

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

DATE: November 12, 2009

TIME: 8:30 a.m. to 9:42 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
O.B. Boyd, Soil Technician, NRCS

NOT PRESENT: Brent Reavis, District Conservationist, NRCS
Dale Jenkins, Associate Member
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 November 6, 2009, at the front entrance of the District office.

(2) Approval of Minutes of the October 8, 2009 Regular Meeting.

Mr. Russell made a motion, seconded by Mr. Cotten to approve the minutes of the October 8, 2009 regular meeting. 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 October, 2009.

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

Mr. Cotten made a motion, seconded by Mr. Price 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 October 31, 2009.

Mr. Enos reviewed the financial records, bank statements and other accounts payable, such as the telephone bill, for period ending October 31, 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, Dean's Service Center, John's Supplies, OG&E, OK Auto Supply, Oklahoma Farm Bureau, Oklahoma Natural Gas, Oklahoma Secretary of State, Pettit Machinery and Wal-Mart.

Ms. Jones noted that the financial statement had listed an invoice to Locke Supply for \$37.71 but had since discovered that this was not the District's bill. She also noted that with the inclusion of the Oklahoma Secretary of State \$10.00 notary filing fee the new total for Accounts Payable is \$1,592.25.

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 October 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 Civil Rights Review & Section 1619 Compliance of 2008 Farm Bill.

Mr. McVeigh discussed what information was available to the public and which was protected by privacy laws. He then reviewed the Civil Rights statements.

Mr. Cotten made a motion, seconded by Mr. Price to approve Section 1619 Compliance Review: Aye votes: Mr. McClure, Mr. Price, Mr. Cotten, Mr. Enos and Mr. Russell. Nay votes: None. Motion carried.

(c) Review and/or Approve OACD Area V Meeting Expenses.

Ms. Jones reviewed the total number attending the Oklahoma Association of Conservation District's (OACD) Area V Meeting in Idabel. She noted that the total for the 19 attendees would be \$366.00. It was noted that the speech contestant would ride with the Directors that morning and would leave at 5:00 a.m.

Mr. Cotten made a motion, seconded by Mr. Price to approve Registration Expenses plus mileage reimbursement: Aye votes: Mr. McClure, Mr. Price, Mr. Cotten, Mr. Enos and Mr. Russell. Nay votes: None. Motion carried.

(d) Review and/or Approve Annual Celebration.

The Board reviewed the available dates for the District's Annual Celebration.

Mr. Cotten made a motion, seconded by Mr. Price to approve December 10th with a backup date of December 17th with a maximum limit of \$500 and to invite the speech contestants. Aye votes: Mr. Price, Mr. McClure, Mr. Cotten, Mr. Enos and Mr. Russell. Nay votes: None. Motion carried.

(e) Review and/or Approve 2010 Meeting Schedule.

The Board reviewed the 2010 meeting schedule. Ms. Jones noted that the November meeting would fall on a Wednesday due to a Federal Holiday.

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

(f) Review and/or Approve District Director Responsibilities – Minutes of District Board Meetings.

The Board reviewed the responsibilities on the District Board meeting minutes.

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

The board reviewed the leave request for Mr. Foster for the last two weeks of November.

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

(h) Review and/or Approve Locally Led Meeting.

Ms. Jones noted that they had been unable to prepare for the Locally Led meeting for this month, but noted that it would be held next month following the regular District meeting.

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

Mr. Foster reported that he had not gotten any diesel that had been approved last month because prices were up. He did note that he had purchased the parts for the drill.

(j) Review and/or Approve OACDE Car Tags and Frames.

Ms. Jones noted that the Oklahoma Association of Conservation District Employees had begun selling the Conservation District car tags and frames. She noted that the tags cost \$10 and the frames were \$5.

(k) Review and/or Approve Give a Day – Get a Disney Day Program for Volunteers.

Ms. Jones noted that she was completing the forms for anyone who volunteers a day of service to the District to receive a free one day pass to any Disney resort as a part of the national Give a Day – Get a Disney Day Program.

(7) Reports:

(a) Conservation District Directors

Mr. Cotten said his knee was good and the kidney stones had been zapped.

Mr. Price stated he needed to get his strawberries in the ground.

Mr. Enos informed the board that he had drilled and rented the 3 pt seeder a time or two.

Mr. Russell noted that he had attended the Resources, Conservation and Development (RC&D) banquet and also a veteran's program in Ada.

Mr. McClure stated that it was a busy and that he had gotten his strawberries in the ground and was working with his church on the free clinic and food bank at Calvin.

(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 but had left his written report (See Attachment B – Page 10).

(d) NRCS Soil Conservationist

Jami McVeigh, Soil Conservationist (S.C.), notified the board that he had gone through the 2009 Environmental Quality Incentives Program (EQIP) applications which had to be certified this year and had sent out modifications on the contracts.

(e) NRCS Soil Technician

O.B. Boyd, Soil Technician (S.T.), reported that he had worked on only a few ponds this month. He had staked two and checked out one and also two large gullies to be worked on. He also stated he was going to look at several pond sites soon.

(8) Correspondence Reviewed

(a) Clay Pope – State Budget alert and Area Meeting Reminder.

Mr. Pope discussed the expected 5% cut to the Commissions allocations which will be occurring on a monthly basis.

(b) Robert Toole – Rehabilitation Assessment Project.

The board reviewed the e-mail from Mr. Toole informing the districts of what will be the next steps on rehabilitation assessment projects.

(c) Robert Toole – O&M Technical Assistance.

The board reviewed the e-mail discussing requirements for funding on repairs exceeding \$25,000.

(d) Ben Pollard – Big News from Pope Family.

The board reviewed the e-mail reporting the new addition to the Pope Family, Madeleine Marie born on October 30th to Clay and Sarah.

(9) Public Comments

There were no public comments at this time.

(10) New Business

There was no new business at this time.

Page 7
Hughes County Conservation District
November 12, 2009

(11) Adjournment

The next scheduled meeting of the Hughes County Conservation District will be held on Thursday, December 10, 2009 at 8:30 a.m. There being no further business, Mr. Cotten adjourned the meeting.

Sam McClure, Chairman

Date

Page 8
Hughes County Conservation District
November 12, 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 in Process:

State Cost-Share Program PY11

- Working on Ranking sheets for all programs
- Sent off 11 applications, received 3 applications, OB has ranked 1 pond application

Blue Thumb Program

- Quality Assurance (QA) session & Macroinvertebrate selections today

Update Webpage

- Working on article for Cost-Share Program Year 11
- Replace Harold Wheeler with Michael Vance
- Removing Blue Thumb & working on article for "Give a Day, Get a Disney Day" volunteer program.

Conservation Education

- In process of developing several educational boxes with specialized activities in each
 - ✓ "The Incredible Journey" – teaches how water molecules travel in the water cycle
 - ✓ "6 inches of Topsoil" – Tabletop display on how soil affects our everyday lives.
 - ✓ "A Duck's Tale" – Interactive migration simulation which teaches the affects of loss of habitat, human/predator encroachment & climate change and how these factors affect population
 - ✓ "Stormwater Havoc" – a hands-on display of how groundcover reduces erosion
 - ✓ "Macroinvertebrate Mayhem" – Interactive game where students learn about environmental stressors on stream life and ecology.
 - ✓ Gave a presentation on "Incredible Journey" to a class at Thomas 22 Students 2 teachers

Worked with NRCS to clear up computer memory

- Backed up several files to CDs, Cleared out pictures, Moved District files to H Drive

Working with Auditor

- Sending additional information needed
- Changed forms to better track expenditures
 - ✓ Added columns to Expenditures Report
 - ✓ Changed titles on Audit Trail & Trial Balance to reflect new columns in Expenditures Report

Upcoming Events:

11/12/2009 – HCCD Board Meeting

11/15/2009 – Veteran's Day – Office Closed

11/19/2009 – Area V Meeting at Idabel

11/26-27/2009 – Thanksgiving – Office Closed

Attachment "B"

DISTRICT CONSERVATIONIST'S REPORT

CONSERVATION PLANNING

- CSP Participants Ranking– 8

CONSERVATION PRACTICES

- Ponds Staked – 2
- Ponds Checkout – 1

CONSERVATION STEWARDSHIP PROGRAM (CSP)

Completed ranking on all CSP applications

EVENTS ATTENDED

10/15/2009 – RC&D Banquet at McAlester with Mr. & Mrs. Russell
10/22/2009 – Quarterly RC&D Meeting at McAlester