

**Meeting Minutes**  
**TEXAS STATE SOIL & WATER CONSERVATION BOARD**  
**May 14, 2003**

The Texas State Soil and Water Conservation Board met on May 14, 2003, at 2:00 p.m. in its Hearings Room at 311 North Fifth Street, Temple, Texas.

Board members present were:

Aubrey Russell, Member  
Guillermo (Memo) Benavides, Member  
W. T. (Dub) Crumley, Member

Staff members present were:

James M. Moore, Executive Director  
Bobbie Stephens, Director of Administration  
Mark Cochran, Director of Conservation Programs  
Jeff McAdams, Director of District Operations  
Dawn Heitman, Human Resources Specialist  
Vicki Davis, Executive Assistant

Others present were:

George Noelke, Office of the Attorney General

**AGENDA ITEM 1. New Board Member Training**

Board member training was conducted by George Noelke, James Moore, Bobbie Stephens, Jeff McAdams and Mark Cochran. All agenda items were covered in detail and questions were taken and answered.

The meeting adjourned at 5:10.

**Meeting Minutes**  
**TEXAS STATE SOIL & WATER CONSERVATION BOARD**  
**May 15, 2003**

The Texas State Soil and Water Conservation Board met on May 15, 2003, at 8:00 a.m. in its Hearings Room at 311 North Fifth Street, Temple, Texas.

Board members present were:

T. Wayne Register, Chairman  
Aubrey Russell, Member  
Edward G. Albrecht, Member  
Guillermo (Memo) Benavides, Member  
W. T. (Dub) Crumley, Member

Staff members present were:

James M. Moore, Executive Director  
Bobbie Stephens, Director of Administration  
Kris Parker, Director of External Customer Relations  
Mark Cochran, Director of Conservation Programs  
Jeff McAdams, Director of District Operations  
Kevin Wagner, Natural Resources Specialist  
Dawn Heitman, Human Resources Specialist  
Richard Egg, Engineer  
John Foster, Natural Resources Specialist  
Donna Long, Program Specialist  
Kenny Zajicek, Contract Specialist  
Jason McAlister, Planner  
Jay Bragg, Planner  
Sam Unberhagen, Program Specialist  
Avery Buckholt, Information Specialist  
John Millican, Program Administrator  
Kevin Canfield, Planner  
Vicki Davis, Executive Assistant

Others present were:

José Dodier, Association of Texas Soil & Water Conservation Districts  
Ricky James, Association of Texas Soil & Water Conservation Districts  
Bill Thomas, Association of Texas Soil & Water Conservation Districts  
Marty Graham, Association of Texas Soil & Water Conservation Districts  
Barry Mahler, Association of Texas Soil & Water Conservation Districts  
Tamara Daniel, Association of Texas Soil & Water Conservation Districts  
George Noelke, Attorney General's Office  
Dr. Larry Butler, Natural Resources Conservation Service

Salvador Salinas, Natural Resources Conservation Service  
Clyde Bohmfalk, Texas Commission on Environmental Quality  
Kraig Gallimore, Texas Water Development Board  
Russell Gregorczyk, Jensen & Gregorczyk Certified Public Accountants  
Bob Buckley, Retired, Texas State Soil & Water Conservation Board

Chairman Register called the meeting to order at 8:07 and welcomed those present.

**AGENDA ITEM 1.** Minutes from the March 26-27, 2003 Board Meeting

Chairman Register called for a motion to approve the minutes of the March 26-27, 2003, meeting as mailed. Mr. Crumley moved that the minutes be approved. Mr. Albrecht seconded the motion. The motion passed unanimously.

**AGENDA ITEM 28.** Election of Officers

Chairman Register called for nominations for board chairman. Mr. Albrecht nominated Wayne Register and Mr. Russell nominated Dub Crumley. There being no further nominations the vote was held and Mr. Register was re-elected as chairman. Chairman Register then called for nominations for Vice Chairman. Mr. Benavides nominated Dub Crumley and Chairman Register nominated Edward Albrecht. There being no further nominations the vote was held and Mr. Crumley was elected as vice chairman.

**AGENDA ITEM 2.** District Director Appointments

Mr. McAdams presented district director appointments for the Board's consideration and verified they were in order and met all qualifications. Mr. Albrecht moved the appointments be approved contingent upon original paperwork being received and Mr. Crumley seconded. The following appointments were unanimously approved:

Larry D. Edwards, Lamb County #130  
James T. Doyle, Cross Timber #556  
Velma Wiethorn, McLennan County #512

**AGENDA ITEM 3.** Reports from Agencies and Guests

Kraig Gallimore, Texas Water Development Board, reported on SB1094.

Dr. Larry Butler, Natural Resources Conservation Service discussed: they are now operating under a budget, final rules for EQIP will be coming out soon and staffing of DC's is progressing.

Salvador Salinas, Natural Resources Conservation Service discussed the possibility of assisting with the brush control program using EQIP funds  
José Dodier, Association of Soil & Water Conservation Districts introduced Ricky James as the new Association Director for Area I.

**AGENDA ITEM 4.** Flood Control Dam Rehabilitation Projects

Mr. Egg reviewed the agenda information.

**AGENDA ITEM 5.** Legislative Appropriation Request

Ms. Stephens reviewed the agenda information and answered questions.

**AGENDA ITEM 6.** Budget vs. Expenditure Report for the Period Ending April 30, 2003

Ms. Stephens reviewed the agenda information and answered questions.

**AGENDA ITEM 7.** Internal Audit Report on the Clean Water Act 319(h) Grant Program

Ms. Stephens deferred to Russell Gregorczyk of Jensen & Gregorczyk Certified Public Accountants. Mr. Gregorczyk reviewed the agenda information.

**AGENDA ITEM 8.** Internal Audit Plan for 2003

Ms. Stephens reviewed the agenda information and suggested that the Budgeting and Reporting audit be postponed due to the fact that SB1828 might require a similar audit by the Comptroller's staff. The Board directed Mr. Gregorczyk to postpone the Budget and Reporting audit until the end of the fiscal year.

**AGENDA ITEM 9.** Director Mileage and Per Diem Report

Ms. Stephens reviewed the agenda information and answered questions.

**AGENDA ITEM 10.** Status of High Point SWCD #230

Ms. Stephens reviewed the agenda information and answered questions from the board. Mr. Benavides moved that High Point SWCD #230 be eligible for Matching Fund and Technical Assistance funds immediately. Mr. Albrecht seconded and the motion passed unanimously.

**AGENDA ITEM 11.** Clean Water Act 319(h) Status Report

Mr. McAlister reviewed the agenda information.

**AGENDA ITEM 12.** Public Information/Education Report

Ms. Parker reviewed the agenda information and answered questions.

**AGENDA ITEM 13.** 2003 Legislative Session Update

Ms. Parker updated the Board on the status of legislation and potential issues for a special session.

**AGENDA ITEM 14.** Human Resources Report

Ms. Heitman reviewed the agenda information and reported on the new board member training which was held on the 14<sup>th</sup>.

**AGENDA ITEM 15. State Office of Risk Management Audit**

Ms. Heitman reviewed the agenda information.

**AGENDA ITEM 16. Status Report on Brush Control Program**

Mr. Wagner reviewed the agenda information.

**AGENDA ITEM 17. Consideration of Prioritization for Use of Unobligated Bond Funding**

Mr. Wagner reviewed the agenda information and informed board members that staff received input from districts before making their recommendations which are as follows:

State Board approve the following prioritization system for utilization of any surplus bond funds from watershed projects where all initial applications have been funded:

- (1) Applications received between July 15 – August 15, 2002 according to the watershed priority system established by the SWCDs and State Board at the outset of the project.
- (2) Amendment of applications received between July 15 – August 15, 2002 according to the watershed priority system established by the SWCDs and State Board at the outset of the project.
- (3) Applications received after August 15, 2002 according to the watershed priority system established by the SWCDs and State Board at the outset of the project.

Mr. Albrecht moved that the board accept the staff's recommendations, Mr. Russell seconded and the motion passed unanimously.

**AGENDA ITEM 18. Consider Proposed 10% Variance of Performed Cost Share Work**

Mr. Cochran reviewed the agenda information, answered questions from the Board and presented the following staff recommendation.

Staff recommends approval of a policy to allow payment of work performed for a specific practice to exceed by not more than 10% of the amount applied for and approved by the local district with total payment not to exceed the total amount of all practices approved on the application by the local district.

Mr. Crumley moved that the board accept the staff's recommendation, Mr. Albrecht seconded and the motion passed unanimously.

**AGENDA ITEM 19. Senate Bill 1339 Status Report**

Mr. Cochran reviewed the agenda information. Chairman Register requested that a copy of this report be forwarded to Senator Ogden.

**AGENDA ITEM 20.** North Bosque Watershed Status Report

Mr. Foster reviewed the agenda information and offered a brief description of the projects at the request of Mr. Benavides. Mr. Crumley asked that board members and district chairmen be kept informed when meetings were held in their districts.

**AGENDA ITEM 21.** TMDL Program Status Report

Ms. Long reviewed the agenda information and answered questions.

**AGENDA ITEM 22.** Water Quality Management Program Status Report

Mr. Unberhagen reviewed the agenda information.

**AGENDA ITEM 23.** Allocation of FY 2003 Water Quality Cost Share Funds

Mr. Unberhagen reviewed the agenda information.

On motion of Mr. Albrecht seconded by Mr. Crumley the board approved staff recommendations for four requests of statewide funds.

**AGENDA ITEM 24.** Revision of SB 503 Cost Share Application Form

Mr. Cochran reviewed the agenda information and took questions from the board. Staff recommends the approval of a policy that when the applicant is a land operator only, the landowner would also be required to sign the Application for Cost-Share Assistance form TSSWCB002 causing the landowner to assume responsibility of the maintenance agreement if the applicant becomes incapable or unwilling to fulfill those obligations.

Mr. Albrecht moved the board accept the staff recommendation. Mr. Russell seconded and the motion passed unanimously.

**AGENDA ITEM 25.** Revision of State Cost Share List to Accommodate Retirement of 312 WMS

Mr. Cochran reviewed the agenda information and took questions from the board.

Mr. Benavides moved that the board accept the proposed cost share list. Mr. Albrecht seconded and the motion passed unanimously.

**AGENDA ITEM 26.** Approval of Donley SWCD and Yoakum SWCD Cooperative Agreements with TSSWCB/NRCS

Mr. Moore reviewed the agenda information. He questioned whether the board wanted to look at these agreements individually or grant the Executive Director approval to sign them. There was a consensus of opinion that the board allow the Executive Director to sign TSSWCB/NRCS agreements in the future.

**AGENDA ITEM 27. 2003 Annual State Meeting of Soil & Water Conservation District Directors**

Mr. Moore asked for input from the board on the upcoming state meeting and the assigning of a planning committee.

Suggestions were: The Association would like to meet with the PI&E Committee at the meeting, look at other hotels closer to the convention center, continue pre-registration, continue the "Get Acquainted" reception on Monday evening and look into the committee meeting placement in the program.

The state meeting planning committee will consist of: Ed Albrecht, Memo Benavides, José Dodier, Marty Graham and the Auxiliary president assisted by appropriate staff. The committee will meet at 2:00 on July 16, 2003.

**AGENDA ITEM 29. Set Date for Next Board Meeting**

The date of the next Board meeting was set as July 17, 2003.

Chairman Register called for a motion to declare the meeting adjourned. Mr. Crumley moved and Mr. Benavides seconded. The meeting was declared adjourned at 11:00.

W. J. "Dub" Crumley  
Vice-Chairman

Dickie H. Davis  
Secretary

7-17-03  
Date

I certify that the above is a true and correct copy of the minutes of the State Soil and Water Conservation Board meeting held on May 14 & 15, 2003.

July 17, 2003  
Date

James A. Moore  
Executive Director