

MINUTES OF THE REGULAR MEETING OF
THE PORTER PUBLIC WORKS AUTHORITY
HELD THURSDAY, NOVEMBER 7, 2024

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 7:42 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, Bobby Reynolds, Kimberly Mullen, Dahlita Tracy, Nick Jackson, Sharon Risenhoover, Linda Roberts, Jay Pickard, Misty Pickard, 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 Whitney Littlefield to approve the consent agenda (items a, b, and c). The motion was seconded by Kristen Eaton. 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.

- a) Renee Judkins concerning changing the past due date of water bills.

Renee Judkins appeared before the Board. Ms. Judkins said she doesn't receive her check until the third Wednesday of the month, which is after the past due date on the water bills; therefore, she always has to pay a late fee. Norma Meyer asked her if she could put aside the money for the water from the check she gets on the third Wednesday and pay the bill that comes out on the first of the next month. Ms. Judkins said she never knows how much her bill is going to be, until she receives the bill; therefore, she would not know how much money to put aside. The Board members said customers receive Social Security checks on different days of the month; therefore, it would be hard to set a past due date that would work for all customers. Chairman Bradah Littlefield told Ms. Judkins the Board will look this matter over and get back to her.

- b) Others from the audience.

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

6. Discussion and possible action concerning:

a) Approval of change order #2 by Downey Contracting LLC for Wastewater Treatment Plant (WWTP) Improvements, CWSRF Project No. ORF-22-0018 CW.

Chairman Bradah Littlefield said this change order is due to an error that was made doing the construction phase of the project. She said the engineer is supposed to pay the additional cost of \$17,903.62 resulting from this change order. Motion was made by Bradah Littlefield to table this item. 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) Approval of payment for invoice #226683 in the amount of \$36,955.25 for Indian Nations Council of Government (INCOG) administrative services for FY'22 WWTP Improvement Project.

Motion was made by Whitney Littlefield to approve of payment for invoice #226683 in the amount of \$36,955.25 for Indian Nations Council of Government (INCOG) administrative services for FY'22 WWTP Improvement Project. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

c) Approval of payment for invoice #1 to HUB Engineers for \$7,900.00 for engineering services for water system improvements.

Motion was made by Whitney Littlefield to approve payment for invoice #1 to HUB Engineers for \$7,900.00 for engineering services for water system improvements. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

d) Approval of the release agreement with Myers Engineering for WWTP improvements project.

Motion was made by Bradah Littlefield to table this item. 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 weekly payroll submissions for employees of Downey Contracting LLC for pay periods beginning September 4, 2024, and ending October 12, 2024.

Motion was made by Whitney Littlefield to approve the weekly payroll submissions for employees of Downey Contracting LLC for pay periods beginning September 4, 2024, and ending October 12, 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.

f) Approval of a one-time service benefit for employees.

Motion was made by Clifford Marshall, Jr. to approve a one-time service benefit for each employee in the amount of \$500.00, with the Public Works Authority to pay the employee taxes on the benefit, with the benefit to be paid on the next pay period, November 22, 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.

g) Approval of audit for the fiscal year ended June 30, 2024.

Motion was made by Clifford Marshall, Jr. to approve the audit for the fiscal year ended June 30, 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.

h) Establishing separate water rates for commercial water customers.

Chairman Bradah Littlefield said the current commercial water rates are the same as the residential water rates. She said commercial customers, such as the RV parks, marijuana producers, etc., should have different rates. Motion was made by Whitney Littlefield to table the item. The motion was seconded by Kristin Eaton. 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.

No reports.

(b) Chairman.

Chairman Bradah Littlefield said the Authority is going to move the Muskogee master meter down by Okay's meter. She said the water lines are already there. Chairman Littlefield said the new engineers, Holloway, Updike, and Bellar are helping with this project. She said the cost of the project will be paid using ARPA funds.

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

Meeting adjourned at 8:05 p.m.

A handwritten signature in black ink, reading "Bradah Littlefield". The signature is written in a cursive style with a large, prominent "L" in "Littlefield".

BRADAH LITTLEFIELD, CHAIRMAN

A handwritten signature in black ink, reading "Shirley Herring". The signature is written in a cursive style with a large, prominent "S" in "Shirley".

SHIRLEY HERRING, SECRETARY