

MINUTES OF THE REGULAR MEETING OF
THE PORTER PUBLIC WORKS AUTHORITY
HELD THURSDAY, JANUARY 9, 2025

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 6:40 p.m.

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

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

Others present were: Jackie Todd, Graham Moore, Kendra Moore, Joey Hatfield, Adam Springsted, Nick Jackson, Wyatt Jackson, Jay Pickard, 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 Kriston Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. 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 payment for invoice #3 to HUB Engineers for \$45,000.00 for design phase of transmission line project.

Chairman Bradah Littlefield said this project is the waterline that is being installed from Highway 69 to Porter. Motion was made by Whitney Littlefield to approve payment for invoice #3 to HUB Engineers for \$45,000.00 for design phase of transmission line project. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Kristin Eaton. Voted no: None. Motion carried.

- b) Approval of CDBG Project/Final Inspection certification, certifying that all work /improvements made on the CDBG project has been completed.

Motion was made by Whitney Littlefield to approve the CDBG Project/Final Inspection certification, certifying that all work /improvements made on the CDBG project has been completed. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Kristin Eaton. Voted no: None. Motion carried.

- c) Approval of CWSRF contract close out form for Loan ORF-22-0018 stating that the contract funded by the Oklahoma Water Resources Board has been completed.

Motion was made by Whitney Littlefield to approve the CWSRF contract close out form for Loan ORF-22-0018 stating that the contract funded by the Oklahoma Water Resources Board has been completed. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Kristin Eaton. Voted no: None. Motion carried.

- d) Approval of budget modification for WWTP Improvement Project #18624 CDBG22.

Motion was made by Clifford Marshall, Jr. to approve budget modification for WWTP Improvement Project #18624 CDBG22. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Kristin Eaton. Voted no: None. Motion carried.

- e) Approval of payment to Downey Contracting LLC application for payment #9 in the amount of \$53,838.62, with \$38,275.50 to be paid through CWSRF funding and \$15,563.12 to be paid through CDBG funding. (Final pay application).

Motion was made by Whitney Littlefield to approve payment to Downey Contracting LLC application for payment #9 in the amount of \$53,838.62, with \$38,275.50 to be paid through CWSRF funding and \$15,563.12 to be paid through CDBG funding. (Final pay application). The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Kristin Eaton. Voted no: None. Motion carried.

- f) Approval of payment to Myers Engineering for invoice #223098-13 in the amount of \$8,159.00 for surveying and construction staking and resident project representative services.

Motion was made by Bradah Littlefield to approve payment to Myers Engineering for invoice #223098-13 in the amount of \$8,159.00 for surveying and construction staking and resident project representative services. The motion was seconded by Clifford Marshall, Jr. Voted yes: Bradah Littlefield, Clifford Marshall, Jr., and Kristin Eaton. Voted no: Whitney Littlefield. Motion carried.

- g) Approval of payment to Myers Engineering for invoice #223098-14 in the amount of \$27,787.00 for engineering services, survey and construction staking, and residential project representative services with \$9,218.98 to be paid with CDBG funds, \$18,568.02 to be paid with IHS funds.

Motion was made by Clifford Marshall to approve payment to Myers Engineering for invoice #223098-14 in the amount of \$27,787.00 for engineering services, survey and construction staking, and residential project representative services with \$9,218.98 to be paid with CDBG funds, and \$18,568.02 to be paid with IHS funds. The motion was seconded by Kristin Eaton. Voted yes: Bradah Littlefield, Clifford Marshall, Jr., and Kristin Eaton. Voted no: Whitney Littlefield. Motion carried.

- h) Approval of payment to Myers Engineering for invoice #223098-16 in the amount of \$1,053.00 for residential project representative services.

Motion was made by Clifford Marshall, Jr. to approve payment to Myers Engineering for invoice #223098-16 in the amount of \$1,053.00 for residential project representative services. The motion was seconded by Bradah Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Kristin Eaton. Voted no: None. Motion carried.

- i) Approval of weekly payroll submissions for employees of Downey Contracting LLC for the pay periods beginning October 13, 2024, and ending October 26, 2024.

Motion was made by Whitney Littlefield to approve the weekly payroll submissions for employees of Downey Contracting LLC for the pay periods beginning October 13, 2024, and ending October 26, 2024. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Kristin Eaton. Voted no: None. Motion carried.

- j) Approval of request #10 for disbursement of funds from CWSRF 271 to Porter Public Works Authority in the amount of \$38,275.50.

Motion was made by Whitney Littlefield to approve request #10 for disbursement of funds from CWSRF 271 to Porter Public Works Authority in the amount of \$38,275.50. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Kristin Eaton. Voted no: None. Motion carried.

- k) Approval of budget amendment #1 for the fiscal year 2024-2025.

Motion was made by Clifford Marshall, Jr. to approve budget amendment #1 for the fiscal year 2024-2025. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Kristin Eaton. Voted no: None. Motion carried.

- l) Establishing separate water rates for commercial water customers.

Motion was made by Bradah Littlefield to table this item until the next regular meeting. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Kristin Eaton. Voted no: None. Motion carried.

7. Reports from:

- (a) Department heads.

Jackie Todd said the permits for the waterline that is being installed from Highway 69 to Porter have been obtained. He said the work will start in about two weeks. Jackie said Wagoner County was supposed to pay to have a new Muskogee master meter installed in a different location. He said Wagoner County Commissioners said they are not going to be able to pay for this. He said Wagoner County was going to use AARP funds to pay for this installation, but they are out of funds. Jackie said it will cost about \$68,000.00 to move and install the new master meter. He said this must be done because the current master meter is about to fall into the river. He said the current meter is not working; therefore, Muskogee is estimating the amount of Porter's water usage. He said these estimates are for high water usage. He said Porter has already purchased a new master meter.

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(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, Clifford Marshall, Jr., and Kristin Eaton. Voted no: None. Motion carried.

Meeting adjourned at 7:05 p.m.

BRADAH LITTLEFIELD, CHAIRMAN

SHIRLEY HERRING, SECRETARY