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# Formal Agenda

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## OKLAHOMA CITY ZOOLOGICAL TRUST

ROSSER CONSERVATION EDUCATION CENTER

3:30 PM, JANUARY 23, 2019

DON KASPEREIT, CHAIRMAN

DARRYL SCHMIDT, VICE-CHAIRMAN

KRISTI MATHIS, SECRETARY

KEITH PETERS, ASST. SECRETARY

CINDY BATT

VICKI HOWARD

DAVID HOLT, MAYOR

(HEATHER ROSS, SURROGATE TO THE MAYOR)

CRAIG FREEMAN, CITY MANAGER

(M.T. BERRY, SURROGATE TO THE CITY MANAGER)

NIKKI NICE, COUNCILWOMAN, WARD 7

DWIGHT LAWSON, PH.D., EXECUTIVE DIRECTOR/CEO

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## **INFORMATION ABOUT OKLAHOMA CITY ZOOLOGICAL TRUST MEETINGS**

The Oklahoma City Zoological Trust meets the fourth Wednesday of each month at 3:30 PM in the Zoo's Rosser Conservation Education Center unless prior notice of a change is posted.

It is the policy of the Oklahoma City Zoological Trust to ensure that communications with participants and members of the public with disabilities are as effective as communications with others. Anyone with a disability who requires an accommodation, a modification of policies or procedures, or an auxiliary aid or service in order to participate in this meeting should contact the Zoo at 425-0231 or TDD 297-2020 as soon as possible but not later than 48 hours (not including weekends or holidays) before the scheduled meeting. The Zoo will give primary consideration to the choice of auxiliary aid or service requested by the individual with disability. If you need an alternate format of the agenda or any information provided at said meeting, please contact the Zoo at 425-0231 48 hours prior to the scheduled meeting.

### **Addressing the Trust**

Citizens may address the Trust at the end of the agenda when the Chairman announces "Citizens to be Heard". Please fill out a "Request to be Heard" form located in the Conservation Education Center. Please return this form to the Chairman. **PLEASE LIMIT YOUR COMMENTS TO 3 MINUTES.**

### **Trust Actions**

Official action can be taken only on items which appear on the agenda. The Trust may dispose of business on the agenda by adopting, approving, denying, or continuing resolutions, contracts, and claims against the Trust. Other actions may also be taken.

When more information is needed to act on an item, the Trust may refer the matter to the Executive Director/CEO or the Municipal Counselor. The Trust may also refer items to standing committees of the Trust for additional study.

Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely.

### **Consent Docket**

Items listed under "Consent Docket" are usually approved as a group with the proper motion from a member of the Trust. Members of the Trust may request discussion or separate action on any item on the Consent Docket. Citizens may request to address the Trust on any item on the Consent Docket.

For more information about the Oklahoma City Zoological Trust, call 405-424-3344.

**OKLAHOMA CITY ZOOLOGICAL TRUST  
FORMAL AGENDA  
ROSSER CONSERVATION EDUCATION CENTER  
WEDNESDAY, JANUARY 23, 2019**



**I. Call to Order – Verification of Compliance with Open Meeting Act**

- A. Update from Girl Scouts Western Oklahoma, Inc.**

**II. Receive Minutes**

- A. December 12, 2018** .....Action Item, **Page 1**

**III. Receive Staff and/or Committee Updates:**

**A. Finance** **Bob Mathew, Director/Business Services**

1. Receive Financials – November 2018 .....Action Item, **Page 6**  
2. Receive Financials – December, 2018 .....Action Item, **Page 11**

**IV. Items for Individual Consideration**

- A. Approval of Amendment No. 2 to Contract with GSB, Inc. For Architectural/Engineering Services, Project MZ-0052 Veterinary Hospital** .....Action Item, **Page**  
*Dwight Lawson, Executive Director/CEO*

- B. Approval of Oklahoma City Zoological Park Leave Policy – Corrected**  
*Tammy Burnett, Director/Human Resources*

- C. Approve the Oklahoma City Financial Advisor Agreement (PFM)** .....Action Item, **Page**  
*Dwight Lawson, Executive Director/CEO*  
*Bob Mathew, Director/Business Services and CFO*

- D. Authorize Use of Oklahoma City Bond Counsel Contract (WBF&G-PFLG)** .....Action Item, **Page**  
*Dwight Lawson, Executive Director/CEO*  
*Bob Mathew, Director/Business Services and CFO*

- E. Adopt the Oklahoma City Debt Management Policy** .....Action Item, **Page**  
*Dwight Lawson, Executive Director/CEO*  
*Bob Mathew, Director/Business Services and CFO*

- F. Authorize Use of the Oklahoma City Pool of Prequalified Underwriters** .....Action Item, **Page**  
*Dwight Lawson, Executive Director/CEO*  
*Bob Mathew, Director/Business Services and CFO*

- G. Authorize the Trust to take the Necessary Steps to Defease and/or Call the Outstanding Maturities of the 2005 Bonds** .....Action Item, **Page**  
*Dwight Lawson, Executive Director/CEO*  
*Bob Mathew/Director/Business Services and CFO*

- H. Authorize the Trust to Engage the Services of a Placement Agent** .....Action Item, **Page**  
*Dwight Lawson, Executive Director/CEO*  
*Bob Mathew, Director/Business Services and CFO*

- I. Approval of Resolution Authorizing the Trust to Distribute Financing Packages and/or the Posting of an RFP Designed to Solicit Private Placement Financing Proposals from Qualified Institutions** .....Action Item, **Page**  
*Dwight Lawson, Executive Director/CEO*  
*Bob Mathew, Director/Business Services and CFO*

V. New Business – None

VI. Items From Trustees

VII. Staff Reports

- A. Animal Management/Animal Health/Education ..... Barry Downer, Deputy Director
- B. Facilities and Capital Improvements ..... Tommy Bryant, Director/Maintenance & Facilities
- C. Human Resources ..... Tammy Burnett, Director/Human Resources
- D. Marketing/PR/Guest Experience ..... Greg Heanue, Director/Marketing & Public Relations
- E. Oklahoma Zoological Society ..... Tim Rasnic, Executive Director, OZS
- F. Executive Director's Report ..... Dwight Lawson, Executive Director/CEO

VIII. Citizens to be Heard

IX. Adjournment