

MINUTES OF THE REGULAR MEETING OF  
THE PORTER PUBLIC WORKS AUTHORITY  
HELD THURSDAY, JUNE 8, 2023

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 6:58 p.m.

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

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

Others present were: Natasha Baucom, Adam Springsted, Kendra Moore, Graham Moore, Jackie Todd, Nick Jackson, 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., and Norma Meyer. 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.

Nick Jackson said some gravel needs to be put where the street was dug up at the intersection of Dixieland Avenue and Main Street.

6. Discussion and possible action concerning:

- a) Approval of installing a 2" water meter for Ted Boswell.

Jackie Todd said Ted Bowell is planning on building ten more houses on his property. He said Mr. Boswell wants to install a 2" water line and a 2" meter. Jackie said each house will have its own water meter. Motion was made by Bradah Littlefield to approve installing a 2" water meter for Ted Boswell. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried.

- b) Approval of 2022-2023 budget amendment #2.

The Board members looked over the amendment. This amendment budgets water purchases separately from utilities. Motion was made by Whitney Littlefield to approve 2022-2023 budget amendment #2. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried.

- c) Closing for the Peach Festival and allowing employees to be off with pay.

Motion was made by Whitney Littlefield to close at noon Thursday and all day Friday during the Peach Festival and allow the employees to be off with pay. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried.

- d) Approval of revised pay request #9 for loan proceeds for water systems improvements from the Drinking Water Facility Construction Revolving Loan Account (DWSRF).

Secretary Shirley Herring said the people responsible for making out the pay requests said the original pay request #9, which was approved by the Board on May 4, 2023, was correct and does not need to be revised; therefore, no action is required on this item.

- e) Approval of pay request #10 for loan proceeds for water systems improvements from the Drinking Water Facility Construction Revolving Loan Account (DWSRF).

The Board members looked over this pay request. This request is for \$12,308.00, for payment to Myers Engineering for 4,902.00 and payment to Superior Services and Supply for \$7,406.00. Motion was made by Whitney Littlefield to approve pay request #10 for loan proceeds for water systems improvements from the Drinking Water Facility Construction Revolving Loan Account (DWSRF). The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried.

- f) Approval of Owner's Statement of Project (Contract) Acceptance for water systems improvements.

Motion was made by Whitney Littlefield to approve Owner's Statement of Project (Contract) Acceptance for water systems improvements. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried.

7. Reports from:

- (a) Department heads.

Jackie Todd said the water loss this month was 800,000 gallons. He said the water usage had been down for the last three days.

- (b) Chairman.

Chairman Bradah Littlefield said the Fire Department will be selling BBQ dinners at the Porter Fairgrounds on June 10<sup>th</sup> to raise money to purchase fireworks. She said June 17<sup>th</sup> is clean-up day.

8. New business.

There was no new business to be discussed.

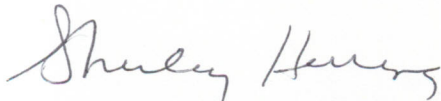
9. Adjournment.

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., and Norma Meyer. Voted no: None. Motion carried.

Meeting adjourned at 7:12 p.m.

A handwritten signature in cursive script that reads "Bradah Littlefield".

BRADAH LITTLEFIELD, CHAIRMAN

A handwritten signature in cursive script that reads "Shirley Herring".

SHIRLEY HERRING, SECRETARY