

MINUTES OF THE REGULAR MEETING OF
THE PORTER PUBLIC WORKS AUTHORITY
HELD THURSDAY, MARCH 10, 2022

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 7:38 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, Natashia Baucom, Matt Coe, Jered Davidson, 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. Consider and take action with respect to a resolution of the Porter Public Works Authority (the "borrower") approving and authorizing a drinking water SRF loan from the Oklahoma Water Resources Board in the total aggregate principal amount of not-to-exceed \$890,000.00; approving the issuance of its drinking water SRF promissory note in the total aggregate principal amount of not-to-exceed \$890,000.00, secured by a pledge of revenues and authorizing its execution; approving and authorizing the execution of a loan agreement for drinking water SRF loan, designating a local trustee and approving and authorizing the execution of a trust agreement; approving and authorizing the execution of a mortgage with power of sale and security agreement; ratifying and confirming a lease agreement and/or authorizing the execution of an amended lease agreement; approving various covenants; approving and authorizing application to the Oklahoma Water Resources Board; approving and authorizing professional services agreements; approving and authorizing the establishment of a project costs disbursement account and the payment of fees and expenses; and containing other provisions relating thereto.

Jered Davidson said this was discussed and approved by the Town during the Town meeting. He said the funds have to be borrowed through the Porter Public Works Authority; therefore this resolution needs to be approved by the Porter Public Works Authority board members. Motion was made by Clifford Marshall, Jr. to approve the above listed resolution. The motion was seconded by Whitney Littlefield. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried. This will be Resolution #2022-1.

7. Consider and take action with respect to award of construction bid to Superior Services in connection with water system improvements and authorizing the execution of any and all documents related thereto.

Motion was made by Whitney Littlefield to award the construction bid to Superior Services in connection with water system improvements and authorizing the execution of any and all documents related thereto. 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.

8. Discussion and possible action concerning

(a) Approval of payment of an invoice in the amount of \$1,516.41 to the Department of Environmental Quality for a construction permit for rehabilitation of the 200,000 gallon ground storage tank.

Engineer Matt Coe said the Authority has to have the construction permit before work can begin on the rehabilitation of the storage tank. Motion was made by Clifford Marshall, Jr. to approve payment of the invoice in the amount of \$1,516.41 to the Department of Environmental Quality for a construction permit for rehabilitation of the 200.000 gallon ground storage tank. The motion was seconded by Whitney Littlefield. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(b) Approval of payment of an invoice in the amount of \$10,135.00 to Myers Engineering for engineering work on water system improvements at the water storage tank.

Engineer Matt Coe said this invoice doesn't have to be paid until the loan is received. Motion was made by Whitney Littlefield to approve payment of the invoice in the amount of \$10,135.00 to Myers Engineering for engineering work on water system improvements at the water storage tank to be paid after the loan closing. 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.

(c) Paying employees for being off during inclement weather.

Motion was made by Whitney Littlefield to pay for hours missed and for the employee to receive comp time for hours worked. 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.

9. Pursuant to Section 307 B. 1. Title 25, Oklahoma Statutes consider convening in Executive Session to discuss the employment and evaluate the performance of Water Utility Clerk Natasha Baucom.

Motion was made by Bradah Littlefield to go into executive session. The motion was seconded by Whitney Littlefield. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried. The Board members went into executive session at 7:50 p.m. The Board members returned from executive session at 7:57 p.m.

10. The members of the Board of Trustees will consider and take any action deemed appropriate by the members of the Board of Trustees arising out of the discussion held in the foregoing Executive Session.

Chairman Littlefield said during the executive session the Board members discussed Natasha Baucom's performance and work ethics. Motion was made by Bradah Littlefield to give Natasha Baucom a \$3.00 per hour raise starting March 11, 2022. The motion was seconded by Whitney Littlefield. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

11. Report from:

(a) Department heads
No reports.

(b) Chairman.
No report.


12. New business.

There was no new business to be discussed.

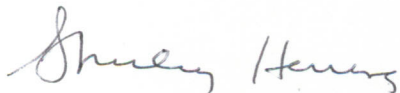
13. Adjournment.

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 8:09 p.m.



BRADAH LITTLEFIELD, CHAIRMAN



SHIRLEY HERRING, SECRETARY