

# OKLAHOMA COUNTY

*Oklahoma County Office Building  
320 Robert S Kerr Ave,  
Oklahoma City, OK 73102*



## **Board of County Commissioners Meeting Minutes**

**Wednesday, October 9, 2024**

**9:00 AM**

*Brian Maughan - Chairman  
Myles Davidson - Member*

**YouTube: [https://www.youtube.com/channel/UCz\\_5jEcl6kV8f6Y71exwfJA](https://www.youtube.com/channel/UCz_5jEcl6kV8f6Y71exwfJA)**

*Recorded in the  
Oklahoma County Clerk's Office*

## Call to Order

## Roll Call

**Present:** 3 - County Commissioner Myles Davidson, District 1 - Chief Deputy Joe Blough, and District 2 - Chief Deputy Jessica Clayton

**Notice of the meeting was properly posted on October 8, 2024.**

**For purposes of this agenda “Action” means any of the following: amending, approving, approving as amended, deferring, denying, giving instructions to staff, making a recommendation to another public body, receiving documents or presentations, referring to committee, reconsidering, re-opening, returning, or striking the item.**

**Prayer and Pledge of Allegiance was led by Minister Ivan Gonzalez.**

### Approval of Minutes

1. Discussion and possible action regarding the minutes of the meeting held on October 1, 2024 prepared by the County Clerk as authorized by statute (19 O.S. §243, 244, and 445) subject to additions or corrections by the Board of County Commissioners.

**Clayton moved, Blough seconded, to approve. The motion carried by the following vote:**

**Aye:** 3 - Davidson, Blough and Clayton

### Recurring Agenda Items:

2. Discussion and possible action regarding all claims, list is attached and available for inspection in the office of the County Clerk, Room 201.

**Blough moved, Clayton seconded, to approve. The motion carried by the following vote:**

**Aye:** 3 - Davidson, Blough and Clayton

3. Discussion and possible action regarding Resolution No. 2024-4681 for Blanket Purchase Orders as submitted by each department, list available for inspection in the office of the County Clerk, Room 201.

**Clayton moved, Blough seconded, to approve. The motion carried by the following vote:**

**Aye:** 3 - Davidson, Blough and Clayton

4. Opening of the following bids and/or Requests for Qualifications. Any vendor wanting to review the bids or RFQs may see the Purchasing Agent immediately following this meeting.

P25120-02 Opportunity for Public Private Partnership with Oklahoma County

**Clayton moved, Blough seconded, to tabulate and return and send to advisory board.**

**Morgan Stanley  
Raymond James**

## Jeffries LLC

### The motion carried by the following vote:

**Aye:** 3 - Davidson, Blough and Clayton

### Consent Agenda

**Items on the consent agenda are routine in nature and approved with a single vote. However, any item on the consent agenda is subject to individual consideration at the request of a member of the body.**

The following items are Consent Items and are routine in nature:

**Blough moved, Clayton seconded, to approve the consent agenda. The motion carried by the following vote:**

**Aye:** 3 - Davidson, Blough and Clayton

5. Discussion and possible action regarding Employee Benefit (AffirmedRX) Inv#1688 for Oklahoma County in the amount of \$250,000.00 pending notification of encumbrance to Kindy Stevens, Oklahoma County Treasurer's Office.
6. Discussion and possible action regarding Employee Benefit (AffirmedRX) Inv# 1670 for Oklahoma County in the amount of \$245,337.47 pending notification of encumbrance to Kindy Stevens, Oklahoma County Treasurer's Office.
7. Discussion and possible action regarding Employee Benefit (AffirmedRX) Inv#1683 for Oklahoma County in the amount of \$18,655.00 pending notification of encumbrance to Kindy Stevens, Oklahoma County Treasurer's Office.
8. Discussion and possible action regarding Employee Benefit Medical Claims (UMR) for Oklahoma County in the amount of \$157,032.53 pending notification of encumbrance to Kindy Stevens, Oklahoma County Treasurer's Office.
9. Discussion and possible action regarding Employee Benefit Warrant No. 871394 through 871606 for Oklahoma County in the amount of \$128,418.83 pending notification of encumbrance to Kindy Stevens, Oklahoma County Treasurer's Office.
10. Discussion and possible action regarding Workers' Compensation claim payments from Consolidated Benefits Resources in the amount of \$5,005.11 for the period of 10-01-2024. Item requested by Karen Kint, Director of HR & Safety.
11. Monthly Report of Fees for the month of September 2024 for the Oklahoma County Juvenile Bureau
12. Monthly Report of Fees for the Planning Commission Inspection Fee Funds, State Building Code Fund and the Fee Fund Report for September 2024.
13. Monthly Report of Fees for Court Fund: September, 2024.
14. Monthly report of fees for the County Commissioners for the month of August, 2024
15. Monthly report of fees for the County Commissioners for the month of September, 2024.
16. Discussion and possible action regarding Tin Horn Installation in District 1 for Jackson. This item is in compliance with Resolution No. 2020-5733. Requested by Stacey

Trumbo, PE, County Engineer.

17. Discussion and possible action regarding Resolution 2024-4629: To appoint Miranda Fryer as Backup Requisitioning Officer for IT Fund 10127000, replacing Kelly Thomas. This item is requested by Brian Maughan, County Commissioner District Two and Chairman of the Board.
  
18. Discussion and possible action regarding Resolution No. 2024-4634, disposing of equipment from the inventory of Oklahoma County Facilities Management. These items are broken or obsolete, and are too costly to repair. With the requested approval, they will be junked in accordance with the provisions set forth in Title 19 Section 421.
  - One (1) Reception Desk w/ Upper Counter, c/n R105-00130, acquired 07/10/2007 from a vendor not on record for \$1,921.71
  - One (1) 2 ½ Ton Air Conditioner, c/n R209-00008, acquired 05/21/2015 from Locke Supply, Oklahoma City, OK for \$625.96
  - One (1) Core Software License, c/n R251-00105, acquired 02/26/2014 from a vendor not on record for \$266.00
  - One (1) MS Office Pro Plus License, c/n R251-00111, acquired 02/26/2014 from a vendor not on record for \$335.00
  - One (1) Greenlee Hydraulic Knock-Out Cutter, c/n R438-00980, acquired 04/13/1995 from Emsco, 1101 W. Sheridan, Oklahoma City, OK for \$545.80
  - One (1) Tommy Gate Liftgate, c/n R438-01173, acquired 10/31/2000 from Perfection Equipment, Oklahoma City, OK for \$2,017.96
  - One (1) Halsey Taylor Water Fountain, c/n R438-01195, s/n 6016906, acquired 05/22/2006 from WW Grainger, 4314 Will Rogers Parkway, Oklahoma City, OK for \$514.35
  - One (1) Locker, c/n R506-00110, acquired 09/06/2007 from Fix It, Inc., PO Box 118, Union City, OK 73090 for \$1,471.00
  - One (1) Locker, c/n R506-00111, acquired 09/06/2007 from Fix It, Inc., PO Box 118, Union City, OK 73090 for \$1,471.00
  - One (1) Locker, c/n R506-00112, acquired 09/06/2007 from Fix It, Inc., PO Box 118, Union City, OK 73090 for \$1,471.00
  - One (1) Locker, c/n R506-00113, acquired 09/06/2007 from Fix It, Inc., PO Box 118, Union City, OK 73090 for \$1,471.00
  - One (1) Locker, c/n R506-00114, acquired 09/06/2007 from Fix It, Inc., PO Box 118, Union City, OK 73090 for \$1,471.00
  - One (1) Locker, c/n R506-00115, acquired 09/06/2007 from Fix It, Inc., PO Box 118, Union City, OK 73090 for \$1,471.00
  - One (1) Locker, c/n R506-00116, acquired 09/06/2007 from Fix It, Inc., PO Box 118, Union City, OK 73090 for \$1,471.00
  - One (1) FHD Outdoor Network Camera w/ Dome, c/n R615-00002, acquired 08/05/2016 from Oklahoma Electrical Supply Company, 4901 N. Sewell Ave., Oklahoma City, OK 73118 for \$1,343.50
  - One (1) Samsung 4-Channel Security Camera, c/n R615-00003, acquired 03/08/2016 from MAC Fire Systems, Inc., PO Box 27422, Tulsa, OK 74149 for \$1,312.68
  - One (1) Portable Building, c/n R620-00002, acquired 01/19/2001 from a vendor not on record for \$2,837.00
  
19. Discussion and possible action regarding Resolution No. 2024-4642, disposing of equipment from the inventory of Oklahoma County District #2. These items have been sold at auction and with the requested approval will be removed from inventory in

accordance with the provisions set forth in Title 19 Section 421.

One (1) Text TWPC TEXA Truck Diagnostic Scanner w/ PC & Adapters, c/n DB236-00334, acquired 11/06/2018 from Cornwall Tools, 1409 Peach Tree Lane, Norman, OK 73071 for \$8,534.00; Sold 09/26/2024 at Purple Wave Auctions to Jack Nobles, Coalgate, OK 74538 for \$362.50

One (1) 2009 Chevrolet 1500 Silverado 4X4, c/n DB301-00282, s/n 1GCEK29019Z132028, acquired 07/20/2009 for Carter Chevrolet Agency, Inc., 214 W. Oklahoma Ave., Okarche, OK 73762 for \$25,981.00; Sold 09/26/2024 at Purple Wave Auctions to Tim Lovin, Oklahoma City, OK fo \$3,200.00

One (1) 2005 Ford ½ Ton Crew Cab 4X4, c/n DB301-00289, s/n 1FTRW14WX5KD68255, acquired 01/01/2013 from Department of Central Services, 3100 N. Creston, Oklahoma City, OK 73111 for \$15,600.00; Sold 09/26/2024 at Purple Wave Auctions to Karen Douglas, Edmond, OK for \$4,500.00

One (1) 2001 Ford F-450 Cab & Chassis, c/n DB301-00293, s/n 1FDXW46F31ED17366, acquired 07/08/2015 from OMES/DCAM, 2530 W. Reno, Oklahoma City, OK 73107 for \$7,000.00; Sold 09/26/2024 at Purple Wave Auctions to Tobey Jones, Lake Jackson, TX for \$15,500.00

One (1) 2016 Bobcat T870 T4 Track Loader, c/n BD312-00216, s/n ASWT12060, acquired 10/31/2016 from Bobcat Company, 3826 Newcastle Rd., Oklahoma City, OK 73119 for \$7,538.70; Sold 09/26/2024 at Purple Wave Auctions to Jorge Sanchez, Charlotte, NC for \$20,500.00

One (1) Miller Bobcat 250 Welder, c/n DB404-00211, s/n LE494448, acquired 02/11/2005 from Kanox, PO Box 106, Hutchinson, KS 67504 for \$2,780.00; Sold 09/26/2024 at Purple Wave Auctions to Benito Torres, Mobile, AL for \$3,400.00

One (1) Virgin 40 Ton Hydraulic Press, c/n DB423-00201, s/n 3444109, acquired 05/24/1971 from Agnew Auto Parts, Oklahoma City, OK for \$802.80; Sold 09/26/2024 at Purple Wave Auctions to James Cowell, Monroe, NE for \$350.00

One (1) Safety-Kleen Oil Filter rusher, c/n DB423-00202, acquired 06/06/1996 from Southern Co., 1201 Cypress St., North Little Rock, AR for \$3,395.00; Sold 09/26/2024 at Purple Wave Auctions to James Cowell, Monroe, NE for \$350.00

One (1) Cutmaster 42 120V Plasma Cutter, c/n DB438-00219, s/n 9X2703, acquired 01/06/2024 from NAPA Auto Parts, 609 S. Air Depot, Midwest City, OK for \$1,189.00; Sold 09/26/2024 at Purple Wave Auctions to Jack Nobles, Coalgate, OK 74538 for \$362.50

**20. Litigation:**

Case No. 2023-295 HE Subpoena

Case No. 2024-681-JD Complaint

Case No. CJ-2019-4136 Notice

Case No. CJ-2024-5156 Summons

Case No. CJ-2024-5156 Summons Duplicate

Case No. CV-2024-1341 Order

**21. Cancel ck#116006197 in the amount of \$6270.00 issued to Atlantic Signal LLC dated 9-11-24 Reissue on 10-9-24**

**End of Consent Docket**

**Departmental Items**

### District No. 1

22. Discussion and possible action to recognize October 9th at Daily Living Centers Day in Oklahoma County. Requested by Joe Blough, District 1

**Blough moved, Clayton seconded, to approve. The motion carried by the following vote:**

**Aye:** 3 - Davidson, Blough and Clayton

23. Discussion and possible action regarding an Agreement for Specific Assistance between Oklahoma County and the Oakdale Public School District pursuant to Title 19 O.S. § 339(18) and Title 19 O.S. § 359; to assist Oakdale Public Schools with the construction of a parking lot located on school property. County agrees to incur an amount not to exceed \$13,972.81 for labor and equipment, and to reimburse Highway Cash in said cost from District One General Fund (Req. 12502729). School agrees to reimburse County an amount not to exceed \$18,826.50 for 100% of materials cost. This Agreement shall be effective upon signature of both parties and shall terminate on June 30, 2024. Requested by District No. 1, and approved as to form and legality by Aaron Etherington, Assistant District Attorney.

**Blough moved, Clayton seconded, to approve. The motion carried by the following vote:**

**Aye:** 3 - Davidson, Blough and Clayton

### District No. 2

24. Discussion and possible action regarding a resolution to designate October 2024 as Oklahoma County 4-H month. Requested by Brian Maughan, District 2.

**Clayton moved, Blough seconded, to approve. The motion carried by the following vote:**

**Aye:** 3 - Davidson, Blough and Clayton

### District No. 3

25. Discussion and possible action to approve the suggested amended Holidays for calendar year 2025. Requested by Myles Davidson, District 3 Commissioner.

New Year's Day Wednesday, January 1, 2025  
Martin Luther King, Jr. Day Monday, January 20, 2025  
President's Day Monday, February 17, 2025  
Good Friday Friday, April 18, 2025  
Memorial Day Monday, May 26, 2025  
Juneteenth Day Thursday, June 19, 2025  
Independence Day Friday, July 4, 2025  
Labor Day Monday, September 1, 2025  
Veteran's Day Tuesday, November 11, 2025  
Thanksgiving Thursday & Friday, November 27 and 28, 2025  
Christmas Thursday & Friday, December 25 and 26, 2025

**Blough moved, Clayton seconded, to approve. The motion carried by the following vote:**

**Aye:** 3 - Davidson, Blough and Clayton

**Assessor**

26. Discussion and possible action regarding Professional Services Agreement between Oklahoma County Assessor's Office, and Board of County Commissioners and CoStar. The term of the contract will be September 1, 2024 through August 31, 2025. Requisition No. 12502343 has been issued to CoStar in the amount not to exceed \$37,944.00 from Assessor/General/Revaluation/Professional Services - Other (1001-140-54455), contingent upon encumbrance of funds. Requested by Larry Stein, Oklahoma County Assessor.

**Clayton moved, Blough seconded, to approve. The motion carried by the following vote:**

**Aye:** 3 - Davidson, Blough and Clayton

**County Clerk**

27. Discussion and possible action regarding a certified copy of a continuation certificate for Abstractor's Bond from American Eagle Title Insurance Co. in the amount of \$100,000.00 effective until August 23, 2025.

**Blough moved, Clayton seconded, to approve items 27-29. The motion carried by the following vote:**

**Aye:** 3 - Davidson, Blough and Clayton

28. Discussion and possible action regarding certified copy of Abstractor's Bond from Chicago Title Oklahoma Co, in the amount of \$100,000.00 beginning on July 15, 2024 and ending on July 15, 2025.
29. Discussion and possible action regarding certified copy of Abstractor's Bond from Oklahoma City Abstract & Title Co, in the amount of \$100,000.00 beginning on July 15, 2024 and ending on July 15, 2025.

**District Attorney**

30. Discussion and possible action to approve Consulting Services Agreement with Avansic, Inc., to provide ediscovery and data preservation services for Board of County Commissioners v. The City of Oklahoma City, Case No. CV-2024-1659. Amount of the contract not to exceed \$25,000.00. Requisition No. 12502673-00 has been issued to Avansic, Inc. in the amount of \$25,000.00 from Self-Insurance Fund (40310110). Requested by Aaron Etherington, ADA.

**Blough moved, Clayton seconded, to approve. The motion carried by the following vote:**

**Aye:** 3 - Davidson, Blough and Clayton

**Engineering**

31. Discussion and possible action regarding Amendment No. 02 to the Agreement for Services between United Mechanical, Inc. and the Board of County Commissioners of Oklahoma County for ARPA #10073-HVAC and Life Safety Improvements for the existing detention center to remove water valves (72 Valve Packages). The county

acknowledges this work was previously done by others. Requested by Stacey Trumbo, PE, County Engineer.

**Blough moved, Clayton seconded, to approve. The motion carried by the following vote:**

**Aye:** 3 - Davidson, Blough and Clayton

### **Juvenile Bureau**

32. Discussion and possible action regarding proposed renovations by the Department of Human Services for their currently rented space on the 3rd floor of the Juvenile Justice Center. Recommended by Public Improvements and Infrastructure Committee on September 23, 2024. Requested by Hannah Dix, Juvenile Bureau Director.

**Clayton moved, Blough seconded, to approve. The motion carried by the following vote:**

**Aye:** 3 - Davidson, Blough and Clayton

33. Discussion and possible action regarding a Service Agreement between the Board of County Commissioners of Oklahoma County on behalf of the Oklahoma County Juvenile Bureau and Opportunities Industrialization Center (OIC) of Oklahoma County, for the purposes of providing non-residential services to non-adjudicated and adjudicated juvenile offenders in a comprehensive program designed to meet the identified needs of the youth in accordance with Oklahoma State Law. This is at no cost to the County. This agreement shall be effective September 2024 or date of final execution through June 30, 2025. Requested by Hannah Dix, Oklahoma County Juvenile Director and approved as to form and legality by Aaron Etherington, ADA.

**Blough moved, Clayton seconded, to approve. The motion carried by the following vote:**

**Aye:** 3 - Davidson, Blough and Clayton

### **Planning Commission**

34. Discussion and possible action regarding Resolution No. 2024-4607 to amend or not amend the zoning as provided in Title 19 O.S., §868.16 on a tract of land from R-2 - Rural Residential District to R-1 - Acreage Residential District (Z-2024-05). The applicant proposes to change the zoning to develop a residential subdivision on approximately 96.51 acres. The Oklahoma County Planning Commission has recommended approval during a public meeting on September 19, 2024. The property is located on the northeast corner of the intersection of NW 234th St. and MacArthur Blvd. (County Highway District #3). Requested by Erik Brandt, Principal Planner and approved as to form and legality by Aaron Etherington, Assistant District Attorney.

**Davidson moved, Clayton seconded, to approve. The motion carried by the following vote:**

**Aye:** 3 - Davidson, Blough and Clayton

### **Policy & Governance**

35. Discussion and possible action regarding an ARPA Subrecipient Agreement between the Board of Oklahoma County Commissioners and Christmas Connection (Project ID 30106). Agreement not to exceed \$100,000.00 for their Relocation Construction



project. Requisition #12502636. Approved as to form by Aaron Etherington, ADA. Requested by Jessica Clayton, District 2.

**Blough moved, Clayton seconded, to approve items 35-45. The motion carried by the following vote:**

**Aye:** 3 - Davidson, Blough and Clayton

36. Discussion and possible action regarding an ARPA Subrecipient Agreement between the Board of Oklahoma County Commissioners and Diversity Center of Oklahoma (Project ID 30266). Agreement not to exceed \$98,600.00 for their QmmUNITY Circle Program. Requisition #12502590. Approved as to form and legality by Aaron Etherington, ADA. Requested by Jessica Clayton, District 2.
37. Discussion and possible action regarding an ARPA Subrecipient Agreement between the Board of Oklahoma County Commissioners and Rebuilding Together Oklahoma City for their Skilled Homes 4 Safe Homes Program (Project ID 30080). Agreement not to exceed \$100,000.00 for their Skilled Homes 4 Safe Homes program. Requisition #12502635. Approved as to form by Aaron Etherington, ADA. Requested by Jessica Clayton, District 2.
38. Discussion and possible action regarding an ARPA Subrecipient Agreement between the Board of Oklahoma County Commissioners and Integris Health Foundation for their Arcadia Trails Patient Assistance Fund Program (Project ID 302112). Agreement not to exceed \$100,000.00. Requisition #12502587. Approved as to form and legality by Aaron Etherington, ADA. Requested by Jessica Clayton, District 2.
39. Discussion and possible action regarding an ARPA Subrecipient Agreement between the Board of Oklahoma County Commissioners and Housing for Communities Inc. for their Eastern OK County HOME Applications for Homeownership program (Project ID 30157). Agreement not to exceed \$100,000.00. Requisition #12502625. Approved as to form by Aaron Etherington, ADA. Requested by Jessica Clayton, District 2.
40. Discussion and possible action regarding an ARPA Subrecipient Agreement between the Board of Oklahoma County Commissioners and Mid Del Youth and Family Center for their Stay Safe & Connected Program (Project ID 30237). Agreement not to exceed \$100,000.00. Requisition #12502588. Approved as to form and legality by Aaron Etherington, ADA. Requested by Jessica Clayton, District 2.
41. Discussion and possible action regarding an ARPA Subrecipient Agreement between the Board of Oklahoma County Commissioners and Hope is Alive (Project ID 30073). Agreement not to exceed \$150,000.00 for their Stairway to Sobriety program. Requisition #12502633. Approved as to form and legality by Aaron Etherington, ADA. Requested by Jessica Clayton, District 2.
42. Discussion and possible action regarding an ARPA Subrecipient Agreement between the Board of Oklahoma County Commissioners and Oklahoma State Fair, Inc. (Project ID 30006). Agreement not to exceed \$150,000.00 for their OKC Fairgrounds Super Barn LED Lighting Project. Requisition #12502627. Approved as to form by Aaron Etherington, ADA. Requested by Jessica Clayton, District 2.
43. Discussion and possible action regarding an ARPA Subrecipient Agreement between the Board of Oklahoma County Commissioners and ARTSPACE Untitled (Project ID 30003). Agreement not to exceed \$15,000.00 for their workforce development for

under served youth through film and animation program. Requisition #12502629. Approved as to form and legality by Aaron Etherington, ADA. Requested by Jessica Clayton, District 2.

44. Discussion and possible action regarding an ARPA Subrecipient Agreement between the Board of Oklahoma County Commissioners and Eastside Pride Wrestling (Project ID 201345). Agreement not to exceed \$30,000.00 for their Eastside Pride Wrestling Club Program. Requisition #12502645. Approved as to form and legality by Aaron Etherington, ADA. Requested by Jessica Clayton, District 2.
45. Discussion and possible action regarding an ARPA Subrecipient Agreement between the Board of Oklahoma County Commissioners and Oklahoma County Diversion Hub (Project ID 30117). Agreement not to exceed \$156,200.00 for their Diversion Hub Housing Assistance Initiative. Requisition #12502639. Approved as to form and legality by Aaron Etherington, ADA. Requested by Jessica Clayton, District 2.

### **Commissioners Comments/General Remarks**

#### **No New Business**

#### **Recess into executive session**

**Clayton moved, Blough seconded, to recess at 9:37 a.m. The motion carried by the following vote:**

**Aye:** 3 - Davidson, Blough and Clayton

46. To enter into executive session pursuant to 25 O.S. 307 (B) (4) to engage in confidential communications between the public body and its attorney concerning a pending investigation, claim or action by Board of County Commissioners v. The City of Oklahoma City, CV-2024-1659, and where on advice of its attorney, the board has determined that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest. Requested by Aaron Etherington, ADA.

#### **Return from executive session**

**Clayton moved, Blough seconded, to return at 9:57 a.m. The motion carried by the following vote:**

**Aye:** 3 - Davidson, Blough and Clayton

47. Action regarding in confidential communications between the public body and its attorney concerning a pending investigation, claim or action by Board of County Commissioners v. The City of Oklahoma City, CV-2024-1659, and where on advice of its attorney, the board has determined that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest. Requested by Aaron Etherington, ADA.

**Clayton moved, Blough seconded, to authorize 154 transcripts. The motion carried by the following vote:**

**Aye:** 3 - Davidson, Blough and Clayton

**Citizen Participation:**

**John Conti was called to speak**

**Adjourn**

**Clayton moved, Blough seconded, to adjourn at 9:58 a.m. The motion carried by the following vote:**

**Aye:**            2 - Blough and Clayton

BOARD OF COUNTY COMMISSIONERS  
OKLAHOMA COUNTY, OKLAHOMA

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Brian Maughan, Chairman  
or Vice-Chair

ATTEST:

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Maressa Treat,  
County Clerk and Secretary to the Board