

MINUTES OF THE REGULAR MEETING OF
THE PORTER PUBLIC WORKS AUTHORITY
HELD THURSDAY, DECEMBER 8, 2022

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 6:42 p.m.

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

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

Others present were: Adam Springsted, Graham Moore, Kendra Moore, Natashia Baucom, Amy Brown, Heath Jenkins, Matt Coe, Joey Hatfield, Teddy Abbott, and Shirley Herring.

3. Necessary action concerning approval of the consent agenda:

- a) Approval of the minutes of the previous meetings.
- 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 Kristin Eaton. Voted yes: Whitney Littlefield, Bradah 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 necessary action concerning:

(a) Approval of pay request #5 for loan proceeds for water system improvements from the Drinking Water Facility Construction Revolving Loan Account (DWSRF) in the amount of \$72,794.53.00 for payment to Myers Engineering for Invoice #220124-8 for \$6,879.00 and payment to Superior Services and Supply for \$65,915.33.

Motion was made by Whitney Littlefield to approve payment of pay request #5 for loan proceeds for water system improvements from the Drinking Water Facility Construction Revolving Loan Account (DWSRF) in the amount of \$72,794.53.00 for payment to Myers Engineering for Invoice #220124-8 for \$6,879.00 and payment to Superior Services and Supply for \$65,915.33. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, and Kristin Eaton. Voted no: None. Motion carried.

(b) Approval of pay request #6 for loan proceeds for water system improvements from the Drinking Water Facility Construction Revolving Loan Account (DWSRF) in the amount of \$59,670.91 for payment to Myers Engineering for Invoice #220124-9 for \$21,923.00 and payment to Superior Services and Supply for \$37,747.91.

Motion was made by Whitney Littlefield to approve pay request #6 for loan proceeds for water system improvements from the Drinking Water Facility Construction Revolving Loan Account (DWSRF) in the amount of \$59,670.91 for payment to Myers Engineering for Invoice #220124-9 for \$21,923.00 and payment to Superior Services and Supply for \$37,747.91. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, and Kristin Eaton. Voted no: None. Motion carried.

(c) Approval of weekly payroll submissions for employees of Superior Services and Supply for the time period of week ending October 29, 2022, through week ending November 19, 2022.

Motion was made by Whitney Littlefield to approve the weekly payroll submissions for employees of Superior Services and Supply for the time period of week ending October 29, 2022, through week ending November 19, 2022. The motion was seconded by Bradah Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, and Kristin Eaton. Voted no: None. Motion carried.

(d) Approval of request by Bryan Heath Jenkins to be given the following days off, beginning on April 21, 2023, and ending on April 25, 2023.

Motion was made by Whitney Littlefield to table this item until the full Board is present. The motion was seconded by Bradah Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, and Kristin Eaton. Voted no: None. Motion carried.

(e) Approval of dates for 2023 Board meetings.

The Board members looked at the list of dates for the 2023 Board meetings. These meetings are set for the same dates as the Town Board meetings, with the meetings to be held immediately following the Town Board meetings. Motion was made by Whitney Littlefield to approve the dates for the 2023 Board meetings. The motion was seconded by Bradah Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, and Kristin Eaton. Voted no: None. Motion carried.

7. Reports from:

(a) Department heads
No reports.

(b) Chairman.
No report.

8. New business.

There was no new business to be discussed.

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9. Adjournment.

Motion was made by Whitney Littlefield to adjourn. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, and Kristin Eaton. Voted no: None. Motion carried.

Meeting adjourned at 6:47 p.m.



BRADAH LITTLEFIELD, CHAIRMAN



SHIRLEY HERRING, SECRETARY