

REVISED AGENDA

**Oklahoma Tourism & Recreation Commission
 Regular Meeting
 January 20, 2010 • 9:30 a.m.
 Oklahoma Tourism & Recreation Department
 120 N. Robinson, Suite 600 • Oklahoma City, OK**

NOTE: The Commission may discuss, vote to approve, vote to disapprove, vote to table, or not discuss any item on the agenda.

- I.** Call to order and recording of members present and absent
- II.** Compliance with Open Meeting Act
- III.** Introduction of Legislators and Guests
- IV. ACTION ITEMS**

Commission action is requested on the minutes of the Regular Meeting held November 18, 2009..... 1

Commission action is requested to open the rule making record for the purpose of making changes or additions to Department rules2

ADMINISTRATIVE SERVICES – Lisa McKim

Consent Docket.....3
 Approval/ratification of routine requests which are consistent with Oklahoma Tourism and Recreation Department policies and procedures or previous actions:

| | PURCHASE ORDERS | Amount |
|---|--|---------------|
| A | Agency wide - Safety training | \$ 54,690 |
| B | Agency wide - Bank service credit card fees | \$ 28,000 |
| C | Agency wide - Bank service credit card fees | \$ 200,000 |
| D | Agency wide - Bank service credit card fees | \$ 27,000 |
| E | Agency wide - Legal services | \$ 110,000 |
| F | Agency wide - Telecommunications operations | \$ 498,000 |
| G | Agency wide - Workers compensation | \$ 993,769 |
| H | Agency wide - Contract for payment of savings on FICA due to employee enrollment in State's cafeteria plan | \$ 30,000 |
| I | Agency wide - Risk Management Insurance - includes tort, vehicle liability, directors and officers, property and fine arts | \$ 434,275 |
| J | OKC - FNC cell phones & supplies | \$ 33,000 |
| K | OKC - FNC - Local telephone service | \$ 26,400 |
| L | OKC - FNC - One Net long distance telephone service | \$ 30,000 |
| M | OKC - Parks, Resorts & Golf - One Net long distance telephone service | \$ 42,000 |
| N | OKC - CORE transaction fees | \$ 75,000 |
| O | OKC - Merit System charges | \$ 77,000 |

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| P | OKC - Lease of motor pool vehicles | \$ 88,500 |
| Q | OKC - Postage | \$ 210,000 |
| R | OKC - Temporary Service | \$ 168,000 |
| S | <i>Oklahoma Today</i> - Annual agreement -Design & production services for magazine | \$ 140,000 |
| T | TP & Parks - Multi-year agreement to provide marketing and advertising services for OTRD Travel Promotion & Parks Divisions | \$ 5,500,000 |
| U | TP - Multi-year agreement - Design of Events Guide | \$ 11,000 |
| V | TP - Multi-year agreement - Printing of Events Guide | \$ 100,000 |
| W | TP - Multi-year agreement - Printing of State Park & Outdoor Guide | \$ 125,000 |
| X | TP - Blackwell Information Center - Multi-year agreement - Custodial and groundskeeping service | \$ 100,000 |
| Y | TP - Erick Information Center - Multi-year agreement - Custodial and groundskeeping service | \$ 100,000 |
| Z | TP - Sallisaw Information Center - Multi-year agreement - Custodial and groundskeeping service | \$ 100,000 |
| AA | TP - Thackerville Information Center- Multi-year agreement - Custodial and groundskeeping service | \$ 100,000 |
| BB | TRIP - Multi-year agreement for Customer Response management system to include annual maintenance | \$ 200,000 |
| CC | Warehouse & Literature Distribution - Multi-year agreement for building lease | \$ 40,500 |
| DD | Arrowhead State Park & Golf Course - Bulk fuel | \$ 31,976 |
| EE | Beavers Bend State Park/Hochatown State Park - Bulk fuel | \$ 75,000 |
| FF | Keystone State Park - Bulk fuel | \$ 35,000 |
| GG | Lake Murray State Park - Bulk fuel | \$ 33,000 |
| HH | Lake Texoma State Park - Bulk fuel | \$ 47,300 |
| II | Lake Thunderbird State Park - Bulk fuel | \$ 74,300 |
| JJ | Little Sahara State Park - Bulk fuel | \$ 29,000 |
| KK | Robbers Cave State Park - Bulk fuel | \$ 52,000 |
| LL | Sequoyah State Park - Bulk fuel | \$ 42,500 |
| MM | Tenkiller State Park - Bulk fuel | \$ 28,500 |
| NN | Lakeview Lodge & Beavers Bend State Park - Multi-year agreement - Laundry service | \$ 144,210 |
| OO | Robbers Cave State Park - Multi-year agreement - Laundry service | \$ 54,010 |
| PP | Lakeview Lodge - Multi-year agreement - Maid Service | \$ 116,000 |
| QQ | Lake Murray State Park - Natural gas service | \$ 30,000 |
| RR | Sequoyah State Park - Natural gas service | \$ 70,000 |
| SS | Western Hills Resort - Natural gas service | \$ 62,500 |
| TT | Lake Murray Resort - Resale food | \$ 220,000 |
| UU | Roman Nose Resort - Resale food | \$ 100,000 |
| | Western Hills Resort - Resale food and kitchen supplies | \$ 168,000 |
| VV | Western Hills Resort - Resale food and kitchen supplies | \$ 120,000 |
| WW | Lake Texoma State Park - Multi-year agreement - Solid waste removal | \$ 50,000 |
| XX | Osage Hills State Park - Multi-year agreement -Solid waste removal | \$ 31,200 |
| YY | Red Rock Canyon State Park - Multi-year agreement - Solid waste removal | \$ 24,076 |
| ZZ | Robbers Cave State Park - Multi-year agreement - Solid waste removal | \$ 34,793 |
| AAA | Roman Nose State Park - Annual agreement - Solid waste removal | \$ 36,800 |
| BBB | Tenkiller State Park - Multi-year agreement - Solid waste removal | \$ 66,702 |
| CCC | Beavers Bend State Park - Water service | \$ 47,000 |
| DDD | Keystone State Park - Water service | \$ 31,600 |
| EEE | Lake Murray State Park - Water service | \$ 25,000 |
| FFF | Okmulgee State Park - Water service | \$ 40,343 |
| GGG | Robbers Cave State Park - Water service | \$ 60,835 |
| HHH | Roman Nose State Park, Resort & Golf Course - Water service | \$ 25,000 |
| III | Sequoyah State Park - Water, sewer & gas utilities | \$ 25,000 |
| JJJ | Texoma State Park - Water service | \$ 28,000 |

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| KKK | Agencywide – Audit through State Auditor and Inspector | \$ 35,000 |
| LLL | Travel Promotion – Articles for resale | \$ 56,900 |
| | Total Purchase Orders | \$ 11,893,679 |
| CHANGE ORDERS | | |
| | Description/Facility | Amount |
| A | OKC - First National Center lease, 4th- year renewal of a 10-year agreement | \$ 281,230 |
| B | OKC- 2003 E-Series Bond - 8th-year renewal of an 8-year agreement | \$ 209,500 |
| C | OKC - 2nd-year renewal of 3-year lease for Savin copier # 16690 | \$ 14,400 |
| D | OKC - 3 month extension of 3-year lease for Savin copier # 15379 | \$ 2,675 |
| E | <i>Oklahoma Today</i> - 4th-year renewal of 5-year agreement for fulfillment services | \$ 35,000 |
| F | <i>Oklahoma Today</i> - 3rd-year renewal of 5-year agreement for printing of direct mail, renewals, and collateral items | \$ 50,000 |
| G | TP - 2nd-year renewal of a 3-year agreement for Printing of Travel Guide | \$ 400,000 |
| H | TP - 3rd-year renewal of 3-year agreement - Internet development partner | \$ 220,625 |
| I | TP - 3rd-year renewal of 3-year agreement - Airtime for <i>Discover Oklahoma</i> in the Lawton, OK market | \$ 28,000 |
| J | TP - 3rd-year renewal of 3-year agreement - Airtime for <i>Discover Oklahoma</i> in OKC, Tulsa, Joplin & Sherman Denison markets | \$ 312,000 |
| K | TP - 3rd-year renewal of 54-year agreement for up-keep and maintenance of Colbert TIC | \$ 14,200 |
| L | TP - 2nd-year renewal of 5-year agreement for landscape and lawncare of OKC TIC | \$ 72,720 |
| M | TP - 2nd-year renewal of 3-year agreement for interstate & international fulfillment of mailing of Oklahoma produced literature and materials | \$ 300,000 |
| N | TP - 4th-year renewal of 4-year agreement for interstate freight for fulfillment of Oklahoma produced literature and materials, shipments to trade shows etc | \$ 16,500 |
| O | TP - 3rd-year renewal of 5-year agreement for in-state freight for the literature and distribution warehouse | \$ 42,000 |
| P | TP - 2nd-year renewal of 3-year agreement for color copier ID# 17029 | \$ 8,567 |
| Q | TP - 2nd -year renewal of a 3-year agreement - Research agreement for Center for Hospitality and Tourism Research* | \$ 62,398 |
| R | Western Hills Resort - 5th-year renewal of 5-year contract to provide cable TV service | \$ 15,360 |
| S | Various facilities - Department of Corrections labor contract - Arrowhead Golf Course, Beavers Bend State Park, Boiling Springs State Park, Great Plains State Park, Heavner Runestone, Lake Wister & Talimena State Parks, Keystone State Park, Lake Murray State Park, Lake Texoma State Park, Okmulgee State Park, OKC TIC, Robbers Cave State Park, Sequoyah State Park, Walnut Creek State Park, Walters Information Center. * | \$ 137,000 |
| T | Various facilities - 2nd-year renewal of a 4-year agreement for Micros Opera Express Property Management System for 9 facilities - maintenance agreement | \$ 59,454 |
| U | Parks Admin - 2nd-year renewal of a 3-year agreement - Point-of-sale restaurant management system and software maintenance with support for the three lodge restaurants | \$ 15,271 |
| V | Parks Admin - Raymond Gary & Clayton Lake State Parks - 5th-year renewal of a 10-year agreement for management of parks | \$ 133,510 |
| W | Parks- Admin - Hugo Lake State Park - 8th-year renewal of a 10-year agreement for management of park | \$ 158,688 |
| X | Keystone State Park - 3rd-year renewal of a 3-year agreement - Laundry service | \$ 37,000 |
| Y | Tenkiller State Park - 3rd-year renewal of a 3-year agreement - Laundry service | \$ 20,000 |
| Z | Lakeview Lodge - 3rd-year renewal of a 4-year agreement - Continental breakfast | \$ 76,700 |
| AA | Roman Nose Resort - Satellite/TV programming - 6th-year renewal of a 6-year agreement | \$ 5,280 |
| BB | Arrowhead State Park & Golf Course - 3rd-year renewal of Indefinite agreement - Solid waste removal* | \$ 12,950 |
| CC | Beavers Bend State Park/ Hochatown state Park/Lakeview Lodge/Cedar Creek Golf Course -3rd-year renewal of an indefinite agreement - Solid waste removal * | \$ 66,000 |
| DD | Boiling Springs State Park - 5th-year renewal of 5-year agreement - Solid waste removal | \$ 35,316 |
| EE | Cherokee Landing State Park - 4th-year renewal of a 5-year agreement - Solid waste removal | \$ 27,150 |

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| FF | Fort Cobb State Park & Golf course - 2nd-year renewal of a 3-year agreement -Solid waste removal | \$ 34,804 |
| GG | Foss State Park - 5th-year renewal of 5-year agreement - Solid waste removal | \$ 12,600 |
| HH | Great Plains State Park - 2nd-year renewal of a 3-year agreement -Solid waste removal | \$ 33,425 |
| II | Great Salt Plains State Park - 4th-year renewal of 4-year agreement - Solid waste removal | \$ 7,900 |
| JJ | Greenleaf State Park - 3rd-year renewal of a 3-year agreement - Solid waste removal | \$ 25,000 |
| KK | Keystone State Park - 1st-year renewal of a 3-year agreement - Solid waste removal | \$ 17,046 |
| LL | Lake Thunderbird State Park - 3rd-year renewal of 3-year agreement - Solid waste removal* | \$ 52,000 |
| MM | Sequoyah Bay State Park - 3rd-year renewal of a 3-year agreement - Solid waste removal | \$ 52,507 |
| NN | Sequoyah State Park - 1st-year renewal of a 3-year agreement -Solid waste removal | \$ 48,543 |
| OO | Various Golf courses -3rd-year renewal of 3-year agreement - Golf carts, Beverage arts, Mid duty utility vehicles, range cart and utility cart lease | \$ 507,330 |
| PP | Various Golf courses - 4th-year renewal of a 4-year agreement - mid duty utility tractors, riding rough rotary mower and pull behind top dresser | \$ 36,000 |
| QQ | Various Golf courses - 4th-year renewal of a 4-year agreement - Fairway mowers, riding rough rotary mowers, sand bunker rakes, mid duty utility tractors, heavy duty utility vehicles, dedicated spray vehicles and riding trim mowers | \$ 230,000 |
| RR | Various Golf courses - 3rd-year renewal of a 3-year agreement - Sand bunker rake, riding trim mower, Fairway mowers, riding rough rotary mowers, mid duty utility tractors, dedicated spray vehicles, heavy duty utility vehicles and riding trim mowers | \$ 95,139 |
| SS | Lakeview Lodge - 2nd-year renewal of a 4-year agreement - Cable TV service | \$ 8,100 |
| TT | Lake Murray Lodge – Increase laundry service | \$ 4,600 |
| UU | Travel Promotion – Increase articles for resale | \$ 4,005 |
| VV | Travel Promotion – Increase articles for resale | \$ 2,448 |
| | Total Change Orders | \$ 4,040,941 |
| | TOTAL Purchase and Change Orders | \$ 15,934,620 |

*Commission approval required pursuant to 74 O.S. Section 1008

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|---|--|-------------------|
| | PROJECTS | |
| A | Lake Murray Lodge – Roof Repair and Kitchen Equipment Upgrade. Bids exceeded previously approved estimate for kitchen equipment. Increase required to allow acceptance of bid. | \$ 16,000 |
| B | Lake Wister State Park – Cabin Furnishings Project. Increase needed to cover all costs associated with replacement of furnishings in 15 cabins | \$ 90,000 |
| C | New Project – Nature Center Display Equipment – Statewide. Purchase of displays, audio and video program support equipment and other ancillary equipment. | \$ 40,000 |
| | TOTAL Project Requests | \$ 146,000 |

OKLAHOMA STATE PARKS – Kris Marek

Commission action is requested on the acceptance of a proposed gift from the Friends of Roman Nose State Park for improvements to the group camp..... 4

TOURISM PROMOTION – Sandy Pantlik

Commission action is requested on a partnership with the Oklahoma Bicycle Coalition..... 5

FILM AND MUSIC OFFICE – Jill Simpson

Commission action is requested on a proposed agreement for advertising during the Trail Dance Film Festival, January 22-24, 2010..... 6

Commission action is requested on a proposed agreement for advertising and booth space at the Norman Music Festival, April 24-25, 2010 7

Commission action is requested on a proposed agreement for booth space, advertising and networking for the Producers Guild of America’s *Produced By* Conference, June 4-6, 2010 8

OKLAHOMA TODAY MAGAZINE – Joan Henderson

Commission action is requested on annual “Where in the State is the Magic Man” promotion 8a

V. REPORTS

Executive Director – Hardy Watkins9

- Tourism Activities
 - Roman Nose Update
 - Lake Murray Update
 - Texoma Update
 - Administrative Update
 - Legislative Update
- Personnel Issues
- Emergency Declarations
- Gifts/Donations
- Next meeting – Wednesday, March 17, 9:30 a.m.
Oklahoma Tourism & Recreation Dept., Oklahoma City, OK
- Documents signed by the Executive Director as required
- Lease Concession Activity

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VI. NEW BUSINESS

VII. PUBLIC COMMENT

VIII. ADJOURNMENT

NOTE: Any interested individuals who have a disability or need special assistance in attending the meeting should call 405.230.8303. The Oklahoma Tourism and Recreation Commission and Department will provide reasonable accommodations to insure that all individuals have the opportunity to attend the meeting.

This agenda was posted at the Oklahoma Tourism & Recreation Department Administrative Office on January 19, 2010.