

MINUTES OF THE REGULAR MEETING OF
THE PORTER PUBLIC WORKS AUTHORITY
HELD THURSDAY, MARCH 6, 2025

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 6:22 p.m.

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

Members present were: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Norma Meyer. Kristin Easton was absent. A quorum was present.

Others present were: Corey Merritt, Melanie Merritt, Kevin Walker, Joey Hatfield, Sam Hendrix, Sharon Payne, Toni Montessi, Wayne Collins, Logan Faulconer, Jackie Todd, Adam Springsted, Kendra Moore, Kimmie Mullen, Teddy Abbott, 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 Whitney Littlefield to approve the consent agenda (items a, b, and c. The motion was seconded by Clifford Marshall, Jr.. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Norma Meyer. 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.

Chairman Bradah Littlefield went to item 6 (c) on the agenda.

A resolution agreeing to file application with the Oklahoma Water Resources Board (The "OWRB") for financial assistance through the Clean Water State Revolving Fund (CWSRF) Program, with the loan proceeds being for the purpose of financing sewer system improvements serving the Town of Porter, Oklahoma; approving and authorizing a Clean Water SRF Loan from the Oklahoma Water Resources Board in the total aggregate principal amount of not to exceed \$1,500,000.00; approving issuance of a promissory note in the total aggregate principal amount of not to exceed \$1,500,000.00, and authorizing its execution; authorizing the Chairman or Vice-Chairman of the Authority to execute a certificate of determination establishing the principal amount pertaining to the referenced promissory note; approving and authorizing the execution of a development agreement; ratifying and confirming a lease agreement pertaining to the Town's water, sanitary sewer, and sanitation systems leased to the Porter Public Works Authority; approving various covenants; approving professional services agreements; approving and authorizing payment of fees and expenses; and containing other provisions related thereto.

The Board members looked over the resolution. Motion was made by Clifford Marshall, Jr. to approve the above list resolution. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Norma Meyer. Voted no: None. Motion carried. This will be resolution #2025-1.

6. Discussion and possible action concerning:

- a) Approval of agreement for engineering services for wastewater treatment plant improvements between Porter Public Works Authority and Holloway, Updike and Bellen, Inc.

The Board members looked over the agreement. Motion was made by Whitney Littlefield to approve the agreement for engineering services for wastewater treatment plant improvements between Porter Public Works Authority and Holloway, Updike and Bellen, Inc. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Norma Meyer. Voted no: None. Motion carried.

- b) Awarding a contract for the water line replacement along SH 51B.

The Board members looked over the bids for this project. These bids were opened at 11:00 a.m. on February 27, 2025. Twelve bids were submitted. The lowest bid was from Jerry's Excavation, Inc. for \$1,279,699.95.

Motion was made by Whitney Littlefield to award the contract for the water line replacement along SH 51B to the lowest bidder, Jerry's Excavation, Inc. for \$1,279,699.95. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Norma Meyer. Voted no: None. Motion carried.

- d) Raises for employees.

Motion was made by Clifford Marshall to give the employees a 4% pay increase. The motion was seconded by Bradah Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr. and Norma Meyer. Voted no: None. Motion carried.

7. Reports from:

- (a) Department heads.

Jackie Todd said the water loss this month was one million gallons. He said Muskogee has not installed the new master meter. He said Muskogee is still estimating Porter's water bill.

- (b) Chairman.

No report.

-3- Porter Public Works Authority March 6, 2025

8. New business.

There was no new business to be discussed.

9. Adjournment.

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

Meeting adjourned at 6:43 p.m.

BRADAH LITTLEFIELD, CHAIRMAN

SHIRLEY HERRING, SECRETARY