

**MINUTES
BOARD OF DIRECTORS
HUGHES COUNTY CONSERVATION DISTRICT
419 EAST HIGHWAY
HOLDENVILLE, OKLAHOMA 74848**

DATE: December 10, 2009

TIME: 8:30 a.m. to 9:41 a.m.

MEMBERS PRESENT: Sam McClure, Chair
Randolph Cotten, Vice-Chair
Steve Enos, Secretary/Treasurer
Leon Russell, Member
Harvey Price, Member
Dale Jenkins, Associate Member

OTHERS PRESENT: Brent Reavis, District Conservationist, NRCS
Andrea Jones, District Secretary
Alvin Foster, Engineering Aide
Jami McVeigh, Soil Conservationist, NRCS
O.B. Boyd, Soil Technician, NRCS

NOT PRESENT: Michael Vance, Unallocated Other

(1) Call Meeting to Order – Chair.

The meeting was called to order by Sam McClure, Chairman of the Board. He noted this was a regular scheduled meeting in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and following. Notice of this meeting was posted at 2:30 p.m. on Saturday, December 5, 2009, at the front entrance of the District office.

(2) Approval of Minutes of the November 12, 2009 Regular Meeting.

Mr. McClure noted that the word “not” was to be removed from his report to state that “he was working with his church”.

Mr. Cotten made a motion, seconded by Mr. Russell to approve the minutes of the November 12, 2009 regular meeting as corrected. Aye votes: Mr. Enos, Mr. Price, Mr. McClure, Mr. Cotten and Mr. Russell. Nay votes: none. Motion carried.

(3) Consideration of and Possible Action on District Employee Timesheets and Leave Records for the Month of November, 2009.

The Directors reviewed employee time sheets and leave records for the month of November on Andrea Jones, Alvin Foster and Michael Vance.

Mr. Cotten made a motion, seconded by Mr. Russell to approve employee time sheets as presented. Aye votes: Mr. Cotten, Mr. Russell, Mr. McClure, Mr. Price and Mr. Enos. Nay votes: none. Motion carried.

(4) Consideration of and Possible Action on Financial Statement for Period Ending November 30, 2009.

Mr. Enos reviewed the financial records, bank statements and other accounts payable, such as the telephone bill, for period ending November 30, 2009. The financial statement is attached hereto as Exhibit A.

Mr. Enos made a motion, seconded by Mr. Cotten to approve the financial statement as presented. Aye votes: Mr. Price, Mr. McClure, Mr. Russell, Mr. Enos and Mr. Cotten. Nay votes: none. Motion carried.

(5) Consideration of and Possible Action on District Reimbursement Claim and Payment of Bills Owed by District

Ms. Jones reviewed the bills for the month of October on: AT&T, AT&T Mobility, City of Holdenville, David's Mini Mart, Fuzzell's Business Equipment, OG&E, OK Auto Supply, Oklahoma Natural Gas and Wal-Mart.

Ms. Jones noted that there were two additional invoices received after the board packets had been mailed out. The first was for James Supplies for oxygen and acetylene rental of \$84.00 and the other was from Pettit Machinery for Rivets for \$9.95

Mr. Cotten made a motion, seconded by Mr. Enos to pay the District bills. Aye votes: Mr. Enos, Mr. Russell, Mr. Price, Mr. McClure and Mr. Cotten. Nay votes: none. Motion carried.

(6) Consideration of and Possible Action on the Following District Operations Items:

(a) Review and/or Approve NRCS/OCC Agreements.

Ms. Jones reviewed the Natural Resources Conservation Service/Oklahoma Conservation Commission (NRCS/OCC) agreement for the month of November with the board

Mr. Cotten made a motion, seconded by Mr. Russell to approve NRCS/OCC as presented: Aye votes: Mr. McClure, Mr. Price, Mr. Cotten, Mr. Enos and Mr. Russell. Nay votes: None. Motion carried.

(b) Review and/or Approve Additional Work Performed and Notice of Personnel Actions.

Ms. Jones presented the Additional Work Performed sheets for December in the amount of \$250.00 along with the Notice of Personnel Actions for each employee. The board discussed the options.

Mr. Cotten made a motion, seconded by Mr. Price to approve Ms. Jones and Mr. Foster at the full amount with Mr. Vance to be prorated at \$30.00: Aye votes: Mr. McClure, Mr. Price, Mr. Cotten, Mr. Enos and Mr. Russell. Nay votes: None. Motion carried.

(c) Review and/or Approve Mileage Requests – L. Russell; R. Cotten and S. Enos.

Ms. Jones reviewed the three mileage requests for Mr. Russell, Mr. Cotten and Mr. Enos for the Area V Meeting. Mr. McClure noted that Ms. Jones had driven her own vehicle and asked that the Board consider reimbursing her for her mileage. Mr. Cotten noted that the Board had decided in an earlier meeting that no mileage would be paid if the District vehicles were not used.

Mr. Cotten made a motion, seconded by Mr. Russell to approve mileage requests for all three directors and Ms. Jones. Aye votes: Mr. McClure, Mr. Price, Mr. Cotten, Mr. Enos and Mr. Russell. Nay votes: None. Motion carried.

(d) Review and/or Approve District Director Responsibilities – Working with Legislators / Congressmen.

The Board reviewed the responsibilities on working with Legislators.

(e) Review and/or Approve OACD State Meeting Expenses.

The Board reviewed the room expenses for the annual Oklahoma Association of Conservation Districts (OACD) meeting.

Mr. Cotten made a motion, seconded by Mr. Enos to approve reserving three rooms for Mr. Russell, Mr. Cotten and Ms. Jones: Aye votes: Mr. Cotten, Mr. McClure, Mr. Enos, Mr. Price and Mr. Russell. Nay votes: None. Motion carried.

(f) Review and/or Approve Legislative Action Network Representative.

Ms. Jones noted that OACD was requesting that each district submit the name of a District Board Member to serve as the Legislative Action Network Representative.

Mr. Enos made a motion, seconded by Mr. Price to submit Mr. Cotten with Mr. Jenkins as the Districts Legislative Action Network Representative: Aye votes: Mr. Cotten, Mr. McClure, Mr. Enos, Mr. Price and Mr. Russell. Nay votes: None. Motion carried.

(g) Review and/or Approve District Director – Financial Disclosure.

Mr. Cotten reviewed the required Financial Disclosure forms with the Board. He informed the board that either these forms must be submitted by December 15th to avoid fines or a letter of resignation had to be filed with the District by that date.

(h) Review and/or Approve RC&D Council Members.

Ms. Jones reviewed the three Ouachita Mountains Resources, Conservation and Development (RC&D) council members: Mr. Cotten, Mr. Fayne Lindsey and Mr. Dale Turner.

Mr. Enos made a motion, seconded by Mr. Cotten to re-submit these members for consideration: Aye votes: Mr. Cotten, Mr. McClure, Mr. Enos, Mr. Price and Mr. Russell. Nay votes: None. Motion carried.

(i) Review and/or Approve 2010 Scholarships.

Ms Jones asked if the Board wished to continue with the District Scholarship Program.

Mr. Cotten made a motion, seconded by Mr. Price to approve the continuation of the District Scholarship program: Aye votes: Mr. Cotten, Mr. McClure, Mr. Enos, Mr. Price and Mr. Russell. Nay votes: None. Motion carried.

(j) Review and/or Approve Equipment Supply and Needs.

Mr. Foster noted that the District needed two new office chairs for the District Staff. Mr. Cotten noted that he would check on these items.

(k)Reminder – Locally Led Meeting.

The Board discussed changing the Locally Led Meeting to Wednesday, December 16, 2009 to allow time to contact all agencies and file all required paperwork.

(l)Reminder – Annual Celebration.

Ms. Jones noted that the Annual Celebration would begin at 6:00 p.m. tonight.

(7) Reports:

(a) Conservation District Directors

Mr. Cotten discussed having an outstanding cooperator from each District.

Mr. Price had nothing further to add.

Mr. Jenkins stated that he had talked with each Ag teacher and noted that they did not like the topics being changed every year and would like to keep the same topic for 3-4 years.

Mr. Enos had nothing further to add.

Mr. Russell noted that he had celebrated his 54th wedding anniversary in Tennessee.

Mr. McClure had nothing further to add.

(b) Conservation District Staff

Mr. Foster had nothing further to add.

Mr. Vance was not present.

Ms. Jones provided a written report documenting her activities (See Attachment A – Page 9).

(c) NRCS District Conservationist

Brent Reavis, District Conservationist (D.C.), was not present.

(d) NRCS Soil Conservationist

Jami McVeigh, Soil Conservationist (S.C.), reviewed the nondiscrimination provisions of the Civil Rights Act of 1964. He also reported that the Wildlife Department had come into the office and reviewed our Quail Habitat Program. He further stated that there were several practices that were certified which dealt mostly with dozer work. He talked about planning done on the Conservation Stewardship Program (CSP) and that the District was waiting on final approval.

(e) NRCS Soil Technician

O.B. Boyd, Soil Technician (S.T.), reported that things were pretty slow but that he had checked out some Environmental Quality Incentives Program (EQIP) ponds and Brush Management.

(8) Correspondence Reviewed

(a) Clay Pope – OACD Newsletter.

The board reviewed the newsletter from OACD which discussed the annual state meeting, Conservation Day at the Capital, State budget, news reports and changes to contest rules.

(b) Clay Pope – State Budget & Need of Communication with Our Legislators.

The board reviewed the e-mail from Clay Pope dealing with the monthly budget cuts. He reminded everyone that the last time natural resource agencies took the largest budget cuts and we need to take action to see this doesn't happen again.

(9) Public Comments

There were no public comments at this time.

(10) New Business

There was no new business at this time.

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(11) Adjournment

The next scheduled meeting of the Hughes County Conservation District will be held on Thursday, January 14, 2010 at 8:30 a.m. There being no further business, Mr. Cotten adjourned the meeting.

Sam McClure, Chairman

Date

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Copy: ***Oklahoma Conservation Commission***
Mike Thralls, Executive Director
Virginia Kidd, Area V Member

Natural Resources Conservation Service
Jamey Wood, Asst. State Conservationist Zone 4, Field Operations

Oklahoma Association of Conservation Districts
Scotty Herriman, President
Joe Parker, Vice President
Randolph Cotten, Area V Director

Attachment "A"

DISTRICT SECRETARY'S REPORT

Projects in Process:

State Cost-Share Program PY11 – needs to be reviewed... this was for flood mitigation... now PY12 is open

- Working on ranking sheets for remaining programs.... Clarifying changes needed

Blue Thumb Program

- Made a picture board for the hallway showing Blue Thumb activities

Update Webpage

- Update Agenda and minutes.

Worked with NRCS to clear up computer memory

- Backed up several files to CDs

Working with Auditor

- Sending additional information needed

Conservation Education

- Gave program on the Incredible journey to Thomas 4th grade class

District Directors Financial Disclosure Statements

- Preparing forms per state request

Area V Meeting

- Assisted with registration, material distribution and clean up – delivered supplies back to Little River Conservation District office

Annual Celebration

- Sent out invitations, Scheduled room
- Working with Caterer, Gathering supplies and decorations

Locally Led Meeting

- Failed to get newspaper article in newspapers for Locally Led – need to reschedule
- Revised Natural Resource concerns and newspaper article
- Updating contact list

Upcoming Events:

12/10/2009 – HCCD Board Meeting

12/10/2009 – District Annual Celebration

12/17/2009 – Andrea Jones Birthday

12/25/2009 – Christmas – Office Closed

12/27/2009 – Steve Enos Birthday

1/1/2010 – New Year's Day – Office Closed

1/18/2010 – Martin Luther King Day – Office Closed

1/29/2010 – Sam McClure Birthday

2/15/2010 – President's Day – Office Closed

2/21/2010 to 2/23/2010 – OACD State Meeting at Reed Center in Midwest City