

(Agenda of meeting was posted in the central lobby and outside of the Ray Jordan Tulsa County Administration building on April 16, 2020 at 4:29 p.m.)

MINUTES  
Monday, April 20, 2020

TAKE NOTICE that a meeting of the Tulsa County Board of County Commissioners will be held in Room 119, Ray Jordan Tulsa County Administration Building, 500 South Denver Avenue, Tulsa, Oklahoma, on Monday, April 20, 2020 at 9:30 a.m., for the purpose of presentation, discussion and possible action on the following. Teleconferencing appearances by the Commissioners and/or general public will be allowed. The physical location of the meeting is unchanged and remains open to the public for the purpose of this scheduled meeting.

FOR PURPOSES OF LISTENING TO THE BOARD OF COUNTY COMMISSIONERS MEETING, THE PUBLIC IS INVITED TO USE THE FOLLOWING URL LINK: <https://youtu.be/w3mb4vIJY1g>

I. CALL TO ORDER

The Board of County Commissioners (BOCC) met at the hour of 9:30 a.m., with the following members present: Commissioner Karen Keith appearing in person, Commissioner Stan Saltee appearing in person, Commissioner Ron Peters appearing in person; Others present: Michael Willis, County Clerk.

Ron Peters, Chairman, called the meeting to order at 9:30 a.m. and the following business was transacted:

II. MINUTES

A. Board of County Commissioner's Meeting of April 13, 2020

B. Board of County Commissioner's Special Meeting of April 16, 2020

Motion made by Stan Saltee, seconded by Karen Keith, to approve and authorize execution by the Chairman. Upon roll call, Yes - Karen Keith, Stan Saltee, Ron Peters. No - None. Abstain - None. Motion carried.

III. REPORTS

A. Elected Officials:

1. Court Clerk - Monthly for 3/2020 (Clerk's Misc. File No. 20200841)
2. Treasurer - Depository Summary of Daily Analysis for 3/2020 (Clerk's Misc. File No. 20200842)

Motion made by Karen Keith, seconded by Stan Saltee, to approve and authorize execution, as needed. Upon roll call, Yes - Karen Keith, Stan Saltee, Ron Peters. No - None. Abstain - None. Motion carried.

IV. UNFINISHED BUSINESS

A. Bid Openings

1. TC Departments - Air Handler Filters
  - a. FirstLine Filters, LLC (Clerk's Misc. File No. 20200843)
  - b. Home Depot, U.S.A, Inc. dba The Home Depot Pro (Clerk's Misc. File No. 20200844)
  - c. OK Filter Co., Inc. (Clerk's Misc. File No. 20200845)

Motion made by Stan Saltee, seconded by Karen Keith, to refer the bids to TC Departments and Procurement for analysis, review and recommendation on April 27, 2020. Upon roll call, Yes - Karen Keith, Stan Saltee, Ron Peters. No - None. Abstain - None. Motion carried.

2. TC Departments - Coffee Service
  - a. Community Coffee Company, LLC (Clerk's Misc. File No. 20200846)
  - b. Imperial, LLC (Clerk's Misc. File No. 20200847)
  - c. Daiohs USA dba Java Dave's Coffee (Clerk's Misc. File No. 20200848)

Motion made by Karen Keith, seconded by Stan Sallee, to refer the bids to TC Departments and Procurement for analysis, review and recommendation on April 27, 2020. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

3. TC Maintenance Garages - Automotive Batteries
  - a. Altus Oil & Feed, LLC (Clerk's Misc. File No. 20200849)
  - b. Battery Outfitters, Inc. (Clerk's Misc. File No. 20200850)

Motion made by Stan Sallee, seconded by Karen Keith, to refer the bids to TC Maintenance Garages and Procurement for analysis, review and recommendation on April 27, 2020. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

- B. Bid Award & Recommendation - (TC Departments) - to rescind the bid award for Trash Can Liners to Advanced Industrial Solutions, CMF #20200759, and award to Home Depot. After further evaluation it was determined that Home Depot was the lowest and best bid received. This award is for a six month period beginning 4/13/2020 (Clerk's Misc. File No. 20200851)

Motion made by Karen Keith, seconded by Stan Sallee, to approve the Bid Award and Recommendation. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

- C. Addendum #2 - (Building Operations) - to the Notice to Bidders for Tulsa County Central Garage Roof Replacement, set to open on 4/27/2020, to provide response to vendor submitted substitution request (Clerk's Misc. File No. 20200852)

Motion made by Stan Sallee, seconded by Karen Keith, to approve the Addendum. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

- D. Amendments

1. Engineers - #2 to the bid award for Mowing on County Levees to MTS Brush Hogging Dozer and Lawn, LLC, CMF# 244480, to extend award for one year beginning 5/1/2020 (Clerk's Misc. File No. 20200853)

Motion made by Karen Keith, seconded by Stan Sallee, to approve and authorize execution by the Chairman. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

2. TC Departments:
  - a. #1 to the bid award for Chevrolet and GMC Automotive Repair to Mark Allen Buick GMC, CMF# 247684, to extend for one year beginning 4/29/2020 (Clerk's Misc. File No. 20200854)
  - b. #2 to the agreement with Cintas for rental of uniforms mats and towels, etc., CMF #245483, to extend terms of the agreement for FY 2020-2021 and amend the rates (Clerk's Misc. File No. 20200855)

Motion made by Stan Sallee, seconded by Karen Keith, to approve and authorize execution by the Chairman. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

- E. Change Order #3 - (Board of County Commissioners) - to the agreement with The Wilson Group, Inc. for Exterior Window Replacement at the Tulsa County HQ Administration Building, CMF #245636, for the addition of 310 days to the date of substantial completion as needed for water testing and additional work to rectify deficiencies. The contract sum is unchanged and the total contract sum remains \$1,094,360 (Clerk's Misc. File No. 20200856)

Motion made by Karen Keith, seconded by Stan Sallee, to approve and authorize execution by the Chairman. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

- F. Public Hearing - (INCOG) - to receive recommendations on needs related to the use of funds to prevent, prepare for, and respond to coronavirus (COVID-19) for the cities within the Tulsa County CDBG Urban County. Tulsa County will receive a special allocation of FY2020 CDBG-CV funds in the amount of \$861,792 from the Department of Housing and Urban Development to be used to prevent, prepare for, and respond to the coronavirus (COVID-19) (Clerk's Misc. File No. 20200857)

Motion made by Stan Sallee, seconded by Karen Keith, to enter into public hearing at 9:36 a.m. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

Chairman Peters recognized Claudia Brierre from INCOG who reported about the additional FY 2020 CDBG-CV funds in the amount of \$861,792 from the Department of Housing and Urban Development to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). No members of the public signed up to speak on the matter.

Motion made by Karen Keith, seconded by Stan Sallee, to close the public hearing at 9:40 a.m. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

## V. ACTION ITEMS

- A. Gasoline & Diesel Fuel Quotes for week ending 4/27/2020 (Clerk's Misc. File No. 20200858)

Motion made by Karen Keith, seconded by Stan Sallee, to approve the Gasoline and Diesel Fuel Quotes. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

- B. Resolution on Disposition of Funds/Cash Fund Estimate of Needs from 3/12/2020 to 4/15/2020 (Clerk's Misc. File No. 20200859)

Motion made by Stan Sallee, seconded by Karen Keith, to approve and authorize execution by the Chairman. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

- C. Request - (District Attorney) - to Accept and File Waiver, Pursuant to 19 O.S. § 1501(3)(q), Temporarily Waiving the Competitive Bidding Procedures to Address the COVID-19 Virus Threat Effective until May 7, 2020 (Clerk's Misc. File No. 20200860)

Motion made by Karen Keith, seconded by Stan Sallee, to accept and file the waiver. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

- D. Request for Approval - (Board of County Commissioners) - Certificate of Substantial Completion from The Wilson Group, Inc. for Exterior Window Replacement at the Tulsa County HQ Administration Building, substantial completion was reached on 2/22/2020 (Clerk's Misc. File No. 20200861)

Motion made by Stan Sallee, seconded by Karen Keith, to approve and authorize execution by the Chairman. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

E. Requests for Approval - INCOG:

1. to adopt the revised Citizen Participation Plan for the Metropolitan Tulsa HOME Consortium and Tulsa County CDBG Urban County for the Purpose of Program Flexibility to Expedite Actions to Respond to COVID-19 (Clerk's Misc. File No. 20200862)
2. Action #1 - to designate the County's Chief Executive Officer, the Chairperson, as the certifying officer under the National Environmental Policy Act of 1969 to assume overall responsibility for the environmental review process, including signing required certifications. Action #2 - Make a Finding of No Significant Effect on the Environment on the following project: City of Bixby FY 2019 East Needles Avenue Storm Water Improvements and New ADA Sidewalks (Clerk's Misc. File No. 20200863)

Motion made by Stan Sallee, seconded by Karen Keith, to approve and authorize execution by the Chairman. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

F. Request for Public Hearing - (Drainage District #12) - to be held May 18, 2020 at 9:30 a.m., to Discuss Report and Budget Request for FY 2020-2021 in the sum of \$999,750 (Clerk's Misc. File No. 20200864)

Motion made by Karen Keith, seconded by Stan Sallee, to approve and authorize execution by the Chairman. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

G. Resolutions

1. Engineers:
  - a. for ordering approval of plat and authorizing the filing of 66th Street N. Truck Stop Phase II Subdivision as required under Title 19 O.S., § 288.1 (Clerk's Misc. File No. 20200865)
  - b. for ordering approval of plat and authorizing the filing of Coyote Crossing (Private) Subdivision as required under Title 19 O.S., § 288.1 (Clerk's Misc. File No. 20200866)

Motion made by Karen Keith, seconded by Stan Sallee, to approve and authorize execution by the Chairman. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

2. Treasurer - to designate John Fothergill as Requesting Officer (Clerk's Misc. File No. 20200867)

Motion made by Stan Sallee, seconded by Karen Keith, to approve and authorize execution by the Chairman. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

H. Agreements

1. Board of County Commissioners - State of Oklahoma, Department of Emergency Management (OEM) - for State Local Disaster Assistance Agreement for Major Disasters; Oklahoma DR-4530 COVID-19 (Clerk's Misc. File No. 20200868)
2. Human Resources:
  - a. Delta Dental Plan of Oklahoma, Inc. - for administrative services agreement for self-insured benefit plans beginning 7/1/2020 through 6/30/2021 (Clerk's Misc. File No. 20200869)
  - b. Delta Dental Plan of Oklahoma, Inc. - for fully-insured benefit plans beginning 7/1/2020 through 6/30/2021 (Clerk's Misc. File No. 20200870)
  - c. IdentityForce - for UltraSecure, UltraSecure + Credit Package and ChildWatch-Family Flow program benefits beginning 7/1/2020 through 6/30/2021 (Clerk's Misc. File No. 20200871)

Motion made by Karen Keith, seconded by Stan Sallee, to approve and authorize execution, as needed. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

I. Agreement Renewals - County Clerk:

1. eRecording Partners Network, LLC - for renewal of CMF #247644 for FY 2020-2021 (Clerk's Misc. File No. 20200872)
2. Simplifile - for renewal of CMF #247589 for FY 2020-2021 (Clerk's Misc. File No. 20200873)

Motion made by Stan Sallee, seconded by Karen Keith, to approve and authorize execution by the Chairman. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

J. Requests to Advertise for Bids

1. Sheriff - Janitorial Supplies (Clerk's Misc. File No. 20200874)
2. TC Departments - Safety Supplies (Clerk's Misc. File No. 20200875)

Motion made by Karen Keith, seconded by Stan Sallee, to approve the Requests to Advertise. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

K. Sole Sources

1. Sheriff - PowerDMS, Inc. - is the only cloud-based software as a service (SaaS) platform that combines document management, training management and accreditation management and electronically links that content to alert users whenever a change may impact compliance (Clerk's Misc. File No. 20200876)
2. Social Services - Computer Rx-Pharmacy Software - for drug images that function with the Computer-RX WinRx Pharmacy software (Clerk's Misc. File No. 20200877)

Motion made by Stan Sallee, seconded by Karen Keith, to approve and authorize execution by the Chairman. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

L. Utility Permits - Engineers:

1. BTC Broadband:
  - a. to parallel and cross Yale Avenue and 161st St. approximately .25 miles S. of the Junction of Hwy 67 and Yale Avenue (Clerk's Misc. File No. 20200878)
  - b. to cross and parallel Yale Avenue and 161st Street approximately two miles S. of the Junction of Hwy 67 and Yale Avenue (Clerk's Misc. File No. 20200879)
  - c. to parallel Harvard Avenue approximately one mile N. of the Intersection of Harvard and 201st St. (Clerk's Misc. File No. 20200880)
  - d. to parallel and cross Harvard Avenue approximately one mile S. of the Junction of Harvard Avenue and OK Hwy 67 (Clerk's Misc. File No. 20200881)

Motion made by Karen Keith, seconded by Stan Sallee, to approve and authorize execution by the Chairman. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

2. Creek County RWD #2 - to cross 26th W. Ave. (Clerk's Misc. File No. 20200882)
3. Oklahoma Natural Gas Company, Inc.:
  - a. to cross N. 126th E. Ave. (Clerk's Misc. File No. 20200883)
  - b. to cross S. 174th W. Ave. (Clerk's Misc. File No. 20200884)
  - c. to cross W. 56th St. (Clerk's Misc. File No. 20200885)

Motion made by Stan Sallee, seconded by Karen Keith, to approve and authorize execution by the Chairman. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

M. Personnel Actions

1. Election Board (Clerk's Misc. File No. 20200886)
2. Highways (Clerk's Misc. File No. 20200887)
3. Parks (Clerk's Misc. File No. 20200888)

Motion made by Karen Keith, seconded by Stan Sallee, to approve the Personnel Actions. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

N. CC Health Department Documents to Accept & File

1. Agreements:

- a. RingCentral, Inc. - for communications system and services including voice, online meeting, video conferencing and related services from 4/1/2020 to 3/31/2021; cost of \$5,950/mo. (Clerk's Misc. File No. 20200889)
- b. Teledyne Instruments, Inc. - for TOC Service Agreement on Tekmar Fusion S/N 16095006 from 4/8/2020 to 4/7/2021; cost of \$6,564 (Clerk's Misc. File No. 20200890)

2. Personnel Actions (Clerk's Misc. File No. 20200891)

Motion made by Stan Sallee, seconded by Karen Keith, to accept and file the CC Health Documents. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

O. Claims to be Disallowed (payments cancelled as of 4/13-17/2020)

1. PO #2019789 and #2109864, Vendor: Oxford House Rustic Hills, Warrant #500026701 and #50026702, Amount Paid \$110, Total of \$220 (Clerk's Misc. File No. 20200892)

Motion made by Karen Keith, seconded by Stan Sallee, to cancel and disallow the purchase orders. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

P. Claims (payments for bills to be paid by 3/30/2020-4/10/2020)

Motion made by Stan Sallee, seconded by Karen Keith, to approve and authorize execution by the Commission. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

Q. Blanket Purchase Orders and Emergency Purchase Orders Submitted from 4/13-17/2020

Motion made by Karen Keith, seconded by Stan Sallee, to approve and authorize execution by the Commission. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

R. Board of County Commissioners - COVID-19 Virus Discussion and Update

VI. ANNOUNCEMENTS

County Events and Status Updates for Comment and Discussion from: Administrative Services, Building Operations, Court Services, Election Board, Human Resources, Information Technology, Parks, Purchasing, Social Services, Engineering, Highways, Inspections, Sheriff, Assessor, County Clerk, Court Clerk, Treasurer, District Attorney, Presiding Judge, Juvenile Justice, Expo Square, INCOG, Tulsa Area Emergency Management Agency, OSU Extension, CC Library, CC Health Department, River Parks Authority, Levee Drainage District #12, Board of County Commissioners Chief Deputies, Director of Governmental Affairs

Chairman advised the announcements and County Events and Status updates were open for comment and discussion. The Departments with information gave a report.

VII. NEW BUSINESS

In accordance with the Open Meeting Act, Title 25 O.S. § 311.A.10, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.

There was no new business.

## VIII. ADJOURN

Motion made by Stan Sallee, seconded by Karen Keith, to adjourn the meeting. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

## BOARD OF COUNTY COMMISSIONERS

Ron Peters, Chairman

ATTEST:

Michael Willis, Tulsa County Clerk