

MINUTES OF THE REGULAR MEETING OF
THE PORTER PUBLIC WORKS AUTHORITY
HELD THURSDAY, FEBRUARY 8, 2024

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 8:45 p.m.

2. Roll call, declaration of a quorum being present.

Members present were: Norma Meyer, Clifford Marshall Jr., Whitney Littlefield, and Bradah Littlefield. Kristin Eaton was absent. A quorum was present.

Others present were: Jackie Todd, Adam Springsted, Nick Jackson, Shirley Herring, Teddy Abbott and Kendra Moore.

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: Norma Meyer, Clifford Marshall Jr., Whitney Littlefield, and Bradah Littlefield.

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 Oklahoma Department of Environmental Quality Construction Permit No. WL000073230827 for the construction of twenty-three thousand, six hundred and ninety-one (23,691) linear feet of six (6) inch PVC waterline plus all appurtenances to serve the Water System Improvements – Water Main Replacements Wagoner County, OK.

Motion was made by Whitney Littlefield to approve Oklahoma Department of Environmental Quality Construction Permit No. WL000073230827 for the construction of twenty-three thousand, six hundred and ninety-one (23,691) linear feet of six (6) inch PVC waterline plus all appurtenances to serve the Water System Improvements – Water Main Replacements Wagoner County, OK.

Voted yes: Norma Meyer, Clifford Marshall Jr., Whitney Littlefield and Bradah Littlefield.

Voted no: None. Motion carried.

b.) Water leak at the Clarksville Freewill Baptist Church.

Motion was made by Whitney Littlefield to adjust the water bill amount for the Clarksville Freewill Baptist Church. The motion was seconded by Chairman Bradah Littlefield.

Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall Jr., and Norma Meyer.

Voted no: None. Motion carried.

c.) Adding a monthly fee for insurance on each water account in case a leak occurs.

Motion was made by Mayor Bradah Littlefield to apply a two dollar fee per water meter per month as insurance funds for Porter Public Works Authority customers to be able to adjust their water bill amounts in the event of a leak. The bill would be adjusted one time per year per customer if applicable. The motion was seconded by Whitney Littlefield.

Voted yes: Norma Meyer, Clifford Marshall Jr., Whitney Littlefield and Bradah Littlefield.

Voted no: None. Motion carried.

Motion was made by Mayor Bradah Littlefield to rescind the previous motion to apply a two dollar fee per water meter per month as insurance funds for Porter Public Works Authority customers to be able to adjust their water bill amounts in the event of a leak, until guidelines and requirements to use the leak insurance were provided and approved by the board of trustees. The motion was seconded by Whitney Littlefield.

Voted yes: Norma Meyer, Clifford Marshall Jr., Whitney Littlefield and Bradah Littlefield.

Voted no: None. Motion carried.

d.) Hiring two maintenance employees.

Motion was made by Vice Chairman Clifford Marshall Jr. to hire Jared Dilbeck and Deven Santos as full time employees with a hourly pay rate of \$15.00 an hour, and to review their work performance after ninety days. The motion was seconded by Norma Meyer.

Voted yes: Norma Meyer, Clifford Marshall Jr., Whitney Littlefield and Bradah Littlefield.

Voted no: None. Motion carried

7. Reports from:

a.) Department heads.

Jackie Todd said the construction on the U.V. system at the wastewater treatment facility had started.

b.) Chairman.

No report.

10. New business.

There was no new business.

11. Adjournment.

Motion was made by Whitney Littlefield to adjourn. The motion was seconded by Norma Meyer.

Voted yes: Norma Meyer, Clifford Marshall Jr., Whitney Littlefield, and Bradah Littlefield.

Voted no: None. Motion carried.

Meeting adjourned at 9:11 p.m.

BRADAH LITTLEFIELD, CHAIRMAN



KENDRA MOORE, DEPUTY CLERK

