

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

TIME: 8:30 A.M.

DATE: September 2, 2009

PLACE: 719 East 8<sup>th</sup> Street, Suite B  
Okmulgee, OK 74447

Present: Dwane Thompson, Chair  
Janet Koziol, Vice Chair  
Tom Porter, Secretary-Treasurer  
Robert Pinkston, Member (Arrived 8:50 a.m.)  
Elmer Burgess, Member

Absent: None

Others Present: Rhnea Stoy, District Secretary  
Bill Grammer, Equipment Manager  
Ron Goedecke, District Conservationist  
Watson Langford  
Colton Williams  
Megan Wittenberg

**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.

**3. Approval of Minutes of the August 5, 2009 Regular Meeting**

Burgess moved to approve the minutes of the August 5, 2009. Koziol seconded. Aye vote: Thompson, Koziol, Porter, and Burgess. Nay vote: None. Motion carried.

**4. Consideration of and Possible Action on employee Timesheets and Leave Records for the month of August, 2009**

Koziol asked Grammer why they were driving the tractor to work sites rather than utilizing the Kenworth and trailer. Grammer stated that it was generally a time issue. He stated that by the time they got the truck and trailer out, loaded everything they could already be at the site. Koziol asked how far they drove the tractor. Grammer stated that they had driven it to the Dillingham Ranch and that was about the farthest. Koziol stated that it was about ten miles and asked if that didn't cause additional wear and tear on the tractors. Koziol inquired about an entry on August 4, 2009 on Fain's work log that stated that he went on a fire but Grammer had no mention of a fire call on his. Grammer stated

that they had received the fire call and left to go on it but didn't actually get there. He stated they were at Dillingham Ranch that day. Burgess inquired as to why both Grammer and Fain were still going for parts. Grammer stated that it was raining. Koziol stated that there was a lot of work that needed to be done around the building and inquired if there was a "to do" list. Stoy stated that there was a list of things that needed to be worked on. Porter stated that they needed to limit both Fain and Grammer going to get parts. Thompson stated that at small worksites it boosts morale for the employees to travel together to run errands. He stated that he didn't nick pick the work that if the work was halfway being done that it was alright with him. Burgess stated that he wanted to question Thompson on his statement about it being alright with the work being halfway done. Thompson stated that no the work needed to be completely done.

Koziol asked why it had taken Fain two days to mow. Grammer stated that one day was to move the equipment in the back lot and mow around them. Koziol stated that Fain had that down for a different day. Koziol stated that it is bothering her that the district has not been able to put any of the borrowed money back in the building fund. Porter stated that we need those funds in the building account to help insure we keep our renters. Koziol stated that we need to watch our pennies, not to do things the slow way, that it means the difference in being able to pay our employees and doing our job. Thompson stated that perhaps this needed to be discussed in executive session.

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

**5. Consideration of and Possible Action on Financial Statement and Allocation register for Period Ending August 31, 2009**

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

**6. Consideration of and Possible Action on District Reimbursement Claim and Payment of Bills for August, 2009**

Porter moved to approve the reimbursement claims and payment of bills for the month of August, 2009. Koziol seconded. Aye vote: Thompson, Koziol, Porter, Pinkston and Burgess. Nay vote: None. Motion carried.

**7. Discussion and Possible Action on approval of Performance Worksheets:** Koziol moved to approve the Performance Worksheets for August, 2009. Porter seconded. Aye vote: Thompson, Koziol, Porter, Pinkston and Burgess. Nay vote: None. Motion carried.

**8. Consideration and possible action on new district cooperators.**

Goedecke presented a cooperator agreement from Josh Hamilton for 120 acres. Koziol moved to approve Hamilton as a new district cooperator. Burgess seconded. Aye vote: Thompson, Koziol, Porter, Pinkston and Burgess. Nay vote: None. Motion carried.

**9. Communications**

Stoy presented information she had just received regarding Cost Share Program Year 11B.

Grammer presented letter from Marvin Boatright requesting that the district purchase a new digital camera.

## **10. Reports**

### **A. District Directors:**

There were no director reports

### **B. Conservation District Staff:**

Bill Grammer presented his written report for August, 2009. Grammer's written report for August, 2009 is attached.

District Secretary, Rhnea Stoy presented her report for August, 2009. Stoy's written report for August, 2009 is attached.

### **C. NRCS Personnel:**

Okmulgee County District Conservationist, Ronald Goedecke presented his report for August, 2009. Goedecke's written report for August, 2009 is attached.

## **11. DISTRICT OPERATIONS**

**A. Ten Minute Guide Series - Procurement:** Thompson stated that he thought that the competitive bid requirement amount was twenty-five thousand rather than twenty-five hundred. Burgess concurred. Koziol asked if the "restrictions" needed to be discussed. Thompson asked Stoy to get more information about the competitive bid requirements. Burgess stated that he remembered the requirement being twelve thousand five hundred and then it being raised to twenty-five thousand. Thompson stated that he remembered it being fifteen thousand. Koziol stated that the restrictions needed to be looked at.

**B. Review Cost Share Program Year 10 monthly report:** Stoy presented the August, 2009 report for Cost Share Program Year 10. She stated that all of the money was currently obligated and that several more practices have been completed and paperwork submitted to OCC.

**C. Discussion and possible action on setting completion date for newly approved cost share applications.** Stoy stated that several of the cost share applicants had moved from the alternate list to the obligated list as well as two of the previously funded applicants had not been able to complete their practice by the completion date but were requesting an extension. Stoy requested that a completion date of May 31, 2010 be set for these and all other applicants that move from the alternate to the funded list. Pinkston moved to set a May 31, 2010 completion date. Porter seconded. Aye vote: Thompson, Koziol, Porter, Pinkston and Burgess. Nay vote: None. Motion carried.

**D. Discussion and possible action to revisit decision made on August 5, 2009 to change surety bond coverage to cover theft only in the amount of \$25,000 and to cover Rhnea Stoy, Thompson, Koziol, Porter and Burgess.** Stoy stated that after additional research into the surety bond coverage issue she had discovered that State

- Farm Insurance offers surety bond coverage that would cover all directors and employees for dishonesty and offers it at a lesser rate than the other companies quoted. Stoy stated that State Farm had quoted her a price range of ninety dollars to one hundred eighty dollars. Stoy stated that even the one hundred eighty dollars was less than the other quotes she had received for the same amount on the bond and it covered more people. Porter moved to rescind the decision made on August 5, 2009 to purchase bond that would cover only Stoy, Thompson, Koziol, Porter and Burgess. Pinkston seconded.
- E. Discussion and possible action on signatures on bank accounts and appropriate bonds on signers.** Porter moved to purchase blanket dishonesty surety bond in the amount of \$25,000 that would cover all district directors and employees. Pinkston seconded. Aye vote: Thompson, Koziol, Porter, Pinkston and Burgess. Nay vote: None. Motion carried.
- F. Discussion and possible action on purchase of new digital camera.** Grammer stated that Boatright was interested in receiving photos of reclamation sites and other ODEQ projects via e-mail. Pinkston stated that he thought the district had a camera. Grammer stated that he has been using a 35 mm camera and that the district's digital camera had stopped working last year. Porter moved to authorize the purchase of a digital camera costing in the neighborhood of two hundred dollars. Koziol seconded. Aye vote: Thompson, Koziol, Porter, Pinkston and Burgess. Nay vote: None. Motion carried.
- G. Discussion and possible action on landscaping around office building and painting exterior of office building.** Stoy stated that Williams was ready to start to work on the landscaping and painting. Pinkston asked what color the building would be painted. Stoy stated that no one had chosen a color that it was up to the board. Pinkston stated that he thought the tenants should choose the color. Koziol stated that the juniper needed to be removed and the Nandinas trimmed back before the painting began and that the replanting of the beds should be the last thing. Stoy stated that she and Koziol had been looking at different landscaping options and plants. Koziol moved to remove the old landscaping and prepare the building for painting, to paint the building the color the tenants choose and proceed with replanting the beds. Porter seconded. Aye vote: Thompson, Koziol, Porter, Pinkston and Burgess. Nay vote: None. Motion carried.
- H. Proposed Executive Session**
- a. Vote in open session on whether to enter executive session as authorized by Title 25 O. S. Section 307 (B) (1) to discuss personnel issues and as authorized by Title 25 O.S. section 307 (B) (7) to review conservation plans for Josh Hamilton, Darrin Unruh and Dennis Mitchell.** Porter moved to enter executive session as described in article a. with Rhnea Stoy taking minutes. Koziol seconded. Aye vote: Thompson, Koziol, Porter, Pinkston and Burgess. Nay vote: None. Motion carried
- b. Executive session to discuss conservation plans and personnel matters as described in item a.** Entered Executive Session at 10:22 a.m.

- c. **Return to open session and re-establish quorum.** Returned to open session and re-established quorum at 10:50 a.m.

**I. Discussion and Possible Action in open session to approve, revise, or cancel conservation plans.** Koziol moved to approve conservation plans and contracts for Josh Hamilton, Darrin Unruh, and Dennis Mitchell. Burgess seconded. Aye vote: Thompson, Koziol, Porter, Pinkston and Burgess. Nay vote: None. Motion carried.

**J. Discussion and possible action in open session on resolution of personnel issues.** Koziol moved to verbally speak to janitor and vending machine owner and request that they do their business during business hours and turning in their building key. Porter seconded. Aye vote: Thompson, Koziol, Porter, Pinkston and Burgess. Nay vote: None. Motion carried. Thompson directed Stoy to contact the janitor and for Grammer to contact the vending machine owner.

**12. Public Comments**

There were no public comments

**13. New Business**

There was no new business

**14. Adjournment**

There being no further business the meeting was adjourned at 10:52 a.m. Burgess moved to adjourn, Porter seconded. Aye vote: Thompson, Koziol, Pinkston and Burgess. Nay vote: None. Motion carried.

**15. DATE OF NEXT MEETING**

The next regularly scheduled meeting of the Okmulgee County Conservation District will be held October 7, 2009 at 8:30 a.m. in the District office.

cc: OCC  
OCCD Board  
NRCS State Office  
OACD Executive Board