

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

**DATE:** September 10, 2009

**TIME:** 8:30 a.m. to 9:36 a.m.

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

**OTHERS PRESENT:** Andrea Jones, District Secretary  
Alvin Foster, Engineering Aide  
Michael Vance, Unallocated Other

**NOT PRESENT:** Sam McClure, Chair  
Harvey Price, Member  
Brent Reavis, District Conservationist, NRCS  
Jami McVeigh, Soil Conservationist, NRCS  
O.B. Boyd, Soil Technician, NRCS

***(1) Call Meeting to Order – Chair.***

The meeting was called to order by Randolph Cotten, Vice-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 3:45 p.m. on September 4, 2009, at the front entrance of the District office.

***(2) Approval of Minutes of the August 13, 2009 Regular Meeting.***

Mr. Russell made a motion, seconded by Mr. Enos to approve the minutes of the August 13, 2009 regular meeting. Aye votes: Mr. Enos, 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 August, 2009.***

The Directors reviewed employee time sheets and leave records for the month of August on Andrea Jones and Alvin Foster.

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

***(4) Consideration of and Possible Action on Financial Statement for Period Ending August 31, 2009.***

Mr. Enos reviewed the financial records, bank statements and other accounts payable, such as the telephone bill, for period ending August 31, 2009. The financial statement is attached hereto as Exhibit A.

Mr. Enos made a motion, seconded by Mr. Russell to approve the financial statement as presented. Aye votes: 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 August on: AT&T, AT&T Mobility, City of Holdenville, David's Mini Mart, Jack Booth Insurance, Lee's Texaco, OG&E, Oklahoma Natural Gas, Oklahoma Secretary of State and Wal-Mart.

Mr. Enos made a motion, seconded by Mr. Russell to pay the District bills. Aye votes: Mr. Enos, Mr. Russell 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 August with the board.

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

***(b) Review and/or Approve District Directors Responsibilities - Procurement***

The Board reviewed the Directors responsibilities dealing with procurement.

***(c) Review and/or Approve Notary Renewal – A. Jones.***

Ms. Jones noted that her notary would expire on November 18, 2009. She reported that the renewal fee to the Secretary of State would be \$20 and the Bond would cost \$30.

Mr. Russell made a motion, seconded by Mr. Enos to approve notary renewal as presented: Aye votes: Mr. Cotten, Mr. Enos and Mr. Russell. Nay votes: None. Motion carried.

***(d) Review and/or Approve State Cost-Share Program Year 11.***

Ms. Jones reported that the State funded cost-share program for Year 11 had begun on September 1, 2009.

Mr. Enos made a motion, seconded by Mr. Russell to table this item until the October 2009 meeting to allow for a full quorum for discussion: Aye votes: Mr. Cotten, Mr. Enos and Mr. Russell. Nay votes: None. Motion carried.

***(e) Review and/or Approve Expenditures for Ouachita Mountains RC&D Banquet.***

Ms. Jones informed the board that she had not yet received any information on this item.

Mr. Russell made a motion, seconded by Mr. Enos to table this item until the October 2009 meeting to wait for additional information: Aye votes: Mr. Cotten, Mr. Enos and Mr. Russell. Nay votes: None. Motion carried.

***(f) Review and/or Approve Possible Actions on Pollution Complaint on Greasy Creek Tributary.***

Mr. Jenkins reported that he had found a place on their hunting lease where drilling mud was allowed to flow directly into a stream. He noted that he had contacted the District and they had then contacted the Oklahoma Corporation Commission to see if any permits had been issued. OCC sent an investigator to the site and it was agreed by all parties that if the company would clean up the site, no charges would be pressed. The company set up filter systems and temporary dams and did everything that the landowner asked and all parties were satisfied.

No Action was taken on this item.

***(g) Review and/or Approve Possible Purchase of District Calendars.***

Ms. Jones presented the directors with samples of pocket calendars for 2010. No action was taken on this item.

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

Mr. Foster reported that O.B. Boyd had purchased a gopher machine from Seminole County Conservation District for \$500 and wanted to know if the District was interested in buying it and putting into the rental program.

Mr. Enos made a motion, seconded by Mr. Russell to pass on purchasing the gopher machine. Aye votes: Mr. Cotten, Mr. Enos and Mr. Russell. Nay votes: None. Motion carried.

***(i) Review and/or Approve Terms of Employment & Notice of Personnel Actions for M. Vance.***

The board reviewed the above forms for Mr. Vance for \$9.50 per hour for the Unallocated Other position. Mr. Vance asked the board to consider shortening the time for payment of his first check.

Mr. Russell made a motion, seconded by Mr. Enos to approve the personnel forms for \$9.50 per hour as presented and to pay Mr. Vance for the first two weeks of September and then pay him the remainder of September at the October meeting and that he go onto the regular monthly pay period after that. Aye votes: Mr. Cotten, Mr. Enos and Mr. Russell. Nay votes: None. Motion carried.

***(7) Reports:***

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

Mr. Russell noted that he had attended his army reunion and that his family was in the recording studio making a southern gospel CD.

Mr. Enos had nothing further to report.

Mr. Cotten reported that he would be having knee replacement surgery on Monday in Oklahoma City.

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

Mr. Foster said he had started drilling and that he would be in Oklahoma City next Tuesday to Thursday for the Watershed Meeting.

Mr. Vance stated he was working with Mr. Foster and that he was an Ag Economics Major.

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 his written report (See Attachment B – Page 9).

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

Jami McVeigh, Soil Conservationist (S.C.), was not present for the meeting.

***(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.***

The Board reviewed the NRCS Monthly Activities Reports.

***(b) Mike Thralls – Conservation Commission Budget.***

The Board reviewed the e-mail from Mr. Thralls discussing the OCC budget.

***(c) Watershed E-News.***

Ms. Jones provided a copy of the Watershed E-News for the Directors to review.

***(d) Sustainability E-Newsletter.***

Ms. Jones provided a copy of the Sustainability E-Newsletter for the Directors to review.

**Page 6**  
**Hughes County Conservation District**  
**September 10, 2009**

*(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, October 8, 2009 at 8:30 a.m. There being no further business, Mr. Cotten adjourned the meeting.

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Sam McClure, Chairman

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Date

**Page 7**  
**Hughes County Conservation District**  
**September 10, 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 – 4.5 hours worked

- Updated Reports, Final applications
- Deadline is September 28, 2009 for final applications

State Cost-Share Program Year 11

- Copied information for Board Packets & Begin setting up forms on computer

Annual Audit/Compilation

- Compiled requested material & delivered to Auditor
  - ✓ Financial Statements, check stubs, Profit/Loss Statements, Audit Trail & Trial Balance Sheets, Minutes, Agendas, and Fiscal Year 2009 Allocations from State
  - ✓ Payroll information and employee insurance, Equipment invoices, etc.

Blue Thumb Program

- Copied august test sheets and forwarded to State Blue Thumb office
- Pollution complaint on Greasy Creek Tributary, September 2nd in Section 4-T7N-R11E
  - ✓ Contacted Oklahoma Corporation Commission – checked for permits – 1 issued
  - ✓ Went to site with Dale Jenkins & Brent Reavis – met with OCC representative
  - ✓ Took Pictures and water samples of site
  - ✓ Contacted Cheryl Cheadle and Jean Lemmon of State Blue Thumb Program

Poster, Essay & Speech Contest

- Finalizing powerpoint presentation & copied to CDs for schools – redo for other conservation districts
- Working on school presentation
- Making a mock up of a Soil Core Sample for school demonstration

New Employee Paperwork

- Form I-9, Employment Eligibility Verification, Terms of At-Will Employment, Notice of Personnel Actions
- Oklahoma New Hire Reporting form

Ordered forms, booklets and posters from NRCS Landcare site

Notary Renewal

- Finalized forms and contacted insurance agency for bond amounts

Assist Call-Ins and Walk-Ins with requests for: topographical information, Perc Test/Septic Tank Installers info, plant identification, no-till drill requests and entomology info on bees

**Upcoming Events:**

9/28/2009 – Deadline Round 2 State Cost-Share Program

9/25/2009 – Posters & Essays due in HCCD Office

9/30/2009 – HCCD Speech Contest

10/8/2009 – HCCD Board Meeting

10/12/2009 – Columbus Day – Office Closed

**Attachment "B"**

***DISTRICT CONSERVATIONIST'S REPORT***

**CONSERVATION PLANNING**

- Highly Erodible Land Plan – 1
- State Cost-Share Conservation Plans – 1

**CONSERVATION PRACTICES COMPLETED**

- Manure Transfer – 157.4 tons
- Fence – 5,198 linear feet
- Ponds Staked & Checked – 3

**CONSERVATION STEWARDSHIP PROGRAM (CSP)**

Informational meeting on September 17, 2009 @ First United Bank 3:00 p.m.

Continuous Sign-Up

1<sup>st</sup> ranking period closes September 30, 2009

**PLANNED EVENTS**

9/10/09 – CSP training (Reavis, McVeigh, Boyd)

9/16/09 – Nutrient Management Training (Reavis, Boyd)

9/17/09 – CSP Meeting 3:00 pm @ First United Bank

9/30/09 – District Speech Contest 3:30 pm @ Vo-Ag Building