

MINUTES OF THE REGULAR  
MEETING OF THE PORTER PUBLIC  
WORKS AUTHORITY HELD  
THURSDAY, JUNE 4, 2020

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, Jim Bias, Wayne Collins, and Sharon Payne. A quorum was present.

Others present were: Jackie Todd, Kendra Moore, Adam Springsted, Randy Clark, Matt Willhite, 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 Sharon Payne to approve the consent agenda. The motion was seconded by Jim Bias. Voted yes: Tonya Springsted, Sam Hendrix, Jim Bias, Wayne Collins, and Sharon Payne. Voted no: None. Motion carried.

4. Consideration of items removed from the consent agenda.

No items were removed from the consent agenda; therefore, there was nothing to consider on item #4.

5. Appearances or petitions from the audience:

a. Randy Clark with Oklahoma Rural Water Association (ORWA) to present Long Range Sustainability Plan (LRSP) for Porter Public Works Authority.

Randy Clark appeared before the Board. Mr. Clark said in order to develop a Long Range Sustainability Plan; the Authority will have to have a hydraulic analysis of the system done. Mr. Clark said the analysis will find out the age and condition of the infrastructure and what needs to be done for normal maintenance. Mr. Clark said a water audit will also need to be done to find out where the water losses are going. He said the Authority will need to fill out a Capacity Development Form. He said a rate analysis will also be done. Mr. Clark said the water system needs to be sustainable by itself, and the wastewater system needs to be sustainable by itself. He said there also needs to be an Emergency Response Plan, and Policies and Procedures need to be put in place.

b. Randy Clark to present new water and wastewater rate proposals.

Randy Clark said the rate proposals were not ready yet.

c. Others from the audience.

There were no appearances or petitions from others in the audience.

6. Discussion and possible action concerning:

a. Approval of entering into an agreement with ORWA to develop LRSP.

Randy Clark said this is an agreement between the Porter Public Works Authority and the Oklahoma Rural Water Association for the purpose of developing, implementing and maintaining a Long Range Sustainability Plan and program for water and wastewater infrastructure. He said Oklahoma Rural Water Association does not charge the Authority for developing this plan. Motion was made by Sharon Payne to enter into an agreement with Oklahoma Rural Water Authority to develop a Long Range Sustainability Plan. The motion was seconded by Jim Bias. Voted yes: Tonya Springsted, Sam Hendrix, Jim Bias, Wayne Collins, and Sharon Payne. Voted no: None. Motion carried.

b. Approval of new water and wastewater rates.

Randy Clark said the new water and wastewater rates are not ready yet. No action was taken on this item.

c. Approval of Water Purchase Agreement between the City of Muskogee and Porter Public Works Authority for the 2020-2021 fiscal year.

The Board members looked over the agreement. Motion was made by Sharon Payne to approve the Water Purchase Agreement between the City of Muskogee and Porter Public Works Authority for the 2020-2021 fiscal year. The motion was seconded by Wayne Collins. Voted yes: Tonya Springsted, Sam Hendrix, Jim Bias, Wayne Collins, and Sharon Payne. Voted no: None. Motion carried.

d. Purchasing printer.

Jackie Todd said Water Clerk Mandy Peck needs a new printer. The Board members looked over some literature for a printer from Office Depot. This printer cost \$549.99. Jackie said this printer can be hooked up to the computers in all the offices. Motion was made by Sharon Payne to purchase a printer to be used by all offices for a price not to exceed \$600.00, with the cost to be taken out of the equipment budget. The motion was seconded by Jim Bias. Voted yes: Tonya Springsted, Sam Hendrix, Jim Bias, Wayne Collins, and Sharon Payne. Voted no: None. Motion carried.

e. Purchasing emergency lights for vehicles.

Jackie Todd said the lights cost \$72.99 for a set of 20. Motion was made by Sharon Payne to purchase emergency lights for the vehicles with the cost not to exceed \$80.00. The motion was seconded by Wayne Collins. Voted yes: Tonya Springsted, Sam Hendrix, Jim Bias, Wayne Collins, and Sharon Payne. Voted no: None. Motion carried.

7. Discussion concerning trash service.

Mayor Payne said Marc Herringshaw, owner of the trash service, could not be at the meeting to discuss the trash service. She said he will meet with her on Monday, June 8, 2020, at 10:00 a.m.

8. Reports from Department heads.

Sam Hendrix said the roofer is coming on Saturday, June 6, 2020, to complete the roof repairs on the porch.

9. New business.

There was no new business to be discussed.

10. Adjournment.

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

Meeting adjourned at 8:35 p.m.



SHARON PAYNE, CHAIRMAN



SHIRLEY HERRING, SECRETARY

