

NOTICE OF SPECIAL MEETING
Tulsa's Port of Catoosa Facilities Authority
Port Authority Offices
5350 Cimarron Road, Catoosa, Oklahoma
March 26, 2020
8:15 a.m.

Tulsa's Port of Catoosa Facilities Authority will hold this meeting by teleconferencing via FreeConferenceCall.com.

Board members and members of the public can dial in using their phone by dialing: 605-313-4151; Access code: 849103

The following Board members plan to attend remotely via FreeConferenceCall.com, provided that they may still be permitted to appear and attend at the meeting site, Port Authority Office building, 5350 Cimarron Road, Catoosa, OK:

Ed Fariss, Chairman; James Goodwin, Vice Chairman; Bryant Coffman, Secretary/Treasurer; Steven Adams; and Stephen Kisse.

AGENDA

- | | |
|---|---------------|
| 1. Roll Call | Ms. Pyle |
| 2. Oath of Office – Steven J. Adams & James G. Goodwin | Mr. Fariss |
| 3. Approval of Minutes of Special Meeting of January 23, 2020 | Mr. Fariss |
| 4. Claims | Mr. Coffman |
| 5. Appointment of Assistant Secretary | Mr. Yarbrough |
| 6. Legal Services Contract | Mr. Yarbrough |
| 7. Port Plaza Landscape Maintenance Contract | Mr. Yarbrough |
| 8. Facilities Owned Property – Railroad Legal Description Updates | Mr. Yarbrough |
| 9. Adjournment | Mr. Fariss |

Next Regularly Scheduled Meeting: June 18, 2020 at 8:00 a.m.

Tulsa's Port of Catoosa Facilities Authority
Motion for Meeting Held March 19, 2020

DY 
DG 
SM 

Item # 2 - Mr. Yarbrough.

Mr. Fariss – Chairman

SUBJECT: Oath of Office - Mr. Steven J. Adams and Mr. James G. Goodwin

The Port Authority's appointment of Mr. Steven J. Adams and Mr. James G. Goodwin, as a Trustee of the Facilities Authority has been confirmed by both the Tulsa City Council and the Rogers County Commission. As such, it will now be necessary for Mr. Adams and Mr. Goodwin to execute the Oath of Office as Trustees and thereby officially seat them as members of Tulsa's Port of Catoosa Facilities Authority.

Approval is requested.

REMARKS:

It was moved by Mr. _____ and seconded by
Mr. _____ "that Mr. Steven J. Adams and Mr. James G. Goodwin
be administered the Oath of Office as Trustees of Tulsa's Port of Catoosa Facilities Authority and
that, pursuant thereto, they be officially seated as Trustees."

OATH OF TRUSTEE
TULSA'S PORT OF CATOOSA FACILITIES AUTHORITY

I, Steven J. Adams, do solemnly swear that I will support, obey, and defend the Constitution and the laws of the United States, and the Constitution and laws of the State of Oklahoma; I further swear that I will faithfully discharge, according and to the best of my ability, the duties of my office as a Trustee of Tulsa's Port of Catoosa Facilities Authority, an Oklahoma public trust, during such time as I am a Trustee of Tulsa's Port of Catoosa Facilities Authority; and I further swear that I will not, knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance or non-performance of any act or duty pertaining to my office, other than the compensation allowed by law.

Steven J. Adams

SUBSCRIBED AND SWORN to before me this _____ day of _____,
2020.

Notary Public

My Commission Expires:

RECEIVED BY: _____

Date

OATH OF TRUSTEE
TULSA'S PORT OF CATOOSA FACILITIES AUTHORITY

I, James G. Goodwin, do solemnly swear that I will support, obey, and defend the Constitution and the laws of the United States, and the Constitution and laws of the State of Oklahoma; I further swear that I will faithfully discharge, according and to the best of my ability, the duties of my office as a Trustee of Tulsa's Port of Catoosa Facilities Authority, an Oklahoma public trust, during such time as I am a Trustee of Tulsa's Port of Catoosa Facilities Authority; and I further swear that I will not, knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance or non-performance of any act or duty pertaining to my office, other than the compensation allowed by law.

James G. Goodwin

SUBSCRIBED AND SWORN to before me this _____ day of _____,
2020.

Notary Public

My Commission Expires:

RECEIVED BY:

Date

ITEM # 3 - CLAIMS FOR APPROVAL 01/01/2020 TO 02/29/2020

	TOTAL CLAIMS
PORT PLAZA CLAIMS	\$ 4,776.24
FACILITIES AUTHORITY CLAIMS	\$ 45,387.06
Totals	<u>\$ 50,163.30</u>

- * INDICATES PASS THRU ITEM
- ** FURTHER EXPLANATION AT MEETING
- *** ALL OR A PORTION REIMBURSABLE

**TULSA'S PORT OF CATOOSA FACILITIES AUTHORITY
FEBRUARY 29, 2020**

**CLAIMS
PAGE 2**




ITEM # 3 - CLAIMS FOR APPROVAL PORT PLAZA		Check #	Amount
***	CITY OF TULSA DECEMBER PORT PLAZA WATER & SEWER SERVICE	2526	396.43
	CITY OF TULSA-ROGERS COUNTY JANUARY PORT PLAZA LEASE	2527	1,355.58
	PUBLIC SERVICE CO OF OKLAHOMA DECEMBER PORT PLAZA ELECTRIC SERVICE	2528	202.85
	WASTE MANAGEMENT OF TULSA FEBRUARY TRASH SERVICE	2529	708.88
***	CITY OF TULSA JANUARY PORT PLAZA WATER & SEWER SERVICE	2530	554.92
	CITY OF TULSA-ROGERS COUNTY FEBRUARY PORT PLAZA LEASE	2531	1,355.58
	MULLIN PLUMBING INC. DRAIN MAIN LINE	2532	202.00
TOTAL PORT PLAZA CLAIMS			\$ <u>4,776.24</u>

**TULSA'S PORT OF CATOOSA FACILITIES AUTHORITY
FEBRUARY 29, 2020**

**CLAIMS
PAGE 3**

ITEM # 3 - CLAIMS FOR APPROVAL FACILITIES	Check #	Amount
CITY OF TULSA-ROGERS COUNTY JANUARY WOOLSLAYER LEASE	1865	1,544.17
CITY OF TULSA-ROGERS COUNTY JANUARY TRUST MANAGEMENT FEE	1866	4,000.00
CITY OF TULSA-ROGERS COUNTY JANUARY GLADSTONE/ CARLISLE LEASE	1867	13,158.98
CITY OF TULSA-ROGERS COUNTY NOV & DEC GLADSTONE/ CARLISLE LEASE INCREASE	1868	1,870.76
LIBERTY PRESS FACILITIES AUTHORITY LETTERHEAD	1869	160.00
EIDE BAILLY LLP FINANCIAL AUDITING SERVICE	1870	5,950.00
CITY OF TULSA-ROGERS COUNTY FEBRUARY TRUST MANAGEMENT FEE	1871	4,000.00
CITY OF TULSA-ROGERS COUNTY FEBRUARY GLADSTONE/ CARLISLE LEASE	1872	13,158.98
CITY OF TULSA-ROGERS COUNTY FEBRUARY WOOLSLAYER LEASE	1845	1,544.17
TOTAL FACILITIES CLAIMS		<u>\$ 45,387.06</u>

Tulsa's Port of Catoosa Facilities Authority
Motion for Regular Meeting Held March 19, 2020

DY 
DG 
SM 

Item # 5 - Mr. Yarbrough.

Mr. Fariss –Chairman




SUBJECT: Appointment of Assistant Secretary

With the recent employment of Ms. Shiloh C. Blake to the Port Authority staff, it is recommended that the Trustees now appoint Ms. Shiloh C. Blake as an Assistant Secretary to the Facilities Authority. Ms. Charlotte Pyle also serves as an Assistant Secretary.

REMARKS:

It was moved by Mr. _____ and seconded by Mr. _____ “that the Trustees now approve the appointment of Ms. Shiloh C. Blake as an Assistant Secretary to the Facilities Authority for the remainder of the 2020 calendar year.”

Tulsa's Port of Catoosa Facilities Authority
Motion for Meeting Held March 19, 2020

DY 
DG 
SM 

Item # 6 - Mr. Yarbrough.

Mr. Fariss - Chairman

SUBJECT: Legal Services Contract



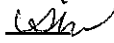
In accordance with the Port's December 1990 Policy on Professional Services, as adhered to by the Facilities Authority, contracts for professional services cannot exceed three (3) years in length and cannot be renegotiated beyond a total of six (6) years without the solicitation of proposals from other firms.

The first three-year agreement, following the required process for solicitation of proposals, with Johnson Jones, P.C. expires on March 31, 2020. We therefore now request that the Facilities Authority together with the Port Authority, retain them for an additional three years to provide legal services for the Facilities Authority under the terms and conditions of the existing agreement, and that the Chairman or Vice Chairman, as appropriate, be authorized to execute a letter amendment to the existing contract extending it for an additional three-year term.

REMARKS:

It was moved by Mr. _____ and seconded by Mr. _____ "that, consistent with the Port's Professional Services Policy, as adhered to by the Facilities Authority, the Trustees, jointly with the Port Authority, authorize retaining Johnson Jones, P.C., for an additional three years to provide legal services for the Facilities Authority, under the terms and conditions of the existing agreement, and that the Chairman or Vice Chairman, as appropriate, be authorized to execute a letter amendment to the existing contract authorizing this three-year extension."

Tulsa's Port of Catoosa Facilities Authority
Motion for Meeting Held March 19, 2020

DY 
DG 
SM 

Item # 7 - Mr. Yarbrough.

Mr. Fariss – Chairman

SUBJECT: Renewal of Port Plaza Landscape Maintenance Contract




The current Landscape Maintenance Contract between the Tulsa's Port of Catoosa Facilities Authority and Lawns by Randy, LLC (LBR) for providing landscape and mowing services at Port Plaza Commercial Center expired December 31, 2019. The staff has been very satisfied with the performance of LBR and desires to amend the contract to extend the period until December 31, 2020. LBR has agreed to the renewal for a base unit price of \$3,822.65, a twenty-seven percent increase over the price the Port has paid for the previous two years. The original contract is a unit-base contract and final costs are dependent on actual units of worked performed.

The staff, therefore, recommends that the Board authorize the staff to enter into a new one-year Landscape Maintenance Contract with Lawns By Randy, LLC for the period January 1, 2020 to December 31, 2020 at a renewal unit base price of \$3,822.65, and that the Chairman or Vice Chairman, as appropriate, be authorized to execute the contract.

REMARKS:

It was moved by Mr. _____ and seconded by
Mr. _____ "that the Board authorize the staff to enter into a
new one-year Landscape Maintenance Contract with Lawns By Randy, LLC for the period
January 1, 2020 to December 31, 2020 at a renewal unit base price of \$3,822.65, and that the
Chairman or Vice Chairman, as appropriate, be authorized to execute the contract."

Tulsa's Port of Catoosa Facilities Authority
Motion for Meeting Held March 19, 2020

DY 
DG 
SM 

Item # 8 - Mr. Yarbrough.

Mr. Fariss - Chairman

SUBJECT: Facilities Owned Property – Railroad Legal Description Updates

Currently, Port staff is beginning the process to start negotiations with the BNSF and SKOL railroads on the lease of property and rail infrastructure owned by the Facilities Authority. The current agreements date back to the 1970's with the St. Louis -San Francisco Railway Company (currently the BNSF) and from the 1970's with the Atchison Topeka Santa Fe Railway Company, only amended in 1992, as an assignment to the Southern Kansas and Oklahoma Railroad Company. As attachments to the agreements, the current legal descriptions and figures of the Facilities-Authority-owned assets need to be updated and areas of ambiguity need to be addressed. To complete these updates, new survey in select areas, title, abstract, and easement reviews will be required.

The staff therefore now requests that the Facilities Authority authorize Port staff to engage with several companies, as required, to perform survey, title review, abstract review, title opinions, and easement research to provide accurate legal descriptions to current industry standards, at a not-to-exceed project cost of \$60,000, and that the Chairman, Vice Chairman, General Manager, or Assistant General Manager, as appropriate, be authorized to execute any documents.

REMARKS:

It was moved by Mr. _____ and seconded by Mr. _____ "that the Facilities Authority authorize Port staff to engage with several companies, as required, to perform survey, title review, abstract review, title opinions, and easement research to provide accurate legal descriptions to current industry standards, at a not-to-exceed project cost of \$60,000, and that the Chairman, Vice Chairman, General Manager, or Assistant General Manager, as appropriate, be authorized to execute any documents."