

MINUTES OF THE REGULAR MEETING  
OF THE PORTER PUBLIC WORKS AUTHORITY  
HELD THURSDAY, DECEMBER 9, 2021

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 7:51 p.m.

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

Members present were: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. A quorum was present.

Others present were: Jackie Todd, Kendra Moore, Graham Moore, Natasha Baucom, Tammy Ewing, and Shirley Herring.

3. Necessary action concerning approval of the consent agenda:

- a) Approval of the minutes of the previous meetings.
- 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 Clifford Marshall, Jr. Voted yes: Norma Meyer, Ryan Moore, 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 dates for 2022 Board meetings.

The Board members looked at the list of dates for the 2022 Board meetings. These meetings are set for the same dates as the Town Board meetings, with the meetings to be held immediately following the Town Board meetings. Motion was made by Whitney Littlefield to approve the dates for the 2022 Board meetings. The motion was seconded by Clifford Marshall, Jr. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None.

- (b) Purchasing a metal detector.

Jackie Todd said the employees need a metal detector to locate valves and water lines. He showed the Board members a picture of a metal detector with a cost of \$254.95, plus \$44.99 for a three year protection plan. Motion was made by Bradah Littlefield to purchase a Garrett Ace 300 metal detector for \$254.95, and to purchase the three year protection plan for \$44.99. The motion was seconded by Whitney Littlefield. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None.

7. Discussion concerning possibly borrowing money for water and wastewater system improvements.

Chairman Littlefield said the Department of Environmental Quality (DEQ) has funding for water projects. She said if the Authority borrows \$1,000,000.00, the DEQ will forgive \$350,000.00, which is 25% of the total \$1,000,000 (\$250,000.00) plus \$100,000.00 for Porter being a disadvantaged community. The Board members looked at the cost of the proposed water project improvements prepared by Engineer Matt Coe. Mr. Coe said the total project cost is estimated to be \$888,792.20. He said the total principal forgiveness would be \$321,448.05 (25% of \$888,792.20, plus \$100,000.00). Mr. Coe said the total amount to be borrowed would be \$564,344.15 (\$888,792.00 minus \$321,448.05). Jackie Todd said the proposed water project improvements Matt Coe has listed for the \$888,792.20 cost will complete the water system improvements. Chairman Littlefield said if the Authority receives any grants, these grants can be used before the money is borrowed, then the Authority will be able to borrow a lower amount. Jackie Todd said Phase 1, for sewer systems improvements, which will be improvements to take care of the DEQ consent order, will cost approximately \$400,000.00.

8. Report from:

(a) Department heads

Jackie Todd said a water line was cut when the County was putting in a bridge, and a lot of water was lost, due to this cut line. He said there was also a big leak by the school. He said the total water loss for November was 1,267,900 gallons.

(b) Chairman.

No Report.

9. New business.

Jackie Todd said there is one meter at Crossroads RV Park that is not working. He said a new meter to replace the one not working, will cost approximately \$700.00. He said this meter needs to be replaced as soon as possible. Motion was made by Whitney Littlefield to purchase a new meter to replace the meter that is not working, with the cost not to exceed \$1,000.00. The motion was seconded by Clifford Marshall, Jr. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None.

10. Adjournment.

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

Meeting adjourned at 8:15 p.m.

  
BRADAH LITTLEFIELD, CHAIRMAN

  
SHIRLEY HERRING, SECRETARY