

MINUTES OF THE REGULAR MEETING OF  
THE PORTER PUBLIC WORKS AUTHORITY  
HELD THURSDAY, APRIL 4, 2024

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 7:25 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, Dale Holloway, Dahlita Tracy, Paul Wood, 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.

There were no appearances or petitions from the audience.

6. Discussion and possible action concerning:

a) Approval of Resolution #2024-1, authorizing application for American Rescue Plan Act (ARPA) Grant from the Oklahoma Water Resources Board.

The Board members looked over the resolution. This resolution stated that the Porter Public Works Authority is applying for funds to replace the main supply line from Muskogee's wholesale connection, which is asbestos cement with a 6" PVC water main. Motion was made by Clifford Marshall, Jr. to approve Resolution #2024-1, authorizing application for American Rescue Plan Act (ARPA) Grant from the Oklahoma Water Resources Board. 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.

b) Approval of pay request #8 for loan proceeds for Wastewater Treatment Facility improvements from loan # ORF-22-0018-CW in the amount of \$155,914.25 for payment to Myers Engineering for invoice #223098-8 in the amount of \$25,094.50 for engineering and inspection services and to Downey Contracting LLC for pay application #2, in the amount of \$130,819.75 for construction costs.

Motion was made by Whitney Littlefield to approve the pay request as listed above. 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) Approval of PPWA purchase order #12399 to Downey Contracting LLC for the remaining balance of \$130,819.75 on pay application #2 for construction costs to be paid from the Town of Porter's FY22 CDBG funding.

Motion was made by Whitney Littlefield to approve PPWA purchase order #12399 to Downey Contracting LLC for the remaining balance of \$130,819.75 on pay application #2 for construction costs to be paid from the Town of Porter's FY22 CDBG funding. 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 February 21, 2024, and ending March 19, 2024.

The Board members looked over the submissions. Motion was made by Whitney Littlefield to approve the weekly payroll submissions for employees of Downey Contracting LLC for pay periods beginning February 21, 2024, and ending March 19, 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) Paying off land note for land purchased from Pat Boyd.

Chairman Bradah Littlefield said the pay-off is \$27,037.51. She said there is \$15,847.77 in the Cemetery Land Fund that can be used toward the pay-off. She said the remaining balance can be paid for out of the Rainy Day Fund. Motion was made by Bradah Littlefield to pay off the land note for land purchased from Pat Boyd. 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 showed the Board members pictures of the improvements being done at the Wastewater Treatment Plant. Jackie said Muskogee is going to raise their water rates. He said this will increase the amount the Authority pays for Muskogee water by approximately \$1,000.00 per month.

##### (b) Chairman.

Chairman Bradah Littlefield said a customer came by the office this week, and said he just wanted to tell the Board what a good job they are doing. He said all the employees are also doing good jobs and he is very pleased with the way things are getting done.

#### 8. New business.

There was no new business to be discussed.

#### 9. Adjournment.

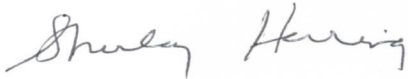
Motion was made by Norma Meyer to adjourn. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

Meeting adjourned at 7:39 p.m.



A handwritten signature in cursive script that reads "Bradah Littlefield". The letters are fluid and connected, with a prominent loop at the end of the last name.

BRADAH LITTLEFIELD, CHAIRMAN

A handwritten signature in cursive script that reads "Shirley Herring". The signature is written in a similar fluid style to the one above.

SHIRLEY HERRING, SECRETARY