

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

**DATE:** May 13, 2010

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

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

**OTHERS PRESENT:** Andrea Jones, District Secretary  
Alvin Foster, Engineering Aide  
Andy Lysinger, Part-Time Engineering Aide

**NOT PRESENT:** Brent Reavis, District Conservationist, NRCS  
O.B. Boyd, Soil Technician, NRCS

***(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 2:45 p.m. on Tuesday, May 11, 2010, at the front entrance of the District office.

***(2) Approval of Minutes of the April 8, 2010 Regular Meeting.***

Mr. Russell made a motion, seconded by Mr. Cotten to approve the minutes of the April 8, 2010 regular meeting as presented. Aye votes: Mr. Enos, Mr. Cotten, Mr. Russell, 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 April 2010.***

The Directors reviewed employee time sheets and leave records for the month of April on Andrea Jones, Alvin Foster and Andy Lysinger.

Mr. McClure noted that employees needed to make a personal call into the office when they would be absent rather than sending a text message.

Mr. Cotten made a motion, seconded by Mr. Price to approve the employee timesheets and leave records as presented. Aye votes: Mr. Russell, 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 April 30, 2010.***

Mr. Enos reviewed the financial records, bank statements and other accounts payable, such as the telephone bill, for period ending April 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. Russell, 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 April on: Angus Valley Ranch Equipment, AT&T, AT&T Mobility, City of Holdenville, David's Mini Mart, Eckroat Seed Co., Holdenville News, Hughes County Times, James Supplies, Lee's Texaco, OG&E, OK Auto Supply, Ouachita Mountains RC&D, Oklahoma Natural Gas and Wilson & Wilson LTD Partnership. Ms. Jones also noted that the District needed to reimburse Mr. Cotten \$62.23 for the 30 year plaque purchased for Leon Russell. Ms Jones informed the Board that three tickets had come in after she had mailed the board packets. They included Fuzzell's Business Equipment in the amount of \$139.83 for the Quarterly rental of the copying machine; Holdenville Chamber of Commerce and Agriculture in the amount of \$75.00 on the 2010 Membership dues; and Oklahoma Farm Bureau in the amount of \$354.76 for the Implement Policy. She noted that with these new tickets the revised total amount for the April bills would be \$6,559.37.

Mr. Cotten made a motion, seconded by Mr. Enos to pay the District bills. Aye votes: Mr. Cotten, Mr. Russell, 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 NRCS/OCC Agreements.***

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

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

***(b) Review and/or Approve District Director Responsibilities – Understanding Employee Payroll.***

The Board reviewed the District Director Responsibilities on understanding employee payroll.

***(c) Review and/or Approve 2010 Membership Dues – Ouachita Mountains RC&D and Holdenville Chamber of Commerce and Agriculture.***

Ms. Jones noted that the 2010 Membership dues for Ouachita Mountains Resources, Conservation and Development (RC&D) was \$87.50 and the dues for the Holdenville Chamber of Commerce and Agriculture was \$75.00.

Mr. Cotten made a motion, seconded by Mr. Price to approve the 2010 Membership Dues as presented. Aye votes: Mr. Cotten, Mr. McClure, Mr. Russell, Mr. Price and Mr. Enos. Nay votes: None. Motion carried.

***(d) Review and/or Approve Possible Participation in NALMS Annual Conference in OKC.***

Ms. Jones reported that Cheryl Cheadle had asked her to give a presentation at the North American Lake Management Society annual conference in November in Oklahoma City.

Mr. Cotten made a motion, seconded by Mr. Russell to approve Ms. Jones attending the conference and for the District to pay for her mileage. Aye votes: Mr. Cotten, Mr. McClure, Mr. Russell, Mr. Price and Mr. Enos. Nay votes: None. Motion carried.

***(e) Review and/or Approve Possible Expenditures – Thomas Outdoor Classroom.***

No Action was taken as the Classroom had been cancelled due to weather conditions.

***(f) Review and/or Approve Equipment and Supply Needs.***

Mr. Foster discussed several repairs needed to the District Pickup. He noted that the estimated repairs would cost approximately \$450.00.

Mr. Cotten made a motion, seconded by Mr. Price to approve \$450 to fix the pickup: Aye votes: Mr. Cotten, Mr. McClure, Mr. Russell, Mr. Enos and Mr. Price. Nay votes: None. Motion carried.

***(g) Acknowledge 30 years of Service – Leon Russell.***

The Board of Directors and staff thanked Mr. Russell for his 30 years of Service to the Hughes County Conservation District. He was presented with a plaque.

Mr. Russell thanked everyone for their support, but informed the Board that he was retiring after today's meeting, due to personal reasons.

***(h) Review and/or Approve FUB On-Line Business Application.***

Ms. Jones and Mr. Enos discussed the option for checking the account balance electronically to monitor for direct deposits. Mr. Cotten volunteered to oversee the account.

Mr. Enos made a motion, seconded by Mr. Price to approve the set up of an electronic account: Aye votes: Mr. Cotten, Mr. McClure, Mr. Russell, Mr. Enos and Mr. Price. Nay votes: None. Motion carried.

***(7) Reports:***

***(a) Conservation District Directors***

Mr. Cotten stated that Resources, Conservation and Development (RC&D) wants to begin holding mini meetings at the District offices. He noted that Hughes County would host the June 10<sup>th</sup> meeting. He also reported that thanks to Mr. Boyd, we now have access to land for the Cedar, Pasture & Brush Control Conference.

Mr. Price had nothing further to report.

Mr. Jenkins noted that he had worked on the scholarship forms to bring them more up-to-date. He also stated that he had finished his sprigging.

Mr. Enos informed the board that he would not be at the July meeting as he would be gone on a trip to the Pacific Northwest.

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Mr. Russell commended Mr. Jenkins for his input as an Associate Director and felt that he would make a good addition to the Board of Directors. He stated that his wife was not doing very well and that due to these circumstances; he could no longer serve on the board.

Mr. McClure said he had enjoyed having Mr. Russell on the board.

***(b) Conservation District Staff***

Mr. Foster reported that he was busy with sprigging, and would be getting a tinhorn for the watershed.

Mr. Lysinger had nothing further to report.

Ms. Jones provided a written report documenting her activities (See Attachment A – Page 8).

***(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 9).

***(d) NRCS Soil Conservationist***

Position is vacant.

***(e) NRCS Soil Technician***

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

***(8) Correspondence Reviewed***

***(a) NRCS Monthly Activities Report.***

Ms. Jones noted that a copy would be available soon for anyone interested in reviewing it.

***(b) Clay Pope – Legislative Update.***

Ms. Jones noted that parts of HB3173 discussed combining over 20 agencies to create a huge department of Natural Resources.

***(c) Clay Pope – Legislative Alert.***

Ms. Jones noted that this gave more in depth information on HB3173 along with expected budget cuts.

*(d) Mark Harrison – Governor’s Proclamation.*

Ms. Jones noted that the Governor recognized the 75 years of service that the NRCS had provided to Oklahoma.

*(e) NACD – District Program Evaluation.*

Ms. Jones reported that the National Association of Conservation Districts (NACD) had provided a written District Program Evaluation form for each district’s use in reviewing their services.

*(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, June 10, 2010 at 8:30 a.m. There being no further business, Mr. McClure adjourned the meeting.

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Sam McClure, Chairman

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Date

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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

- Finished Macroinvertebrate subsampling; Scheduling Fish collections on 3 sites – June 23 - 25

Conservation Education

- Had to cancel out Friday's Outdoor Classroom due to unstable weather system
- Have made checks out for all scholarship winners – waiting on proof of enrollment
- Have worked with Dale Jenkins to update scholarship forms for next year

Reports

- Updating Annual Work Plan and Updating Annual Report

Pollution Events

- Received pollution call on April 9<sup>th</sup> for raw sewage that entered into a stream from new housing development on Catfish Road – Lift Station at development overflowed into the stream. Contacted City Workers.
- Received pollution call on April 12<sup>th</sup> – A manhole was overflowing and raw sewage was entering into a stream on Cypress Street – met with City Workers, they had already contacted DEQ.
- Received pollution call at 4:25 p.m. on April 22<sup>nd</sup> – oil mixture from tank bottom spilled along side of Highway 48 & 270, Contacted Oklahoma Corporation Commission, Sheriff's Department, Cheryl Cheadle with Blue Thumb

Outreach

- Have been asked to give a presentation on data collection for pollution events at the North American Lake Management Society's Annual Conference in Oklahoma City on November 5<sup>th</sup>. This organization includes several states and Canadian provinces

District Directors

- Sent Affidavit of Publication to OCC
- Prepared Notification & Declaration of Candidacy for R. Cotten
- Ordered 30 Year Plaque for L. Russell

Soil Surveys

- Have made several soil surveys for walk-ins
- Have made instructions for individuals to use to pull their own soil surveys from internet.

Equipment Rentals

- Have loaded and unloaded equipment rentals: gopher machine, box blade, 2 row sprigger & pasture sprayer.
- Looked up renters information on internet

**Completed Projects:**

District Webpage – updated agendas and staff information, fixed all out of date links, updated area information.

**Upcoming Events:**

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

Attachment "B"

***DISTRICT CONSERVATIONIST'S REPORT***

**CONSERVATION PLANNING**

Comprehensive Nutrient Management Plan (CNMP) – 1

**CONSERVATION PRACTICES**

Pasture Planting – 192.2 acres  
Nutrient Management – 192.2 acres  
Brush Management – 72.8 Acres  
Prescribed Burning – 526 acres  
Upland Wildlife Habitat Management – 469 Acres  
Manure Transfer – 1  
Ponds Staked – 1  
Dry Hydrants – 2

**WETLANDS RESERVE PROGRAM (WRP)**

Site Showing on Newsom Project – 4/23/2010

**STUDENT TRAINEE**

Erik Shaw – reports on 5/24/2010

**EVENTS ATTENDED**

RC&D Quarterly meeting at Broken Bow – 4/15/2010 (Reavis)  
District Conservationists (DC) Conference at Lane – 4/28/2010 (Reavis)  
Planning Training at Ada Field Office (F.O.) – 5/6/2010 (Reavis & Boyd)  
Oklahoma Tribal Conservation Action Committee (OTCAC) Meeting at Shawnee – 5/13/2010  
(Reavis)