAI SWCD MEETING**

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- I. CALL TO ORDER, QUORUM**
- II. REVIEW OF AGENDA**
- III. REVIEW/ACCEPT MINUTES: 10/7/19**
- IV. TREASURER’S REPORT: 11/4/19 – Leonard**
- V. CORRESPONDENCE**
  - Flyers for upcoming events
  - Sunshine Law information
  - Treasurer’s Report
  - Grants
- VI. NEW BUSINESS**
  - A. NRCS Report – Jenna Dunn, District Conservationist**
    - General – NRCS Staffing
    - Farm Bill Programs – EQIP, CSP, AMA, RCPP
    - Other – Local Work Group, NRCS events and news
  - B. Conservation Specialist Report – Jenni Scotti**
    - Trainings/meetings/Learning
    - Plans/Field Visits
    - Outreach
    - Misc./News/Upcoming Events/Future Projects/Goals
- VII. REVIEW NEW COOPERATOR AGREEMENTS & CONSERVATION PLANS**
  - A. New Kauai Soil and Water Conservation District (SWCD) Cooperators**
    - Benefits to becoming an SWCD Cooperator
    - Additions/changes to Cooperator form to include site visit option
    - Suggest meeting attendance
    - Expand on benefits
- VIII. STANDING COMMITTEE REPORTS**
  - A. Garden Island RC&D (report is filed in correspondence)**
    - NRCS/SWCD
    - Kauai Invasive Species Committee (KISC)
    - Kauai Landscape Industry Council (KLIC)
    - Kauai Forest Bird Recovery Program (KFBRP)
    - Kokee Resource Conservation Program (KRCP)
    - Makawahi Cave
    - Malama Hikana`akala Heiau
    - Malama Ia Namanu
  - B. Grading Ordinance**
    - Grading and Grubbing ad or article
    - Actions for complaints
    - Follow up or reminder letters
    - Non-compliant



## **IX. UNIFINISHED BUSINESS**

### **A. Annual Dinner 2019**

- Location/venue, Budget
- Invitations

### **B. Local Work Group (LWG) Follow up**

- Presentations or issues to address for future meetings

### **C. Annual Work Plan – Leonard**

- Updates made to Work Plan for FY2020

## **X. OTHER BUSINESS**

### **A. Logo**

- Drafts from graphic designer to review

### **B. Sunshine Law Review for New and Current Directors**

- Quick Review of meeting notice requirements
- Agenda guidance
- Guide to Open Meetings
- Who Board members can talk to and when

## **XI. ANNOUNCEMENTS/EVENTS**

- Water Conservationist Award Ceremony at Department of Water – Friday, 11/22, 9:30 a.m. at the Dept. of Water
- World Soil Day – Tentative – Saturday, 11/7 at KCC Farmers Market with CTAHR Master Gardeners
- Annual Dinner – Location TBD – Saturday, 12/7, 6:30 p.m.
- Garden Island RC&D Annual Meeting – Tuesday, 12/10, 5:30-7:30 p.m. at Kalapaki Villas Recreation Room (across from Ace Hardware)

## **XII. ADJOURNMENT**

NEXT MEETING: Monday, December 9, 2019 2:00PM at Dept. of Health Conference Room

INDIVIDUALS REQUESTING SPECIAL ASSISTANCE OR AUXILIARY AIDS OR SERVICES (e.g., sign language interpreter, wheel chair accessibility, or parking designated for the disabled) AT THE DISTRICT SWCD MEETING, PLEASE CONTACT STAFF AT LEAST 72-HOURS PRIOR TO THE MEETING AT (808) 245-9014 +3 SO THAT ARRANGEMENTS CAN BE MADE.

The meeting was opened at 2:05 pm at the State DOH Conference Room in Lihue.

- I. **PRESENT: Directors:** Ed Kawamura, Jr., (Presiding); Leonard Vierra; Arryl Kaneshiro; Brad Seymour; Eric Hansen  
**Associate Directors:**  
**Others:** Jenni Scotti, Conservation Specialist; Jenna Dunn, NRCS District Conservationist; Rebekah Magers, District Assistant
- II. **REVIEW OF AGENDA (ADDITIONS/DELETIONS/CHANGES):** no additions or changes.
- III. **MINUTES: Motion:** Arryl made a motion to accept the minutes, Leonard second. Motion was accepted unanimously.
- IV. **TREASURER'S REPORT:** Leonard put the Treasurer's report in the Correspondence folder that was passed around. **Discussion:** Leonard let everyone know that Debra Chang had mailed a \$150 check to the Districts as a donation in memory of Ted Inoye.
- V. **CORRESPONDENCE:** Ed passed the correspondence folder around. **Discussion:** Ed asked about the NRCS grant. Rebekah suggested the funding opportunity from the NRCS called "USDA-NRCS-PIA-18-01 - Conservation Technology Transfer and Implementation" be called a "contribution agreement" instead of a "grant" so it is less misleading. In the past, NRCS gave annual extensions for the previous contribution agreement. Peter Tausend would write a letter requesting the extension each year. The new contribution agreement is similar in the way funds are reimbursed for hours dedicated to NRCS conservation planning. Leonard explained how the initial contribution agreement was put in place to help support the NRCS planning. Rebekah explained that the previous contribution agreement was reimbursing 50% of the SWCD planners' hourly pay but the new contribution agreement will cover more costs including travel, conference and workshop fees, benefits, and payroll fees. The new contribution agreement was written to span FY 2020-2023. The Districts are allowed to apply for another contribution agreement in the following years prior to the end of the FY 2020-23 contribution agreement. Jenna explained that she asked for an update on the agreement at the All-Employee meeting, and will receive information the following Tuesday at the District Conservationist meeting.
- VI. **NEW BUSINESS**
- A. **NRCS Report:** Jenna Dunn gave her NRCS report:
- To: East Kauai SWCD Board of Directors  
From: Jenna Dunn, Lihue Field Office, District Conservationist  
Date: November 4, 2019  
RE: Lihue Field Office Monthly Report for Oct/Nov 2019
1. **General**
    - a. American Samoa DC- To be announced.
    - b. Oahu DC- Sarah Tanuvasa, DC in WA is acting. Interviews are being conducted this week.
    - c. State Engineer- Susan Kubo is Acting. Position to be announced.
    - d. Assistant Director of Technology- Matt Walker from TN is acting through 11/16. Position to be announced.
    - e. State Agronomist- No Acting. Position has been announced.
  2. **Farm Bill Programs**
    - a. EQIP & CSP FY19-
      - i. Kauai FY 19- 22 contracts, 332.9 acres, \$853,056.04
    - b. EQIP FY20-

- i. Have over 10 current applications, with several people we are planning with who will apply prior to the deadline.
- ii. Expect deadline to be announced in January 2020, with the deadline being in early February.

**3. Cooperative Working Agreement**

- a. Must be reviewed Annually
- b. Copies provided to each Director and interested Associate Directors.
- c. Please read and be prepared to discuss at next month's meeting

**B. Conservation Specialist Reports:**

1. Jenni Scotti gave her report for 11/4/19:

**1. Trainings / Meetings / Learning**

- a. NRCS Introduction to CART

**2. Plans / field visits**

- a. Planning
  - i. Site visits with 7 clients, 2 new
  - ii. Planning and follow-up with 13 clients
  - iii. Worked on 3 practice completion check-outs

**3. Outreach**

- a. POSTER CONTEST

- i. Final contest winners (see correspondence)
  1. Thank you for all who voted at the meeting and online
  - ii. State Contest Vote sometime this month from HACD
  - iii. Working on location for hanging up posters, hopefully by the end of November

- b. CAP CONTEST

- i. CAP contest October 18<sup>th</sup>
  1. Date Postponed from the 11<sup>th</sup>
  2. Ke Kula Niihau o Kekaha to go to State
- ii. State Contest in Molokai
  1. November 14<sup>th</sup>

**4. Misc/News/upcoming events/future projects/goals**

- a. CTA and new Plans

2. John Nelson was in Lincoln, Nebraska for Conservation Planning Bootcamp at the time of the meeting.

**VII. REVIEW & APPROVAL OF CONSERVATION PLANS & COOPERATOR AGREEMENTS:**

**New Kauai Soil and Water Conservation Districts (SWCD) Cooperators:** The Directors reviewed the MOU with NRCS to see if the current Cooperators Agreement meets the requirements. The requirement stated in the MOU says "Cooperator Agreement must include SWCD responsibility to protect client and limit SWCD liability." **Discussion:** It was recommended that other Districts and Michelle Watkins be contacted to see what wording could be used Jenna let the Directors know that one of the privacy forms signed by the client allows the Districts to share the Conservation Plan with the Directors in advance of the SWCD monthly meeting. Leonard brought up the fact that the Districts do not have an attorney representative present to guide them. Arryl asked if NRCS might have suggested language that can be used in the agreement. Eric suggested that the meeting time be added to the agreement form. The website will also be added.

**VIII. COMMITTEE REPORTS:**

**A. Garden Island RC&D Report:** Report in the Correspondence folder. Jenna brought up the last line of the minutes, "Garden Island RC&D is unsure of how to apply for a grant to assist with

conservation plans training.” Jenna sent the link to the NRCS teleconference for the information session about the past grant. Ed will let Carolyn know to update the minutes.

**B. Grading Ordinance:** Paul was not present so there was no discussion for this item.

**IX. UNFINISHED BUSINESS:**

**A. Annual Dinner 2019:** Rebekah will contact Hukilau Lanai and find possible caterers for a Farm to Table style dinner at the Kaneshiro Ranch. Possible caterers to follow up with are Keoki's, Mark's Place, and private caterers. Two drink tickets will be given out to each attendee.

**B. Local Work Group (LWG) Follow up:** Rebekah will follow up with Tiffani for parakeet materials and information from the Kauai Rose Ringed Parakeet Working Group.

**X. OTHER BUSINESS:**

**A. Logo:** Rebekah shared the initial designs received from the graphic designer. Ed suggested that the polo shirts have the abbreviation of the words and the tshirts have the full logo with all text. The tshirts will have the logo on the front and back of the shirt and the polo will have just the logo on the front above the pocket.

**B. Sunshine Law Review for New and Current Directors:** Rebekah went over the Sunshine Law and the meeting agenda requirements. These should be reviewed annually for new and current Directors.

**ANNOUNCEMENTS:**

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3. Annual Dinner – Location TBD – Saturday, 12/7, 6:30 p.m.
4. Garden Island RC&D Annual Potluck Meeting – Tuesday, 12/10, 5:30-7:30 p.m. at Kalapaki Villas Recreation Room (across from Ace Hardware)

**NEXT MEETING DATE: Monday, December 9, 2019 2:00PM at State Department of Health Conference Room, 3040 Umi St., Lihue**

There being no further business the meeting adjourned at 3:25 pm, written by Rebekah Magers, District Assistant.