

**OFFICIAL MINUTES AND ACTIONS TAKEN  
ARCH HURLEY CONSERVANCY DISTRICT'S  
BOARD OF DIRECTORS**

**Tuesday December 11, 2007**

**Directors Present:** Larry Perkins, President; Tom Bruhn, Vice-President; UV Henson, Secretary/Treasurer; , Director; John Gilbertson, Director; Pablo Lopez

**Directors/Staff  
Absent:** None

**Staff Present:** Tara Hatfield; Office Manager, Craig Hoffman; Field Manager

**Guests Present:** Jimmy Speed, Chelle Delany, Bob Stubbs, David Foote, Toni Foote, Rex Kirsey, and Drake Swenson

**MEETING CALLED TO ORDER**

Finding a quorum present and finding this regularly scheduled meeting of the Arch Hurley Conservancy District's Board of Directors duly advertised, as required by statute, District President Larry Perkins called this meeting to order at 5:36 pm, in the district office.

**APPROVAL OF MINUTES – REGULARLY SCHEDULED MEETING**

**November 13, 2007**

Director Tom Bruhn moved to approve the draft minutes of the Arch Hurley Conservancy District's November 13, 2007 regular meeting with a minor correction to the Directors comments, seconded by Director Lopez. Motion carried 5 – 0.

Directors voted:

Perkins – “YES”

Bruhn – “YES”

Lopez – “YES”

Henson – “YES”

Gilbertson – “YES”

**VISITORS**

David Foote offered information about the NWRA conference that he attended. Bob Stubbs wanted to know if any applications had been recieved for the District Manager vacancy.

**OFFICE MANAGER REPORT – TARA HATFIELD**

- In the process of training with Jan Dunlap
- Skip Vernon waste is scheduled for pick up on December 14, 2007
- State Auditor approved Chester Maddox, CPA to complete our audit.

- Notary Public seal should be in before January.
- Firm quote on Worker’s Compensation insurance for 2008 should be in on December 14, 2007 will be higher than 2007 due to in increase in payroll.

**FIELD MANAGER REPORT – CRAIG HOFFMAN**

- Update on the FEMA trailer installation of utilities and skirting.
- Blades have been working on the upper level of the T-4.
- Gave estimates on the roofing of two ditch rider units

**BENNY KIRKSEY- APPROVAL TO CROSS DELIVERY LATERAL WITH SPRINKLER**

Director Pablo Lopez moved to approve the crossing of the delivery lateral (Farrow) pending the approval of the plans by the Arch Hurley Conservancy District Board of Directors, motion was seconded by Director Henson. Motion carried 5 – 0.

Directors voted:

Perkins – “YES”  
Bruhn – “YES”

Lopez – “YES”  
Henson – “YES”

Gilbertson – “YES”

**REVIEW AND UPDATE OF CUSTOM PRICES**

President Perkins instructed Craig Hoffman to compare our pricing to that of other companies doing similar work. It was discussed that we are underselling our custom work. We want to be fair to the farmers and fair to Arch Hurley Conservancy District, seeing as we are not in the business of making money off of our custom work. President Perkins stated that once the price lists are received he will schedule a work session to discuss this issue further.

**APPROVAL TO HAVE OFFICE MANAGER BONDED AND INSURED**

Director Henson moved to approve having Tara Hatfield; Office Manger, bonded and insured so that she can be placed on the signature card in order to sign checks motion was seconded by Director Tom Bruhn. Motion carried 5 – 0.

Directors voted:

Perkins – “YES”  
Bruhn – “YES”

Lopez – “YES”  
Henson – “YES”

Gilbertson – “YES”

**RESOLUTION #2007-015; 2008 OPEN MEETINGS NOTIFICATION**

Director Gilbertson moved to approve having all Board Meetings at 9:00 a.m. the second Tuesday of every month in the 2008 year, seconded by Director Henson. Motion carried 5 – 0.

Directors voted:

Perkins – “YES”  
Bruhn – “YES”

Lopez – “YES”  
Henson – “YES”

Gilbertson – “YES”

**PRESIDENTS REPORT**

President Perkins stated that he would like to thank all the office staff for doing a good job during the absence of a District Manager. He also thanked Craig Hoffman for a job well done.

**DIRECTORS COMMENTS**

Director Gilbertson stated that Art (his ditch rider) called him on telephone to complete the Crop Census and he thought that that worked very well. Director Gilbertson also gave a list of recommended requirements for the new District Manager to all the members of the Board. Director Bruhn wanted to know if there was any water in the still in the ditch, due to concerns of liability issues.

**CONSIDERATION OF BILLS**

Director Henson moved, seconded by Director Bruhn, to approve and pay the November paid and payable vouchers as presented. Motion carried 5 – 0.

Directors voted:

Perkins – “YES”  
Bruhn – “YES”

Lopez – “YES”  
Gilbertson – “YES”

Henson – “YES”

**EXECUTIVE SESSION – LIMITED PERSONNEL MATTERS**

Director Bruhn moved, seconded by Director Gilbertson, to recess into Executive Session, pursuant to Section 10-15-1 (H)(2), to consider Limited Personnel Matters for approximately one hour. Motion carried 5 – 0. Everyone was excused at 6:50 p.m.

Directors voted:

Perkins – “YES”  
Bruhn – “YES”

Lopez – “YES”  
Gilbertson – “YES”

Henson – “YES”

**ADJOURNMENT OF EXECUTIVE SESSION**

The regular meeting resumed at 8:55 p.m. with a motion by Director Bruhn and seconded by Director Gilbertson, that nothing but limited personnel matters were discussed. Motion carried 5 – 0.

Directors voted:

Perkins – “YES”	Lopez – “YES”
Bruhn – “YES”	Gilbertson – “YES”
Henson – “YES”	

**EXECUTIVE SESSION ACTION**

Director Lopez moved that we buy back employees accumulated annual leave at the current rate of pay, seconded by Director Gilbertson. Motion carried 5-0.

Directors voted:

Perkins – “YES”	Lopez – “YES”
Bruhn – “YES”	Gilbertson – “YES”
Henson – “YES”	

Director Gilbertson moved that all Arch Hurley Conservancy District employees receive a Christmas bonus of \$450, seconded by Director Bruhn. Motion carried 5-0.

Directors voted:

Perkins – “YES”	Lopez – “YES”
Bruhn – “YES”	Gilbertson – “YES”
Henson – “YES”	

President Perkins announced that the board will be interviewing select applicants during a special meeting on December 12, 2007.

**ADJOURNMENT OF REGULAR MEETING**

With no further business to discuss, the meeting was adjourned at 9:00 p.m. with a unanimous vote.

ARCH HURLEY CONSERVANCY DISTRICT

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Larry Perkins, President

**ATTEST:**

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Secretary, UV Henson