

MINUTES OF THE REGULAR MEETING  
OF THE PORTER PUBLIC WORKS AUTHORITY  
HELD THURSDAY, MAY 6, 2021

1. Call to order.

The meeting was called to order by Vice Chairman Clifford Marshall, Jr. at 8:31 p.m.

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

Members present were: Tonya Springsted, Ryan Moore, Clifford Marshall, Jr., and Whitney Littlefield. Bradah Littlefield was absent. A quorum was present.

Others present were: Jackie Todd, Kendra Moore, Graham Moore, Frances Neufeld, David Neufeld, Matt Coe, Peggy Sprinkles, Sharon Payne, Toni Montessi, Ron Cates, 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 Tonya Springsted. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall, Jr., and Whitney 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.

- a) Matt Coe concerning progress update on Wastewater Plant Improvements.

Matt Coe appeared before the Board. Matt Coe said he is an engineer employed by Myers Engineering. Mr. Coe said he has been working on the planning and design phase for the wastewater plant improvements. Mr. Coe made a presentation to the Board on the improvements needed to be made in order to meet the plant's discharge permit requirements and to address the notice of violation from the Oklahoma Department of Commerce.

- b) Others from the audience.

There were no appearances or petitions from others in the audience.

6. Discussion and possible action concerning:

- a) Approval of Resolution 2021-1, authorizing projects to be undertaken with funds to be acquired pursuant to bank financing.

Motion was made by Whitney Littlefield to take no action on this item. The motion was seconded by Ryan Moore. Voted yes: Ryan Moore, Clifford Marshall, Jr., and Whitney Littlefield. Voted no: Tonya Springsted. Motion carried.

b) Hiring person to assist in preparation of 2021-2022 budget.

Motion was made by Whitney Littlefield to hire Ralph Osborn to assist with the preparation of 2021-2022 budget. The motion was seconded by Tonya Springsted. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall Jr., and Whitney Littlefield. Voted no: None. Motion carried.

c) Approval of audit for fiscal year ended June 30, 2020.

Motion was made by Whitney Littlefield to approve the audit for the fiscal year ended June 30, 2020. The motion was seconded Clifford Marshall, Jr. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall Jr., and Whitney Littlefield. Voted no: None. Motion carried.

d) Procedure for placing items on the agenda.

Motion was made by Whitney Littlefield to change the cutoff time for placing items on the agenda from the Wednesday before the meeting to noon on the Tuesday before the meeting. The motion was seconded by Tonya Springsted. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall Jr., and Whitney Littlefield. Voted no: None. Motion carried.

e) Paying employees for attending mandatory meetings.

Motion was made by Whitney Littlefield that if an employee is required to attend a meeting, the employee will be paid for attending the meeting. The motion was seconded by Clifford Marshall, Jr. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall Jr., and Whitney Littlefield. Voted no: None. Motion carried.

f) Approval of pay request form and payment of invoice to Myers Engineering for engineering and design of Wastewater Treatment Plant improvements.

The Board members looked over the pay request form and the invoice from Myers Engineering. This pay request form and invoice as for \$116,450.00. Motion was made by Tonya Springsted to approve the pay request form and invoice to Myers Engineering for \$116,450.00 for engineering and design of Wastewater Treatment Plant improvements. The motion was seconded by Clifford Marshall, Jr. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall Jr., and Whitney Littlefield. Voted no: None. Motion carried.

g) Adam Karnes' water meters.

Jackie Todd said the rules state that a separate meter is required for each residence. He said Adam Karnes has two mobile homes hooked to one meter. Jackie said Adam was supposed to remove the old mobile home, when the new mobile home was moved in and hooked up, but someone is now living in the old mobile home. Motion was made by Whitney Littlefield to send Adam Karnes a letter informing him that he has 30 days to pay for a second water tap, if not paid, his water will be disconnected and he will be required to pay all disconnect and reconnect fees. The motion was seconded by Clifford Marshall, Jr. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall Jr., and Whitney Littlefield. Voted no: None. Motion carried.

h) Lowering water rates.

Motion was made by Whitney Littlefield to move this item to the next regular meeting. The motion was seconded by Clifford Marshall, Jr. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall Jr., and Whitney Littlefield. Voted no: None. Motion carried.

7. Chairman to appoint Department Heads.

Chairman Bradah Littlefield was not present at the meeting.

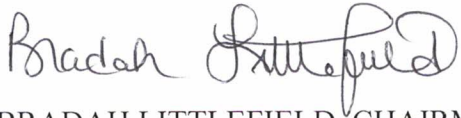
8. New business.

There was no new business to be discussed.

9. Adjournment.

Motion was made by Clifford Marshall, Jr. to adjourn. The motion was seconded by Whitney Littlefield. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall Jr., and Whitney Littlefield. Voted no: None. Motion carried.

Meeting adjourned at 9:40 p.m.



BRADAH LITTLEFIELD, CHAIRMAN



SHIRLEY HERRING, SECRETARY