

MINUTES OF THE REGULAR MEETING OF  
THE PORTER PUBLIC WORKS AUTHORITY  
HELD THURSDAY, JANUARY 4, 2024

1. Call to order.

The meeting was called to order by Chairman Bradah Littlefield at 6:35 p.m.

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

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

Others present were: Jackie Todd, Adam Springsted, Kendra Moore, Kimmi Mullen, Teddy Abbott, Joey Hatfield, Frances Neufeld, and William Miller.

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 Vice Chairman Clifford Marshall Jr.

Voted yes: Norma Meyer, 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. Discussion and possible action concerning:

- a.) Approval of pay request #6 for loan proceeds for Wastewater Treatment Facility improvements from loan # ORF-22-0018-CW in the amount of \$17,000.00 for payment to Myers Engineering for invoice #223098-6 for engineering services.

Motion was made by Vice Chairman Clifford Marshall Jr. to approve pay request #6 for loan proceeds for Wastewater Treatment Facility improvements from loan # ORF-22-0018-CW in the amount of \$17,000.00 for payment to Myers Engineering for invoice #223098-6 for engineering services. The motion was seconded by Whitney Littlefield.

Voted yes: Norma Meyer, Clifford Marshall Jr., Whitney Littlefield and Bradah Littlefield.

Voted no: None. Motion carried.

b.) Cost of living wage increases for Joey Hatfield and Jackie Todd.

Motion was made by Whitney Littlefield to wait until the next budget session to be able to budget for the costs of providing wage increases to employees. The motion was seconded by Chairman Bradah Littlefield.

Voted yes: Whitney Littlefield, Bradah Littlefield and Clifford Marshall Jr.

Voted no: Norma Meyer. Motion carried.

7. Request for an Executive Session as authorized by O.S. Title 25 § 307 (B) (1) for interviewing and possible hiring of Jared Dilbeck for a fulltime maintenance position.

No action was taken on this item.

8. The members of the Board of Trustees will consider and take any action deemed appropriate by members of the Board of Trustees arising out of discussion held in the foregoing executive session.

No action was taken on this item.

9. Reports from:

a.) Department heads.

Jackie Todd stated that the coupler had went out on the rotor at the Wastewater Treatment Facility and a new one will need to be ordered. Joey Hatfield said the Wastewater Treatment Facility is still waiting for construction on improvement projects to begin.

b.) Chairman.

Chairman Bradah Littlefield stated that construction supplies for the Wastewater Treatment Facility improvements are set to be delivered beginning in February 2024 and the new U.V. disinfection system will be delivered in March 2024. Chairman Littlefield also said that the new waste management provider will start on January 19<sup>th</sup>, 2024.

10. New business.

Chairman Bradah Littlefield said she would like to remove the outdoor oven next to the fire department building and she will contact the Porter Lions Club for more information about this.

11. Adjournment.

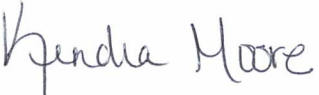
Motion was made by Whitney Littlefield to adjourn. The motion was seconded by Norma Meyer.

Voted yes: Norma Meyer, Clifford Marshall Jr., Whitney Littlefield, and Bradah Littlefield.

Voted no: None. Motion carried.

Meeting adjourned at 6:53 p.m.

  
BRADAH LITTLEFIELD, CHAIRMAN

  
KENDRA MOORE, DEPUTY CLERK