



TUESDAY, NOVEMBER 19, 2019
3:00 PM

NATIONAL TROPICAL BOTANICAL GARDENS EDUCATION CENTER, LAWAI
AGENDA FOR MONTHLY WEST KAUAI SWCD MEETING

I. CALL TO ORDER, QUORUM

II. REVIEW OF AGENDA

III. REVIEW/ACCEPT MINUTES: 10/15/19

IV. TREASURER'S REPORT: 11/19/19 – David

V. CORRESPONDENCE

- A. Flyers for upcoming events
- B. Treasurer's Report
- C. Sunshine Law Information

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, Annual MOU review
- B. Conservation Specialist Report – Jenni Scotti & John Nelson
 - Trainings/meetings/Learning
 - Plans/Field Visits
 - Outreach
 - Misc./News/Upcoming Events/Future Projects/Goals
- C. County of Kauai Agriculture Specialist Introduction – Miguel Chrisman

VII. COOPERATOR AGREEMENTS & CONSERVATION PLANS

- A. New Kauai Soil and Water Conservation District (SWCD) Cooperators
 - Benefits to becoming an SWCD Cooperator
 - Field trip, workshop, event option
 - Additions/changes to Cooperator agreement
 - Privacy statement to be compliant with NRCS MOU
 - Field trip, workshop, events on Cooperator farm option
 - 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 Hikanaakala Heiau
- Malama Ia Namanu

B. Grading Ordinance

- Grading and Grubbing ad/article
- How to address complaints and non-compliant clients
- Follow up or reminder letters

IX. UNFINISHED BUSINESS

A. Local Work Group (LWG) Follow up

- Presentations or issues to address for future meetings

B. Filming Future Workshops and Budgets

- Decide on camera and equipment

C. Logo

- Drafts from graphic designer to review

X. OTHER BUSINESS

XI. ANNOUNCEMENTS/EVENTS

- Water Conservationist Award Ceremony at Department of Water – Friday, November 22 at 9:30 a.m.
- World Soil Day with CTAHR – Saturday, December 7 at the KCC Farmers Market
- SWCD Annual Awards Dinner – sponsored by the EK SWCD – Saturday, December 7 at 6:30 p.m., TBD
- Garden Island Resource and Conservation Development (GIRC&D) Annual Meeting – Tuesday, December 10 at 5:30 p.m. at Kalapaki Villas recreation room (across from Ace) – potluck style with light buffet and refreshments
- Designing and Growing an Agroforest: For growers and agricultural professionals – Saturday & Sunday, December 14-15 – more information at design.agroforestry.org

XII. ADJOURNMENT

NEXT MEETING: December 17, 2019 at 3 p.m. at the NTBG in Small Classroom next to Breadfruit Institute office

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 SO THAT ARRANGEMENTS CAN BE MADE.

The meeting was called to order at 3:00 p.m. at the National Tropical Botanical Garden with a quorum.

- I. **PRESENT: Directors:** Howard Greene, Chair; David Smith, Treasurer; Blaise Boyle
Associate Directors: Umi Martin; Richard Loero
Others: Jenna Dunn, NRCS District Conservationist; John W. Nelson, HACD Conservation Specialist; Rebekah Magers, District Assistant; Miguel Chrisman, Kauai County Ag Business Specialist

- II. **REVIEW OF AGENDA:** no changes.

- III. **REVIEW OF MINUTES:** David made a motion to approve minutes, Blaise second. Motion was accepted with unanimous vote.

- IV. **TREASURER'S REPORT:** David presented the Treasurer's report and it was filed in the correspondence.

- V. **CORRESPONDENCE:** The correspondence folder was passed around with flyers for upcoming events.

- VI. **NEW BUSINESS:**
 - A. **NRCS Report:** Jenna gave her NRCS report: 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 have conducted. Selection to be announced.
 - c. State Engineer- Susan Kubo is Acting. Selection 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 13 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.
 4. Programs Support Specialist/ District Assistant
 - a. Rebekah will be leaving by the end of the calendar year. She is willing to overlap with the new hire in order to get them up to speed more quickly.
 - b. Office only has space for one person.
 - c. New grant covers all of PSS/DA duties.
 - d. Need to discuss pay and benefits.

- e. DC, with help from Peter T., hired the past 4 district employees and is willing to take on this task again. Any Director can help with this process.

Discussion: In order to have all Directors discuss new District Assistant position moving forward, the Directors and Jenna discussed having an emergency meeting following the Sunshine Law. The PSS position is still funded by the HACD agreement with NRCS in 2020. Rebekah will email and post the agenda out to all necessary parties.

Motion: Blaise made a motion to have an emergency meeting for discussing the new District Assistant hire on Tuesday, December 3. Howard second. The motion was unanimously accepted.

B. Conservation Specialist Reports:

1. John Nelson gave his report for 11/19/19:
 - Trainings / Meetings / Learning
 - a. NRCS Introduction to CART
 - Plans / field visits
 - a. Planning
 1. Site visits with 2 clients, 1 new
 2. Planning and follow up with 5 clients
 - Outreach
 - a. Poster Contest
 1. Final contest winners (see correspondence)
 - a. Thank you to all who voted at the meeting and online
 2. State Contest Vote sometime this month from HACD
 3. Working on location for hanging up posters, hopefully by the end of November
 - Misc/News/upcoming events/future projects/goals
 - a. CTA and new plans
2. Jenni Scotti's report for 11/19/19 was in the correspondence:
 - Trainings / Meetings / Learning
 - a. NRCS Introduction to CART
 - Plans / field visits
 - a. Planning
 1. Site visits with 7 clients, 2 new
 2. Planning and follow-up with 13 clients
 3. Worked on 3 practice completion check-outs
 - Outreach
 - a. POSTER CONTEST
 1. Final contest winners (see correspondence)
 - Thank you for all who voted at the meeting and online
 2. State Contest vote sometime this month from HACD
 3. Working on location for hanging up posters, hopefully by the end of November
 - b. CAP CONTEST
 1. CAP contest October 18th
 - Date Postponed from the 11th

- Ke Kula Niihau o Kekaha to go to State
- 2. State Contest in Molokai
 - November 14th

- Misc/News/upcoming events/future projects/goals
 - a. Went on vacation in September

C. County of Kauai Agriculture Business Specialist Introduction – Miguel Chrisman:

Miguel's position will be focusing on agricultural business on Kauai between small, big farms and the industry. He is also the new Director of the County Sunshine Markets. The mayor is putting more initiative and funding into the farmers market allowing for live music and food trucks to be on site. A new ordinance will be up for public review next week to have beef, fish, poultry, and eggs at the Sunshine markets. The County has a Kauai Made program for value added products and the membership is about \$50 annually. There is going to be a Market Monitor, starting the following day, who will be at all markets to make sure vendors are compliant. County is looking for funding to have three commercial kitchens around the island that have FSMA compliant wash stations, hot storage, cold storage, and commercial sewing machines. These places will allow for a farmer incubator program giving business owners an opportunity to see if they want to stay in business after ~24 months. The county will have new loans and grants available as well as initiatives focused on youth. There will be more focus on veterans farming, which is already happening on Big Island in partnership with Go Farm. The youth internship program will focus on entrepreneurship and business aspects. Currently there are youth interested but they are looking for more farmers to help show the kids how to run a business and not just how to dig a ditch. Farmers and kids will receive a stipend for the internship. New website for farmers at markets where farmers can check in for market. There will be a portal for restaurants, visitors, and locals to interact with the farmer and purchase products online as long as 1-2% is on the table for market. Farmers markets are currently free for farmers. Miguel has been with the County for about 2 months so far but farming for many years on Kauai, Maui, in California, and Texas.

Howard asked if these are new initiatives for the County. Miguel let the Directors know they have hired a new position titled, "Business Innovation Specialist" who just started. They are a resource for farmers, linking them to the services they may need. The grant program is not for single farmers but for nonprofits and organizations where they can guide farmers to get support. Miguel said he is open to attending more SWCD meetings in the future.

VII. REVIEW NEW COOPERATOR AGREEMENTS & CONSERVATION PLANS:

- A. New Kauai Soil and Water Conservation District (SWCD) Cooperators:** Jenna let the Directors know about new text that might need to be added to the Cooperators Agreement to be compliant with the NRCS MOU. Rebekah explained that Michelle Watkins had some information that would be useful in adding new text to the agreement. Rebekah said that she was told by Michelle the topic has come up in the past and they were able to make the agreements be compliant. Rebekah also let the Directors know that Michelle said Susan Kubo (NRCS) is coming up with a new MOU for the SWCD and this might change the requirements for the Cooperator's Agreement. Blaise made a motion for Jenna to take on the duty of finding out what language needs to be in the Cooperators Agreement by talking with Michelle. David second. Rebekah asked if there was anything else that needed to be added to the agreement aside from the time that was suggested from the EK SWCD Board.

VIII. STANDING COMMITTEE REPORTS:

- A. Garden Island RC&D Report:** no report
- B. Grading ordinance:** Rebekah asked if the Districts still wanted to have an ad or article in the paper about the Grading and Grubbing ordinance. Blaise recalled that it was decided that there would be an annual article or ad about the Districts. Jenna mentioned how it was unsure where the topic fell. It was not decided how it should be written – highlight a success story, or fun bulletpoints about the Districts or strictly about the ordinance. John and Rebekah will write a new article to be printed in the paper. The old article will be used as an outline. It will be presented to the EK SWCD. Gary can share his ideas at the next meeting if he is available.

IX. UNFINISHED BUSINESS:

- A. Local Work Group (LWG) Follow up:** The parking lot items from the meeting are a possibility for topics to be discussed at any upcoming SWCD meetings. Parakeets were one of the topics on the list and they are a major deal for ag on Kauai. Blaise let everyone know that the woman working on the project from Texas A&M will be back on island in January. He said there are two other researchers that will also be on the island in December on the Westside working on the parakeets. Blaise mentioned that it might be possible to have the researchers come to a meeting to update everyone.
- B. Filming Future Workshops and Budgets:** David looked into more information about the camera that Rebekah had found. David recommended that the camera is compatible with the computer and it has the proper microphone. A new laptop or tablet might be needed for using the camera so that new software can be installed to edit the videos. Jenna said she would ask about wiping an old NRCS laptop when the office gets new ones. The office will try to use the camera with the existing equipment until there are issues. Howard made a motion to split the cost of the camera, extra memory, tripod, and a case with the EK SWCD. Blaise second. The vote was unanimously accepted.
- C. Logo:** Rebekah showed the Directors what was made so far from the graphic designer. They were not very satisfied so they were considering another graphic designer. John asked if the Districts have paid for the design so far. They are considered billable hours but the Districts have not paid the designer yet. Blaise said he can inquire about another graphic designer he knows in Hanapepe. He will connect the graphic designer with Rebekah.

X. OTHER BUSINESS:**XI. ANNOUNCEMENTS:**

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NEXT MEETING DATE:

WHEN: December 17, 2019 at 3:00 PM

WHERE: NTBG Education Center, Lawai

There being no further business the meeting ended at 4:18 pm. Written by Rebekah Magers, District Assistant.

DRAFT