

## REGULAR MEETING

### MINUTES

Thursday, February 15, 2018

The Trustees of the Tulsa County Public Facilities Authority met at the hour of 8:00 a.m. at Expo Square, 3902 East 15<sup>th</sup> Street, Tulsa, Oklahoma in the Culinary Training Center at ExpoSERVE, with the following members present: Ron Peters, Chairman; Daryl Woodard, Vice Chairman; Mike Spradling, Secretary; John Smaligo, Member; Karen Keith, Member. Others present: Mark Andrus, President/CEO; Melissa Westfall, Counsel; Teresa Clayton, Deputy Secretary. A copy of the Agenda was posted in the lobby of the Ray Jordan Tulsa County Administration Building on February 13, 2018 at 3:40 p.m.

The Chairman called the meeting to order at 8:00 a.m.

Moved by Woodard, seconded by Spradling, to approve Regular Meeting Minutes of January 18, 2018. Spradling, yes; Keith, yes; Smaligo, yes; Woodard, yes; Peters, yes. Motion carried.

Moved by Keith, seconded by Woodard, to accept and file October 2017 Financial Statement. Spradling, yes; Keith, yes; Smaligo, yes; Woodard, yes; Peters, yes. Motion carried.

Moved by Keith, seconded by Woodard, to accept and file November 2017 Financial Statement. Spradling, yes; Keith, yes; Smaligo, yes; Woodard, yes; Peters, yes. Motion carried.

Moved by Smaligo, seconded by Woodard, to accept and file 2018 TCPFA Operating Budget. Spradling, yes; Keith, yes; Smaligo, yes; Woodard, yes; Peters, yes. Motion carried.

Moved by Woodard, seconded by Spradling, to accept bid received for Temporary Personnel from Encore Pro Staffing (primary for all temp positions), Stand-By Personnel (secondary for maintenance personnel) and OnTime Staffing (secondary for live race, event and food service personnel). Spradling, yes; Keith, yes; Smaligo, yes; Woodard, yes; Peters, yes. Motion carried.

Moved by Keith, seconded by Woodard, to accept bids received for Carpet from C&B Carpets & Services for the broadloom carpet, carpet tiles, cove base and installation of for office remodels and as needed and Millcreek Carpet & Tile for the annual Wrestling and Pinto Horse Shows. Spradling, yes; Keith, yes; Smaligo, yes; Woodard, yes; Peters, yes. Motion carried.

Moved by Woodard, seconded by Spradling, to accept bid received for Landscaping Services from Gibson Landscaping. Spradling, yes; Keith, yes; Smaligo, yes; Woodard, yes; Peters, yes. Motion carried.

Moved by Woodard, seconded by Keith, to approve request to advertise for bids/proposals for the following:

- Horse Stall Rentals
- Portable Restrooms
- TSF Ribbons, Rosettes & Banners
- TSF Visitor's Guide Printing
- TSF Livestock Awards
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Spradling, yes; Keith, yes; Smaligo, yes; Woodard, yes; Peters, yes. Motion carried.

Moved by Woodard, seconded by Keith, to approve Facilities Lease Agreements, and Miscellaneous Contracts & Agreements (complete listings in President/CEO's miscellaneous file). Spradling, yes; Keith, yes; Smaligo, yes; Woodard, yes; Peters, yes. Motion carried.

Moved by Woodard, seconded by Keith, to approve all claims, including payroll, and to ratify all handwritten checks (complete listing in President/CEO's miscellaneous file). Spradling, yes; Keith, yes; Smaligo, yes; Woodard, yes; Peters, yes. Motion carried.

President/CEO's Activity Report:

- A weekly update email will be sent out to the Board containing a drone video of the new barn construction
- New financial graphics prepared by Cody Hathaway, Expo's Graphic Designer

Chairs Report: No Report

Moved by Smaligo, seconded by Woodard, to adjourn the meeting. Spradling, yes; Keith, yes; Smaligo, yes; Woodard, yes; Peters, yes. Motion carried.

The Chair adjourned the meeting at 8:18 a.m.