



**O'AHU
RESOURCE
CONSERVATION &
DEVELOPMENT COUNCIL**

PO Box 209, KUNIA, HAWAII 96759 ♦ 808-622-9026 ♦ WWW.OAHURCD.ORG

**BOARD OF
DIRECTORS**

Richard McCormack
President

Cindy Goldstein
Vice-President

Taylor Kellerman
Secretary

Stephanie Whalen
Treasurer

Nathan Miranda

Mark Phillipson

Melissa Z. Rhoden

**EXECUTIVE
DIRECTOR**

Jean Brokish

January 14, 2017

Mr. Alec Y. Wong, Professional Engineer, Chief
Clean Water Branch
919 Ala Moana Boulevard, Rm 301
Honolulu, HI 96814-4920

ASO Log No. 17-059

Dear Mr. Wong,

Enclosed please find the quarterly status report for O'ahu Resource Conservation & Development Council's project entitled "Agriculture Stewardship in the Ma'ili'ili Watershed." This report covers activities completed between December 19, 2016 (the Notice to Proceed date) and December 31, 2016.

Per contract agreement, an invoice is to be submitted with the quarterly status report. Because the official contract and notice to proceed was received at the very end of the quarter, we have no expenses, and therefore no invoice is included with this QSR.

The O'ahu RC&D appreciates the opportunity to work with the Department of Health and our partners to improve water quality in the Ma'ili'ili Watershed.

If you have any questions or concerns, please don't hesitate to call.

Sincerely,

Jean Brokish
Executive Director

cc: Greg Takeshima, via email

Department of Health
Clean Water Branch - Polluted Runoff Control Program

Quarterly Status Reporting Form
Clean Water Act 319(h) NPS Implementation Program

Quarterly Status Reports are required per contract terms. If no work was done during the reporting period, the CONTRACTOR must provide an explanation of the circumstances.

This Quarterly Status Report is for the period indicated below (check only one and insert year):

<input type="checkbox"/> January 1 - March 31, _____	(Due April 15 th)
<input type="checkbox"/> April 1 - June 30, _____	(Due July 15 th)
<input type="checkbox"/> July 1 - September 30, _____	(Due October 15 th)
<input checked="" type="checkbox"/> October 1 - December 31, <u>2016</u>	(Due January 15 th)

Project Title: Agriculture Stewardship in the Ma'ili'ili Watershed

Project Start/Completion Date: December 19, 2016 / December 19, 2018

Estimated % of Project Completed: 0 %

Notice to Proceed was received late December. No work completed before quarter end date of December 31.

Estimated % of Grant Funds Previously Requested: 0 %

Quarterly Status Report Number: 1

Name, telephone number, and e-mail of person to be contacted for questions regarding this report:

Jean Brokish 808-622-9026 jean.brokish@oahurcd.org

Please provide the following information for this reporting period. Additional sheets may be attached:

1. Progress/tasks started and/or completed as defined in the Contract's Scope of Services during current reporting period.

a) Summary of work completed (list all tasks and deliverables)

See attached list of tasks and deliverables completed to date.

b) GRTS Load Reductions -

	Estimated Load Reduction
Nitrogen (lbs / yr)	None at this time.
Phosphorus (lbs / yr)	
Sediment (tons / yr)	

c) Narrative Progress Report -

Conservation Plan Development – no progress.

BMP Implementation – no progress.

Community Outreach – no progress.

Miscellaneous / General Administration –

Frankie Koethe has been hired to lead field activities, including conservation plan development, technical support for BMP installations, and project outreach. *Resume provided.*

Jean Brokish and Stephanie Mock will co-manage the project. *Resumes provided.*

- 2. Description of any major issues/problems encountered and/or resolved that may affect the Contractor's ability to complete the project as required (i.e., weather, personnel, equipment, etc.). If there is a change in the project timeline or budget, provide an explanation, revised timeline, budget, and completion schedule. (Please note that no-cost extensions must be applied for through the Department, and will only be granted when the Contractor has demonstrated unforeseeable setbacks.)**

None at this time.

- 3. Description of any significant findings, results, or conclusions. If none, please indicate so.**

None at this time.

- 4. Based on the Scope of Services, a description of tasks expected to be completed in the next reporting period.**

Submit draft and final Monitoring Plan.

Submit draft and final QAPP.

Begin tracking and conducting site visits.

Draft and submit first press release.

Begin conducting education and outreach activities.

Complete	Task / Deliverable	Timeline	Due Date	Status / Date Task Completed / Deliverable Submitted
Note: Items in bold are newly completed.				
x	Submit a list of name and credentials of personnel hired.	QSR No 1	Dec 16	resumes submitted for F. Koethe, J. Brokish and S. Mock with QSR 12.31.16
	Submit the draft monitoring plan	NTP +1	JAN 17	
	Submit the draft QAPP	NTP +1	JAN 17	
	Submit the final monitoring plan	NTP +3	MAR 17	
	Submit the final QAPP	NTP +3	MAR 17	
	Begin tracking and conducting a minimum of forty site visits	NTP +3	MAR 17	
	Draft and release the first of two press releases	NTP +3	MAR 17	
	Begin sediment monitoring	NTP +6	JUN 17	
	Begin nutrient monitoring	NTP +6	JUN 17	
	Begin photo-point monitoring	NTP +6	JUN 17	
	Begin conservation plan and BMP tracking	NTP +6	JUN 17	
	Begin conducting outreach effectiveness monitoring	NTP +6	JUN 17	
	Begin developing a minimum of ten (10) new conservation plans	NTP +6	JUN 17	
	Begin submitting lists of farms with new conservation plans	NTP +6	JUN 17	
	Begin submitting lists of farms with approved conservation plans	NTP +6	JUN 17	
	Establish BMP investment fund	NTP +6	JUN 17	
	Begin soliciting applications for BMP investment fund assistance	NTP +6	JUN 17	
	Begin submitting names of farmers and the BMPs selected to receive funds	NTP +6	JUN 17	
	Begin developing and executing O&M agreements with participating farms.	NTP +6	JUN 17	
	Begin providing BMP funding	NTP +6	JUN 17	
	Begin submitting a summary of implemented BMPs	NTP +6	JUN 17	
	Conduct the first of four field days	NTP +6	JUN 17	
	Conduct the second of four field days	NTP +9	SEP 17	
	Conduct the third of four field days	NTP +15	MAR 18	

Complete	Task / Deliverable	Timeline	Due Date	Status / Date Task Completed / Deliverable Submitted
Note: Items in bold are newly completed.				
	Conduct the fourth of four field days	NTP +18	JUN 18	
	Complete sediment monitoring	NTP +21	SEP 18	
	Complete nutrient monitoring	NTP +21	SEP 18	
	Complete photo point monitoring	NTP +21	SEP 18	
	Complete tracking the number of site visits	NTP +21	SEP 18	
	Complete conservation plan and BMP tracking	NTP +21	SEP 18	
	Complete conducting outreach effectiveness surveys	NTP +21	SEP 18	
	Complete developing a minimum of ten (10) new conservation plans	NTP +21	SEP 18	
	Complete submitting list of farms with new plans	NTP +21	SEP 18	
		NTP +21	SEP 18	
	Complete submitting list of farms with approved plans	NTP +21	SEP 18	
	Complete conducting applications for BMP funds	NTP +21	SEP 18	
	Complete submitting names of farmers and BMPs	NTP +21	SEP 18	
	Complete executing O&M agreements	NTP +21	SEP 18	
	Complete providing BMP funding	NTP +21	SEP 18	
	Complete submitting summary of implemented BMPs	NTP +21	SEP 18	
	Complete conducting a minimum of 40 site visits	NTP +21	SEP 18	
	Draft and release the second of two press releases	NTP +21	SEP 18	
	Submit the draft final report.	NTP +22	OCT 18	
	Submit the final report.	NTP +24	DEC 18	

FRANCESCA S. KOETHE

95-1048 Pu‘uanu St. Mililani, HI 96789 | (808) 256-0440 | fskoethe@hawaii.edu

EDUCATION

- 2016 (expected)** *M.S., Natural Resources and Environmental Management (NREM)*, University of Hawai‘i at Mānoa (UHM)
“Community Perceptions and Priorities for the Sustainability of Anini, Kaua‘i”
(Committee Members: Dr. Linda Cox (Advisor), Dr. Mehana Vaughan, Dr. Daniele Spirandelli)
GPA: 3.90
- 2014** *B.A., Zoology with Honors, Minor, Communicology (formerly Speech)*, UHM
“Resurveying Marine Environment of Kaua‘i: Views from the Perspective of Locals and Kūpuna”
Recognition of High Achievement in Honors
(Committee Members: Dr. James Maragos (Advisor), Dr. Mark Hixon, Diane Poche)
GPA: 3.32

RESEARCH EXPERIENCE

- 2015-present** *University of Hawai‘i, NREM Department, Master’s Plan A Thesis*
- Participated in monthly trips to the Kaua‘i island for data collection of 200 stakeholders
 - Used quantitative and qualitative data to build the understanding of perceptions and understandings of community members of a rural beach site
 - Collaborated with community organizations for understanding of the area (Waipā Foundation and LAMA Program)
 - Linked and communicated data results to County of Kauai (*in process*)
- 2015** *University of Hawai‘i, Sea Grant, NREM 691 Department course: Collaborative Care and Environmental Management; Student Participant (funded through National Science Foundation)*
- Participated in student teams to collect literature on community of Anini, Kaua‘i
 - Conducted qualitative interviews of long time community members
 - Presented findings using PowerPoint to community, Sea Grant, and other UHM courses
 - Helped in finalizing of products to give back to the community
- 2012 – 2013** *University of Hawai‘i, Honors Department, Student Honors Thesis (funded through Undergraduate Research Opportunity Program)*
- Conducted interviews with community members in Kaua‘i about coastal resource changes
 - Completed a literature review and analysis of interviews published with Honors Dept.
 - Presented findings in the Honors Research Symposium
- 2013** *University of Hawai‘i, Department of Biology; Research Volunteer*
- Assisted UHM PhD candidate, Sonia Rowley, with deep sea coral scleractinian
 - Organized, stored, and recorded varieties of deep sea coral samples
 - Measured preserved coral samples using ImageJ software
- 2011 - 2012** *University of Hawai‘i, Department of Oceanography; Partnered Research Project (funded through Undergraduate Research Opportunity Program)*
- Collaborated in Dr. Brian Glazer’s Lab with Master’s candidate, Heather Mills, investigating sediment characteristics in He‘eia Fishpond
 - Collected sediment samples at strict sites and times in He‘eia Fishpond
 - Analyzed sediment data using Microsoft Excel
 - Presented findings at the Honors Research Symposium (Poster and Powerpoint)

Jean Brokish
808-728-9903

PO Box 3046
Honolulu, HI 96802

Professional Summary

Over 15 years of experience in the conservation and agricultural fields, including ten years in non-profit organizations. Successfully managed a variety of federal, state and foundation grants, some in excess of \$400,000 --- many involving agreements with farmers, partner organizations and sub-contractors. An experienced collaborator: building networks with government and non-government entities, community leaders, elected officials and individual stakeholders.

Professional Experience

Jan 2009 – Present **Oahu Resource Conservation and Development Council** Hawaii

Executive Director (promoted from Project Manager). Oversee day to day operations of organization, including supervision of five staff and fiscal sponsorship agreements with four community partner organizations; supporting the Board of Directors; setting organization goals and budget; and developing technical training tools and delivering a variety of training programs for community stakeholders.

Feb 2005 –Oct 2008 **Chikaming Open Lands** Lakeside, MI

Program Director – Land Protection. Responsible for a wide variety of tasks including developing land preservation program, engaging landowners, organizational planning and building organizational capacity. Instrumental in preparing organization for and submitting application to the Land Trust Accreditation program.

Feb 2004 – Dec 2004 **USDA - NRCS** Wisconsin and Michigan

Biological Technician. Temporary position to manage increased work load. Streamlined enrollment procedures for Farm Bill Programs at the local level and consulted with landowners to evaluate and improve resource management.

May 2001 – Jun 2003 **U.S. Peace Corps** Lesotho (Africa)

Volunteer: Community and Economic Development – Agriculture and Environment. Two year volunteer position at vocational school, focusing on building local capacity in the agricultural and environmental sectors. Success depended upon sensitivity to cultural differences and utilization of creative and lateral thinking skills.

Jan 1999 – Apr 2001 **Soil & Water Conservation District** Van Wert, OH

Environmental Education Coordinator / District Technician. Collaborated with community and school leaders to develop education programs for local schools and community groups in natural resources and agriculture. Increased outreach/education effectiveness by including under-served audiences and improving follow-up activities.

Education

1996–1998 **Purdue University** West Lafayette, IN

M.S. - Soil Chemistry *Thesis: Threshold Phosphorus Levels for Indiana Soils*

1992–1996 **Univ. of WI – River Falls** River Falls, WI

B.S. – Agriculture *Major: Agronomy and Plant Sciences*

Stephanie K. Mock

136A Lakeview Circle Wahiawa, HI 96786 • stephanie.k.mock@gmail.com • 808-492-4344

EDUCATION

Bachelor of Arts

May 2012

Environmental Studies and International Development

Tulane University, New Orleans, LA

EXPERIENCE

Conservation Specialist/Planner

October 2015-Present

O'ahu Resource Conservation & Development Council

Kunia, Hawaii

- Conservation planning for farmers/landowners to address natural resource concerns; Developed thirteen conservation plans and provided technical assistance for over 5900 acres throughout Hawaii
- Managed workshops, outreach activities and projects focused on organization's mission & goals

Aquarium Curator

January 2015-May 2016

Pacific Beach Hotel

Honolulu, Hawaii

- Curate a 280,000 gallon Oceanarium including quarantine procedures, maintenance of life support systems, research and work/show SCUBA dives
- Oversee animal husbandry of *Dasyatis lata* (Brown Stingray) and other Hawaiian fish species

Tropical Biology Field Research Assistant

Summer 2012

Mauricio Garcia, M.Sc., Professor with Organization of Tropical Studies

Monteverde, Costa Rica

- Managed field work and research of insect herbivory of palm species in Monteverde, Costa Rica
- Part of a 15 year study documenting the preferences of insect herbivory in mountainous tropical rainforest ecosystems on private vs. public lands in Costa Rica included statistical report generation and leaf imaging

Urban Ecology Field Researcher

Summer 2011

New York City Department of Parks and Recreation and National Science Foundation

Pelham Bay Park, Bronx, NY

- Field work in Pelham Bay Park using transect surveying of native, non-native and invasive plant species including ArcGIS mapping and canopy imaging; Field research for ULTRA-EX, a National Science Foundation grant study
-

HONORS, AWARDS, & CERTIFICATIONS

PADI Divemaster, PADI Rescue Diver, PADI Advanced Diver, PADI Open Water Diver, Performance Freediving International Certification, Dean's List, Honorable Mention for Tulane's Center for Public Service Environmental Change Award, Sophie Newcomb Collat Media Lab Grant Recipient, Founder's Academic Scholarship, OTS Academic Scholarship, ULTRA-EX National Science Foundation Grant Recipient

SKILLS/ACTIVITIES

- Field research and experiential learning
- Formal/informal education including schools, non-profits, museums and public outreach
- Proficient in ArcGIS, Microsoft Office, Adobe Creative Suite and social media
- Ability to work with people of diverse backgrounds/needs and establish successful working relationships both domestically and abroad

Quarterly Status Reporting Form

ASO LOG NO. 17-059

12/19/16 - 12/31/16

GRANT FUNDS

No.	Description	Original Contract Amount	Contract Amounts from Preceding QSR	Expenditures during this Quarterly Reporting Period	Current Contract Amount (Remaining Funds)
A	Personnel Services	\$104,052.00	\$0.00	\$0.00	\$104,052.00
B	Travel	\$2,808.00	\$0.00	\$0.00	\$2,808.00
C	Operating Expenses	\$4,852.00	\$0.00	\$0.00	\$4,852.00
D	Equipment	\$0.00	\$0.00	\$0.00	\$0.00
E	Professional Services	\$9,475.00	\$0.00	\$0.00	\$9,475.00
F	Materials & Supplies	\$65,098.51	\$0.00	\$0.00	\$65,098.51
G	Other Miscellaneous Expenses	\$3,750.00	\$0.00	\$0.00	\$3,750.00
Total		\$190,035.51	\$0.00	\$0.00	\$190,035.51

IN-KIND CONTRIBUTIONS (MATCHING FUNDS)

No.	Description	Original Contract Amount	Contract Amounts from Preceding QSR	Expenditures during this Quarterly Reporting Period	Current Contract Amount (Remaining Funds)
A	Personnel Services	\$16,528.00	\$0.00	\$0.00	\$16,528.00
B	Travel	\$0.00	\$0.00	\$0.00	\$0.00
C	Operating Expenses	\$750.00	\$0.00	\$0.00	\$750.00
D	Equipment	\$0.00	\$0.00	\$0.00	\$0.00
E	Professional Services	\$14,000.00	\$0.00	\$0.00	\$14,000.00
F	Materials & Supplies	\$27,899.36	\$0.00	\$0.00	\$27,899.36
G	Other Miscellaneous Expenses	\$2,500.00	\$0.00	\$0.00	\$2,500.00
Total		\$61,677.36	\$0.00	\$0.00	\$61,677.36

No expenses to report... NTP received late December