

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

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 6:31 p.m.

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

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

Others present were: Jackie Todd, Natashia Baucom, Heath Jenkins, Kili Jenkins, Matt Coe, Adam Springsted, Parker Wilkerson, 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 Clifford Marshall, Jr. to approve the consent agenda (items a, b, and c). The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. 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 #3 for loan proceeds for water system improvements from the Drinking Water Facility Construction Revolving Loan Account (DWSRF) in the amount of \$30,434.00 for payment to Myers Engineering for invoice #220124-6 for \$4,499.00 and payment to Superior Services and Supply for \$25,935.00.

Engineer Matt Coe said Superior Services and Supply has been working on the Tallahassee water storage tank. He said they have installed exterior and interior ladders, installed outlet, inlet, and overflow valves, and mobilized steel crew. He said the payment to Myers Engineering is for engineering and inspection work. Motion was made by Bradah Littlefield to approve pay request #3 for loan proceeds for water system improvements from the Drinking Water Facility Construction Revolving Loan Account (DWSRF) in the amount of \$30,434.00 for payment to Myers Engineering for invoice #220124-6 for \$4,499.00 and payment to Superior Services and Supply for \$25,935.00. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried.

(b) Approval of change orders #2 for DWSRF no P40-3007306-01; loan no. ORF 21-0016-DW to add replacement of 100% of roof rafters and addition of a valve and to delete installation of booster pumps, which will result in a net increase in contract price of \$20,005.91.

Engineer Matt Coe said during the bid process the condition of the roof was not accessible, due to the tank being full of water. Matt Coe said the contractor inquired if they should assume a full roof support structure or partial. Matt said he suggested partial and to adjust if more work needed to be done. He said the contractor included in the bid to replace 25% of the structural members supporting the roof. Matt said after an inspection could be made, the inspection showed 100% of the structural members would need to be replaced. He said the change order also adds the installation of a valve in the yard. He said this valve was requested by water department staff. Matt said the change order also deletes the installation of booster pumps. He said the contractor will still furnish 2 brand new pumps, but the town can place them in storage and replace the existing pumps when failure occurs. Motion was made by Bradah Littlefield to approve change orders #2 for DWSRF no P40-3007306-01; loan no. ORF 21-0016-DW to add replacement of 100% of roof rafters and addition of a valve and to delete installation of booster pumps, which will result in a net increase in contract price of \$20,005.91. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried.

(c) Approval of weekly payroll submissions for employees of Superior Services and Supply for the time period of 7/1/2022-8/24-2022.

Engineer Matt Coe said the Board members are required to make sure that Superior Services and Supply's employees are being paid according to the Davis-Bacon act. The Board members looked over the payroll records. Motion was made by Whitney Littlefield to approve the weekly payroll submissions for employees of Superior Services and supply for the time period of 7/1/22-8/31/22. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried.

(d) Purchasing a water truck.

Chairman Bradah Littlefield said funds are currently not available to purchase a water truck. No action was taken on this item.

(e) Purchasing a 2" water meter.

Jackie Todd said the 2' water meter located at the property where the aquarium is located is not working. He said there was a water leak and the water meter wouldn't shut off. He said the meter also did not record the water leak. He said a new 2" water meter will cost \$1,100.00. Motion was made by Whitney Littlefield to purchase a 2" water meter. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried.

7. Request for an Executive Session as authorized by O.S. Title 25 § 307 (B) (1) to review, discuss, and consider conditions of employment for Bryan Heath Jenkins.

Motion was made by Whitney Littlefield to go into Executive Session. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried. The Board members went into Executive Session at 7:10 p.m. The Board members returned from Executive Session at 8:27 p.m. Motion was made by Whitney Littlefield to come out of Executive Session. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. 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

Chairman Bradah Littlefield said basically no action will be taken. She said when an employee takes time off from work; the employee needs to fill out the proper paper work. She said that an Employee Time-Off form needs to be filled out. She said the form will be given to Jackie Todd, and he will forward a copy to the Department Head. She said in case the employee has to take off for an emergency, Jackie Todd will inform the Department Head. Chairman Littlefield said she will have a staff meeting tomorrow morning (September 9, 2022) at 8:00 a.m. to go over this with the employees.

9. Reports from:

(a) Department heads

Jackie Todd said the water loss this month was 800,000 gallons.

(b) Chairman.

No report.

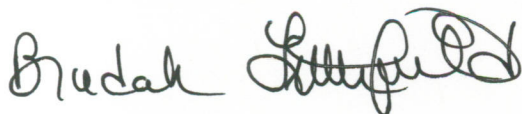
10. New business.

There was no new business to be discussed.

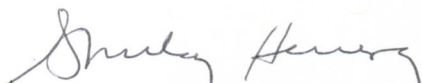
11. Adjournment.

Motion was made by Whitney Littlefield to adjourn. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried.

Meeting adjourned at 8:34 p.m.



BRADAH LITTLEFIELD, CHAIRMAN



SHIRLEY HERRING, SECRETARY