

MINUTES OF THE REGULAR MEETING OF
THE PORTER PUBLIC WORKS AUTHORITY
HELD THURSDAY, OCTOBER 3, 2024

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 6:51 p.m.

2. Roll call, declaration of a quorum being present.

Members present were: Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Whitney Littlefield was absent. A quorum was present.

Others present were: Jackie Todd, Kendra Moore, Dahlita Tracy, Susan Newby, Sherry Gardner, Adam Springsted, Teddy Abbott, and Shirley Herring.

3. Necessary action concerning approval of the consent agenda:

- a) Approval of the minutes of the previous meeting.
- b) Approval of the purchase orders.
- c) Approval of the payroll purchase orders.

Motion was made Norma Meyer to approve the consent agenda (items a, b, and c). The motion was seconded by Kristen Eaton. Voted yes: Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

4. Consideration and possible action on items removed from the consent agenda.

No items were removed from the consent agenda.

5. Appearances or petitions from the audience.

There were no appearances or petitions from the audience.

6. Discussion and possible action concerning:

- a) Approval of payment to Myers Engineering for invoice #223098-14 in the amount of \$27,787.00 for engineering services, survey and construction staking and resident project representative services.

Kendra Moore said this invoice states that Myers Engineering's work is 100% complete. She said this invoice is supposed to be for Myers' final payment. Jackie Todd said the work is not completed yet. Motion was made by Norma Meyer to deny payment to Myers Engineering for invoice #223098-14 in the amount of \$27,787.00 for engineering services, survey and construction staking and resident project representative services. The motion was seconded by Clifford Marshall, Jr. Voted yes: Bradah Littlefield, Clifford Marshall Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

- b) Approval of weekly payroll submissions for employees of Downey Contracting LLC for pay periods beginning August 14, 2024, and ending September 3, 2024.

Motion was made by Clifford Marshall, Jr. to approve the weekly payroll submissions for employees of Downey Contracting LLC for pay periods beginning August 14, 2024, and ending September 3, 2024. The motion was seconded by Kristin Eaton. Voted yes: Bradah Littlefield, Clifford Marshall Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried

7. Reports from:

(a) Department heads.

Jackie Todd said the Muskogee master meter is not registering the water usage correctly. He said Muskogee said Porter Public Works Authority will have to purchase a new meter. He said Muskogee will install the meter at no charge. Jackie said the meter will cost \$5,325.00. In other reports, Jackie Todd said the company that was awarded the bid to install the waterline from Highway 69 down old Porter Road to the turnpike is wanting to change from installing PVC pipe to installing poly pipe, which is cheaper. He said the company needs to install PVC. He said if the company installs the poly pipe and there is a break, Porter has no way to repair the break.

(b) Chairman.

No report.

8. New business.

Motion was made by Clifford Marshall, Jr. to purchase a master meter for \$5,325.00 to be installed by the City of Muskogee. The motion was seconded by Norma Meyer. Voted yes: Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

9. Adjournment.

Motion was made by Clifford Marshall, Jr. to adjourn. The motion was seconded Norma Meyer. Voted yes: Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

Meeting adjourned at 7:03 p.m.



BRADAH LITTLEFIELD, CHAIRMAN



SHIRLEY HERRING, SECRETARY