

MINUTES OF THE REGULAR MEETING OF
THE PORTER PUBLIC WORKS AUTHORITY
HELD THURSDAY, MAY 5, 2022

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 7:21 p.m.

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

Members present were: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Ryan Moore is no longer on the Board, due to failure to attend new officials training, as required by State law. A quorum was present.

Others present were: Jackie Todd, Kendra Moore, Graham Moore, Natashia Baucom, Parker Wilkerson, 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 Clifford Marshall, Jr. to approve the consent agenda (items a, b, and c). The motion was seconded by Whitney Littlefield. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, 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.

There were no appearances or petitions from the audience.

6. Discussion and necessary action concerning:

- (a) Hiring person to assist with the preparation of 2022-2023 budget.

Motion was made by Whitney Littlefield to hire Ralph Osborn to assist with the preparation of 2022-2023 budget. The motion was seconded by Clifford Marshall, Jr. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

- (b) Approval of pay request #1 for loan proceeds for water system improvements from the Drinking Water Facility Construction Revolving Loan Account (DWSRF) in the amount of \$134,766.41.

The Board members looked over the pay request. This pay request is for engineering, bond and local counsel and financial advisor fees, and survey fees for the water systems improvements. Secretary Shirley Herring said this \$134,766.41 will be drawn from the loan proceedings. Motion was made by Bradah Littlefield to approve pay request #1 for loan proceeds for water system improvements from the Drinking Water Facility Construction Revolving Loan Account (DWSRF) in the amount of \$134,766.41. The motion was seconded by Whitney Littlefield. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

(c) Hiring Bryce Kennedy to represent the Porter Public Works Authority at a hearing with the Oklahoma Department of Environmental Quality (DEQ).

Chairman Littlefield said Bryce Kennedy was recommended by Engineer Matt Coe. She said Mr. Kennedy will represent the Porter Public Works Authority (PPWA) at this hearing for a fee of \$175.00 per hour. Chairman Littlefield said there will be no contract. She said Mr. Kennedy will represent the PPWA just for this hearing. She said he will also complete any necessary paperwork as a result of the hearing. Motion was made by Whitney Littlefield to hire Bryce Kennedy to represent the Porter Public Works Authority at a hearing with the Oklahoma Department of Environmental Quality (DEQ) for \$175.00 per hour. The motion was seconded by Clifford Marshall, Jr. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

(d) Hiring Amy Hale for consulting and system set up services to set up an account program for financial records.

Motion was made by Clifford Marshall, Jr. to hire Amy Hale for consulting and system set up services to set up an account program for financial records. The motion was seconded by Whitney Littlefield. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

7. Report from:

(a) Department heads

Jackie Todd said the water department lost over one and a half million gallons of water in April. He said the employees installed eight water taps in April. He said there are seven water taps that still need to be installed. Jackie said the leak at the Tullahassee water tower is getting worse. He said when the rehabilitation work is done on this tower, the leak will be repaired, but since the leak is getting worse, it may have to be repaired before the rehabilitation work is done. He said the rehabilitation work probably won't be started until sometime in June.

(b) Chairman.

Chairman Littlefield said she met with a representative from Public Service Company (PSO) about installing some additional street lights in town. She said PSO is going to install eight new street lights. She said PSO is also going to change all the existing street lights to LED lights.

8. New business.

There was no new business to be discussed.

-3- Porter Public Works Authority May 5, 2022

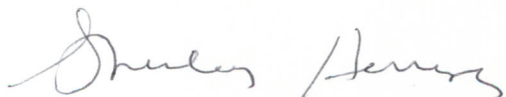
9. Adjournment.

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

Meeting adjourned at 7:35 p.m.

A handwritten signature in cursive script that reads "Bradah Littlefield".

BRADAH LITTLEFIELD, CHAIRMAN

A handwritten signature in cursive script that reads "Shirley Herring".

SHIRLEY HERRING, SECRETARY