

MINUTES OF THE REGULAR MEETING
OF THE PORTER PUBLIC WORKS AUTHORITY
HELD THURSDAY, JUNE 10, 2021

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 9:05 p.m.

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

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

Others present were: Jackie Todd, Kendra Moore, Graham Moore, Frances Neufeld, David Neufeld, Emily Mello, Joey Hatfield, Ron Cates, 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: Tonya Springsted, 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.

Chairman Littlefield said if anyone from the audience wishes to speak, they need to go to the podium. There were no appearances or petitions from 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 not approve Resolution 2021-1, authorizing projects to be undertaken with funds to be acquired pursuant to bank financing. The motion was seconded by Bradah Littlefield. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: Tonya Springsted. Motion carried.

- b) Obtaining insurance for employees through Courtside Benefits.
No action was taken on this item.

- c) Approval of budget amendment #2.

The Board members looked over the amendment. This amendment was for the 2020-2021 budget. Motion was made by Whitney Littlefield to approve budget amendment #2 for the 2020-2021 budget. The motion was seconded Clifford Marshall, Jr. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

d) Approval of two Department of Environmental Quality (DEQ) permits.

The Board members looked over the permits. One permit was for modifications for the Waste Water Treatment Facility and the other permit was for storage tank improvements and installation of 8" water line. Chairman Littlefield said the funding for the storage tank improvements and installation of 8" water line has not been obtained yet. Also, on the permit for the modifications for the Waste Water Treatment Facility the name of the applicant was listed as City of Porter, instead of Town of Porter. Motion was made by Bradah Littlefield to approve the permit for modifications for the Waste Water Treatment Facility with the name of the applicant changed to Town of Porter and to not approve the permit for the storage tank improvements and installation of 8" water line. The motion was seconded by Clifford Marshall, Jr. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

e) Lowering water rates.

Chairman Littlefield said she would like to lower the raise that was previously approved from \$25.00 to \$13.00. She said the Authority is not obligated to any contract or to the Oklahoma Water Resource Board. Chairman Littlefield said if the Authority borrows any money in the future; the Authority will have to prove it is able to pay back the loan. Motion was made by Bradah Littlefield to lower the raise for the minimum water usage (0 to 1,000 gallons) from \$47.20 to \$35.20. The motion was seconded by Ryan Moore. Voted yes: Ryan Moore, Clifford Marshall Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: Tonya Springsted. Motion carried.

f) Resignation of Water Clerk Mandy Peck.

Chairman Littlefield said Mandy Peck moved to Muskogee and got a new job. Motion was made by Bradah Littlefield to accept Mandy Peck's resignation. The motion was seconded by Whitney Littlefield. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried. The Board members said they wish Mandy good luck.

g) Advertising to hire a full time water clerk.

The Board members discussed advertising for a full time water clerk on the Porter Community face book page, and the Town of Porter web site. They also talked about putting it on the Town's marquee. The Board members discussed the pay for the water clerk and agreed on a pay range of \$10.00 to \$15.00 per hour based on experience. The Board talked about advertising for this position for two weeks. Motion was made by Bradah Littlefield to advertise for a full time water clerk on the Town of Porter's web page, the Porter Community face book page, and the marquee until June 23, 2021, at a pay range of \$10.00 to \$15.00 per hour. The motion was seconded by Clifford Marshall, Jr. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

-3- Porter Public Works Authority June 10, 2021

7. Contract for sale of real estate-Marshalls and Porter Public Works Authority-

The Trustees will consider and take appropriate action on the above referred to Contract. This action may consist of 1) request an extension of the date set for closing to provide the Trustees with an additional amount of time to consider the matter, 2) exercise the option contractually provided for by cancelling the Contract, or 3) take such other action as determined by the Trustees to be appropriate.

Whitney Littlefield said she would like for the Authority to have the land, but she doesn't want to pay \$75,000.00 for it. Chairman Littlefield said the Authority doesn't have the money for it. Motion was made by Whitney Littlefield to approve action #2 to exercise the option contractually provided for by cancelling the Contract. The motion was seconded by Bradah Littlefield. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: Tonya Springsted. Motion carried.

8. Chairman to appoint Department Heads.

Chairman Bradah Littlefield appointed Tonya Springsted over the Sewer Department and Ryan Moore over the Water Department.

9. Report from Chairman.

Report was made in the Town meeting.

10. New business.

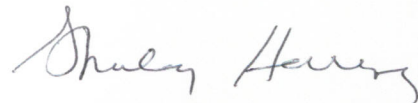
There was no new business to be discussed.

11. 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., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

Meeting adjourned at 9:48 p.m.


BRADAH LITTLEFIELD, CHAIRMAN


SHIRLEY HERRING, SECRETARY