

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

DATE: July 9, 2009

TIME: 8:30 a.m. to 9:37 a.m.

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

OTHERS PRESENT: Andrea Jones, District Secretary
Alvin Foster, Engineering Aide
Jami McVeigh, Soil Conservationist, NRCS
Greg Kloxin, OCC Assistant Director, Water Quality Division

NOT PRESENT: Brent Reavis, District Conservationist, NRCS
O.B. Boyd, Soil Technician, NRCS
Dale Jenkins, Associate Member

(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 1:20 p.m. on July 7, 2009, at the front entrance of the District office.

(2) Approval of Minutes of the June 11, 2009 Regular Meeting.

Mr. Cotten made a motion, seconded by Mr. Russell to approve the minutes of the June 11, 2009 regular meeting. Aye votes: Mr. Russell, Mr. Cotten, Mr. McClure and Mr. Price. Nay votes: none. Motion carried.

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

The Directors reviewed employee time sheets and leave records for the month of June on Andrea Jones, Alvin Foster and Harold Wheeler.

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

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

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

Mr. Cotten made a motion, seconded by Mr. Price to approve the financial statement as presented. Aye votes: Mr. Price, Mr. McClure, Mr. Russell 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 June on: AT&T, AT&T Mobility, Bobby Briggs, City of Holdenville, Curtis Diving Service, David's Mini Mart, Lee's Texaco, OG&E, OK Auto Supply, Oklahoma Department of Agriculture, Food and Forestry, Oklahoma Natural Gas, Peixotto Agency and Wilson & Wilson LTD Partnership.

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

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

(a) Review and/or Approve Leave Request – A. Foster.

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

(b) 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 June with the board.

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

(c) Review and/or Approve Bond User Agreement with OCC.

Mr. McClure introduced Mr. Greg Kloxin the Assistant Director of OCC's Water Quality Division to discuss the Bond User Agreement with the Board.

Mr. Kloxin reported that this was a \$25 million dollar bond which would be used by the state to repair damage to infrastructures due to floods over the last several years. This bond would be overseen by the Oklahoma Capital Improvement Authority and that neither the OCC nor the District would have oversight of these funds. He noted that Hughes County was eligible for these funds as one of its watershed structures was considered a High Hazard Dam. He stated that this Bond User Agreement had three provisions: 1) it would grant unto OCC the right to inspect the project for proper use of funds; 2) it would insure that bond funds are used for public purposes and 3) it would make sure that documentation is provided to OCC on all projects.

Mr. Cotten made a motion, seconded by Mr. Russell to approve the Bond User Agreement as presented: Aye votes: Mr. Cotten, Mr. Russell, Mr. Price and Mr. McClure. Nay votes: None. Motion carried.

(d) Review and/or Approve NRCS Field Office Agreement for Federal Farm Bill delivery program.

Mr. McVeigh discussed the changes that have occurred on this new contribution agreement. He noted that the NRCS/OCC monthly performance agreement was somewhat modified with certain items removed and new ones added. He informed the Board that there was certain flexibility on this form and allowed for the District to identify those work tasks that best fit the needs of the local office.

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

(e) Review and/or Approve OCC FY2010 District Allocations & Overview of State Budget.

Mr. Kloxin again addressed this issue. He discussed the State Budget and what this entailed for certain programs. He noted that there were no plans for furloughs for employees, and that each District's allocations should remain at the current level. No Action required on this item.

(f) Review and/or Approve Annual Report FY2009.

Ms. Jones reviewed the Annual Report for Fiscal Year 2009 with the Board.

Mr. Cotten made a motion, seconded by Mr. Price to approve the Annual Report FY2009 as presented. Aye votes: Mr. Cotten, Mr. Russell, Mr. Price and Mr. McClure. Nay votes: None. Motion carried.

(g) Review and/or Approve Reorganization of District Board.

Mr. Cotten made a motion, seconded by Mr. Price to leave all directors in their current positions. Aye votes: Mr. Cotten, Mr. Russell, Mr. Price and Mr. McClure. Nay votes: None. Motion carried.

(h) Review and/or Approve District Director Responsibilities – Associate Members.

Ms. Jones noted that the only item not currently being used for the Associate Member was a Term of Office.

Mr. Cotten made a motion, seconded by Mr. Price to have Mr. Jenkins Term of Office run concurrent with the Chairs position. Aye votes: Mr. Cotten, Mr. Russell, Mr. Price and Mr. McClure. Nay votes: None. Motion carried.

(i) Review and/or Approve Annual Budget FY2011.

Ms. Jones reported that there were minor changes from last year's budget request, with most figures remaining the same.

Mr. Cotten made a motion, seconded by Mr. Russell to approve the Annual Budget for FY2011 as presented. Aye votes: Mr. Cotten, Mr. Russell, Mr. Price and Mr. McClure. Nay votes: None. Motion carried.

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

Mr. Foster reported that he had not purchased the pickup seat that was approved at last months meeting because it was more than what the Directors had approved funding for. The seat he found cost \$125.00.

Mr. Cotten made a motion, seconded by Mr. Price to approve up to \$250.00 for the seat cover and a new tire. Aye votes: Mr. Cotten, Mr. Russell, Mr. Price and Mr. McClure. Nay votes: None. Motion carried.

(k) Review and/or Approve Surety Bond.

The board reviewed the Surety Bond from Peixotto Agency for \$620.00.

Mr. Price made a motion, seconded by Mr. Cotten to approve the Surety Bond as presented. Aye votes: Mr. Cotten, Mr. Russell, Mr. Price and Mr. McClure. Nay votes: None. Motion carried.

(l) Review and/or Approve Seed Dealers License.

The board reviewed the \$25.00 renewal for the Districts Seed Dealers License.

Mr. Cotten made a motion, seconded by Mr. Price to approve the Seed Dealers License Renewal as presented. Aye votes: Mr. Cotten, Mr. Russell, Mr. Price and Mr. McClure. Nay votes: None. Motion carried.

(m) Review Audit/Compilation Requirements.

The board reviewed the requirements for a full audit.

Mr. Cotten made a motion, seconded by Mr. Russell to mail out letters to several auditors and open sealed bids at the August meeting. Aye votes: Mr. Cotten, Mr. Russell, Mr. Price and Mr. McClure. Nay votes: None. Motion carried.

(n) Review and/or Approve Cost-Share Program Extensions.

The board reviewed the request for an Extension on Mr. Keathley and a price break on Ms. Fereday for use of her equipment.

Mr. Cotten made a motion, seconded by Mr. Price to approve a \$25.00 break in price and to extend Mr. Keathley until August 13, 2009. Aye votes: Mr. Cotten, Mr. Russell, Mr. Price and Mr. McClure. Nay votes: None. Motion carried.

(7) Reports:

(a) Conservation District Directors

Mr. Price had nothing further to add.

Mr. Cotten reported that he would be attending the Resources, Conservation & Development (RC&D) meeting on July 16th in McAlester. He also noted that the State RC&D Meeting would be August 2-3, 2009 in Norman. He informed the Board that Scott Pace was the new Coordinator for the Ouachita Mountains RC&D.

Mr. Russell said he was another year older.

Mr. McClure stated he'd been busy.

(b) Conservation District Staff

Mr. Foster reported that he had attended the Carbon Credits Training on No-Till Farming and that he had sprayed the watersheds. He noted that he was accumulating chemical jugs and barrels.

Mr. Wheeler was not present but had phoned in earlier to thank the Board for the opportunity to work with the District.

Ms. Jones provided a written report documenting her activities (See Attachment A – Page 10).

(c) NRCS District Conservationist

Brent Reavis, District Conservationist (D.C.), was not present but had left his written report (See Attachment B – Page 11).

(d) NRCS Soil Conservationist

Jami McVeigh, Soil Conservationist (S.C.), informed the board that he had been splitting his time between the Holdenville and Ada offices and that he was working on older Environmental Quality Incentives Program (EQIP) applications and that he's had to cancel several and picked up new ones for a total of \$60,000 with 2-3 more needing signatures. He also reported that Mr. Boyd had measured sprigging, checked out 2 ponds and worked on the State Cost-Share Program.

(e) NRCS Soil Technician

O.B. Boyd, Soil Technician (S.T.), was not present.

(8) Correspondence Reviewed

(a) NRCS Monthly Activities Report.

The Board reviewed the NRCS Monthly Activities Reports.

(b) Mark Harrison – Conservation District Act Online.

The Board reviewed the e-mail stating that the Conservation District Act could now be found online.

(c) Clay Pope – Final State legislative Alert of 2009.

The Board reviewed the e-mail.

(d) Thank You – Ft. Towson 4H Forestry & Land Judging Team.

The Board reviewed the thank you note from Ft. Towson School.

(e) Ben Pollard – USDA Leases for Office Space.

The Board reviewed the e-mail regarding leasing space to NRCS.

(f) Clay Pope – More Stimulus Money.

The Board reviewed the e-mail regarding additional stimulus funds available.

(g) Shaina Azlin – Thank You.

The Board reviewed the thank you note from Shaina Azlin for her scholarship.

(h) OACD – Thank You.

The Board reviewed the thank you note from the Oklahoma Association of Conservation Districts (OACD) for sponsoring the National Land & Range Judging Contest.

(9) Public Comments

There were no public comments at this time.

(10) New Business

There was no new business at this time.

(11) Adjournment

The next scheduled meeting of the Hughes County Conservation District will be held on Thursday, August 13, 2009 at 8:30 a.m. There being no further business, Mr. McClure adjourned the meeting.

Sam McClure, Chairman

Date

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Hughes County Conservation District
July 9, 2009

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 COMPLETED

Long Range Plan
Annual Work Plan
Annual Budget
Annual Report

PROJECTS IN PROGRESS

Cost-Share Program Year 10 Worked 15.5 hours

- Updated reports
- Finalized 4 applications for funding
- Picked up final 6 applications for funding with a deadline of September 28, 2009

Preparations for Yearly Audit/Compilation

Updates to Web Page

- Minutes & agenda

Finalized several year end reports

Blue Thumb Program – July 14, 2009

- Summer macroinvertebrate collections
- Quality Assurance session

UPCOMING EVENTS

7/9/09 – Reorganize Board

7/9/09 – HCCD Board meeting

7/16/09 – Ouachita Mountains RC&D Meeting

7/17/09 – O.B. Boyd Birthday

8/6/09 – Brent Reavis Birthday

8/13/09 – HCCD Board Meeting

8/21/09 – Alvin Foster Birthday

9/7/09 – Labor Day – Office Closed

9/10/09 – HCCD Board Meeting

9/28/09 – Deadline for Round 2 of State Cost-Share Program applications

Attachment "B"

DISTRICT CONSERVATIONIST'S REPORT

CONSERVATION PLANNING

- Planning on EQIP applicants for contract approval.

CONSERVATION PRACTICES

- Pasture Planting – 3 for 92 acres
- Nutrient Management – 3 for 92 acres
- Ponds Staked – 2
- Ponds Completed – 2

EQIP

One contract obligated for \$14,372.00

OPEN OBLIGATIONS AUDIT

3rd Quarter audit completed – 41 contracts

June 22 to June 25, 2009 – Provided training to Soil Conservationist from Norman Field Office

July 1, 2009 – O. B. Boyd to Technician Training at Sulphur