

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

DATE: June 10, 2010

TIME: 8:30 a.m. to 10:04 a.m.

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

OTHERS PRESENT: Andrea Jones, District Secretary
Alvin Foster, Engineering Aide
Andy Lysinger, Part-Time Engineering Aide
Brent Reavis, District Conservationist, NRCS
O.B. Boyd, Soil Technician, NRCS
Holt Hagy, Soil Conservationist, NRCS
Eric Shaw, Student Trainee, NRCS

NOT PRESENT: None

(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 3:00 p.m. on Thursday, June 3, 2010, at the front entrance of the District office.

(2) Approval of Minutes of the May 13, 2010 Regular Meeting.

Mr. Cotten made a motion, seconded by Mr. Price to approve the minutes of the May 13, 2010 regular meeting as presented. Aye votes: Mr. Enos, Mr. Cotten, Mr. Price and Mr. McClure. Nay votes: none. Motion carried.

(3) Consideration of and Possible Action on District Employee Timesheets and Leave Records for the Month of May 2010.

The Directors reviewed employee time sheets and leave records for the month of May on Andrea Jones, Alvin Foster and Andy Lysinger. The Board asked that a double line be put at the end of each work week.

Mr. Cotten made a motion, seconded by Mr. Enos to approve the employee timesheets and leave records as presented. Aye votes: Mr. Price, Mr. McClure, Mr. Enos and Mr. Cotten. Nay votes: none. Motion Carried.

(4) Consideration of and Possible Action on Financial Statement for Period Ending June 30, 2010.

Mr. Enos reviewed the financial records, bank statements and other accounts payable, such as the telephone bill, for period ending June 30, 2010. 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. Cotten, Mr. Price, Mr. McClure and Mr. Enos. 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 May on: AT&T, AT&T Mobility, City of Holdenville, County Building Center, Curtis Diving Services, David's Mini Mart, Dub Ross Company, Inc., Goodson Feed & Trailer Sales, Lee's Texaco, OG&E, OK Auto Supply, Oklahoma Natural Gas, Perry's Ford and Wilson & Wilson LTD Partnership.

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

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

(a) Review and/or Approve Appointment of Director for Vacant District Director Position #1.

Mr. Cotten made a motion, seconded by Mr. Enos to approve Dale Jenkins to fill the vacant position and finish the term: Aye votes: Mr. McClure, Mr. Cotten, Mr. Price and Mr. Enos. 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 May with the board.

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

(c) Vote in open session on whether to enter executive session as authorized by Title 25 Sec. 307(B)(7) to discuss, approve and/or review: State Cost-Share Program Extensions on current applications.

The Board did not enter into executive session as no funding amounts were to be discussed.

The Board reviewed the remaining cost-share applications for both Program Year (PY) 11b and 12. Ms. Jones noted that on PY11b there were 3 applications for Pasture Planting with Nutrient Management on Jack Jensen, Jim Anderson and Quinton Yarbrough and 5 applications for Ponds on Gus Bowie, Kel Galbraith, Robert E. Anderson, Ryan Mims and Ronnie Sanders. Ms. Jones also noted that on PY 12 there were 2 applications for Pasture Planting with Nutrient Management on Jack Jensen and Jim Anderson and 5 applications for Ponds on Jack Jensen, Gus Bowie, Kel Galbraith, Johnny Mayfield and Brian Arthur.

Mr. Cotten made a motion, seconded by Mr. Price to approve the extension date on all pond applications to August 1, 2010 and all Pasture Planting with Nutrient Management to June 1, 2011. Aye votes: Mr. Cotten, Mr. McClure, Mr. Price and Mr. Enos. Nay votes: None. Motion carried.

(d) Review and/or Approve Possible District Director Responsibilities - .

This item was not addressed as no forms had been received from OCC.

(e) Review and/or Approve Annual Work Plan FY2011.

Ms. Jones reviewed the Annual Work Plan for Fiscal Year (FY) 2011 with the Board. The Board read through the document and asked that several changes be made including removing Leon Russell and Harold Wheeler from several sections, changing the dates on the Cedar Conference and including Directors on several items.

Mr. Cotten made a motion, seconded by Mr. Enos to approve the Annual Work Play FY2011 as amended. Aye votes: Mr. Cotten, Mr. McClure, Mr. Price and Mr. Enos. Nay votes: None. Motion carried.

(f) Review and/or Approve Longevity – A. Jones.

The Board reviewed the Longevity for Ms. Jones for 13 years of service.

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

(g) Review and/or Approve Dry Fire Hydrant Request.

The Board discussed the request from Phillip Lee with the Horntown Volunteer Fire Department.

Mr. Cotten made a motion, seconded by Mr. Enos to approve the Dry Hydrant request to include footage up to \$300.00. Aye votes: Mr. Cotten, Mr. Enos, Mr. Price and Mr. McClure. Nay votes: None. Motion carried.

(h) Review and/or Approve Changes to Scholarship forms.

Mr. Jenkins and Ms. Jones discussed the changes which had been made.

Mr. Price made a motion, seconded by Mr. Cotten to approve the changes and to add a section for the applicant's School to the front page box, to change the introduction to remove the school from that paragraph and to have each student provide proof of enrollment: Aye votes: Mr. Cotten, Mr. McClure, Mr. Enos and Mr. Price. Nay votes: None. Motion carried.

(i) Review and/or Approve Possible Changes to Commercial Property Policy.

The Board reviewed the Commercial Property Policy. No changes would be necessary.

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

Mr. Foster discussed the Equipment needs including: replacement of a damaged tank on the pasture sprayer, the need for a newer tractor to reduce repair costs, a 2 wheel dolly and an air conditioner for the shop building.

Mr. Price noted that the district operated on a limited budget and a tractor was too large of an expense at this time. Mr. Cotten reported that he knew of an individual who had purchased a small air conditioner that was too small for their needs but would be adequate for the office at the shop and would sell it for \$30.

Mr. Price made a motion, seconded by Mr. Cotten to approve the repair of the spray tank, the purchase of a dolly and air conditioner for the shop. Aye votes: Mr. Price, Mr. Cotten, Mr. Enos and Mr. McClure. Nay votes: None. Motion carried.

(7) Reports:

(a) Conservation District Directors

Mr. Cotten stated he would not be at the August Meeting as he would be on vacation. He also noted that there would be a mini Resources, Conservation and Development (RC&D) meeting following today's district meeting. Mr. Cotten also noted that all rental tickets must be signed before the individual could pick up the equipment. This would be done by whichever personnel of either agency that would be overseeing the rental.

Mr. Price had nothing further to report.

Mr. Jenkins noted that he had a run in with Singing Wire Cedar and that they had left him with a huge mess.

Mr. Enos reminded the board that he would not be at the July meeting.

Mr. McClure stated that Mr. Russell's wife was not doing any better and that her short term memory was bad.

(b) Conservation District Staff

Mr. Foster had nothing further to report.

Mr. Lysinger had nothing further to report.

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 but had left a written report to bring the Board up-to-date on NRCS activities (See Attachment B – Page 10). Mr. Reavis also introduced Mr. Eric Shaw, NRCS Student Trainee and Mr. Hagy, NRCS Soil Conservationist.

(d) NRCS Soil Conservationist

Holt Hagy, Soil Conservationist, introduced himself to the board.

(e) NRCS Soil Technician

O.B. Boyd, Soil Technician (S.T.), said that he was busy cracking the whip trying to get people to get projects completed.

(8) Correspondence Reviewed

(a) NRCS Monthly Activities Report.

There was no NRCS Monthly Activities Report for this month's meeting.

(b) Clay Pope – Legislature Adjourned.

Mr. Pope reported that the consolidation bill was defeated and OCC had received an increase of over 9% to cover the bond.

(c) Trey Lam – Thank You.

Mr. Lam sent a letter thanking the District for sponsoring the National Land & Range Judging contest which had approximately 1,000 students, sponsors and parents in attendance with 173 teams from 34 states.

(d) Mike Thralls – General Appropriations.

Mr. Thralls sent a letter reporting that the OCC had received \$9,845,434 to cover the conservation bond leaving a reduction in general revenues of 7%.

(e) Ben Pollard – Mike Thralls Mother.

Mr. Pollard sent a notification that Mr. Thralls mother had passed away noting where the funeral would be held.

(f) Clay Pope – OACD Policy Handbook.

Mr. Pope sent a copy of the Oklahoma Association of Conservation Districts (OACD) Policy Handbook. He thanked Mr. Cotten for his assistance in creating it.

(9) Public Comments

There were no public comments at this time.

(10) New Business

Ms. Jones reported that Conservation Districts were now being utilized by the Okie One-Call system when any type of excavation was being performed within a half mile of a watershed.

(11) Adjournment

The next scheduled meeting of the Hughes County Conservation District will be held on Thursday, July 8, 2010 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
June 10, 2010

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

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

Oklahoma Association of Conservation Districts
Trey Lam, President
Joe Parker, Vice President
Randolph Cotten, Area V Director

Attachment "A"

DISTRICT SECRETARY'S REPORT

Projects in Process:

Blue Thumb

- State Blue Thumb has scheduled Fish collections on 3 sites – June 23, 24 & 25

Conservation Education

- Have worked with Dale Jenkins to update scholarship forms for next year

Reports

- Updating Annual Work Plan
- Updating Annual Report

Pollution Events

- Received pollution call on May 25th – from a new landowner in Section 8-8-10 on an old existing dump site on county road.

District Directors

- Finalized paperwork for Dale Jenkins appointment
- Finalized Financial Disclosure form to fax to Ethics Commission for new appointment

Equipment Rentals

- Have loaded pasture sprayer.
- Contact dealers for information on tank replacement for #2 Sprayer
- Looked up order information for Door Handle for District Pickup for Foster.
- Reserved equipment for customers.

Okie One-Call System

- Districts will now be point of origin contacts on all locate tickets for the Okie One-Call system when they are within ½ mile of watershed.
- Will have to notify operator within 48 hours to alert them of the watershed structure and existence of any easements.
- Will possibly have to meet to review and approve excavation that will occur on easement or in proximity to the structure.
- Will receive "Locate Tickets" by E-MAIL ONLY. E-mail must be checked daily.

Upcoming Events:

6/7/2010 – Dale Jenkins Birthday

6/10/2010 – HCCD Board Meeting

6/23/2010 – Blue Thumb Fish Collections on Bird Creek Tributary on EW 136 Rd.

6/24/2010 – Blue Thumb Fish Collections on Gobbler Creek Tributary

6/25/2010 – Blue Thumb Fish Collections on Bird Creek Tributary on Dump Ground Road

7/7/2010 – Randy Cotten Birthday

7/8/2010 – HCCD Board Meeting

7/17/2010 – O.B. Boyd Birthday

Attachment "B"

DISTRICT CONSERVATIONIST'S REPORT

CONSERVATION PLANNING

- 1 – Environmental Quality Incentives Program (EQIP) Irrigation
- 2 – Wildlife Habitat Incentives Programs (WHIP)

CONSERVATION PRACTICES

- Pasture Planting – 172.6 acres
- Nutrient Management – 172.6 acres
- Manure Transfer – 432.5 tons
- Irrigation System – 829 linear feet
- Firebreak – 2 acres
- Pumping Plant (irrigation) – 1
- Brush Management – 20 Acres

NEW EMPLOYEES

- Holt Hagy – Soil Conserationist
- Eric Shaw – Student Trainee

UPCOMINT EVENTS

- NRCS All Employee Meeting at Oklahoma City – 6/15/10 to 6/17/10