

MINUTES OF THE REGULAR MEETING OF  
THE PORTER PUBLIC WORKS AUTHORITY  
HELD THURSDAY, SEPTEMBER 5, 2024

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., Norma Meyer, and Kristin Eaton. A quorum was present.

Others present were: Jackie Todd, Joey Hatfield, Kendra Moore, Kimberly Mullen, Dahlita Tracy, Paul Wood, Charles Bratt, 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 Norma Meyer. 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) DoyAnn Putnam concerning changing the past due date on water bills.

DoyAnn Putnam was not present at the meeting.

- (b) Others from the audience.

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

6. Discussion and possible action concerning:

- a) Repairing sewer manholes.

Jackie Todd said six manholes have been repaired. He said there are six more that need repairing. He said the repairs cost about \$500.00 per manhole. Motion was made by Whitney Littlefield to approve repairing the sewer manholes. 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 Myers Engineering for invoice #223098-13 in the amount of \$8,159.00 for survey and construction staking and resident project representative services.

Chairman Bradah Littlefield asked what the engineers had surveyed. Jackie Todd said he didn't realize the engineers had done any surveying. Motion was made by Bradah Littlefield to not approve payment at this time to Myers Engineering for invoice #223098-13 in the amount of \$8,159.00 for survey and construction staking and resident project representative services. 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 payment to Downey Contracting LLC application for payment #7 in the amount of \$40,802.50 for construction costs.

Motion was made by Clifford Marshall, Jr. to approve payment to Downey Contracting LLC application for payment #7 in the amount of \$40,802.50 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.

d) Approval of weekly payroll submissions for employees of Downey Contracting LLC for pay periods beginning July 21, 2024, and ending August 14, 2024.

Motion was made by Whitney Littlefield to approve the weekly payroll submissions for employees of Downey Contracting LLC for pay periods beginning July 21, 2024, and ending August 14, 2024. 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.

e) Establishing a retirement plan for the Porter Public Works' employees through the Oklahoma Municipal Retirement Fund (OkMRF).

Motion was made by Clifford Marshall, Jr. to take no action on 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.

7. Reports from:

(a) Department heads.

Jackie Todd said the water loss in August was approximately 2 million gallons. He said the Board needs to talk to the Muskogee Water Department about getting a new master meter. He said the Board also needs to talk to Muskogee and see if they will allow Porter to connect into the waterline that is located on the North side of the new bridge on Highway 16. He said this is the waterline Okay is connected into. Chairman Bradah Littlefield said the master meter belongs to Porter. She said if this meter needs to be replaced, Porter will have to purchase a new meter.

(b) Chairman.

No report.

8. New business.

Chairman Bradah Littlefield said she had a meeting with Myers Engineering, Wagoner County, and Advanced Underground concerning the waterline that is being installed down old Porter Road. She said this project is scheduled to be done between October 1, 2024, and January 20, 2025. She said they will be installing three and one half miles of waterline.

Chairman Bradah Littlefield said the Authority is also looking into replacing the waterline from Highway 69 down Highway 51B to Tullahassee Loop Road. She said this project will cost approximately 1.9 million dollars and will be funded by tribal funds and by the Oklahoma Water Resources Board. She said Myers Engineering is going to survey this area from Highway 69 down Highway 51B to Tullahassee Loop Road for a cost of 13,500.00. Chairman Littlefield said the Authority could go ahead and have the survey done the rest of the way from Tullahassee Loop Road into Porter. She said if the survey is done now, it will not have to be surveyed in the future, when the Authority gets ready to replace this waterline. She



said this survey will cost \$33,750.00. The Board members said it may not be a good idea to do the survey at this time, because the survey stakes would probably get moved and by the time the Authority gets ready and has the funding to replace the waterline from Tullahassee Loop Road into Porter, it would be hard to locate the survey markers.

Wastewater Treatment Plant Operator Joey Hatfield said after the construction at the wastewater treatment plant, the UV System is not working because it is going uphill. He said the contractor is going to lower it, but neither the engineer nor the contractor will take responsibility for the mistake. He said the Board needs to make sure that the contractor does not charge the Authority for having to correct this mistake.

9. Adjournment.

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

Meeting adjourned at 7:22 p.m.



BRADAH LITTLEFIELD, CHAIRMAN



SHIRLEY HERRING, SECRETARY