


Minutes Prepared By: Rita Barcinas


Minutes Approved By:



Yvonne Mangloha-Juaneza
SGSWCD Secretary

2/28/24

Date



Michael Aguon
SGSWCD Chairperson

2/28/24

Date

	<p>b. The board discussed the potential of hosting another similar quickbooks training.</p> <p>i. GT noted the complexity of the system wouldn't fit the scale of most of the farm operations on the island. He expressed the desire to look at other types of accounting workshops.</p> <p>ii. YMJ suggested talking to behavioral health about hosting stress workshops.</p>
VI. New Business	
A. Southern District Feral Swine Pre-Pilot Study	<p>A. MA/ GT/ EP presented their writeup for the pre-pilot (feasibility) study for the feral swine trapping. (see attachment). GD/YJM moved to accept the budget and objectives in the feasibility study as presented, with the option to adjust later as needed. All in favor. Motion passed.</p>
VII. Board Correspondence	
A. Edwin Reyes - BSP Minutes request	<p>Edwin Reyes from BSP has requested the meeting minutes as well as the attendance record of the BSP rep. YMJ/EP/RB are working on sending over the completed minutes. EP/ YMJ are working on developing an SOP surrounding the meeting minute reporting requirements.</p>
B. USDA NRCS Leadership Team	<p>The Board met with the NRCS Leadership team on December 8th at Proa. They requested an update to the unfunded cooperative agreement. The board needs to close out the Guam Long Range Plan. EP has a meeting on January 25th.</p>
C. GISC Meeting	<p>The new Invasive Species Coordinator is asking for agenda items for the upcoming GISC Meeting.</p> <ul style="list-style-type: none"> ● GD mentioned the need to follow up on the request to have the Public Auditor Audit the invasive Species Fund. ● GD also suggested asking DoAg for a report on how the funds have been spent thus far.
X. Public Comment/ Announcements	No public comment.
XI. Next Meeting	<p>Next Meeting:</p> <ul style="list-style-type: none"> - The next Board of Directors meeting will be on March 28th, 2024.
XII. Adjournment	MT/YMJ made a motion to adjourn the meeting at 6:50pm. All in favor. Motion passed.

	<ul style="list-style-type: none"> iv. RB to submit an event report. b. EP noted that the NACD TA 2023 Application is with NRCS. They will need to sign off on the numbers to submit to NACD to finish the application process. EE to follow up.
E. GACD Technical Assistance Program	<ul style="list-style-type: none"> A. TA2020 Report - Grant Closed. <ul style="list-style-type: none"> a. The funds have been fully expended. b. The Quarter Report ending Dec 31 is due Jan 20. c. The closeout Report Due is 30 days after the quarterly submission. d. The GACD funds were used to purchase a computer and the speaker and PA system.
B. NACD REPI Grant	<ul style="list-style-type: none"> A. GD reported that the quarterly report for Quarter ending Dec 31 is due Jan 20th. B. They haven't done much work under the project except hiring an employee. C. The Guahan Sentinel Meeting is on Feb. 07 and 08th. Please remember to register. The district will be on a panel on the 8th. <p>The Board entered into an Executive Session to discuss the hire of the Project Director for the REPI grant at 5:40pm</p> <p>RB and EP left the room and the live stream was muted.</p> <p>RB and EP rejoined the meeting.</p> <p>MT/ YMJ moved to resume the board meeting at 6:10 pm. All in favor. Motion Passed.</p> <p>GD/MT kkk moved to hire the Project Director applicant at grade Grade O step 4 with the total annual salary of \$68,000.00. All in favor. Motion passed.</p> <ul style="list-style-type: none"> D. GD will submit the paperwork with RC UOG.
E. USDA APHIS FS Program	<ul style="list-style-type: none"> A. EP brought up the need for the board to discuss their advocacy of extra funding for APHIS from the Governor. B. GD noted the need to go all the routes to pursue funding for this project.
C. DoAg Stress Grant	<ul style="list-style-type: none"> A. SBDC Training <ul style="list-style-type: none"> a. The board received the invoice for the Quickbook training in the amount of \$3,700. <p>YMJ/GD made a motion to pay SBDC \$3,700 for the Quickbooks training. All in favor. Motion passed.</p>

	<p>rather than teachers.</p> <ul style="list-style-type: none"> b. EP expressed her desire to do something with this year's theme: "May the Forest Be with You" c. YMJ asked for clarification regarding previous events. She suggested using it as an opportunity for other workshops and events focused on our programs. d. EP presented the option of sponsoring NGSWCD and letting them coordinate it. e. The Board also discussed a more direct training with the Teachers, like the workshop with the school gardens. f. The board discussed having Guam participate in the NACD Poster Contest.
<p>c. NACD Technical Assistance Program</p>	<ul style="list-style-type: none"> A. NACD TA2022 Report due Jan 20, 2024 for Quarter ending Dec 31 2023. EP to train RB on the reporting process. B. Supplies - <ul style="list-style-type: none"> a. The PSS needs a new laptop. There is funding for supplies under the grant but not enough to cover the whole cost. Ep asked the Board to approve the additional expense to contribute to the District's in-kind contribution. <p>GD/YMJ moved to buy the PSS a computer and accessories. All in favor. Motion passed</p> <ul style="list-style-type: none"> C. Unfunded Cooperative Agreement <ul style="list-style-type: none"> a. EP received the updated Unfunded Cooperative Agreement from NRCS that includes RB in the agreement to use office space. She will share it with the Board for review. D. Outreach Event <ul style="list-style-type: none"> a. One of the deliverables for this grant is quarterly outreach events. The Joint Chief's Landscape Restoration Partnership Outreach in Inalahan was a part of this. <ul style="list-style-type: none"> i. RB thanked the Board for their support and attendance at the event. We had 25 participants, 8 new members registered, and about 4 people expressed interest in signing up with NRCS. ii. MA expressed the need to use the growing member registry to contact members and inform them of upcoming programs and events. iii. RB had someone approach her to organize a similar outreach event in Merizo. The board discussed the potential of doing the next quarterly outreach there.

	<p>and to send a Memo to the Governor, as required by law, informing her of her completion of the training. All in favor. Motion passed.</p> <p>B. Reimbursement to NGSWCD for Training cost</p> <ol style="list-style-type: none"> a. We received a memo outlining the cost of the training from the NGSWCD. The total amount was \$2,146.00. b. The SGSWCD owes \$1,073.00. <p>YMJ/GD moved to reimburse the NGSWCD in the amount of \$1,073.00. All in favor. Motion passed</p>
<p>B. 2024 NACD Annual Meeting - Feb. 9-16, 2024</p>	<p>A. EP needs to work with MT and YMJ to finalize the travel arrangements.</p> <p>B. EP will send the Travel Authorizations to the chairman for certification</p> <p>C. The board discussed potential auction donations:</p> <ol style="list-style-type: none"> a. <i>Chamorro Cuisine</i> Cookbook by Gerard & Mary Aflague b. Gift basket w/ treats from Guam c. Woven Hats (2) (MT) d. Hot pepper powder (GT) e. Local Jewelry f. Pepper Gift Basket <p>D. The NGSWCD is thinking of taking Johnny Walker Blue (Guam Bottle). They are asking if the SGSWCD wanted to collaborate. The Board decided to do separate donations.</p> <p>E. It was decided that GT will be the Guam Representative this year, and Joseph Santos will be the Alternate.</p> <p>MT/GD moved to ratify the submission of Glenn Takai as the Primary Representative to the NACD Executive Board, with Joseph Santos as the Alternate. All in favor. Motion passed</p> <p>F. EP will coordinate a work session to plan the breakout session and plan for the Board's Annual Meeting attendance.</p>
<p>C. 2024 Next Generation Leadership Institute Cohort</p>	<p>A. The board already agreed to sponsor GT. EP is working with GT to submit all relevant documents to NACD for reimbursement.</p> <p>B. GT met his cohort and will have another meeting on Jan 25th to discuss the plan for the Annual Meeting.</p>
<p>D. Guam SWCD Educators Symposium</p>	<p>a. EP to work with the Treasurer to look into the 2021 expenses and close it out.</p> <p>b. MA asked if SGSWCD will be doing one in 2024.</p> <ol style="list-style-type: none"> a. MT noted the need to focus on a different audience,

	<p>c. The SWCD FY25 Budget is due to the University of Guam on 01/31/2024.</p> <p>i. We will need to work with the Northern Soil & Water Conservation District to create and submit.</p> <p>C. RCUOG - REPI Account</p> <p>a. EP is working with Mike Conor at RC UOG to learn more about the financial processes at RC UOG and the process for getting financial report information. It will be sometime in February.</p> <p>D. NACD TA Funding</p> <p>a. Ep will be submitting a report to the board.</p> <p>b. MT suggested creating a separate account for the TA funds. MA inquired re: a policy to automatically set up separate accounts for each new funding source. The account should be closed out when the grant/ program ends.</p> <p>YMJ/MT moved to create a new checking account for any new project the board receives. All in favor. Motion passed.</p> <p>E. Taxes</p> <p>a. EP will prepare the 1099s for the District Directors.</p> <p>b. MT asked that a service be hired to prepare the employee W2s. Ep noted that the service is already budgeted.</p> <p>F. Quickbooks</p> <p>a. MT suggested the district purchase Quickbooks for Desktop and a bookkeeper to set it up and manage the district's accounts for 6 months.</p> <p>b. EP noted that Coast360 is compatible with Quickbooks.</p> <p>c. GD asked where the program would be installed. EP noted the district will be purchasing a desktop for the office and that is where the program will go.</p> <p>d. YMJ asked about a cloud backup. GD noted there is one that will only be accessible from the one desktop.</p> <p>e. EP will put together a report on the cost of the program and bookkeeper to present to the Board.</p>
<p>V. Old Business</p>	
<p>A. 2023 Joint SWCD Meeting - Dec. 27, 2023</p>	<p>A. YMJ/EP are working on the Board Training Certificates. MT commended the Boards for having 100% attendance for the training and meeting.</p> <p>MT/GD moved to accept and file the Board certification stating that all Board members went through the Educational Training</p>



**Regular Board Meeting
Wednesday, January 17, 2024
UOG ALS Rm. 104**

Youtube Recording Link:<https://www.youtube.com/live/fHCRcqPzHxk?si=RNxNlbqVReebvRj8>

I. Call Meeting to Order	Meeting Called to order at 4:08 pm by MT.
Roll Call	<ul style="list-style-type: none"> ● Michael Aguon (MA) <i>Chairman</i> - PRESENT ● Glenn Takai (GT) <i>Vice Chairperson</i> - PRESENT via zoom ● Glenn Dulla (GD) <i>District Director</i>- PRESENT ● Yvonne Manglona-Juaneza (YMJ) <i>District Director</i> - PRESENT ● Martha Tenorio (MT) <i>District Director</i> - PRESENT ● Erica Pangelinan (EP) <i>District Administrator</i> - PRESENT ● Rita Barcinas (RB) <i>Program Support Specialist</i> - PRESENT <p>Quorum established.</p>
II. Acceptance of Meeting Agenda	MT/YMJ moved to accept the meeting agenda as presented. All in favor. Motion passed.
III. Approval of Meeting Minutes	MT/GD moved to table the approval of the Regular Board Meeting minutes for 12/13/23. All in favor. Motion passed.
IV. Treasurer Report	<p>A. Coast 360 Banking Account Balances as of 1/17/2024</p> <ol style="list-style-type: none"> a. 0200: Checking - \$65,558.74 b. Savings - \$1.20 c. 0201: DoAG Stress Grant - \$23,631.70 <p>B. University of Guam</p> <ol style="list-style-type: none"> a. PL 37-42 - Chapter II Part III Section 7: \$66,733.00 <ol style="list-style-type: none"> i. Received: \$ 16,685.50 ii. Pending: \$15,047.50 b. PL 37-42 - Chapter XII - Misc Provisions for Feral Swine : \$29,109.38 <ol style="list-style-type: none"> i. Received: \$0.00 ii. Pending: \$29,109.38 iii. Request sent to UOG for funding from DOA sent 1/7/2024) iv. MT requested a separate bank account be created to hold the feral swine program funds. <p>MT/GD moved to create a separate checking account for the feral swine funds. All in favor. Motion passed.</p>