

MINUTES OF THE REGULAR MEETING OF
THE PORTER PUBLIC WORKS AUTHORITY
HELD THURSDAY, MARCH 7, 2024

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 7:18 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, Adam Springsted, Nick Jackson, Kimberly Mullen, Kendra Moore, Graham Moore, Joey Hatfield, Casey Bratt, Brandy Bratt, Dahlita Tracy, 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 Kristin Eaton. 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.

There were no appearances or petitions from the audience.

6. Discussion and possible action concerning:

(a) Approval of pay request #7 for loan proceeds for Wastewater Treatment Facility improvements from loan #ORF-22-0018-CW in the amount of \$540,483.88 for payment to Myers Engineering for invoice #223098-7 in the amount of \$24,039.00 for engineering services and Downey Contracting LLC Contractor's application for payment #1, in the amount of \$516,444.88 for construction costs.

Motion was made by Clifford Marshall, Jr. to approve pay request #7 as listed above. 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.

- (b) Approval of weekly payroll submissions for employees of Downey Contracting LLC for pay periods ending February 6, 2024, February 13, 2024, and February 20, 2024.

Motion was made by Whitney Littlefield to approve the weekly payroll submissions for employees of Downey Contracting LLC for pay periods ending February 6, 2024, February 13, 2024, and February 20, 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.

- (c) Transferring Deven Santos from the Porter Public Works Authority to the Town of Porter.

Motion was made by Whitney Littlefield to transfer Deven Santos from the Porter Public Works Authority to the Town of Porter. 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.

- (d) Approval of an annual cost of living wage increase for employees.

Motion was made by Whitney Littlefield to approve a 3% cost of living wage increase for eligible employees effective with the next pay period. 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) Approval of 2023-2024 budget amendment #1.

The Board members looked over the amendment. Motion was made by Clifford Marshall, Jr. to approve 2023-2024 budget amendment #1. 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.

- (f) Approval of a monthly fee for insurance on each water account in case a leak occurs.

This item was tabled from the February 8, 2024, meeting until guidelines and requirements to use the leak insurance were provided and approved by the Board of Trustees. The Board members looked over the rules and guidelines that were drawn up by the Water Department. Motion was made by Whitney Littlefield to apply a \$2.00 fee per water meter per month as insurance funds for Porter Public Works Authority customers to be able to adjust their water bill in the event of a leak with the fee to start on the next billing cycle. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: Kristin Eaton. Motion carried.

- (g) Approval to do research on retirement benefits for employees.

Motion was Clifford Marshall, Jr. to approve doing research on retirement benefit plans for employees. 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.

7. Reports from:

a.) Department heads.

Jackie Todd said they have 12 to 15 new water taps to install. Jackie said the new employees are doing good. Joey Hatfield said he is looking for a class that the new employees can attend in order to obtain their Class D licenses. He said a class is not available at this time. Bradah asked when the Welcome to Porter sign was going to be put up. Norma Meyer asked when the light was going to be put on the flag pole.

b.) Chairman.

No report.

8. New business.

There was no new business.

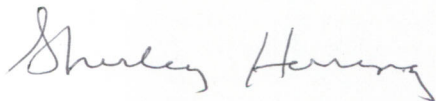
9. Adjournment.

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 7:37 p.m.



BRADAH LITTLEFIELD, CHAIRMAN



SHIRLEY HERRING, SECRETARY