

the Town of Luther



a friendly community

**BOARD OF TRUSTEES FOR THE LUTHER PUBLIC WORKS AUTHORITY
TUESDAY, AUGUST 9, 2022, IMMEDIATELY FOLLOWING
THE TOWN BOARD OF TRUSTEES MEETING AT 7:00 P.M.
LUTHER TOWN HALL
108 SOUTH MAIN STREET, LUTHER, OKLAHOMA 73054**

REGULAR MEETING AGENDA

Official action can only be taken on items which appear on the agenda. The Trustees may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the Trustees may refer the matter to the Chairman or the Town Attorney, or back to a committee or recommending body. Under certain circumstances, items may be deferred to a specific later date or stricken from the agenda entirely.

1. Call to Order
2. Roll Call
3. Determination of a quorum
4. Approval of the Consent Agenda,
 - a. Approval of the Board Minutes from the meetings of July 12 and 28, 2022.
 - b. Approval of Claims, including Payroll
 - c. Review and Approval of Treasurer's Report
5. Consideration of Items Removed from the Consent Agenda
6. Trustee Comments

Trustee One (Terry Arps)

7. Consideration, discussion and possible action to adopt Resolution 2022-06R, A RESOLUTION AUTHORIZING APPLICATION FOR RURAL ECONOMIC ACTION PLAN GRANT FROM THE OKLAHOMA WATER RESOURCES BOARD.

Trustee Two (Brian Hall)

8. Consideration, discussion and possible action to install a security camera behind old Town Hall at an amount not to exceed \$950.00. Tabled from July 28, 2022.
9. Consideration, discussion and possible action to replace/repair fire hydrant and related parts in the vicinity of the corner of 2nd and S. Apple Street.

Trustee Three (Carla Caruthers)

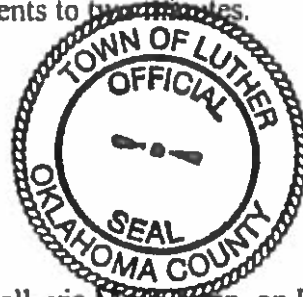
Trustee Four (Jeff Schwarzmeier)

Trustee Five (Joshua Rowton)

10. **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.
11. **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 five minutes.
12. Adjourn.



Scherrie Pidcock, Town Clerk



Agenda Posted Monday, August 8, 2022, at Luther Town Hall, via Meet2Go, on Facebook at The Town of Luther, and on our website at www.townoflutherok.com prior to 7:00 pm.

the Town of Luther



**BOARD OF TRUSTEES FOR THE LUTHER PUBLIC WORKS AUTHORITY
TUESDAY, JULY 12, 2022, IMMEDIATELY FOLLOWING
THE TOWN BOARD OF TRUSTEES MEETING AT 7:00 P.M.
LUTHER TOWN HALL
108 SOUTH MAIN STREET, LUTHER, OKLAHOMA 73054**

REGULAR MEETING MINUTES

1. Call to Order by Terry Arps.
2. Roll Call by Terry Arps. All members were present: Terry Arps, Brian Hall, Carla Caruthers, Jeff Schwarzmeier, Joshua Rowton.
3. Determination of a quorum was made by Terry Arps.
4. Approval of the Consent Agenda,
 - a. Approval of the Board Minutes from the meetings of June 14 and June 23, 2022.
 - b. Approval of Claims, including Payroll
 - c. Review and Approval of Treasurer's Report – Terry Arps made a motion to approve the Consent Agenda as presented, 2nd by Brian Hall. The Vote: All (5) Yes.
5. Consideration of Items Removed from the Consent Agenda - None
6. Trustee Comments - None

Trustee One (Terry Arps)

Trustee Two (Brian Hall)

7. Consideration and discussion of budgeted Fiscal Year 2022-2023 step-raises for staff. – Scherrie Pidcock reported she is in the process of conducting evaluations and anticipates step-raises will be given at the next payroll period.
8. Consideration, discussion and possible action to install a security camera behind old Town Hall at an amount not to exceed \$950.00. Tabled to July 28, 2022.
9. Consideration, discussion and possible action to approve an agreement between the Luther Public Works Authority and AiroSurf communications for lease of space on the water tower and high speed Internet at Town Hall. – Brian Hall made a motion to approve the agreement as written, 2nd by Joshua Rowton. The Vote: All (5) Yes.

Trustee Three (Carla Caruthers)

Trustee Four (Jeff Schwarzmeier)

Trustee Five (Joshua Rowton)

10. **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. – **None.**
11. **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. – **None.**
12. **Adjourn.** – **Terry Arps made a motion to adjourn, 2nd by Jeff Schwarzmeier. The Vote: All (5) Yes.**



Minutes transcribed by Scherrie Pidcock, Town Clerk

the Town of Luther



a friendly community

**MINUTES OF SPECIAL MEETING OF
THE LUTHER PUBLIC WORKS AUTHORITY
THURSDAY, JULY 28, 2022, 6:30 P.M.**

**LUTHER TOWN HALL
108 SOUTH MAIN STREET, LUTHER, OKLAHOMA 73054**

1. Call to Order by Terry Arps.
2. Roll Call by Terry Arps. Present were Terry Arps, Carla Caruthers and Jeff Schwarzmeier. Absent were Brian Hall and Joshua Rowton.
3. Determination of a quorum was made by Terry Arps.
4. Trustee Comments – None.

Trustee One (Terry Arps)

Trustee Two (Brian Hall)

5. Consideration, discussion and possible action to install a security camera behind old Town Hall at an amount not to exceed \$950.00. Terry Arps made a motion to table the item until August 9, 2022, 2nd by Jeff Schwarzmeier. The Vote: All (3) Yes.
6. Consideration, discussion and possible action to renew the annual lease for hay cutting at the lagoon with 5V Ranch in the amount of \$1,600.00. – Jeff Schwarzmeier made a motion to renew the lease, 2nd by Terry Arps. The Vote: All (3) Yes.

Trustee Three (Carla Caruthers)

Trustee Four (Jeff Schwarzmeier)

Trustee Five (Joshua Rowton)

7. 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. – None.

8. Adjourn. – Terry Arps made a motion to adjourn, 2nd by Jeff Schwarzmeier. The Vote: All (3) Yes.

Minutes transcribed by Scherrie Pidcock, Town Clerk



LPWA GEN FUND CLAIMS INCLUDING PAYROLL

JULY 13 TO AUGUST 9, 2022

Date	Ref No.	Payee	Memo	Payment
07/13/2022	EFT	QuickBooks Payroll	LPWA PAYROLL	3,370.36
07/13/2022	EFT	Town of Luther	JUNE 2022 FUEL REIMBURSEMENT	1,355.35
07/13/2022	EFT	Town of Luther	JUNE 2022 POSTAGE REIMBURSEMENT	201.50
07/13/2022	EFT	Town of Luther	JULY 2022 QUICKBOOKS ONLINE	80.00
07/13/2022	EFT	Town of Luther	TRANSFER - DEPOSIT CORRECTION	50.00
07/20/2022	EFT	IRS	FEDERAL PAYROLL TAX	828.36
07/22/2022	EFT	Oklahoma Tax Commission	STATE PAYROLL TAX	227.00
07/26/2022	EFT	BANCFIRST	2020 CHEVY LOAN PAYMENT	612.64
07/27/2022	EFT	QuickBooks Payroll	LPWA PAYROLL	3,171.69
07/27/2022	13547	Airgas USA, LLC	CYLINDER RENTAL	56.83
07/27/2022	13548	AMERITAS LIFE INS CORP	VOLUNTARY VISION INS	47.10
07/27/2022	13549	AT&T MOBILITY	CELLS/TABLET	136.61
07/27/2022	13550	BCBS-DEARBORN	LIFE INS	16.92
07/27/2022	13551	BCBS-HEALTH INS	HEALTH INS	1,858.80
07/27/2022	13552	Delta Dental	VOLUNTARY DENTAL INS	221.00
07/27/2022	13553	OFFICE DEPOT	OFFICE SUPPLIES	44.82
07/27/2022	13554	OK MUNICIPAL RETIREMENT FUND	PENSION CONTRIBUTIONS	252.92
07/27/2022	13555	Pioneer Supply	WATER SERVICE PARTS/SUPPLIES	1,047.28
07/27/2022	13556	S&H Mercantile	JUNE-JULY ICE AND WATER	56.38
07/27/2022	13557	UniFirst Corporation	UNIFORM CLEANING/RENTAL	223.51
07/27/2022	13558	USA Bluebook	SUPPLIES	103.84
07/28/2022	13559	A-Z HANDYMAN X-PRESS	OFFICE CLEANING	96.00
08/03/2022	EFT	IRS	FEDERAL PAYROLL TAX	755.78
08/09/2022	13560	Airgas USA, LLC	CYLINDER RENTAL	58.26
08/09/2022	13561	AMERIFORMS	UTILITY BILLING CARDS	505.00
08/09/2022	13562	CHANDLER TIRE	TIRES	340.78
08/09/2022	13563	DEQ	TESTING FEES	1,912.80
08/09/2022	13564	Dollar General Charged Sales	CLEANING SUPPLIES/TOILETRIES	55.89
08/09/2022	13565	Eastside Waste	MONTHLY SANITATION COLLECTION	8,620.12
08/09/2022	13566	ERIC MCLYEA	UTILITY REFUND	76.17
08/09/2022	13567	FLUENTSTREAM TECHNOLOGIES	TELEPHONE HOSTING	32.80
08/09/2022	13568	HARCROS CHEMICALS INC.	HYPOCHLORITE	165.00
08/09/2022	13569	JESSE & PAM SIMMONS	UTILITY REFUND	34.70

08/09/2022	13570	JONES HARDWARE	SUPPLIES	33.56
08/09/2022	13571	KYLE & HAYLEY OUVerson	UTILITY REFUND	59.55
08/09/2022	13572	Luther Hardware, LLC	PARTS/SUPPLIES	323.93
08/09/2022	13573	OG&E	ELECTRIC SERVICE	961.35
08/09/2022	13574	OK MUNICIPAL RETIREMENT FUND	PENSION CONTRIBUTIONS	236.62
08/09/2022	13575	ONG	NATURAL GAS SERVICE	117.21
08/09/2022	13576	Pioneer Supply	PARTS/SUPPLIES	604.50
08/09/2022	13577	STEVE & TAMMY VOLNER	UTILITY REFUND	114.66
08/09/2022	13578	TAMIKA WASHINGTON	UTILITY REFUND	41.33
08/09/2022	13579	TRITECH SOFTWARE SYSTEMS	QUARTERLY SOFTWARE UPDATE	33.34
08/09/2022	13580	TROTTER OVERHEAD DOOR, INC.	LPWA GARAGE DOOR REPAIR	199.00
08/09/2022	13581	VADIM MUNICIPAL SOFTWARE INC	MONTHLY EBILL FEES	55.76
08/09/2022	13582	XCEL OFFICE SOLUTIONS	I.T./COPIER SERVICES	212.81
08/09/2022	13583	Young & Associates CPA's	JULY 2022 ACCOUNTING SERVICES	355.00
				<u>355.00</u>
				\$17,631.53

Luther Public Works Authority
Profit and Loss
July 2022

		Total
Income		
Other/Interest/Tower Rent		1,618.09
Sales Tax		1,631.00
Utility Revenue (Daily Deposit)		30,564.80
Total Income	\$	33,811.89
Gross Profit	\$	33,811.89
Expenses		
Debt Service - 2020 Truck		612.64
Debt Service-Water		1,017.48
LPWA Maintenance & Operations		
Accounting Services		295.00
Billing Software		400.00
Credit Card/Bank Fees		380.04
Fuel		400.00
Insurance		1,125.17
Office Supplies / Expenses		259.15
Phones / Internet / IT		576.87
Postage & Equip		201.50
Repairs/Maintenance/Airgas		638.39
Uniforms		111.16
Utilities/Street Lights/Parks		1,387.92
Total LPWA Maintenance & Operations	\$	5,775.20
Personnel Services		
Employee Benefits		2,390.00
Salaries / Wages / Payroll Tax		8,612.53
Total Personnel Services	\$	11,002.53
Sanitation Service		
Billing Software		388.57
Collection Fee		8,913.01
Fuel		255.35
Uniforms		111.15
Total Sanitation Service	\$	9,668.08
Sewer System		
Billing Software		400.00
Fuel		350.00
Supplies / Fees		620.65
Uniforms		111.16
Utilities		420.63
Total Sewer System	\$	1,902.44

Water System		
Billing Software		400.00
Fuel		350.00
Meters		688.30
Repairs / Maintenance		229.77
Supplies		1,675.88
Uniforms		111.16
Utilities		285.58
Total Water System	\$	3,740.69
Total Expenses	\$	33,719.06
Net Operating Income	\$	92.83
Net Income	\$	92.83

Luther Public Works Authority
Budget vs. Actuals FY 2022-2023
 July 2022

	Jul 2022		Total ytd	
	Actual	Budget	Actual	Budget
Income				
Other/Interest/Tower Rent	1,616.09	1,600.00	1,616.09	1,600.00
Sales Tax	1,631.00	1,631.00	1,631.00	1,631.00
Utility Revenue-water/sewer/trash	30,564.80	28,600.00	30,564.80	28,600.00
Water Drop Sales		250.00	0.00	250.00
Total Income	\$ 33,811.89	\$ 32,081.00	\$ 33,811.89	\$ 32,081.00
Gross Profit	\$ 33,811.89	\$ 32,081.00	\$ 33,811.89	\$ 32,081.00
Expenses				
Capital Outley		0.00	0.00	0.00
Debt Service - 2020 Truck	612.64	613.00	612.64	613.00
Debt Service-Water	1,017.48	1,018.00	1,017.48	1,018.00
LPWA Maintenance & Operations				
Accounting Services	295.00	420.00	295.00	420.00
Billing Software	400.00	60.00	400.00	60.00
Credit Card/Bank Fees	380.04	400.00	380.04	400.00
Dues, Fees, Training, Licenses				
Fuel	400.00	100.00	400.00	100.00
Insurance	1,125.17	250.00	1,125.17	250.00
Legal Notice Publications		10.00	0.00	10.00
Office Supplies / Expenses	259.15	180.00	259.15	180.00
Phones / Internet / IT	576.87	550.00	576.87	550.00
Postage & Equip	201.50	275.00	201.50	275.00
Repairs/Maintenance/Airgas	638.39	500.00	638.39	500.00
Uniforms	111.16	52.00	111.16	52.00
Utilities/Street Lights/Parks	1,387.92	295.00	1,387.92	295.00
Total LPWA Maintenance & Operations	\$ 5,775.20	\$ 3,142.00	\$ 5,775.20	\$ 3,142.00
Personnel Services				
Employee Benefits	2,390.00	2,143.00	2,390.00	2,143.00
Salaries / Wages / Payroll Tax	8,612.53	9,789.00	8,612.53	9,789.00
Total Personnel Services	\$ 11,002.53	\$ 11,932.00	\$ 11,002.53	\$ 11,932.00
Sanitation Service			0.00	0.00
Billing Software	388.57	45.00	388.57	45.00
Collection Fee	8,913.01	9,000.00	8,913.01	9,000.00

Received \$1,730 more than budgeted

Annual amount for billing software is July w/smaller amts due monthly

Quarterly so this will even out

\$1,246.12 for street lights should have been paid from Town Gen Fund. Town will reimburse LPWA in August

Fuel	255.35	100.00	255.35	100.00
Uniforms	111.15	52.00	111.15	52.00
Total Sanitation Service	\$ 9,668.08	\$ 9,197.00	\$ 9,668.08	\$ 9,197.00
Sewer System			0.00	0.00
Billing Software	400.00	45.00	400.00	45.00
Fuel	350.00	150.00	350.00	150.00
Insurance		100.00	0.00	100.00
Repairs / Maintenance		3,120.00	0.00	3,120.00
Supplies / Fees	620.65	300.00	620.65	300.00
Uniforms	111.16	52.00	111.16	52.00
Utilities	420.63	420.00	420.63	420.00
Total Sewer System	\$ 1,902.44	\$ 4,187.00	\$ 1,902.44	\$ 4,187.00
Water System			0.00	0.00
Billing Software	400.00	140.00	400.00	140.00
DEQ Water Testing/Permits		800.00	0.00	800.00
Fuel	350.00	150.00	350.00	150.00
Insurance		100.00	0.00	100.00
Meters	688.30	250.00	688.30	250.00
Repairs / Maintenance	229.77	600.00	229.77	600.00
Supplies	1,675.88	725.00	1,675.88	725.00
Uniforms	111.16	52.00	111.16	52.00
Utilities	285.58	400.00	285.58	400.00
Total Water System	\$ 3,740.69	\$ 3,217.00	\$ 3,740.69	\$ 3,217.00
Total Expenses	\$ 33,719.06	\$ 33,306.00	\$ 33,719.06	\$ 33,306.00
Net Operating Income	\$ 92.83	\$ 1,225.00	\$ 92.83	\$ 1,225.00
Other Income				
Transfer from Capital Improvement		0.00	0.00	0.00
Total Other Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Net Other Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Net Income	\$ 92.83	\$ 1,225.00	\$ 92.83	\$ 1,225.00

Large amount of water breaks in July

Net income \$92.83 not including what Town owes LPWA

RESOLUTION 2022-06R

LUTHER PUBLIC WORKS AUTHORITY

**A RESOLUTION AUTHORIZING APPLICATION FOR RURAL
ECONOMIC ACTION PLAN GRANT FROM THE OKLAHOMA WATER
RESOURCES BOARD**

WHEREAS, the following circumstances have made it justifiable to apply for grant funds: The sewer lagoons' piping and lagoon pump are aging, making it necessary to inspect, rehabilitate and/or replace this critical part of the infrastructure; and

WHEREAS, the Town of Luther is financially incapable of remedying the situation which threatens the public health and welfare of the people of Luther; and

WHEREAS, it is in the best interest of the citizens of the Town of Luther to expedite the preparation and submission of an application for financial assistance from the Oklahoma Water Resources Board in the form of a grant.

NOW THEREFORE, BE IT RESOLVED that a situation is hereby recognized and declared to exist in the Town of Luther, and by reason thereof, Mayor William T. Arps, is hereby authorized and directed to sign an application and related documents necessary to file and process a grant application with the Oklahoma Water Resources Board on behalf of the Town of Luther.

PASSED AND APPROVED by the Town of Luther Board of Trustees this _____ day of _____, 2022.

By: _____
William T. Arps, Mayor

ATTEST: _____
Scherrie Pidcock, Town Clerk