

MINUTES OF THE REGULAR MEETING OF
THE PORTER PUBLIC WORKS AUTHORITY
HELD THURSDAY, AUGUST 8, 2024

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 7:16 p.m.

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

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

Others present were: Kimmi Mullen, Kendra Moore, Dahlita Tracy, Adam Springsted, Jess Crow, Jackie Todd, 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 Clifford Marshall, Jr. Voted yes: Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, Whitney Littlefield 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 to Myers Engineering for invoice #223098-12 in the amount of \$22,265.00 for engineering and resident project representative services.

Motion was made by Whitney Littlefield to approve payment to Myers Engineering as stated above. 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 to Downey Contracting LLC application for payment #6 in the amount of \$50,470.88 for construction costs.

Motion was made by Whitney Littlefield to approve payment to Downey Contracting LLC application for payment #6 in the amount of \$50,470.88 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.

c) Approval of weekly submissions for employees of Downey Contracting LLC for the pay periods beginning June 29, 2024, and ending July 20, 2024.

Motion was made by Whitney Littlefield to approve the weekly submissions for employees of Downey Contracting LLC for the pay periods beginning June 29, 2024, and ending July 20, 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.

d) Approval of American Rescue Plan Act (ARPA) Grant agreement between the Porter Public Works Authority, Wagoner County and the Oklahoma Water Resources Board.

Motion was made by Whitney Littlefield to approve the American Rescue Plan Act (ARPA) Grant agreement between the Porter Public Works Authority, Wagoner County and the Oklahoma Water Resources Board. 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.

e) Approval of 18624 CDBG 22 Budget Modification for the Wastewater Treatment Facility improvement project.

Motion was made by Whitney Littlefield to approve 18624 CDBG '22 Budget Modification for the Wastewater Treatment Facility improvement project. 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.

f) Purchasing shirts for employees.

Motion was made by Whitney Littlefield to purchase five shirts for field employees. 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.

g) Changing hours of operation.

Motion was made by Kristin Eaton to change operating hours to 8:00 a.m. through 4:30 p.m. Monday through Friday, with a thirty minute lunch break. The motion was seconded by Norma Meyer. Voted yes: Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: Whitney Littlefield. Motion carried.

7. Request for an Executive Session as authorized by O.S. Title 25 § 307 (B) (1) to discuss hiring Jess Crow as a full-time employee.

Motion was made by Whitney Littlefield to go into Executive Session. 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. The Board members went into Executive Session at 7:25 p.m. The Board members returned from Executive Session at 7:40 p.m. Motion was made by Clifford Marshall, Jr. to return to regular session. 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.

8. The members of the Board of Trustees will consider and take any action deemed appropriate by members of the Board of Trustees arising out of the discussion held in the foregoing Executive Session.

Motion was made by Bradah Littlefield to hire Jess Crow as a full time Porter Public Works Authority employee and provide a \$1.00 per hour raise effective immediately. 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.

9. Request for an Executive Session as authorized by O.S. Title 25 § 307 (B) (1) to discuss raises for employees.

Motion was made by Bradah Littlefield to not go into Executive Session. 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.

10. The members of the Board of Trustees will consider and take any action deemed appropriate by members of the Board of Trustees arising out of the discussion held in the foregoing Executive Session.

No action was taken on this item.

11. Reports from:

a) Department heads.

Jackie Todd said the Authority lost about 3,000,000 gallons of water in July, mainly due to a break in a 6" water line. There was also a bad sewer main that was being blocked by tree roots.

b.) Chairman

No report.

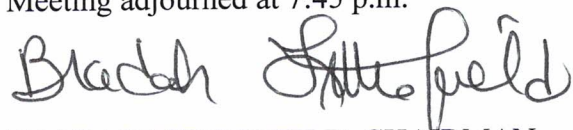
12. New business.

Motion was made by Bradah Littlefield for the new operating hours to become effective on September 3, 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.

13. 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 7:45 p.m.


BRADAH LITTLEFIELD, CHAIRMAN


KENDRA MOORE, DEPUTY CLERK