

MINUTES OF THE REGULAR MEETING OF
THE PORTER PUBLIC WORKS AUTHORITY
HELD THURSDAY, DECEMBER 5, 2024

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 6:29 p.m.

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

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

Others present were: Jackie Todd, Kendra Moore, Adam Springsted, Kimberly Mullen, Dahlita Tracy, Doy Ann Putman, 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 Kristin Eaton to approve the consent agenda (items a, b, and

c). The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Norma Meyer, and Kristen 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.

Doy Ann Putnam appeared before the Board. Ms. Putnam said she would like to ask the Board to consider changing the past due date on water bills. She said she doesn't receive her social security check until the third Wednesday of the month, which is after the past due date; therefore, she has to pay a late fee every month. She asked if the Board could change the past due date. The Board members said customers receive social security benefits on different days of the month; therefore, it would be hard to set a past due date that would work for all customers. Ms. Putnam then asked if the Board could waive the late fees for people on social security. The Board members said they cannot waive the fee for a certain class of customers. The Board members said if they waived the fee for social security recipients, they would have to waive it for all customers.

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

6. Discussion and possible action concerning:

(a) Approval of payment to Downey Contracting LLC application for payment #8 in the amount of \$53,838.62 for construction costs for wastewater systems improvements.

Motion was made by Whitney Littlefield to approve payment to Downey Contracting LLC application for payment #8 in the amount of \$53,838.62 for construction costs for wastewater systems improvements. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

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- (b) Approval of payment for invoice #2 to HUB Engineers for \$70,600.00 for engineering services for water system improvements.

Motion was made by Whitney Littlefield to approve payment for invoice #2 to HUB Engineers for \$70,600.00 for engineering services for water system improvements. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

- (c) Approval of payment to Myers Engineering for invoice #223098-15 in the amount of \$1,989.00 for resident project representative services.

Motion was made by Whitney Littlefield to approve payment to Myers Engineering for invoice #223098-15 in the amount of \$1,989.00 for resident project representative services. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

- (d) Purchasing two (2) general speed rooters for cleaning out sewer lines.

Jackie Todd said the cost is \$1,800.00 for both rooters. He said in recent months the Authority has paid more than \$1,800.00 to hire the work done. Motion was made by Whitney Littlefield to purchase two (2) general speed rooters for cleaning out sewer lines. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

- (e) Establishing separate water rates for commercial water customers.

Chairman Bradah Littlefield said the current commercial water rates are the same as residential water rates. She said commercial customers such as the RV parks, marijuana producers, etc. should have different rates. Jackie Todd said some towns charge an extra amount on larger meters, such as \$100.00 for a 1" meter, \$200.00 for a 2" meter, etc. He said this extra amount is in addition to the charge for the water usage. No action was taken on this item.

- (f) Approval of dates for 2025 Board meetings.

Motion was made by Whitney Littlefield to approve the dates for the 2024 Board meetings. The dates are the same as for the Town meetings. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

7. Reports from:

- (a) Department heads.

Jackie Todd said he met with the engineer concerning the water project for the waterline from Highway 69 to Porter. He said the project will be put out for bids toward the end of the month. Jackie said replacement of the valves at the Tullahassee water storage tank has been added to the bid. Jackie said the employees are going to have a zoom meeting with EPA tomorrow at 11:00 a.m.

- (b) Chairman.

No report.

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 Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

Meeting adjourned at 6:58 p.m.

BRADAH LITTLEFIELD, CHAIRMAN

SHIRLEY HERRING, SECRETARY