

MINUTES OF THE REGULAR MEETING  
OF THE PORTER PUBLIC WORKS AUTHORITY  
HELD THURSDAY, FEBRUARY 4, 2021

1. Call to order.

The meeting was called to order by Chairman Sharon Payne at 7:57 p.m.

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

Members present were: Tonya Springsted, Sam Hendrix, Wayne Collins, and Sharon Payne. Jim Bias was absent. A quorum was present.

Others present were: Jackie Todd, Peggy Sprinkles, Samantha Sprinkles, Whitney Littlefield, 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 Sharon Payne to approve the consent agenda (items a, b, and c). The motion was seconded by Wayne Collins. Voted yes: Tonya Springsted, Sam Hendrix, Wayne Collins and Sharon Payne. 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 2020-2021 budget amendment #1.

The Board members looked over the amendment. Motion was made by Sharon Payne approve 2020-2021 budget amendment #1. The motion was seconded by Wayne Collins. Voted yes: Tonya Springsted, Sam Hendrix, Wayne Collins, and Sharon Payne. Voted no: None. Motion carried.

- b) Approving pay request forms and payment of invoices to Myers Engineering.

The Board members looked over the pay request forms and the invoices. Motion was made by Sharon Payne to approve the pay request forms and the payment of invoices in the amount of \$36,500.00 to Myers Engineering. The motion was seconded by Wayne Collins. Voted yes: Tonya Springsted, Sam Hendrix, Wayne Collins, and Sharon Payne. Voted no: None. Motion carried.

c) Insurance offer on stolen PPWA truck.

The Authority has received a report from the insurance company stating that the truck was a total loss. The insurance company's appraiser had determined a value of \$17,025.00 for the truck and after applying the \$500.00 deductible this would leave the Authority with a settlement offer of \$16,525.00, or if the Authority wanted to keep the truck as a salvaged vehicle, the cost would be \$3,500.00, which would be deducted from the \$16,525.00 for an amount payable of \$13,025.00. Motion was made by Sharon Payne to accept the \$16,525.00 offer and authorize the Chairman to sign the title. The motion was seconded by Wayne Collins. Voted yes: Tonya Springsted, Sam Hendrix, Wayne Collins, and Sharon Payne. Voted no: None. Motion carried.

d) Purchasing time card machine.

Tonya Springsted said there needs to be a paper trail of the hours that the employees work. Town Attorney Ron Cates said the Wage and Hour Board requires that an employer keep accurate records. He said according to the Fair Labor Standard Act, all hours worked must be documented. The Board members discussed having Tonya Springsted proceed with looking for a time card machine that will fit the Authority's needs, to get prices, and bring the information back to the Board.

e) Approval of contract for purchase of Lots 8-22, Block 41, Town of Porter, Wagoner County, State of Oklahoma.

The Board members looked over the contract. Town Attorney Ron Cates said there are still some questions about who is going to pay to bring the title and abstract up to date and pay the closing costs. He said the seller has not gotten back to him on this yet. Mr. Cates said it is usually the obligation of the seller to have the title and abstract brought up to date. Mr. Cates said he will contact the seller concerning these matters. No action was taken on this item.

f) Price for installing water taps on a transite water line.

Jackie Todd said to install a water tap on a transite water line; the Authority has to rent a special tool to tap into the line. He said the rent on this tool is currently \$800.00. Jackie said this \$800.00 should be added to the cost of a standard water tap. Town Attorney Ron Cates suggested adding a surcharge to the standard water tap for however much the rental is at the time the tool is rented, in case the rental amount changes in the future. Motion was made by Sharon Payne to add a surcharge transite tap fee for the cost incurred by the Authority for the rental of the equipment necessary to install the tap. The motion was seconded by Wayne Collins. Voted yes: Tonya Springsted, Sam Hendrix, Wayne Collins, and Sharon Payne. Voted no: None. Motion carried.



7. Discussion concerning how to pay for a new truck.

Chairman Sharon Payne said the insurance proceeds could be used to pay part of the cost for a new truck. Wayne Collins said the Ford truck could be also be traded in. Tonya Springsted and Sharon Payne said if another employee is hired, this employee may need to drive the Ford truck. Wayne Collins suggested buying a truck to pull the track hoe, and a smaller truck to use to run errands, such as picking up parts. Jackie Todd said the Board just needs to replace the truck that was stolen. Tonya Springsted said she keeps hearing that the water truck is in bad shape. Tonya said the Authority needs to purchase a truck that will work for everyone and use the insurance proceeds to purchase this truck. Jackie Todd said if the Board purchases a truck large enough to pull the track hoe; it will have to be driven by a person who has a CDL driver's license.

8. Reports from department heads.

There were no reports from department heads.

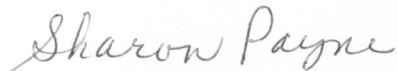
8. New business.

There was no new business to be discussed.

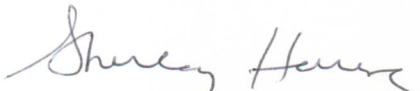
9. Adjournment.

Motion was made by Sharon Payne to adjourn. The motion was seconded by Tonya Springsted. Voted yes: Tonya Springsted, Sam Hendrix, Wayne Collins, and Sharon Payne. Voted no: None. Motion carried.

Meeting adjourned at 9:05 p.m.



SHARON PAYNE, CHAIRMAN



SHIRLEY HERRING, SECRETARY