

MINUTES OF THE REGULAR MEETING OF  
THE PORTER PUBLIC WORKS AUTHORITY  
HELD THURSDAY, JANUARY 12, 2023

1. Call to order.

The meeting was called to order by Vice Chairman Clifford Marshall, Jr. 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 Norma Meyer. Kristin Eaton was absent. A quorum was present.

Others present were: Natashia Baucom, Graham Moore, Kendra Moore, Adam Springsted, Amy Kinyon, Dana 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 Norma Meyer to approve the consent agenda ( items a, b, and c). The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Norma Meyer. Voted no: None. None 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 revised pay request #6 for loan proceeds for water system improvements from the Drinking Water Facility Construction Revolving Loan Account (DWSRF) in the amount of \$55,670.91 for payment to Myers Engineering for Invoice #220124-9 for \$17,923.00 (originally approved 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, as stated above. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Norma Meyer. Voted no: None. None carried.

(b) Approval of pay request #7 for loan proceeds for water system improvements from the Drinking Water Facility Construction Revolving Loan Account (DWSRF) in the amount of \$239,605.67 for payment to Superior Services and Supply for construction work.

Motion was made by Whitney Littlefield to approve pay request #7, as stated above. The motion was seconded by Bradah Littlefield Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Norma Meyer. Voted no: None. None carried.

(c) Approval of pay request #8 for loan proceeds for water system improvements from the Drinking Water Facility Construction Revolving Loan Account (DWSRF) in the amount of \$127,453.18 for payment to Myers Engineering for Invoice #220124-10 for \$1,686.00 and payment to Superior Services and Supply for \$125,767.18.

Motion was made by Whitney Littlefield to approve pay request #8, as stated above. The motion was seconded by Bradah Littlefield Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Norma Meyer. Voted no: None. None carried.

(d) Approval of change order #3 for DWSRF Project No. P40-300706-01 to deduct the following: labor/equipment not implemented in the removal and replacement of the elevated tower overflow piping, material not implemented in the installation of the overflow flap valve, block logo of Town's name on GST and EST, 4" gate valve w/can, and 6" water meter w/can, which will results in a total decrease of \$24,267.05 from the contract price.

Motion was made by Whitney Littlefield to approve change order #3, as stated above. The motion was seconded by Bradah Littlefield Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Norma Meyer. Voted no: None. None carried.

(e) Approval of weekly payroll submissions for employees of Superior Services and Supply for the week ending December 24, 2022.

Motion was made by Whitney Littlefield to approve the weekly payroll submissions for employees of Superior Services and Supply for the week ending December 24, 2022. The motion was seconded by Bradah Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Norma Meyer. Voted no: None. Motion carried.

(f) Approval of weekly payroll submissions for employees of AMR Industrial Coating, Inc. for the pay period November 4, 2022, through December 9, 2022.

Motion was made by Whitney Littlefield to approve the of weekly payroll submissions for employees of AMR Industrial Coating, Inc. for the pay period November 4, 2022, through December 9, 2022. The motion was seconded by Bradah Littlefield Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Norma Meyer. Voted no: None. Motion carried.

(g) Approval of weekly payroll submissions for employees of Lonehickory Cattle, LLC for the week ending December 23, 2022.

Motion was made by Whitney Littlefield to approve the weekly payroll submissions for employees of Lonehickory Cattle, LLC for the week ending December 23, 2022. The motion was seconded by Bradah Littlefield Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Norma Meyer. Voted no: None. Motion carried.

(h) 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.

Chairman Bradah Littlefield said Bryan has no vacation or sick time left. Motion was made by Norma Meyer to not approve the request by Bryan Heath Jenkins to be given the days off, beginning on April 21, 2023, and ending on April 25, 2023. The motion was seconded by Bradah Littlefield. The motion was seconded by Bradah Littlefield Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Norma Meyer. Voted no: None. Motion carried.

(i) Approval of pay request from the Town of Porter to Indian Health Services (IHS) for \$131,718.08 to be taken from the \$177,000.00 IHS contribution to the Town.

Town Clerk Shirley Herring said this is a request to Indian Health Services to pay the Town \$131,718.08 from the grant that IHS is giving to the Town to help the Town pay for water system improvements. Motion was made by Whitney Littlefield to approve the pay request from the Town of Porter to Indian Health Services (IHS) for \$131,718.08 to be taken from the \$177,000.00 IHS contribution to the Town. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Norma Meyer. Voted no: None. Motion carried.

(j) Wastewater Notice of Violation from Department of Environmental Quality (DEQ).

Chairman Bradah Littlefield said the Porter Public Works Authority received a notice of violation from DEQ. The Board members looked over this notice. This notice states that the Authority is in violation for discharging pollutants in excess of the permitted limits. Chairman Littlefield said this occurred when the wheel was down. She said DEQ was notified that the wheel was down. She said a new wheel had to be ordered and installed; therefore, the wheel was down for an extended period of time. She said Engineer Matt Coe informed DEQ that the wheel was not working. Chairman Littlefield said Matt Coe is going to send in a reply to DEQ concerning this violation notice. No other action was taken on this item.

7. Discussion concerning getting easement from William Miller for Wastewater Treatment Plant construction.

Chairman Bradah Littlefield said William Miller owns the land adjunct to the Wastewater Treatment Plant. She said the Authority needs to get an easement from Mr. Miller before construction can begin on the improvements to the plant. She said she spoke with Mr. Miller, and he agreed to sign an easement. She said when Jackie Todd took the easement to him for him to sign, he would not sign the easement. Chairman Littlefield said Mr. Miller wants to sell 3.5 acres to the Authority for \$25,000.00. Jackie Todd said William Miller came into the office today and said he wants to work some out. Chairman Littlefield said she will talk to him again. She said a solution has to be worked out by March. Norma Meyer said Chairman Littlefield needs to try and work with Mr. Miller to get this matter settled.

8. Reports from:

(a) Department heads.  
No reports.

(b) Chairman.  
No report.

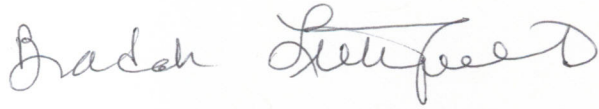
9. New business.

There was no new business to be discussed.

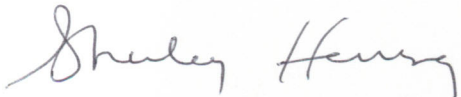
10. Adjournment.

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

Meeting adjourned at 7:12 p.m.

A handwritten signature in cursive script, appearing to read "Bradah Littlefield".

BRADAH LITTLEFIELD, CHAIRMAN

A handwritten signature in cursive script, appearing to read "Shirley Herring".

SHIRLEY HERRING, TOWN CLERK