

MINUTES OF THE REGULAR MEETING OF
THE PORTER PUBLIC WORKS AUTHORITY
HELD THURSDAY, MAY 2, 2024

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 6:37 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: Kimberly Mullen, Graham Moore, Kendra Moore, Dahlita Tracy, Paul Wood, Jackie Todd, Adam Springsted, Nick Jackson, 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.

5. Appearances or petitions from the audience.

There were no appearances or petitions from the audience.

6. Discussion and possible action concerning:

a) Hiring person to assist with preparation of 2024-2025 budget.

Motion was made by Whitney Littlefield to hire Ralph Osborn to assist with preparation of the 2024-2025 budget. 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.

b) Approval of pay request #9 for loan proceeds for Wastewater Treatment Facility improvements from loan # ORF-22-0018-CW in the amount of \$141,311.87 for payment to Myers Engineering for invoice #223098-9 in the amount of \$22,966.50 for engineering and inspection services and to Downey Contracting LLC for pay application #3, in the amount of \$118,345.37 for construction costs.

Motion was made by Whitney Littlefield to approve pay request #9 as stated above. The motion was seconded by Bradah Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

- c) Approval of payment to Myers Engineering for the remaining balance on invoice #223098-9 in the amount of \$14,687.50 for engineering and inspection services to be paid with Indian Health Services (IHS) funding.

Motion was made by Whitney Littlefield to approve payment to Myers Engineering for the remaining balance on invoice #223098-9 in the amount of \$14,687.50 for engineering and inspection services to be paid with Indian Health Services (IHS) funding. The motion was seconded by Bradah Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

- d) Approval of payment to Downey Contracting LLC for the remaining balance of \$580,854.26 on pay application #3 for construction costs to be paid from the IHS and CDBG funding.

Motion was made by Whitney Littlefield to approve payment to Downey Contracting LLC for the remaining balance of \$580,854.26 on pay application #3 for construction costs to be paid from the IHS and CDBG funding. The motion was seconded by Bradah Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

- e) Approval of weekly payroll submissions for employees of Downey Contracting LLC for pay periods beginning March 20, 2024, and ending April 16, 2024.

Motion was made by Whitney Littlefield to approve the weekly payroll submissions for employees of Downey Contracting LLC for pay periods beginning March 20, 2024, and ending April 16, 2024. 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.

7. Reports from:

- (a) Department heads.

Supervisor Jackie Todd said employee Devon Santos quit. He said employee Jared Dilbeck was supposed to attend a class on Wednesday and Thursday. Jackie said Jared did not attend the class and did not let him know that he couldn't attend the class. The Board members said if Jared missed work and did not call in, he is automatically terminated.

- (b) Chairman.

No report

8. New business.

Motion was made by Clifford Marshall, Jr. to give Supervisor Jackie Todd the authority to hire an employee on an emergency temporary basis. The motion was seconded by Norma Meyer. Voted yes: Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: Whitney Littlefield. Motion carried.

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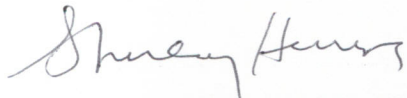
9. Adjournment.

Motion was made by Whitney Littlefield to adjourn. 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.

Meeting adjourned at 7:04 p.m.

A handwritten signature in cursive script that reads "Bradah Littlefield". The signature is written in black ink and is positioned above the printed name of the Chairman.

BRADAH LITTLEFIELD, CHAIRMAN

A handwritten signature in cursive script that reads "Shirley Herring". The signature is written in black ink and is positioned above the printed name of the Secretary.

SHIRLEY HERRING, SECRETARY