

MINUTES OF THE REGULAR MEETING OF
THE PORTER PUBLIC WORKS AUTHORITY
HELD THURSDAY, MAY 4, 2023

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 7:33 p.m.

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

Members present were: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. A quorum was present. Bradah Littlefield, Norma Meyer, and Kristin Eaton were unopposed for the April 4, 2023, municipal election. Bradah Littlefield, Norma Meyer, and Kristin Eaton had taken the oath of office and loyalty oath before the Town meeting was called to order.

Others present were: Natasha Baucom, Adam Springsted, Kendra Moore, Jackie Todd, Matt Coe, Jered Davidson, Teddy Abbott, and Shirley Herring.

3. Election of Chairman.

Clifford Marshall, Jr. nominated Bradah Littlefield. The nomination was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

4. Election of Vice Chairman.

Bradah Littlefield nominated Clifford Marshall, Jr. The nomination was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

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

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

No items were removed from the consent agenda.

7. Appearances or petitions from the audience.

- a) Kelley Brown with the Oklahoma Rural Water Association to discuss Long Range Sustainability Program.

Kelley Brown was not able to appear at the meeting. Lindsay Roland appeared in Kelly Brown's place. Ms. Roland has spoken to the Board members about the Long Range Sustainability Program during the Town Meeting.

b) Others from the audience.

There were no appearances or petitions by others from the audience.

8. Consider and take action for approval of Resolution #2023-1 agreeing to file application with the Oklahoma Water Resources Board (the OWRB”) for financial assistance through the Clean Water State Revolving Fund (CWSRF) Program, with the loan proceeds being for the purpose of financing sewer system improvements serving the Town of Porter, Oklahoma; approving and authorizing a clean water SRF loan from the Oklahoma Water Resources Board in the total aggregate principal amount of not to exceed \$2,000,000.00; approving the issuance of a promissory note in the total aggregate principal amount of not to exceed \$2,000,000.00, secured by a pledge of revenues and authorizing its execution; authorizing the Chairman or Vice-chairman of the Authority to execute a Certificate of Determination establishing the principal amount and interest rate pertaining to the referenced promissory note; approving and authorizing the execution of a loan agreement for Clean Water SRF loan; approving and authorizing the execution of a mortgage with power of sale and security agreement; ratifying and confirming a lease agreement pertaining to the town’s water, sanitary sewer, and sanitation systems leased to the Porter Public Works Authority; approving various covenants; approving professional services agreements; approving and authorizing payment of fees and expenses; and containing other provisions relating thereto.

Motion was made by Bradah Littlefield to approve Resolution #2023-1, as stated above. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

9. Discussion and possible action concerning:

- a) Approval of pay request # 9 for loan proceeds for water system improvements from the Drinking Water Facility Construction Revolving Loan Account (DWSRF) in the amount of \$95,402.30 for payment to Myers Engineering for invoice #2220124-11 for \$5,160.00 and payment to Superior Services and Supply for \$90,242.30.

Motion was made by Whitney Littlefield to approve pay request # 9 for loan proceeds for water system improvements from the Drinking Water Facility Construction Revolving Loan Account (DWSRF) in the amount of \$95,402.30 for payment to Myers Engineering for invoice #2220124-11 for \$5,160.00 and payment to Superior Services and Supply for \$90,242.30. The motion was seconded by Bradah Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried. Deputy Clerk Kendra Moore said Superior Service and Supply’s application for payment was for \$148,665.21; however, there was only enough money in the balance of the loan proceeds to pay Superior \$90,242.30, which is the amount per this pay request. Engineer Matt Coe suggested paying the difference out of funds the Authority has received from Indian Health Services. Chairman Littlefield this would have to be voted on under new business.

b) Budget revision for DWSRF P40-3007303-01 to move funds from contingency and inspection to construction.

Motion was made by Whitney Littlefield to approve budget revision for DWSRF P40-3007303-01 to move funds from contingency and inspection to construction. The motion was seconded by Bradah Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

c) Approval of weekly payroll submissions for employees for Superior Services and Supply for the week ending April 22, 2023.

Motion was made by Whitney Littlefield to approve the weekly payroll submissions for employees for Superior Services and Supply for the week ending April 22, 2023. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

d) Approval of weekly payroll submissions for employees for AMR Industrial Coatings, Inc. for weeks ending April 7, 2023, and April 14, 2023.

Motion was made by Whitney to approve the weekly payroll submissions for employees for AMR Industrial Coatings, Inc. for weeks ending April 7, 2023, and April 14, 2023. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

e) Approval of a geotechnical proposal to drill test holes around the Wastewater Treatment Plant site.

Engineer Matt Coe said the cost for this drilling has been budgeted in the project costs. Motion was made by Bradah Littlefield to approve a geotechnical proposal to drill test holes around the Wastewater Treatment Plant site. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

f) Approval of pay request #2 from the Town of Porter to Indian Health Services (IHS) in the amount of \$33,928.83 to be taken from IHS contributions to the Town.

Motion was made by Whitney Littlefield to approve pay request #2 from the Town of Porter to Indian Health Services (IHS) in the amount of \$33,928.83 to be taken from IHS contributions to the Town. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

- g) Hiring a person to assist with the preparation of the 2023-2024 budget.

Motion was made by Whitney Littlefield to hire Ralph Osborn to assist with the preparation of the 2023-2024 budget. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

10. Reports from:

- (a) Department heads.

Jackie Todd said the water loss this month was over 1,000,000 gallons.

- (b) Chairman.

No report.

11. New business.

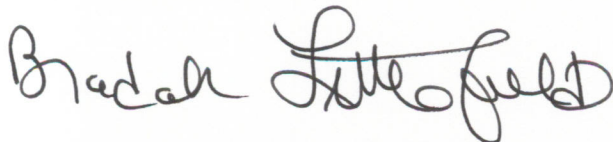
Motion was made by Bradah Littlefield to pay Superior Services and Supply \$58,422.91 (the difference between the \$90,242.30 approved per pay request #9 in item 9 (a) and the total amount due Superior to date of \$148,665.21). The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

In other new business, Jackie Todd said a bid was received today from Kimery Painting Incorporated for replacing the riser pipe from the bottom flange to bottom of tank bowl, approximately 75' tall. He said the bid was for \$34,450.00 plus an additional \$2,903.00 for installation for a total of \$37,353.00. The Board members looked over the bid. Motion was made by Bradah Littlefield to hire Kimery Painting Incorporated to replace the riser pipe on the water tower for a total price of \$37,353.00. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

12. Adjournment.

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

Meeting adjourned at 8:12 p.m.



BRADAH LITTLEFIELD, CHAIRMAN



SHIRLEY HERRING, SECRETARY