

**MINUTES
OKMULGEE COUNTY CONSERVATION DISTRICT
BOARD OF DIRECTORS REGULAR SCHEDULED MEETING**

TIME: 8:30 A.M.

DATE: January 7, 2009

PLACE: 719 East 8th Street, Suite B
Okmulgee, OK 74447

Present: Dwane Thompson, Chair
Janet Koziol, Vice Chair
Elmer Burgess, Member
Tom Porter, Secretary-Treasurer
Robert Pinkston, Member

Absent: None

Others Present: Bill Grammer, Equipment Manager
Rhnea Stoy, District Secretary
Ron Goedecke, District Conservationist
Tonya Swindell, Auditor from Kirkendoll & Swindell

1. Meeting Called to Order

The Chairman, Dwane Thompson, called the meeting to order at 8:30 a.m. He noted that this was a regular scheduled meeting and it had been properly posted on the front door of the office 24 hours in advance and at the courthouse in compliance with the open meeting law.

2. Approval of Minutes of the December, 2008 Regular Meeting

After review, Koziol moved to approve the minutes of the December 3, 2008 as presented. Porter seconded. Aye vote: Thompson, Koziol, Porter, Pinkston and Burgess. Nay vote: None. Motion carried.

3. Consideration of and Possible Action on employee Timesheets and Leave Records for the month of December, 2008

Koziol moved to approve the timesheets and leave records for Grammer, Fain, Stoy and Dean. Porter seconded. Aye vote: Thompson, Koziol, Porter, Pinkston and Burgess. Nay vote: None. Motion carried.

4. Consideration of and Possible Action on Financial Statement and Allocation register for Period Ending December 31, 2008

Burgess moved to table the financial statement and allocation register for December, 2008. Koziol seconded. Aye vote: Thompson, Koziol, Porter, Pinkston and Burgess. Nay vote: None. Motion carried.

5. Consideration of and Possible Action on District Reimbursement Claim and Payment of Bills for December, 2008

Porter moved to approve the reimbursement claims and payment of bills for the month of December, 2008. Koziol seconded. Aye vote: Thompson, Koziol, Porter, Pinkston and Burgess. Nay vote: None. Motion carried.

6. Discussion and Possible Action on approval of Performance Worksheets: Koziol moved to approve the Performance Worksheets for December, 2008. Porter seconded. Aye vote: Thompson, Koziol, Porter, Pinkston and Burgess. Nay vote: None. Motion carried.

7. Consideration and possible action on new district cooperators.

There were no new district cooperators presented.

8. Communications

Stoy presented the state list of approved 2009 holidays.

9. Reports

A. District Directors:

There were no reports from district directors

B. Conservation District Staff:

Equipment Manager, Bill Grammer presented his report for December, 2008. Grammer's written report for December, 2008 is attached.

District Secretary, Rhnea Stoy presented her report for December, 2008. Stoy's written report for December, 2008 is attached.

C. NRCS Personnel:

Okmulgee County District Conservationist, Ronald Goedecke presented his report for December, 2008. His written report is attached to the body of the minutes.

10. DISTRICT OPERATIONS

A. Ten minute guide: Elections (revised) Thompson asked if anyone had any questions about the guide. There were no questions.

B. Appoint a secondary contact person for Emergency Action Plans: Pinkston moved to appoint Tom Porter as the secondary contact person for the Emergency Action Plans. Koziol second. Aye vote: Thompson, Koziol, Pinkston and Burgess. Nay vote: None. Porter abstained. Motion carried.

C. Discussion and possible action regarding approval of Policy for Delinquent Accounts: Stoy presented a draft of the points the board of directors decided upon in the December, 2008 board meeting. Koziol inquired as to whether the policy would

include the current outstanding and delinquent accounts. Pinkston stated that it should include all the outstanding accounts. Koziol moved to approve the policy as written with a copy being immediately mailed out to all outstanding accounts. Pinkston seconded. Aye vote: Thompson, Koziol, Porter, Pinkston and Burgess. Nay vote: None. Motion carried. This policy is attached to the body of the minutes.

D. Discussion and possible action regarding Cost-Share Program Year 10:

6. Board opted to accept the state approved average costs included in the program year guidelines.
7. Board opted to set the local cost share rate at 50%.
8. Board opted to set the minimum payment amount at \$500 and the maximum payment at \$1500.
9. Board opted to accept the ranking criteria worksheets presented by Stoy and Goedecke. These worksheets are attached to the body of the minutes
10. Board opted to set the local application period as February 2 – 13, 2009.
11. Board opted to advertise in the Okmulgee, Henryetta, Morris and Beggs newspapers on January 11, 2009, January 18, 2009 and January 25, 2009.

Porter moved to accept the above decisions in regards to the guidelines for Cost Share Program Year 10. Burgess seconded. Aye vote: Thompson, Porter, Pinkston and Burgess. Nay vote: None. Koziol Abstained. Motion carried.

E. Discussion and possible action regarding transferring funds from building account to operating account: Pinkston moved to transfer \$7,156.30 to the general operating account from the building account. Koziol seconded. Aye vote: Thompson, Koziol, Porter, Pinkston and Burgess. Nay vote: None. Motion carried.

F. Discussion and possible action regarding uncleared checks written more than six months ago: Stoy presented a list of uncleared checks. One check written one year ago, one written over 1 ½ years ago, one written 2 years ago. Koziol moved to reissue the check written one year ago but to stop payment on those over that time frame. Burgess seconded. Aye vote: Thompson, Koziol, Pinkston and Burgess. Nay vote: None. Porter abstained. Motion carried.

G. Discussion and possible action on approval of placing pond inside the easement area of Cane Creek 18: Goedecke presented a trip report from Larry Coppock regarding his assessment of this proposed pond. This report is attached to the body of these minutes. Porter asked if the pond would interfere with the capacity of the lake or if the lake, when full, would damage the pond. Goedecke stated that Coppock's opinion was that it would impact the lake very minimally. Based on the Coppock report Koziol moved to approve the pond proposal and to write the approval request letter to the NRCS state office. Porter seconded. Aye vote: Thompson, Koziol, Porter, Pinkston and Burgess. Nay vote: None. Motion carried.

H. Audit report from Tonya Swindell on fiscal year 2008: Swindell presented her report to the board of directors. After review of the financial findings, Swindell discussed changing from a modified cash accounting system to an accrual system. She stated that the bookkeeping has been done using the accrual system but that the policy for the district was for the modified cash system. She stated that using the

accrual system was the preferred and accepted method. Swindell stated that she found that the board meeting agendas were not properly signed and dated by the appropriate personnel and recommended that the District begin signing and dating both the agendas and the minute for each board meeting. Swindell found that since the same individual is responsible for receiving revenues for the district is the same person that is responsible for posting the accounting records, depositing money, paying invoices, and reconciling bank accounts, the District perform additional oversight functions to minimize risk. She recommended that the Treasurer review the monthly bank reconciliations for significant or unusual items. Swindell found that the District does not have documented accounting policies and recommended that the District document all their significant accounting policies and procedures. Thompson inquired if Swindell could provide some examples of such policies and procedures. Swindell stated that she could.

- I. Discussion and possible action on approving the Fiscal Year 2008 audit report:**
Koziol moved to approve the report as presented. Porter seconded. Aye vote: Thompson, Koziol, Porter, Pinkston and Burgess. Nay vote: None. Motion carried.

11. Public Comments

There were no public comments.

12. New Business

There was no new business

13. Adjournment

There being no further business the meeting was adjourned at 10:28 a.m. Porter moved to adjourn, Koziol seconded. Aye vote: Thompson, Koziol and Burgess. Nay vote: None. Motion carried.

14. DATE OF NEXT MEETING

The next regularly scheduled meeting of the Okmulgee County Conservation District will be held February 4 at 8:30 a.m. in the District office.

cc: OCC
George Stunkard, OCC Commissioner, Area III
Scotty Heriman, OACD President
Joe Parker, OACD Vice-President
NRCS, State Office, ASTC-FO
Savoy Alexander, Area III Director
OCCD Board