

(Agenda of meeting was posted in the central lobby and outside of the Ray Jordan Tulsa County Administration building on 3/20/2020 at 8:30 a.m.)

MINUTES
Monday, March 23, 2020

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, Commissioner Stan Sallee, Commissioner Ron Peters; 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 March 16, 2020
- B. Board of County Commissioner's Emergency Meeting of March 17, 2020
- C. Board of County Commissioner's Emergency Meeting of March 18, 2020

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.

III. REPORTS

- A. Elected Official - (Court Clerk) - Monthly for 2/2020 (Clerk's Misc. File No. 20200652)

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.

IV. UNFINISHED BUSINESS

A. Bid Openings

- 1. Engineers - Geotechnical Testing Services
 - a. EST, Inc. (Clerk's Misc. File No. 20200653)
 - b. GTS, Inc. (Clerk's Misc. File No. 20200654)
 - c. Hunter Construction and Geotechnical Consultants, LLC, dba HCGC LLC (Clerk's Misc. File No. 20200655)
 - d. Kleinfelder, Inc. (Clerk's Misc. File No. 20200656)
 - e. Terracon Consultants, Inc. (Clerk's Misc. File No. 20200657)
 - f. Thunderhead Testing, LLC (Clerk's Misc. File No. 20200658)

Motion made by Karen Keith, seconded by Stan Sallee, to refer the bids to Engineers and Procurement for analysis, review and recommendation on 4/13/20. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

- 2. TC Departments - Commercial Flat Glass
 - a. AAA Glass & Mirror of Oklahoma, LLC (Clerk's Misc. File No. 20200659)
 - b. Apax Glass, Inc. (Clerk's Misc. File No. 20200660)

Motion made by Karen Keith, seconded by Stan Sallee, to refer the bids to TC Departments and Procurement for analysis, review and recommendation on 4/13/2020. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

- 3. TC Departments - Deodorizing Agents and Cleaners
 - a. Advanced Industrial Solutions (Clerk's Misc. File No. 20200661)
 - b. Empire Paper Company (Clerk's Misc. File No. 20200662)
 - c. Home Depot U.S.A., Inc. dba The Home Depot Pro (Clerk's Misc. File No. 20200663)

- d. Office Depot, Inc. (Clerk's Misc. File No. 20200664)
- e. Pyramid Paper Company dba Pyramid School Products (Clerk's Misc. File No. 20200665)
- f. Veritiv Operating Company (Clerk's Misc. File No. 20200666)

Motion made by Stan Sallee, seconded by Karen Keith, to refer the bids to TC Departments and Procurement for analysis, review and recommendation on 4/13/2020. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

- 4. TC Departments - Paperstock for Printing
 - a. Advanced Industrial Solutions (Clerk's Misc. File No. 20200667)
 - b. Empire Paper Company (Clerk's Misc. File No. 20200668)
 - c. Midland Paper Company (Clerk's Misc. File No. 20200669)
 - d. Staples Inc., dba Quill LLC (Clerk's Misc. File No. 20200670)
 - e. Veritiv Operating Company - Bid Rejected - Affidavit not fully executed (Clerk's Misc. File No. 20200671)

Motion made by Karen Keith, seconded by Stan Sallee, to refer the bids to TC Departments and Procurement for analysis, review and recommendation on 4/13/2020. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

- 5. TC Departments - Trash Can Liners
 - a. Advanced Industrial Solutions (Clerk's Misc. File No. 20200672)
 - b. All American Poly (Clerk's Misc. File No. 20200673)
 - c. Ben E. Keith Company dba Ben E. Keith Company, Oklahoma Division (Clerk's Misc. File No. 20200674)
 - d. Empire Paper Company (Clerk's Misc. File No. 20200675)
 - e. Home Depot U.S.A., Inc. dba The Home Depot Pro (Clerk's Misc. File No. 20200676)
 - f. Motion Industries, Inc. Branch OK03 (Clerk's Misc. File No. 20200677)
 - g. Office Depot, Inc. (Clerk's Misc. File No. 20200678)
 - h. Veritiv Operating Company (Clerk's Misc. File No. 20200679)

Motion made by Stan Sallee, seconded by Karen Keith, to refer the bids to TC Departments and Procurement for analysis, review and recommendation on 4/13/2020. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

B. Bid Award & Recommendation:

- 1. Parks - Case Tennis Center Air-Conditioning System - to Omni Mechanical Services, LLC, in the total amount of \$179,958 which includes the base bid and not alternates, the lowest and best bid received (Clerk's Misc. File No. 20200680)

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

C. Addendum

- 1. Building Operations - to the notice to bidders for the Tulsa County Central Garage Roof Replacement, set to open on 4/20/2020, to provide response to vendor-submitted substitution request (Clerk's Misc. File No. 20200681)

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.

D. Amendment

1. Sheriff - #7 to the agreement with Turn Key Health, LLC for Comprehensive Health Services, CMF #239751, to include additional monthly reimbursement to Turn Key Health Clinics, LLC for one hundred sixty-eight additional hours a week of CNA or CMA coverage (4.2 full time employees). The terms and conditions of the master agreement and prior amendments shall continue unchanged and remain in full force and effect. (Clerk's Misc. File No. 20200682)
2. Building Operations - #1 to the Notice to Bidders for the Tulsa County Central Garage Roof Replacement, set to open 4/20/20, to cancel the mandatory pre-bid meeting scheduled for 3/24/20 and provide amended solicitation dates with bid responses due 4/24/20 by 4:00 p.m. and bid responses to open on 4/27/20 at 9:30 a.m. (Clerk's Misc. File No. 20200683)

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

E. Change Orders - Board of County Commissioners:

1. #1 to the agreement with Forza Construction Services, LLC for the Tulsa County "HQ" Administration Building for masonry demolition at the stair tower, CMF #20200053, for infilling of penetrations at duct openings to match existing basement wall construction. The contract sum amount will be increased by \$1,603 with a new total contract sum of \$29,103 (Clerk's Misc. File No. 20200684)
2. #5 to the agreement with Apax Glass, Inc., for the Tulsa County "HQ" Administration Building Renovations bid package 08E (Aluminum and Glazing), CMF #247995, for the modified hardware to fit the narrow stile doors as well as an added window in office 721. The contract sum will be decreased by \$6,802 with a new total contract sum of \$1,060,208 (Clerk's Misc. File No. 20200685)
3. #6 to the agreement with Oakridge Builders for the Tulsa County "HQ" Administration Building Renovations bid package 03A (Concrete), CMF #248131, for the pour back of concrete around the steel at the 9th floor break room addition. The contract sum amount will be decreased by \$3,813 with a new total contract sum of \$550,137 (Clerk's Misc. File No. 20200686)
4. #11 to the agreement with Colburn Electric, LLC for the Tulsa County "HQ" Administration Building Renovations bid package 26A (Electrical), CMF #247582, for modified wireless access points and camera locations as well as added audio-visual raceways in the parking garage to the overhead doors and outside stairs. The contract sum will be increased by \$23,129 with a new total contract sum of \$3,042,257 (Clerk's Misc. File No. 20200687)

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

5. #15 to the agreement with A.C. Owen Construction, LLC for the construction of the Tulsa County Maintenance Facilities in Districts 1 and 3, CMF #247111, to extend the propane line from the tank to the building, extend the sewer line from the building to the lagoon, added door frame and correct grades in parking area at the District 1 site. The contract sum amount will be increased by \$69,190.21 with a new total contract sum of \$7,084,911.63 (Clerk's Misc. File No. 20200688)
6. #16 to the agreement with A.C. Owen Construction, LLC for the construction of the Tulsa County Maintenance Facilities in Districts 1 and 3, CMF #247111, for concrete saw-cutting required at the District 1 salt barn to allow for the fabric structure to be properly installed. The contract sum will be increased by \$3,086.83 with a new total contract sum of \$7,087,998.46 (Clerk's Misc. File No. 20200689)

7. #17 to the agreement with A.C. Owen Construction, LLC, for the construction of the Tulsa County Maintenance Facilities in Districts 1 and 3, CMF #247111, for concrete saw-cutting required at the District 3 salt barn to allow the fabric structure to be properly installed. The contract sum will be increased by \$3,086.86 with a new total contract sum of \$7,091,085.29 (Clerk's Misc. File No. 20200690)

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. Public Hearing - (INCOG) - to receive recommendations on housing needs for cities and counties within the Metropolitan Tulsa HOME Consortium and non-housing community development needs for the cities within the Tulsa County CDBG Urban County for FY 2020 HOME funds from the Department of Housing and Urban Development (Clerk's Misc. File No. 20200691)

Motion made by Karen Keith, seconded by Stan Sallee, to enter into public hearing at 9:39 a.m. Upon roll call, Yes - Karen Keith, Stan Sallee, Ron Peters. No - None. Abstain - None. Motion carried.

Chairman recognized Claudia Brierre from INCOG who reported that the funds are for Fiscal Year 2020 and that the action plan is required to be submitted by May 15, 2020. Tulsa County anticipates receiving approximately \$1,001,261 in HOME funds and approximately \$1,391,322 in CDBG funds from the Department of Housing and Urban Development. There were no members of the public that signed up to speak.

Motion made by Karen Keith, seconded by Stan Sallee, to close the public hearing at 9:41 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 3/30/2020 (Clerk's Misc. File No. 20200692)

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. Reappointment - (Commissioner Keith) - of Derek Martin to the River Parks Authority, with term to expire 4/30/2023 (Clerk's Misc. File No. 20200693)
- C. Request - (Parks) - to accept donations from Holly Frontier in the amount of \$3,500 for Chandler Baseball (Clerk's Misc. File No. 20200694)
- D. Resolution - (Assessor) - to designate Sherri Sloan as Receiving Officer replacing Joanna Swafford (Clerk's Misc. File No. 20200695)

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

E. Agreements

1. BOCC - Pension Technology Group, Inc. - for access and use of PTG's software system for management of retirement data system as well as related maintenance and support services (Clerk's Misc. File No. 20200696)
2. Juvenile Bureau - Board of County Commissioners of Muskogee County - for detaining juveniles at the Tulsa County Juvenile Detention Center (Clerk's Misc. File No. 20200697)
3. Sheriff:
 - a. First Responder Support Services, PLLC - for professional behavioral health services for the Tulsa County Sheriff's Office July 1, 2020 through June 30, 2021 (Clerk's Misc. File No. 20200698)

- b. M&M Micro Systems Inc. - for annual software support for SOMS Windows software from July 1, 2019 through June 30, 2020 (Clerk's Misc. File No. 20200699)

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

- F. Agreement Renewal - (County Clerk) - Open Gov, Inc. - for renewal of CMF #247060 for FY 2020-2021 (Clerk's Misc. File No. 20200700)

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.

- G. Inventory Resolutions:

1. Administrative Services - transferred to Inspections (Clerk's Misc. File No. 20200701)
2. Assessor - remove from Capital Inventory - HP Scanjet scanners (Clerk's Misc. File No. 20200702)
3. Inspections - junked - obsolete computers (Clerk's Misc. File No. 20200703)
4. Juvenile Bureau - transferred to Public Defender - miscellaneous items (Clerk's Misc. File No. 20200704)

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.

- H. Sole Sources:

1. CC Health Department - Emergenetics International - for Power of We training applications and materials (Clerk's Misc. File No. 20200705)
2. Sheriff - Axon Enterprises, Inc. - for Taser brand CEW and Axon brand products (Clerk's Misc. File No. 20200706)

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

- I. Utility Permits - Engineers:

1. AT&T - to parallel S. Elm Street approximately 1688' N. of the S. Elm St. & E. 131st St. S. (Clerk's Misc. File No. 20200707)
2. Oklahoma Natural Gas Company - to cross E. 161st St. approximately 0.99/1.01 mi S./E. of the junction of US Hwy 75 & SH 67 (Clerk's Misc. File No. 20200708)

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.

- J. Personnel Actions

1. Building Operations (Clerk's Misc. File No. 20200709)
2. Court Services (Clerk's Misc. File No. 20200710)
3. Engineers (Clerk's Misc. File No. 20200711)
4. Highways (Clerk's Misc. File No. 20200712)
5. Parks (Clerk's Misc. File No. 20200713)

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

- K. Juvenile Bureau Personnel Actions to Accept & File (Clerk's Misc. File No. 20200714)

Motion made by Stan Saltee, seconded by Karen Keith, to accept and file the Juvenile Bureau personnel actions. Upon roll call, Yes - Karen Keith, Stan Saltee, Ron Peters. No - None. Abstain - None. Motion carried.

- L. CC Health Department Documents to Accept & File
 - 1. Personnel Actions (Clerk's Misc. File No. 20200715)
 - 2. Travel/Training (Clerk's Misc. File No. 20200716)

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

M. Claims to be Disallowed (payments cancelled as of 3/16-20/20)
There were no claims to be disallowed.

N. Claims (payments for bills to be paid by 3/9-13/20)
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.

O. Blanket Purchase Orders and Emergency Purchase Orders Submitted from 3/16-20/20
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.

P. Emergency Documents to Accept and File:

- 1. To accept and file the letter from the District Attorney waiving competitive bidding due to coronavirus emergency (Clerk's Misc. File No. 20200717)

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

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