

the Town of Luther



**BOARD OF TRUSTEES FOR THE TOWN OF LUTHER
L.P.W.A. MEETING AGENDA**

In accordance with the Open Meeting Act, Title 25, Section 311 of the Oklahoma Statutes, the Town of Luther, County of Oklahoma, 108 S. Main Street, hereby calls a **Regular L.P.W.A. Meeting of the Luther Board of Trustees, Tuesday, April 14th, 2020 at 7:00 p.m. at Town Hall, 108 S. Main St., Luther, OK 73054.**

PLEASE NOTE: This meeting will be held at the physical location of 108 South Main, Luther, Oklahoma, 73054. However, given the concern of COVID-19 and the Oklahoma State of Emergency, the physical location will be closed to the public. This meeting will be held via live video on the Town's YouTube Channel and broadcast live on the Town of Luther website. Please read below for instructions on how to view the meeting and submit questions and/or comments for the Board.

The following board members will appear at the physical location of the meeting: Jenni White, Brian Hall, and Jeff Schwarzmeier.

The following board members will be present via teleconference and live from their homes: Trandy Langston and Terry Arps.

- 1. Call to order.**
- 2. Roll Call.**
- 3. Determination of a quorum.**
- 4. Approval of the Consent Agenda, Previous Meeting's Minutes (03102020 LPWA), Treasurer's Report, Review of Claims including Payroll.**
- 5. Trustee Comments.**

Trustee One (Terry Arps)

Trustee Two (Brian Hall)

- 6. Consideration, discussion and possible action to accept \$3,000.00 from Town to LPWA for operating expenses.**
- 7. Consideration, discussion and possible action to purchase an additional chlorinator for another well, not to exceed \$700.00.**

Trustee Three (Trandy Langston)

Trustee Four (Jeff Schwarzmeier)

Trustee Five (Jenni White)

8. Consideration, discussion and possible action to credit late fees to utility customers unemployed as a result of Governor Stitt's Executive Order, EO2020-07 who have a current unemployment claim.
9. Consideration, discussion and possible action to discontinue utility cutoffs for utility customers unemployed as a result of Governor Stitt's Executive Order, EO2020-07 who have a current unemployment claim.
10. Consideration, discussion and possible action to allow Riley Miller to trap wild hogs on lagoon property.
11. **New Business:** In accordance with the Open Meeting Act, Title 25 O.S. 311.A.9 of the Oklahoma Statutes, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.
12. Reading questions and comments.
13. **Adjourn.**


Kim Bourns, Town Clerk/Treasurer



*Agenda Posted Monday, April 13th, 2020 at Luther Town Hall, on the website at www.townoflutherok.com and on Facebook at The Town of Luther, prior to 7:00 pm.

NOTICE OF TELECONFERENCE OPEN MEETING

This meeting will be held via live video on the Town's YouTube channel which can also be accessed on the Town of Luther website. TownofLutherOk.com and navigating to the Information Library tab and selecting "Media" in the dropdown menu. Once you click on the "Media" page, you will see a number of previously uploaded YouTube videos. Please stay on this page and as soon as the video of the meeting goes live, you will see it come up on this page

You can also access the video by navigating **DIRECTLY** to our YouTube Channel at <https://www.youtube.com/channel/UCy5qRtSU2WmirLftlkO0gdw/videos> and waiting for the video to go live. In order not to miss the live video, you can go to this URL prior to the meeting and "Subscribe" to the Channel. This way you will get a notification when the video is available for viewing.

If you have any comments or questions about anything on the agenda, please send these to Town Manager Scherrie Pidcock at office@townoflutherok.com. Your questions and comments will be read during the "Reading Comments and Questions" portion of the agenda during the live broadcast.

the Town of Luther



a friendly community

**BOARD OF TRUSTEES FOR THE TOWN OF LUTHER
L.P.W.A. MEETING AGENDA**

MINUTES

In accordance with the Open Meeting Act, Title 25, Section 311 of the Oklahoma Statutes, the Town of Luther, County of Oklahoma, 108 S. Main Street, hereby calls a **Regular L.P.W.A. Meeting of the Luther Board of Trustees, Tuesday, March, 10th, 2020 at 7:00 p.m. at Town Hall, 108 S. Main St., Luther, OK 73054.**

1. **Call to order.**
2. **Roll Call... All Present.**
3. **Determination of a quorum... Yes**
4. **Approval of the Consent Agenda, Previous Meeting's Minutes, 02112020 LPWA & 02272020 Spc. LPWA, Treasurer's Report, Review of Claims including Payroll.
Motion to approve as written: J. White... 2nd: B. Hall ... Unanimous Yes vote.**
5. **Trustee Comments.
No Action.**

Trustee Two (Brian Hall)

6. Consideration, discussion and possible action to accept transfer of funds from Town to LPWA for operating expenses in the amount of \$5500.00.
Motion to approve as written: B. Hall... 2nd: T. Arps ... Unanimous Yes vote.
7. Consideration, discussion and possible action to purchase a chlorinator not to exceed \$700.00.
Motion to approve as written: B. Hall... 2nd: T. Arps ... Unanimous Yes vote.
8. **New Business:** In accordance with the Open Meeting Act, Title 25 O.S. 311.A.9 of the Oklahoma Statutes, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.
No New Business.
9. **Citizen participation:** Citizens may address the Board during open meetings on any matter on the agenda prior to the Board taking action on the matter. On any item not on the current agenda, citizens may address the Board under the agenda item Citizen Participation. Citizens should fill out a Citizen's Participation Request form and give it to the Mayor. Citizen Participation is for information purposes only, and the Board cannot discuss, act or make any decisions on matters presented under Citizens Participation. Citizens are requested to limit their comments to two minutes.

No Action.

10. Adjourn.

Motion to approve as written: T. Langston ... 2nd: T. Arps... Unanimous Yes vote.



 transcribed 03/11/2020 by
Kim Bourns, Town Clerk/Treasurer

*Agenda Posted Monday, March 9th, 2020 at Luther Town Hall, on the website at www.townoflutherok.com and on Facebook at The Town of Luther, prior to 7:00 pm.

Luther Public Works Authority Profit and Loss

July 2019 - March 2020

	Total
Income	
Interest Revenue	890.96
Other Revenues	11,387.95
Utility Revenue-water/sewer/trash	223,104.80
Water Sales	3,258.00
Total Income	\$ 238,641.71
Gross Profit	\$ 238,641.71
Expenses	
2020 Pickup Loan	2,450.56
Capital Outlay	46.00
Maintenance & Operations	
Accounting Services	4,683.50
Billing Software	976.61
Credit Card Fees	2,004.86
Dues, Fees, Training	786.00
Fuel	928.50
Insurance	6,302.41
Office Supplies / Expenses	1,148.59
Phones / Internet / IT	6,633.31
Postage & Equip	1,867.79
Repairs / Maintenance	3,067.30
Uniforms	978.57
Utilities	8,330.71
Total Maintenance & Operations	\$ 37,708.15
Personnel Services	
Employee Benefits	21,357.51
Salaries / Wages / Payroll Tax	66,423.71
Total Personnel Services	\$ 87,781.22
Sewer System	
Billing Software	88.70
Fuel	699.91
Repairs / Maintenance	28,547.44
Supplies	1,029.18
Uniforms	977.45
Utilities	3,999.11
Total Sewer System	\$ 35,341.79
Town mtc - not water or sewer	
Airgas	1,087.71
Fuel	499.72
uniforms	977.45
Vehicle Insurance	88.67
Total Town Mtc - not water or sewer	\$ 2,653.55

Trash Service	
Billing Software	192.16
Collection Fee	69,793.22
Total Trash Service	\$ 69,985.38
Water System	
Billing Software	217.10
Debt Service	32,935.32
Equipment maintenance	399.00
Fuel	778.50
Meters	1,185.64
Repairs / Maintenance	11,188.37
Supplies	5,146.59
Uniforms	977.45
Utilities	3,225.41
Total Water System	\$ 56,053.38
Total Expenses	\$ 292,020.03
Net Operating Income	-\$ 53,378.32
Other Income	
Transfer from Town	58,100.00
Total Other Income	\$ 58,100.00
Net Other Income	\$ 58,100.00
Net Income	\$ 4,721.68

Luther Public Works Authority

Budget vs. Actuals: FY 2019-2020

July 2019 - March 2020

Mar 2020

Total

	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Interest Revenue	85.52	50.00	35.52	171.04%	890.96	450.00	440.96	197.99%
Other Revenues	5,065.00	650.00	4,415.00	779.23%	11,387.95	5,850.00	5,537.95	194.67%
Permits		0.00	0.00		0.00	0.00	0.00	
Sewer		3,850.00	-3,850.00	0.00%	0.00	34,650.00	-34,650.00	0.00%
Trash & Landfill		11,400.00	-11,400.00	0.00%	0.00	102,600.00	-102,600.00	0.00%
Utility Revenue (Daily Deposit)	23,606.81	8,900.00	14,706.81	265.25%	223,104.80	80,100.00	143,004.80	278.53%
Water Sales	18.00	700.00	-682.00	2.57%	3,258.00	6,300.00	-3,042.00	51.71%
Total Income	\$ 28,775.33	\$ 25,550.00	\$ 3,225.33	112.62%	\$ 238,641.71	\$ 229,950.00	\$ 8,691.71	103.78%
Gross Profit Expenses	\$ 28,775.33	\$ 25,550.00	\$ 3,225.33	112.62%	\$ 238,641.71	\$ 229,950.00	\$ 8,691.71	103.78%
2020 Pickup Loan	612.64		612.64		2,450.56	0.00	2,450.56	
Capital Outlay			0.00		46.00	0.00	46.00	
Maintenance & Operations			0.00		0.00	0.00	0.00	
Accounting Services	410.00	560.00	-150.00	73.21%	4,683.50	5,040.00	-356.50	92.93%
Billing Software		83.00	-83.00	0.00%	976.61	747.00	229.61	130.74%
Credit Card Fees	220.20	200.00	20.20	110.10%	2,004.86	1,800.00	204.86	111.38%
Dues, Fees, Training		105.00	-105.00	0.00%	786.00	945.00	-159.00	83.17%
Fuel		63.00	-63.00	0.00%	928.50	567.00	361.50	163.76%
Insurance	739.11	400.00	339.11	184.78%	6,302.41	3,600.00	2,702.41	175.07%
Legal Notice Publications		10.00	-10.00	0.00%	0.00	90.00	-90.00	0.00%
Office Supplies / Expenses	243.50	100.00	143.50	243.50%	1,148.59	900.00	248.59	127.62%
Phones / Internet / IT	636.39	650.00	-13.61	97.91%	6,633.31	5,850.00	783.31	113.39%
Postage & Equip		250.00	-250.00	0.00%	1,867.79	2,250.00	-382.21	83.01%
Repairs / Maintenance	488.80	650.00	-161.20	75.20%	3,067.30	5,850.00	-2,782.70	52.43%
Uniforms	100.28	83.00	17.28	120.82%	978.57	747.00	231.57	131.00%
Utilities	8.29	1,100.00	-1,091.71	0.75%	8,330.71	9,900.00	-1,569.29	84.15%
Total Maintenance & Operations	\$ 2,846.57	\$ 4,254.00	-\$ 1,407.43	66.92%	\$ 37,708.15	\$ 38,286.00	-\$ 577.85	98.49%

Total Expenses	\$ 27,625.93	\$ 30,290.00	-\$ 2,664.07	91.20%	\$ 292,020.03	\$ 272,151.00	\$ 19,869.03	107.30%
Net Operating Income	\$ 1,149.40	-\$ 4,740.00	\$ 5,889.40	-24.25%	-\$ 53,378.32	-\$ 42,201.00	\$ 11,177.32	126.49%
Other Income	5,500.00		5,500.00		58,100.00	0.00	58,100.00	
Transfer from Town		3,658.00	-3,658.00	0.00%	0.00	32,922.00	-32,922.00	0.00%
Transfers In/Out from Town								
Total Other Income	\$ 5,500.00	\$ 3,658.00	\$ 1,842.00	150.36%	\$ 58,100.00	\$ 32,922.00	\$ 25,178.00	176.48%
Net Other Income	\$ 5,500.00	\$ 3,658.00	\$ 1,842.00	150.36%	\$ 58,100.00	\$ 32,922.00	\$ 25,178.00	176.48%
Net Income	\$ 6,649.40	-\$ 1,082.00	\$ 7,731.40	-614.55%	\$ 4,721.68	-\$ 9,279.00	\$ 14,000.68	-50.89%

LUTHER PUBLIC WORKS AUTHORITY

March 11 to April 13, 2020

Date	Ref No.	Payee	Memo	Payment
03/11/2020	EFT	Town of Luther	Reimburse Town for phones	51.54
03/11/2020	EFT	Town of Luther	reimburse Town for fuel	202.44
03/11/2020	EFT	QuickBooks Payroll	Payroll	2,763.02
03/12/2020	EFT	BANCFIRST	PD/FD Vehicle Loan	1,131.43
03/13/2020	12726	IRWIN, LLC	Lift Station repair	1,425.00
03/17/2020	12727	A-Z HANDYMAN X-PRESS	Office cleaning	32.00
03/17/2020	EFT	BANCFIRST	Returned check	14.30
03/18/2020	EFT	IRS	Federal payroll taxes	668.98
03/24/2020	EFT	Oklahoma Tax Commission	State Payroll taxes	145.00
03/25/2020	EFT	USDA	Monthly Water System Loan pmt	2,642.00
03/25/2020	EFT	QuickBooks Payroll	Payroll	2,771.41
03/26/2020	12728	AMERITAS LIFE INS CORP	Voluntary Vision Insurance	47.58
03/26/2020	12729	BCBS OF OKLAHOMA	Health Insurance premium	2,167.50
03/26/2020	12730	BCBS OF OKLAHOMA	Life Insurance premium	16.92
03/26/2020	12731	MID AMERICA CHEMICAL	Chlorine for wells	147.75
03/26/2020	12732	Pioneer Supply	Water system supplies	142.30
03/26/2020	12733	Central New Holland	Mower servicing supplies	274.76
03/26/2020	12734	LOCKE SUPPLY CO	Water/Sewer parts	40.17
03/26/2020	12735	OMAG	Gen Liab/Auto	29.95
03/26/2020	12736	P&K EQUIPMENT	Mower servicing supplies	64.99
03/26/2020	12737	A-Z HANDYMAN X-PRESS	Office cleaning	24.00
03/26/2020	12738	AT&T MOBILITY	Cells/tablet	146.33
03/26/2020	12739	Delta Dental	Voluntary Dental insurance	145.00
03/26/2020	12740	Dollar General Charged Sales	Toiletries/Cleaning Supplies	44.25
03/26/2020	12741	USA Bluebook	Chlorinator replacement	697.43
03/26/2020	EFT	BANCFIRST	2020 Chevrolet Pickup Loan pmt	612.64
04/01/2020	EFT	Global Payments	Monthly credit card fees	186.73
04/01/2020	EFT	IRS	Federal payroll taxes	672.70
04/13/2020	12742	Busby Pump & Supply	Replace float on lift station	450.54
04/13/2020	12743	COMPSOURCE	Workers' Compensation premium	233.76
04/13/2020	12744	JOEL WILSON	Utility reimbursement	12.87
04/13/2020	12745	OG&E	Electric-Street lights, wells, sewer lifts	2,011.52
04/13/2020	12746	ONG	Gas-Generator at tower well	92.42
04/13/2020	12747	Young & Associates CPA's	Monthly Accounting services	410.00
04/13/2020	12748	A-Z HANDYMAN X-PRESS	Office cleaning	24.00
04/13/2020	12749	KAMSTRUP WATER METERING	Annual licensing fee	989.81
04/13/2020	12750	Pitney Bowes Inc.	Quarterly postage meter rental	100.00
04/13/2020	12751	TELECOMP	Monthly internet	143.40
04/13/2020	12752	XCEL OFFICE SOLUTIONS	IT/Copier	286.04
04/13/2020	12753	Airgas USA, LLC	Tank rentals	49.12
04/13/2020	12754	CINTAS CORPORATION	Uniforms	401.12
04/13/2020	12755	CITY HOSTED SOLUTIONS	Telephone hosting	65.00
04/13/2020	12756	Eastside Waste	Monthly trash invoice	7,962.61
04/13/2020	12757	LOWE'S	Water system supplies	75.05
04/13/2020	12758	VADIM MUNICIPAL SOFTWARE	Monthly ebill/epay charges	13.04

LPWA Claims Including Payroll 3/11 to 4/13/2020

\$30,628.42

9:55 AM
04/07/20

Luther Public Works Authority
Payroll Summary
March 2020

	TOTAL		
	Hours	Rate	Mar 20
Employee Wages, Taxes and Adjustments			
Gross Pay			
Hourly	458.00		6,122.00
Overtime	50.75		1,094.25
Vacation	22.00		278.00
Total Gross Pay	530.75		7,494.25
Deductions from Gross Pay			
Dental Insurance			-133.84
Medical Insurance			-800.30
Vision Insurance			-39.34
Total Deductions from Gross Pay			-973.48
Adjusted Gross Pay	530.75		6,520.77
Taxes Withheld			
Federal Withholding			-344.00
Medicare Employee			-94.55
Social Security Employee			-404.29
OK - Withholding			-154.00
Medicare Employee Addl Tax			0.00
Total Taxes Withheld			-996.84
Net Pay	530.75		5,523.93
Employer Taxes and Contributions			
Medicare Company			94.55
Social Security Company			404.29
OK - Unemployment Company			65.23
Total Employer Taxes and Contributions			564.07