



TUESDAY, DECEMBER 17, 2019
3:00 PM

NATIONAL TROPICAL BOTANICAL GARDENS SMALL CLASSROOM, LAWAI

AGENDA FOR MONTHLY WEST KAUAI SWCD MEETING

- I. CALL TO ORDER, QUORUM**
- II. REVIEW OF AGENDA**
- III. REVIEW/ACCEPT MINUTES: 11/19/19**
- IV. TREASURER'S REPORT: 12/17/19 – 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 – NRCS events and news
 - B. Conservation Specialist Report – Jenni Scotti & John Nelson
 - Trainings/meetings/Learning
 - Plans/Field Visits
 - Outreach
 - Misc./News/Upcoming Events/Future Projects/Goals
- VII. COOPERATOR AGREEMENTS & CONSERVATION PLANS**
 - A. New conservation plan
 - New conservation plan presented by Kokee Farms LLC
- 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
 - Updates on 808 ordinance
 - Grading and Grubbing ad/article
 - How to address complaints and non-compliant clients



- Follow up or reminder letters

IX. UNFINISHED BUSINESS

A. Logo

- Review of logo from graphic designer
- Accept or try new graphic designer

B. New District Assistant hire

- Further discussion about salary/benefits
- Advertisement for position – description, dates, media
- Interview date

X. OTHER BUSINESS

A. New Memorandum of Agreement (MOA) with NRCS

- Review MOA template
- Review of MOA teleconference from 12/10

B. Cooperator of the Year (COTY) 2019

- Review past cooperators
- Pick candidates for new COTY

XI. ANNOUNCEMENTS/EVENTS

XII. ADJOURNMENT

NEXT MEETING: January 21, 2020 at 3 p.m. at the NTBG in Education Center

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 3:05 p.m. at the National Tropical Botanical Garden with a quorum.

I. PRESENT: Directors: Howard Greene, Chair; David Smith, Treasurer; Blaise Boyle, Adam Killermann

Associate Directors: Umi Martin; Richard Loero

Others: John W. Nelson, HACD Conservation Specialist; Rebekah Magers, District Assistant

II. REVIEW OF AGENDA: no changes

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

IV. TREASURER'S REPORT: David presented the Treasurer's report and it was filed in the correspondence. Rebekah will purchase the District camera at a cost to be split by the East and West Kauai Districts.

V. CORRESPONDENCE: The correspondence folder was passed around.

VI. NEW BUSINESS:

A. NRCS Report: there was no NRCS report at the time of the meeting.

B. Conservation Specialist Reports:

1. John Nelson gave his report for 12/17/19:

- Trainings / Meetings / Learning
 - NRCS Introduction to CART
 - NRCS Conservation Desktop training in Hilo, January 13th-17th
- Plans / field visits
 - Site visits with 2 clients, 1 new
 - Planning and follow up with 5 clients
- Outreach
 - Poster Contest
 - Working on location for hanging up posters, hopefully by beginning of January
 - Science Olympiad event at KCC
 - Water toxicology
- Misc/News/upcoming events/future projects/goals
 - CTA and new plans

VII. REVIEW NEW COOPERATOR AGREEMENTS & CONSERVATION PLANS:

A. New conservation plan: A new conservation plan was presented by Richard Loero for Kokee Farms LLC. The plan is required to extend the lease agreement so no work has been done on the ground thus far. Adam made a motion to approve the new conservation plan, Blaise second. The motion was unanimously accepted.

Discussion: Umi brought up how he is still waiting for the green light for his project from NRCS and SHPD. There was discussion about the delay and short staff of SHPD. Adam requested that the topic be on the agenda for January titled "Progress on SHPD".

VIII. STANDING COMMITTEE REPORTS:

A. Garden Island RC&D Report: no report

B. Grading ordinance (time on tape - 23:46): Rebekah passed around the past articles and new article that can be printed in the Garden Isle newspaper. It will have to be edited and reviewed before published. Rebekah shared notes that Gary had left with her in regards to the Grading and Grubbing ordinance:

- i. Board members are volunteers and should not be tasked with enforcement duties
 - a. Liability
 - b. Not trained
 - i. Documentation
 - ii. Evidence collection
 - iii. Legal matters
- ii. Recommendations
 - a. When informed of a complaint on property covered by an approved conservation plan the SWCD will ask the plan holder for specific information on conservation practices relating to the complaint
 - b. The District will decide if the plan is being properly implemented

Discussion: The topic was brought up because Jenna had asked at a previous meeting what the Districts do if a client is not compliant or not following their conservation plan. At a previous meeting Paul had said that he would come to the Districts first to see if they have a plan and find if they are compliant. John reminded the Directors that the Districts are non regulatory so it would have to be up to Paul and the County to regulate. Rebekah let the Directors know about the NRCS process for Annual Administrative Reviews. The Directors talked about getting a written response from the client that says they are in compliance. Richard asked if the plans can be rescinded and if so then once it is revoked the client no longer has a plan and will lose their ag exemption from the County. The order of events that the Directors decided on were as follows:

1. Someone files a complaint with the County, this complaint reaches Paul Togioka
2. Paul informs the SWCD at one of their monthly meetings
3. The SWCD send the client a letter that requests they send written verification of their compliance including validation such as photos.
4. After the letter is sent requesting validation if the client does not prove compliance then it is up to Paul (County)

This information should be shared with Paul so that he is aware of the path the Districts would like to take. The letter requesting compliance will need to be created.

IX. UNFINISHED BUSINESS:

A. Logo: no updates. Waiting on an email from Ali, the graphic designer.

B. New District Assistant Hire: The ad was put out already and interviews will be happening on December 19 with Jenna, Ed, Eric and Brad. Interviews will be done by phone.

X. OTHER BUSINESS:

A. New Memorandum of Agreement (MOA) with NRCS: Howard signed the MOA. He mentioned that he had joined in on the telconference call for the MOA but got off shortly after.

B. Cooperator of the Year (COTY) 2019: The Directors agreed they would prefer if Jenni and Jenna would help with picking the Cooperators. John suggested Pavao and Brun. There was no Cooperator signature from Pavao on his SWCD Cooperator's Agreement. Blaise wanted to know more information about the Cooperators and why they were picked at the next meeting.

Discussion: There was a question about if a client receives NRCS funds are they considered an SWCD cooperator? The current Cooperator's List only consists of Cooperators found from CTA folders in the office with sign Cooperators Agreement papers. There may be Cooperators missing.

XI. ANNOUNCEMENTS:

NEXT MEETING DATE:

WHEN: January 13, 2020 at 3:00 PM

WHERE: NTBG Education Center, Lawai

There being no further business the meeting ended at 4:00 pm. Written by Rebekah Magers, District Assistant.

DRAFT