

REGULAR MEETING

MINUTES

Thursday, April 19, 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; Mike Craddock, Acting Member; Karen Keith, Member; Mike Spradling, Secretary; Daryl Woodard, Vice Chairman. Others present: Mark Andrus, President/CEO; Teresa Clayton, Deputy Secretary. A copy of the Agenda was posted in the lobby of the Ray Jordan Tulsa County Administration Building on April 17, 2018 at 11:48 a.m.

The Chairman called the meeting to order at 8:04 a.m.

Moved by Woodard, seconded by Keith, to approve Regular Meeting Minutes of March 15, 2018 and Special Meeting Minutes of March 27, 2018. Keith, yes; Craddock, yes; Woodard, yes; Peters, yes. Motion carried.

Moved by Keith, seconded by Woodard, to receive and file January 2018 Financial Statement. Keith, yes; Craddock, yes; Woodard, yes; Peters, yes. Motion carried.

Moved by Keith, seconded by Woodard, to receive and file February 2018 Financial Statement. Keith, yes; Craddock, yes; Woodard, yes; Peters, yes. Motion carried.

Moved by Woodard, seconded by Craddock, to approve the Beverage Sales Agreement between TCPFA and Bottling Group, pending legal counsel's review. Keith, yes; Craddock, yes; Woodard, yes; Peters, yes. Motion carried.

Moved by Craddock, seconded by Keith, to accept and file the Amended and Restated TCPFA Employee Handbook. Keith, yes; Craddock, yes; Woodard, yes; Peters, yes. Motion carried.

Moved by Keith, seconded by Woodard, to access Surcharge Account in the amount of \$114,291 for the following projects:

- \$6,640 for new doors for Livestock Offices
- \$5,900 for wall repairs in F&B Kitchen
- \$43,000 for installation of fans over RSE overhang
- \$16,000 for upgrading plumbing in barn wash racks
- \$42,751 for HVAC Chiller Repairs and Maintenance
  - \$9,369 for Water Pump Replacement Chiller #3
  - \$4,718 for Balance Chamber Repair in Chiller #1
  - \$7,398 for Labor to Replace Parts in Chiller #3
  - \$8,266 for Parts to Repair Chiller #3
  - \$13,000 for Annual Vibration Testing of all 3 Chillers

Keith, yes; Craddock, yes; Woodard, yes; Peters, yes. Motion carried.

Moved by Keith, seconded by Woodard, to approve Request for Waiver of Soliciting Bids or Quotes & Sole Source Designation for Hambrick-Ferguson, Inc., the sole supplier for Baltimore Aircoil products and parts for the State of Oklahoma. Keith, yes; Craddock, yes; Woodard, yes; Peters, yes. Motion carried.

Moved by Keith, seconded by Woodard, to rescind bid awarded to Aim Right Temporary Site Services for Portable Restrooms due to a calculation error of all bids received. Keith, yes; Craddock, yes; Woodard, yes; Peters, yes. Motion carried.

Moved by Keith, seconded by Woodard, to accept bid received from Porta John of Tulsa for Portable Restrooms and related equipment. Keith, yes; Craddock, yes; Woodard, yes; Peters, yes. Motion carried.

Moved by Keith, seconded by Woodard, to accept bid received from Merrifield Office Supply for Office Furniture. Keith, yes; Craddock, yes; Woodard, yes; Peters, yes. Motion carried.

[Spradling entered the meeting at 8:23 a.m.]

Moved by Woodard, seconded by Craddock, to accept bids received from Absolute Graphix, Tack Designs, Admiral Express, Dimensions Specialists, Advertising Anything, and A Marketing Company for Wearable's and Promotional Items. Spradling, yes; Keith, yes; Craddock, yes; Woodard, yes; Peters, yes. Motion carried.

Moved by Woodard, seconded by Keith, to accept bid received from Yamaha Golf Car Company for Golf Carts and authorize executive staff to choose either the Out Right Purchase or the Lease-Purchase option. Spradling, yes; Keith, yes; Craddock, yes; Woodard, yes; Peters, yes. Motion carried.

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

- Restroom Trailers
- Electrical Wire
- Street Sweeping Services
- Tickets, Passes & Stickers
- Stage, Sound and Lighting
- Heavy Duty Horse Walkers

Spradling, yes; Keith, yes; Craddock, yes; Woodard, yes; Peters, yes. Motion carried.

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

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

President/CEO's Activity Report:

- Always looking for ways to do better and stretch dollars

Chairs Report: No Report

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

The Chair adjourned the meeting at 8:30 a.m.