

the Town of Luther



**BOARD OF TRUSTEES FOR THE LUTHER PUBLIC WORKS AUTHORITY  
TUESDAY, NOVEMBER 8, 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 October 11 and 27, 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
7. LPWA Status Report

**Trustee One (Terry Arps)**

**Trustee Two (Brian Hall)**

8. Consideration, discussion and possible action to renew the employee health insurance with Blue Cross/Blue Shield for the period of January 1, 2023 to December 31, 2023.
9. **PROPOSED EXECUTIVE SESSION:** Consideration and possible action to enter into executive session for confidential communications to discuss the employment and job duties of employee Brian Hoover, as authorized by 25 O.S. Section 307(B)(1). In the opinion of the Town Attorney, the Executive Session is necessary to protect confidential employment matters.
10. **PROPOSED ACTION ITEMS FOR MATTERS DISCUSSED IN EXECUTIVE SESSION:** Consideration, discussion, and possible appropriate and related action on matters discussed in Executive Session, including updating employment terms of Brian Hoover, including job

duties, and other related matters.

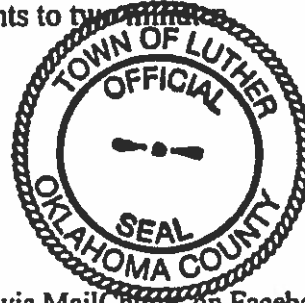
**Trustee Three (Carla Caruthers)**

**Trustee Four (Jeff Schwarzmeier)**

**Trustee Five (Joshua Rowton)**

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. **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.
13. **Adjourn.**

  
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Scherrie Pidcock, Town Clerk



Agenda Posted Monday, November 7, 2022, at Luther Town Hall, via MailChimp, on Facebook at The Town of Luther, and on our website at [www.townoflutherok.com](http://www.townoflutherok.com) prior to 7:00 pm.

the Town of Luther



**BOARD OF TRUSTEES FOR THE LUTHER PUBLIC WORKS AUTHORITY  
TUESDAY, OCTOBER 11, 2022, 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. Present were Terry Arps, Brian Hall, Carla Caruthers, Jeff Schwarzmeier. Joshua Rowton was absent.
3. Determination of a quorum was made by Terry Arps.
4. Approval of the Consent Agenda,
  - a. Approval of the Board Minutes from the meeting of September 13, 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, 2<sup>nd</sup> by Brian Hall. The Vote: All (4) Yes.
5. Consideration of Items Removed from the Consent Agenda – None.
6. Trustee Comments – Brian Hall mentioned we have an employee off on sick leave. His return date is unknown at this time.

**Trustee One (Terry Arps)**

7. Consideration, discussion and possible action to relocate a fire hydrant on S. Birch Street at a cost not to exceed \$7,500.00. – Terry Arps made a motion to table to October 27, 2022, 2<sup>nd</sup> by Brian Hall. The Vote: All (4) Yes.

**Trustee Two (Brian Hall)**

8. Consideration, discussion and possible action to adopt Resolution 2022-13R, A RESOLUTION AUTHORIZING APPLICATION FOR A RURAL INFRASTRUCTURE (RIG) GRANT FROM THE OKLAHOMA RURAL WATER ASSOCIATION (ORWA) BY THE LUTHER PUBLIC WORKS AUTHORITY. – Brian Hall made a motion to adopt Resolution 2022-13R as written, 2<sup>nd</sup> by Terry Arps. The Vote: All (4) Yes.
9. Consideration, discussion and possible action to sign an agreement between LPWA and Joshua Smith for temporary contract labor. – Brian Hall made a motion to sign the agreement as written, 2<sup>nd</sup> by Jeff Schwarzmeier. The Vote: All (4) 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. – **Anna Campbell asked questions about the driveway and fire hydrant at Apple Creek 2. No Action.**
12. Adjourn. – **Terry Arps made a motion to adjourn, 2<sup>nd</sup> by Jeff Schwarzmeier. The Vote: All (4) 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, OCTOBER 27, 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, Brian Hall, Carla Caruthers and Jeff Schwarzmeier. Joshua Rowton was absent.
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 relocate a fire hydrant on S. Birch Street at a cost not to exceed \$7,500.00. – Tabled from October 11, 2022. – **Brian Hall made a motion to approve relocation of the hydrant for no more than \$7,500.00, but up to \$10,000.00 if there were emergency or additional issues during the relocation, 2<sup>nd</sup> by Terry Arps. The Vote: All (4) Yes.**

**Trustee Three (Carla Caruthers)**

**Trustee Four (Jeff Schwarzmeier)**

**Trustee Five (Joshua Rowton)**

6. 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.
7. Adjourn. – Terry Arps made a motion to adjourn, 2<sup>nd</sup> by Jeff Schwarzmeier. The Vote: All (4) Yes.



Minutes transcribed by Scherrie Pidcock, Town Clerk

**LPWA CLAIMS INCLUDING PAYROLL**

**OCT 12 THROUGH NOV 8, 2022**

<b>Date</b>	<b>Ref No.</b>	<b>Payee</b>	<b>Memo</b>	<b>Payment</b>
10/12/2022	EFT	Town of Luther	LPWA FUEL	518.34
10/12/2022	EFT	Town of Luther	LPWA POSTAGE	201.50
10/12/2022	EFT	Town of Luther	LPWA POSTAGE MACHINE LEASE	100.00
10/12/2022	EFT	Town of Luther	LPWA QUICKBOOKS ONLINE	85.00
10/12/2022	EFT	Town of Luther	DEPOSIT ERROR CORRECT	50.00
10/13/2022	EFT	IRS	FEDERAL PAYROLL TAX	827.36
10/19/2022	EFT	QuickBooks Payroll	LPWA PAYROLL	3,144.74
10/24/2022	EFT	Oklahoma Tax Commission	STATE PAYROLL TAX	156.00
10/26/2022	EFT	IRS	FEDERAL PAYROLL TAX	747.50
10/26/2022	EFT	BANCFIRST	2020 CHEVROLET PICKUP LOAN	612.64
10/27/2022	13647	A-Z HANDYMAN X-PRESS	CONTRACT LABOR	769.50
10/27/2022	13648	AMERITAS LIFE INS CORP	VOLUNTARY VISION INS	46.71
10/27/2022	13649	AT&T MOBILITY	CELL PHONES/TABLET	136.43
10/27/2022	13650	BLUECROSS BLUESHIELD-DEARBORN	LIFE INSURANCE	16.92
10/27/2022	13651	BLUECROSS/BLUESHIELD-HEALTH	HEALTH INSURANCE	1,858.80
10/27/2022	13652	Delta Dental	VOLUNTARY DENTAL INSURANCE	221.00
10/27/2022	13653	Dollar General Charged Sales	SUPPLIES	17.11
10/27/2022	13654	OK MUNICIPAL RETIREMENT FUND	PENSION CONTRIBUTIONS	234.56
10/27/2022	13655	OMES Central Printing	PRINTING FOR UTILITY BILLING	181.00
10/27/2022	13656	Young & Associates CPA's	CPA SERVICES	305.00
10/27/2022	13657	ONG	NATURAL GAS SERVICE	181.27
11/02/2022	EFT	QuickBooks Payroll	LPWA PAYROLL	3,305.09
11/02/2022	EFT	Ok Employment Securities Comm	STATE UNEMPLOYMENT TAX	201.71
11/08/2022	13658	Airgas USA, LLC	CYLINDER RENTAL	58.26
11/08/2022	13659	DAVID LANGE	UTILITY DEPOSIT PARTIAL REFUND	17.86
11/08/2022	13660	DEQ	WATER TESTING - FEB - JUNE 2022	11,554.11
11/08/2022	13661	Eastside Waste	SANITATION SERVICES	8,849.07
11/08/2022	13662	FLUENTSTREAM TECHNOLOGIES	TELEPHONE HOSTING SVC	32.02
11/08/2022	13663	JONES HARDWARE	SUPPLIES FOR REPAIRS	79.93
11/08/2022	13664	Luther Hardware, LLC	PARTS/SUPPLIES/TOOLS	304.08
11/08/2022	13665	MIKE & TRACI KELLEY	UTILITY DEPOSIT PARTIAL REFUND	123.96
11/08/2022	13666	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	29.00

11/08/2022	13667	OG&E	ELECTRIC SERVICE	978.81
11/08/2022	13668	OK MUNICIPAL RETIREMENT FUND	PENSION CONTRIBUTIONS	247.48
11/08/2022	13669	Pioneer Supply	WELL AND WATER SERVICE EQUIPMENT	624.00
11/08/2022	13670	TRITECH SOFTWARE SYSTEMS	UTILITY BILLING SOFTWARE UPDATES	200.00
11/08/2022	13671	UniFirst Corporation	LPWA UNIFORMS	283.70
11/08/2022	13672	Young & Associates CPA's	CPA SERVICES	385.00
				<u>\$37,685.46</u>

**Luther Public Works Authority**  
**Budget vs. Actuals FY 2022-2023**  
**SEPT - OCT & YTD**

	Sep 2022			Oct 2022			Total YTD			
	Actual	Budget	over Budget	Actual	Budget	over Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>										
Interest Revenue	112		112	119		119	231	0.00	231	128.83%
Other/Interest/Tower Rent	1,985.00	1,800.00	385.00	0.00	1,600.00	0.00	8,117.20	6,400.00	1,717.20	100.00%
Sales Tax	1,631.00	1,631.00	0.00	0.00	1,631.00	0.00	6,524.00	6,524.00	0.00	100.00%
Traffic & Landfill			0.00	50.00		50.00	50.00	0.00	50.00	
Utility Revenue (Daily Deposit)	32,817.74	28,800.00	4,217.74	34,129.89	28,800.00	5,529.89	130,101.34	114,400.00	15,701.34	113.72%
Water Drop Sales	18.00	250.00	-232.00	-250.00	250.00	0.00	90.00	1,000.00	-910.00	9.00%
<b>Total Income</b>	<b>\$ 36,452.86</b>	<b>\$ 32,081.00</b>	<b>\$ 4,371.86</b>	<b>\$ 37,412.08</b>	<b>\$ 32,081.00</b>	<b>\$ 5,331.08</b>	<b>\$ 144,894.85</b>	<b>\$ 128,324.00</b>	<b>\$ 16,560.85</b>	<b>112.91%</b>
<b>Gross Profit</b>	<b>\$ 36,452.86</b>	<b>\$ 32,081.00</b>	<b>\$ 4,371.86</b>	<b>\$ 37,412.08</b>	<b>\$ 32,081.00</b>	<b>\$ 5,331.08</b>	<b>\$ 144,894.85</b>	<b>\$ 128,324.00</b>	<b>\$ 16,560.85</b>	<b>112.91%</b>
<b>Expenses</b>										
Capital Outlay		5,000.00	-5,000.00		0.00	17,831.18	17,831.18	22,000.00	-4,168.82	81.05%
Debt Service - 2020 Truck	612.64	613.00	-0.36	612.64	613.00	-0.36	2,450.58	2,452.00	-1.44	99.94%
Debt Service-Water	1,017.48	1,018.00	-0.52	1,017.48	1,018.00	-0.52	4,069.92	4,072.00	-2.08	99.95%
LPWA Maintenance & Operations			0.00			0.00	0.00	0.00	0.00	
Accounting Services	280.00	420.00	-160.00	355.00	420.00	-65.00	1,285.00	1,680.00	-415.00	75.30%
Billing Software		80.00	-80.00		80.00	-80.00	994.10	240.00	754.10	414.21%
Credit Card/Bank Fees	380.74	400.00	-19.26	409.03	400.00	9.03	1,565.82	1,600.00	-34.18	97.86%
Dues, Fees, Training, Licenses		50.00	-50.00	789.50	50.00	719.50	789.50	200.00	589.50	394.75%
Fuel	200.00	100.00	100.00	159.14	100.00	59.14	989.53	400.00	589.53	242.38%
Insurance		250.00	-250.00		250.00	-250.00	3,032.53	1,000.00	2,032.53	303.25%
Legal Notice Publications		10.00	-10.00		10.00	-10.00	0.00	40.00	-40.00	0.00%
Office Supplies / Expenses	139.48	180.00	-40.51	423.30	180.00	243.30	877.53	720.00	157.53	121.92%
Phones / Internet / IT	117.80	550.00	-432.20	584.89	550.00	34.89	2,016.16	2,200.00	-183.84	91.64%
Postage & Equip	201.50	275.00	-73.50	301.50	275.00	26.50	906.00	1,100.00	-194.00	82.36%
Repairs/Maintenance/Airpax	780.17	500.00	280.17	304.89	500.00	-195.11	2,458.20	2,000.00	458.20	122.91%
Uniforms	82.92	52.00	30.92	56.74	52.00	4.74	250.82	208.00	42.82	120.59%
Utilities/Street Lights/Parke	118.40	285.00	-176.60	153.64	285.00	-141.36	584.00	1,180.00	-616.00	47.80%
<b>Total LPWA Maintenance &amp; Operations</b>	<b>\$ 2,281.02</b>	<b>\$ 3,142.00</b>	<b>\$ -860.98</b>	<b>\$ 3,517.63</b>	<b>\$ 3,142.00</b>	<b>\$ 375.63</b>	<b>\$ 15,669.48</b>	<b>\$ 12,568.00</b>	<b>\$ 3,101.48</b>	<b>124.68%</b>
<b>Personal Services</b>			0.00			0.00	0.00	0.00	0.00	
Employee Benefits	2,240.56	2,143.00	97.56	2,119.27	2,143.00	-23.73	9,133.48	8,572.00	561.48	108.55%
Salaries / Wages / Payroll Tax	8,779.52	9,728.00	-948.48	8,752.32	9,701.00	-948.88	35,728.87	38,974.00	-3,247.13	91.67%
<b>Total Personal Services</b>	<b>\$ 11,020.08</b>	<b>\$ 11,871.00</b>	<b>\$ -850.92</b>	<b>\$ 10,871.59</b>	<b>\$ 11,844.00</b>	<b>\$ -972.41</b>	<b>\$ 44,860.35</b>	<b>\$ 47,546.00</b>	<b>\$ -2,685.65</b>	<b>94.35%</b>
Sanitation Service			0.00			0.00	0.00	0.00	0.00	
Billing Software		45.00	-45.00		45.00	-45.00	388.57	180.00	208.57	215.87%
Collection Fee	8,357.38	9,000.00	-642.62	8,684.79	9,000.00	-335.21	34,555.30	36,000.00	-1,444.70	95.99%
Fuel	129.90	100.00	29.90	100.00	100.00	0.00	895.86	400.00	495.86	173.92%



Uniforms	82.92	52.00	30.92	159.48%	56.74	52.00	4.74	109.12%	250.81	208.00	42.81	120.58%
Total Sanitation Service	\$ 8,570.20	\$ 9,197.00	\$ 626.80	93.18%	\$ 8,821.53	\$ 9,197.00	\$ 375.47	95.92%	\$ 35,890.34	\$ 36,788.00	\$ 897.66	97.56%
Sewer System			0.00	0.00%			0.00	0.00%	0.00	0.00	0.00	0.00%
Billing Software		45.00	-45.00	0.00%		45.00	-45.00	0.00%	400.00	180.00	220.00	222.22%
Fuel	150.00	150.00	0.00	100.00%	129.60	150.00	-20.40	86.40%	840.01	600.00	240.01	140.00%
Insurance		100.00	-100.00	0.00%	985.08	100.00	885.08	985.08%	985.06	400.00	585.06	241.27%
Repairs / Maintenance	352.62	1,200.00	-847.38	29.39%	109.34	1,200.00	-1,090.66	0.00%	352.62	8,720.00	-8,367.38	5.25%
Supplies / Fees		300.00	-300.00	0.00%	56.74	300.00	-243.26	80.55%	729.99	1,200.00	-470.01	60.83%
Uniforms	82.92	52.00	30.92	159.48%	239.45	52.00	4.74	109.12%	250.82	208.00	42.82	120.59%
Utilities		420.00	-420.00	0.00%		420.00	-180.55	57.01%	1,546.92	1,690.00	-133.08	92.08%
Total Sewer System	\$ 885.54	\$ 2,287.00	\$ 1,681.46	28.83%	\$ 1,500.19	\$ 2,287.00	\$ 766.81	66.18%	\$ 5,085.42	\$ 10,988.00	\$ 5,902.58	46.28%
Water System			0.00	0.00%			0.00	0.00%	0.00	0.00	0.00	0.00%
Billing Software		140.00	-140.00	0.00%		140.00	-140.00	0.00%	400.00	590.00	-190.00	71.43%
DEQ Water Testing/Permits		800.00	-800.00	0.00%		800.00	-800.00	0.00%	1,912.80	3,200.00	-1,287.20	59.78%
Fuel	150.00	150.00	0.00	100.00%	129.60	150.00	-20.40	86.40%	840.01	600.00	240.01	140.00%
Insurance		100.00	-100.00	0.00%		100.00	-100.00	0.00%	0.00	400.00	-400.00	0.00%
Meters		250.00	-250.00	0.00%		250.00	-250.00	0.00%	1,127.80	1,000.00	127.80	112.78%
Repairs / Maintenance	1,715.41	600.00	1,115.41	285.90%	888.92	600.00	288.92	0.00%	1,978.74	2,400.00	-421.26	82.45%
Supplies		725.00	-725.00	0.00%		725.00	183.92	122.81%	3,262.02	2,900.00	362.02	112.48%
Uniforms	82.92	52.00	30.92	159.48%	56.74	52.00	4.74	109.12%	250.82	208.00	42.82	120.59%
Utilities		400.00	-400.00	0.00%	781.05	400.00	381.05	195.28%	2,018.64	1,800.00	218.64	128.04%
Total Water System	\$ 1,948.33	\$ 3,217.00	\$ 1,268.67	60.56%	\$ 1,856.31	\$ 3,217.00	\$ 1,360.69	57.70%	\$ 11,788.83	\$ 12,868.00	\$ 1,079.17	91.61%
Total Expenses	\$ 26,035.29	\$ 36,325.00	\$ 10,289.71	71.67%	\$ 48,028.55	\$ 31,296.00	\$ 14,730.55	147.07%	\$ 137,648.09	\$ 149,282.00	\$ 11,633.91	92.21%
Net Operating Income	\$ 10,417.57	\$ 4,244.00	\$ 14,661.57	-245.47%	\$ 8,616.47	\$ 783.00	\$ 9,399.47	-1100.44%	\$ 7,238.76	\$ 20,558.00	\$ 28,198.76	-34.54%
Other Income			0.00	0.00%			0.00	0.00%	0.00	30,000.00	-30,000.00	0.00%
Transfer from Capital Improvement		0.00	0.00	0.00%		0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Transfers In/Out	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 30,000.00	\$ 30,000.00	0.00%
Total Other Income	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 30,000.00	\$ 30,000.00	0.00%
Net Other Income	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 30,000.00	\$ 30,000.00	0.00%
Net Income	\$ 10,417.57	\$ 4,244.00	\$ 14,661.57	-245.47%	\$ 8,616.47	\$ 783.00	\$ 9,399.47	-1100.44%	\$ 7,238.76	\$ 9,042.00	\$ 1,803.24	80.06%

WE HAVE RECEIVED MORE INCOME THAN BUDGETED

OVERALL, WE HAVE SPENT LESS THAN BUDGETED

the Town of Luther



*a friendly community*

## **LPWA MONTHLY REPORT**

October 2022

Start New Service	10
Re-start Service	1
Stop Service	5
Leaks	4
Sewer Problems	1
New Meters	4
Accounts Billed	595
Late Accounts Billed	206

Cathy Schmitz  
Utility Clerk