

the Town of Luther



**BOARD OF TRUSTEES FOR THE LUTHER PUBLIC WORKS AUTHORITY
TUESDAY, JANUARY 10, 2023, 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 meeting of December 13, 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 Monthly Report

Trustee One (Terry Arps)

Trustee Two (Brian Hall)

8. Consideration, discussion and possible action to authorize LDM Automotive to diagnose and repair the 2000 Chevrolet Silverado LPWA pickup.
9. Consideration, discussion and possible action to repair the electrical system at the water tower well at a cost not to exceed \$1,500.00.

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 ~~prominence~~.

12. Adjourn.



Scherrie Pidcock, Town Clerk



Agenda Posted Monday, January 9, 2023, at Luther Town Hall, via MailChimp, on Facebook at The Town of Luther, and on our website at www.townoflutherok.com prior to 7:00 pm.

the Town of Luther



a friendly community

**BOARD OF TRUSTEES FOR THE LUTHER PUBLIC WORKS AUTHORITY
TUESDAY, DECEMBER 13, 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 and Joshua Rowton.
3. Determination of a quorum by Terry Arps.
4. Approval of the Consent Agenda,
 - a. Approval of the Board Minutes from the meeting of November 8, 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, 2nd by Jeff Schwarzmeier. The Vote: All (5) Yes.
5. Consideration of Items Removed from the Consent Agenda – None.
6. Trustee Comments – None.
7. LPWA Monthly Report - Scherrie Pidcock presented an LPWA report.

Trustee One (Terry Arps)

Trustee Two (Brian Hall)

8. Consideration, discussion and possible action to accept the FY 2021-2022 Audit Report as presented by Autumn Williams, Russell & Williams CPA's. – Terry Arps made a motion to accept and approve the audit report, 2nd by Jeff Schwarzmeier. The Vote: All (5) Yes.
9. Consideration, discussion and possible action regarding update on Brian Hoover. – No action.
10. Consideration, discussion and possible action to adopt Resolution 2022-18R, A Resolution of the Luther Public Works Authority of the Town of Luther, Oklahoma, Setting the Regularly Scheduled Authority Meetings for Calendar Year 2023. – Brian Hall made a motion to adopt the resolution as written, 2nd by Terry Arps. The Vote: All (5) Yes.

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



Minutes transcribed by Scherrie Pidcock, Town Clerk

Luther Public Works Authority
Profit and Loss
July - December, 2022

	Total
Income	
Other/Interest/Tower Rent	10,572.89
Sales Tax	9,786.00
Trash & Landfill	50.00
Utility Revenue (Daily Deposit)	193,487.17
Water Drop Sales	308.00
Total Income	\$ 214,201.86
Gross Profit	\$ 214,201.86
Expenses	
Capital Outlay	17,831.18
Debt Service - 2020 Truck	3,675.84
Debt Service-Water	6,104.88
LPWA Maintenance & Operations	
Accounting Services	7,800.00
Billing Software	994.10
Credit Card/Bank Fees	2,454.27
Dues, Fees, Training, Licenses	769.50
Fuel	1,249.93
Insurance	5,218.41
Office Supplies / Expenses	995.10
Phones / Internet / IT	2,796.69
Postage & Equip	1,107.50
Repairs/Maintenance/Airgas	4,710.88
Uniforms	378.49
Utilities/Street Lights/Parks	805.15
Total LPWA Maintenance & Operations	\$ 29,280.82
Personnel Services	
Employee Benefits	13,325.30
Salaries / Wages / Payroll Tax	55,952.56
Total Personnel Services	\$ 69,277.86
Sanitation Service	
Billing Software	388.57
Collection Fee	52,159.87
Fuel	907.70
Uniforms	378.47
Total Sanitation Service	\$ 53,834.61
Sewer System	
Billing Software	400.00
Fuel	1,086.27
Insurance	-272.94
Repairs / Maintenance	2,052.82
Supplies / Fees	788.58
Uniforms	378.48
Utilities	2,252.74
Total Sewer System	\$ 6,663.75
Water System	
Billing Software	400.00
DEQ Water Testing/Permits	13,468.91
Fuel	1,086.25
Meters	1,127.80
Repairs / Maintenance	1,978.74
Supplies	8,175.27
Uniforms	378.49
Utilities	3,102.80
Total Water System	\$ 27,716.26
Total Expenses	\$ 214,384.40
Net Operating Income	-\$ 182.54
Other Income	
Transfer from Capital Improvement	30,000.00
Transfers In/Out	0.00
Total Other Income	\$ 30,000.00
Net Other Income	\$ 30,000.00
Net Income	\$ 29,817.46

Luther Public Works Authority
Budget vs. Actuals: LPWA FY 2022-2023 Final - FY23 P&L
 July - December, 2022

	Nov 2022				Dec 2022				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income												
Other/Interest/Tower Rent	1,351.75	1,800.00	-248.25	84.48%	1,101.36	1,600.00	-498.64	68.84%	10,572.69	9,600.00	972.69	110.13%
Sales Tax	1,631.00	1,631.00	0.00	100.00%	1,631.00	1,631.00	0.00	100.00%	9,786.00	9,786.00	0.00	100.00%
Trash & Landfill			0.00				0.00		50.00	0.00	50.00	
Utility Revenue (Daily Deposit)	30,735.46	28,600.00	2,135.46	107.47%	32,686.37	28,600.00	4,086.37	114.29%	193,487.17	171,600.00	21,887.17	112.75%
Water Drop Sales	18.00	250.00	-232.00	7.20%	162.00	250.00	-88.00	64.80%	306.00	1,500.00	-1,194.00	20.40%
Total Income	\$ 33,736.21	\$ 32,081.00	\$ 1,655.21	105.16%	\$ 35,580.73	\$ 32,081.00	\$ 3,499.73	110.91%	\$ 214,201.86	\$ 192,466.00	\$ 21,715.86	111.28%
Gross Profit	\$ 33,736.21	\$ 32,081.00	\$ 1,655.21	105.16%	\$ 35,580.73	\$ 32,081.00	\$ 3,499.73	110.91%	\$ 214,201.86	\$ 192,466.00	\$ 21,715.86	111.28%
Expenses												
Capital Outlay		0.00	0.00			5,000.00	-5,000.00	0.00%	17,831.18	27,000.00	-9,168.82	66.04%
Debt Service - 2020 Truck	612.64	613.00	-0.36	99.94%	612.64	613.00	-0.36	99.94%	3,675.84	3,678.00	-2.16	99.94%
Debt Service-Water	1,017.48	1,018.00	-0.52	99.95%	1,017.48	1,018.00	-0.52	99.95%	6,104.88	6,108.00	-3.12	99.95%
LPWA Maintenance & Operations			0.00				0.00		0.00	0.00	0.00	
Accounting Services	385.00	420.00	-35.00	91.67%	6,160.00	6,500.00	-350.00	94.62%	7,800.00	8,600.00	-800.00	90.70%
Billing Software		60.00	-60.00	0.00%		60.00	-60.00	0.00%	984.10	360.00	634.10	276.14%
Credit Card/Bank Fees	524.16	400.00	124.16	131.04%	364.29	400.00	-35.71	91.07%	2,454.27	2,400.00	54.27	102.28%
Dues, Fees, Training, Licenses		50.00	-50.00	0.00%		50.00	-50.00	0.00%	769.50	300.00	469.50	256.50%
Fuel	112.00	100.00	12.00	112.00%	168.40	100.00	68.40	168.40%	1,249.93	600.00	649.93	208.32%
Insurance	1,007.38	250.00	757.38	402.95%	1,178.50	250.00	928.50	471.40%	5,218.41	1,500.00	3,718.41	347.89%
Legal Notice Publications		10.00	-10.00	0.00%		10.00	-10.00	0.00%	0.00	60.00	-60.00	0.00%
Office Supplies / Expenses	77.00	180.00	-103.00	42.78%	40.27	180.00	-139.73	22.37%	995.10	1,080.00	-84.90	92.14%
Phones / Internet / IT	317.02	550.00	-232.98	57.84%	463.51	550.00	-86.49	84.27%	2,796.69	3,300.00	-503.31	84.75%
Postage & Equip	201.50	275.00	-73.50	73.27%	275.00	275.00	-275.00	0.00%	1,107.50	1,650.00	-542.50	67.12%
Repairs/Maintenance/Airgas	222.41	500.00	-277.59	44.48%	2,030.27	500.00	1,530.27	406.05%	4,710.88	3,000.00	1,710.88	157.03%
Uniforms	70.93	52.00	18.93	136.40%	56.74	52.00	4.74	109.12%	378.49	312.00	66.49	121.31%
Utilities/Street Lights/Parks	121.65	295.00	-173.35	41.24%	119.50	295.00	-175.50	40.51%	805.15	1,770.00	-964.85	45.48%
Total LPWA Maintenance & Operations	\$ 3,039.05	\$ 3,142.00	-\$ 102.95	96.72%	\$ 10,571.48	\$ 9,222.00	\$ 1,349.48	114.63%	\$ 29,280.02	\$ 24,932.00	\$ 4,348.02	117.44%
Personnel Services		0.00	0.00				0.00		0.00	0.00	0.00	
Employee Benefits	1,999.46	2,143.00	-143.54	93.30%	2,192.36	2,143.00	49.36	102.30%	13,325.30	12,858.00	467.30	103.63%
Salaries / Wages / Payroll Tax	11,955.38	9,701.00	2,254.38	123.24%	8,270.31	9,701.00	-1,430.69	85.25%	55,952.56	58,376.00	-2,423.44	95.85%
Total Personnel Services	\$ 13,954.84	\$ 11,844.00	\$ 2,110.84	117.82%	\$ 10,462.67	\$ 11,844.00	-\$ 1,381.33	88.34%	\$ 69,277.86	\$ 71,234.00	-\$ 1,956.14	97.25%
Sanitation Service		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%	388.57	270.00	118.57	143.91%

Collection Fee	8,849.07	9,000.00	-150.93	98.32%	6,755.50	9,000.00	-244.50	97.28%	52,159.87	54,000.00	-1,840.13	96.59%
Fuel	112.04	100.00	12.04	112.04%	100.00	100.00	0.00	100.00%	907.70	600.00	307.70	151.28%
Uniforms	70.92	52.00	18.92	136.38%	56.74	52.00	4.74	109.12%	378.47	312.00	66.47	121.30%
Total Sanitation Service	\$ 9,032.03	\$ 9,197.00	-\$ 164.97	98.21%	\$ 8,912.24	\$ 9,197.00	-\$ 284.76	96.90%	\$ 53,834.61	\$ 55,182.00	-\$ 1,347.39	97.56%
Sewer System			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	270.00	130.00	148.15%
Fuel	112.06	150.00	-37.94	74.71%	134.20	150.00	-15.80	89.47%	1,086.27	900.00	186.27	120.70%
Insurance		100.00	-100.00	0.00%	-1,238.00	100.00	-1,338.00	-1238.00%	-272.94	600.00	-872.94	-45.49%
Repairs / Maintenance		1,200.00	-1,200.00	0.00%	1,700.00	1,200.00	500.00	141.67%	2,052.62	9,120.00	-7,067.38	22.51%
Supplies / Fees		300.00	-300.00	0.00%	36.59	300.00	-263.41	12.20%	766.58	1,800.00	-1,033.42	42.59%
Uniforms	70.92	52.00	18.92	136.38%	56.74	52.00	4.74	109.12%	378.48	312.00	66.48	121.31%
Utilities	391.87	420.00	-28.13	83.30%	313.95	420.00	-106.05	74.75%	2,252.74	2,520.00	-267.26	89.39%
Total Sewer System	\$ 574.85	\$ 2,267.00	-\$ 1,692.15	25.36%	\$ 1,003.48	\$ 2,267.00	-\$ 1,263.52	44.28%	\$ 6,663.75	\$ 15,522.00	-\$ 8,858.25	42.93%
Water System			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	840.00	-440.00	47.62%
DEQ Water Testing/Permits	11,554.11	800.00	10,754.11	1444.26%	800.00	800.00	-800.00	0.00%	13,466.91	4,800.00	8,666.91	280.56%
Fuel	112.04	150.00	-37.96	74.69%	134.20	150.00	-15.80	89.47%	1,086.25	900.00	186.25	120.69%
Insurance		100.00	-100.00	0.00%		100.00	-100.00	0.00%	0.00	600.00	-600.00	0.00%
Meters		250.00	-250.00	0.00%		250.00	-250.00	0.00%	1,127.80	1,500.00	-372.20	75.19%
Repairs / Maintenance		600.00	-600.00	0.00%	2,069.39	725.00	1,344.39	285.43%	1,978.74	3,600.00	-1,621.26	54.97%
Supplies	843.86	725.00	118.86	116.39%	56.74	52.00	4.74	109.12%	378.49	312.00	66.49	121.31%
Uniforms	70.93	52.00	18.93	136.40%	620.87	400.00	220.87	155.22%	3,102.80	2,400.00	702.80	129.28%
Utilities	465.29	400.00	65.29	116.32%								
Total Water System	\$ 13,046.23	\$ 3,217.00	\$ 9,829.23	405.54%	\$ 2,881.20	\$ 3,217.00	-\$ 335.80	89.56%	\$ 27,716.26	\$ 19,302.00	\$ 8,414.26	143.59%
Total Expenses	\$ 41,277.12	\$ 31,298.00	\$ 9,979.12	131.88%	\$ 35,461.19	\$ 42,378.00	-\$ 6,916.81	83.68%	\$ 214,384.40	\$ 222,958.00	-\$ 8,573.60	96.15%
Net Operating Income	-\$ 7,540.91	\$ 783.00	-\$ 8,323.91	-963.08%	\$ 119.54	-\$ 10,297.00	\$ 10,416.54	-1.16%	-\$ 182.54	-\$ 30,472.00	\$ 30,289.46	0.60%
Other Income												
Transfer from Capital Improvement		0.00	30,000.00			0.00	0.00		30,000.00	30,000.00	0.00	100.00%
Transfers In/Out			0.00				0.00		0.00	0.00	0.00	
Total Other Income	\$ 30,000.00	\$ 0.00	\$ 30,000.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 30,000.00	\$ 30,000.00	\$ 0.00	100.00%
Net Other Income	\$ 30,000.00	\$ 0.00	\$ 30,000.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 30,000.00	\$ 30,000.00	\$ 0.00	100.00%
Net Income	\$ 22,459.09	\$ 783.00	\$ 21,676.09	2868.34%	\$ 119.54	-\$ 10,297.00	\$ 10,416.54	-1.16%	\$ 29,817.46	-\$ 472.00	\$ 30,289.46	-6317.26%

**LUTHER PUBLIC WORKS AUTHORITY CLAIMS INCLUDING PAYROLL
DEC 14, 2022 TO JAN 10, 2023**

Date	Ref No.	Payee	Memo	Payment
12/14/2022	EFT	Town of Luther	QUICKBOOKS ONLINE REIMBURSEMENT	85.00
12/14/2022	EFT	LPWA Utility Deposits	TRANSFER TO DEPOSIT ACCOUNT	500.00
12/14/2022	EFT	Town of Luther	FUEL	536.80
12/14/2022	EFT	QuickBooks Payroll	LPWA PAYROLL	3,171.57
12/21/2022	EFT	IRS	FEDERAL PAYROLL TAX	755.78
12/22/2022	EFT	Oklahoma Tax Commission	STATE PAYROLL TAX	156.00
12/27/2022	EFT	BANCFIRST	2020 CHEV PICKUP LOAN	612.64
12/28/2022	EFT	QuickBooks Payroll	LPWA PAYROLL	3,185.53
01/03/2023	EFT	BANCFIRST	WATER METER LOAN	1,017.48
01/04/2023	EFT	Total Merchant Services	MONTHLY CREDIT CARD FEES	413.83
01/05/2023	EFT	IRS	FEDERAL PAYROLL TAX	760.50
01/10/2023	13707	AMERITAS LIFE INS CORP	VOLUNTARY VISION INSURANCE	46.88
01/10/2023	13708	AT&T MOBILITY	CELLS, TABLET	136.43
01/10/2023	13709	BAILEY BROTHERS	SEWER LINE WORK	350.00
01/10/2023	13710	BLUECROSS BLUESHIELD OF OK	LIFE INSURANCE	18.81
01/10/2023	13711	BLUECROSS/BLUESHIELD OF OK	HEALTH INSURANCE	1,955.55
01/10/2023	13712	BROKEN HORN RANCH	REFUND OF DEPOSIT	56.88
01/10/2023	13713	Delta Dental	VOLUNTARY DENTAL INS	227.00
01/10/2023	13714	Dollar General Charged Sales	TOILETRIES/CLEANING SUPPLIES	38.41
01/10/2023	13715	Eastside Waste	MONTHLY SANITATION SERVICE	8,683.33
01/10/2023	13716	FLUENTSTREAM TECHNOLOGIES	PHONE HOSTING	33.39
01/10/2023	13717	GREEN COUNTRY ELECTRIC & SUPPLY	TOWER WELL ELECTRIC TEMP REPAIR	256.00
01/10/2023	13718	JACOB HOLMAN	TRACTOR REPAIR	1,200.00
01/10/2023	13719	JONES HARDWARE	SUPPLIES	54.34
01/10/2023	13720	Luther Hardware & Lumber, LLC	PARTS/SUPPLIES	473.13
01/10/2023	13721	MIRANDA & TAYLOR GREEN	REFUND OF DEPOSIT	14.44
01/10/2023	13722	O'Reilly Auto Parts	PARTS/SUPPLIES	269.29
01/10/2023	13723	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	48.17
01/10/2023	13724	OG&E	ELECTRIC SERVICE	1,399.19

01/10/2023	13725	OK MUNICIPAL RETIREMENT FUND	PENSION CONTRIBUTIONS	472.44
01/10/2023	13726	OMAG	INSURANCE	1,070.06
01/10/2023	13727	ONG	NATURAL GAS SERVICE	166.74
01/10/2023	13728	Triple T Plus Repair	PARTS/SUPPLIES	20.00
01/10/2023	13729	UniFirst Corporation	UNIFORMS	226.96
01/10/2023	13730	USA Bluebook	WATER SERVICE PARTS/SUPPLIES	405.74
01/10/2023	13731	XCEL OFFICE SOLUTIONS	I.T. AND COPIER SERVICES	170.82
01/10/2023	13732	Young & Associates CPA's	MONTHLY ACCOUNTING FEES	305.00
				\$29,293.93



Green Country Electric and Supply

Town of Luther
 PO Box 56
 Luther, OK 73054

(405) 277-3833
 office@townoflutherok.com

ESTIMATE	#1006
SCHEDULED DATE	Fri Jan 6, 2023 4:00pm
TOTAL	\$1,482.38

CONTACT US
 11100 Northeast 23rd Street
 Choctaw, OK 73020

(405) 259-9992
 greencolectric1977@gmail.com

ESTIMATE

Services	qty	unit price	amount
100 Amp Indoor 3 Phase Convertible Panel 30/30	1.0	\$842.51	\$842.51
Price to remove old fuse box and panels and replace with new three phase panel with appropriate circuits, wiring and breaker sizes and allow for appropriate circuits that are existing and future electrical needs			
Labor Rates - labor 2	2.25	\$115.00	\$258.75
Service call truck per hour rate JW/AP.			
Additional labor to reconned new panel to existing circuits (lights plugs and well power) and correct minor wiring issues inside building			
Materials	qty	unit price	amount
Misc - Materials Needed	293.17	\$1.30	\$381.12
OCPD, breakers, conduit, fittings, wire, and seal tight.			
Subtotal			\$1,482.38
Total			\$1,482.38

Your business means so much to us. Thank you for trusting GCESI for all of your electrical needs!
 Estimates expire after 30 days.
 YOUR PAYMENT IS DUE UPON RECEIPT. PLEASE PAY AT THE LINK.
 3.5% FEE for credit card payments over \$500.00.
 1.5% LATE CHARGE for Past Due Invoices of 30 days or more may apply.