

MINUTES OF THE REGULAR MEETING OF
THE PORTER PUBLIC WORKS AUTHORITY
HELD THURSDAY, JUNE 6, 2024

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 7:05 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.

Others present were: Jackie Todd, Joey Hatfield, Kendra Moore, Graham Moore, Kimberly Mullen, Adam Springsted, Nick Jackson. Dahlita Tracy, Paul Wood, 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 by Whitney Littlefield to approve the consent agenda (items a, b, and c). The motion 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. 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 audit for the fiscal year ended June 30, 2023.

Motion was made by Whitney Littlefield to approve the audit for the fiscal year ended June 30, 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.

- b) Purchasing generator for lift station.

Sewer Plant Operator Joey Hatfield said a generator is needed in case there is a power outage. He said the cost of the generator is approximately \$26,000.00. Chairman Bradah Littlefield said there is about \$20,000.00 remaining in the ARPA funds. She said the ARPA funds could be used for this purchase and the \$6,000.00 difference could be paid out of the Porter Public Works' account. Motion was made by Whitney Littlefield to purchase the generator using the ARPA funds and with for difference to be paid out of the Porter Public Works' account. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

c) Approval of quote for purchasing a battery backup for pump station on Highway 51B.

Jackie Todd said the cost of the battery backup is \$3,720.00. He said there is money in the sewer improvements grant to pay for this battery backup. Motion was made by Clifford Marshall, Jr. to purchase a battery backup for the pump station on Highway 51B. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

d) Approval of 2023-2024 budget amendment #2.

The Board members looked over the budget amendment. Motion was made by Whitney Littlefield to approve 2023-2024 budget amendment #2. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

e) Approval of revised pay request #9 for loan proceeds for Wastewater Treatment Facility Improvements from loan # ORF-22-0018-CW in the amount of \$100,936.37 (originally approved for \$141,311.87) for payment to Myers Engineering for invoice #223098-9 in the amount of \$20,966.50 (originally approved for \$22,966.50) for engineering and inspection services and to Downey Contracting LLC for pay application #3, in the amount of \$79,969.87 (originally approved for \$118,345.37) for construction costs.

Motion was made by Clifford Marshall, Jr. to approve revised pay request #9, 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.

f) Approval of payment to Myers Engineering for invoice #223098-10 in the amount of \$35,135.00 for engineering and resident project representative services.

Motion was made by Whitney Littlefield to approval payment to Myers Engineering for invoice #223098-10 in the amount of \$35,135.00 for engineering and resident project representative services. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

g) Approval of payment to Downey Contracting LLC application for payment #4 in the amount of \$354,047.62 for construction costs.

Motion was made by Whitney Littlefield to approve payment to Downey Contracting LLC application for payment #4 in the amount of \$354,047.62 for construction costs. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

h) Approval of weekly payroll submissions for employees of Downey Contracting LLC for pay periods beginning April 17, 2024, and ending May 28, 2024.

Motion was made by Whitney Littlefield to approve the weekly payroll submissions for employees of Downey Contracting LLC for pay periods beginning April 17, 2024, and ending May 28, 2024. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, 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 water loss in May was approximately 1 million gallons. Joey Hatfield said some of the manholes are still not working right.

(b) Chairman.

No report.

8. New business.

Jackie Todd said they would like to make a change in the sewer improvements grant to include installing a fence around the water towers located across from City Hall. The Board members looked at a proposal submitted by Heartland Fence Company to install a 6' tall 9-gauge galvanized chain link fencing with 3-strands of 12½ gauge 4-point barbwire on top. The cost of this fencing is \$8,465.00. Motion was made by Bradah Littlefield to hire Heartland Fence Company for \$8,495.00. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

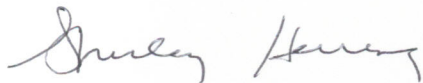
9. Adjournment.

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

Meeting adjourned at 7:21 p.m.



BRADAH LITTLEFIELD, CHAIRMAN



SHIRLEY HERRING, SECRETARY