

the Town of Luther



**BOARD OF TRUSTEES FOR THE LUTHER PUBLIC WORKS AUTHORITY
TUESDAY, MARCH 14, 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 February 14, 2023
 - 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)

Trustee Two (Brian Hall)

7. Consideration, discussion and possible action to schedule the bulk waste Spring clean-up day. The date currently is proposed for Earth Day, Saturday, April 22, 2023.
8. Consideration, discussion and possible action to repair the main lift station electric panel at a cost not to exceed \$800.00.
9. Consideration, discussion and possible approval to enter into an agreement with A-Z Handyman Service to assist LPWA with duties as needed.

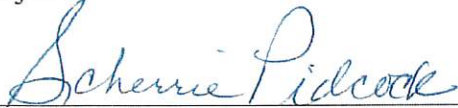
Trustee Three (Carla Caruthers)

Trustee Four (Jeff Schwarzmeier)

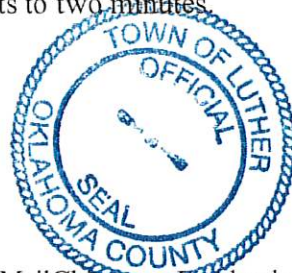
Trustee Five (Joshua Rowton)

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 two minutes.

12. Adjourn.



Scherrie Pidcock, Town Clerk



Agenda Posted Monday, March 13, 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.



**BOARD OF TRUSTEES FOR THE LUTHER PUBLIC WORKS AUTHORITY
TUESDAY, FEBRUARY 14, 2023, 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 and 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 January 10, 2023.
 - 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 Jeff Schwarzmeier. The Vote: All (4) 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, discussion and possible action to make repairs and upgrades to well and sewer structures as required by Oklahoma Department of Environmental Quality (ODEQ). – **Terry Arps made a motion to have the Town Manager create a list of needed repairs and items for consideration to purchase, 2nd by Jeff Schwarzmeier. The Vote: All (4) Yes.**

Trustee Three (Carla Caruthers)

Trustee Four (Jeff Schwarzmeier)

Trustee Five (Joshua Rowton)

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. – **None**.
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. – **None.**

10. Adjourn. – **Terry Arps made a motion to adjourn, 2nd by Brian Hall. The Vote: All (4) Yes.**



Minutes transcribed by Scherrie Pidcock, Town Clerk

LUTHER PUBLIC WORKS AUTHORITY CLAIMS INCLUDING PAYROLL

FEB 15 TO MARCH 14, 2023

Date	Ref No.	Payee	Memo	Payment
02/15/2023	EFT	IRS	FEDERAL PAYROLL TAXES	753.12
02/15/2023	EFT	Town of Luther	FUEL JAN 2023	640.32
02/15/2023	EFT	Town of Luther	FUEL DEC 2022	593.01
02/15/2023	EFT	Town of Luther	POSTAGE	201.50
02/15/2023	EFT	Town of Luther	QUICKBOOKS ONLINE	85.00
02/22/2023	EFT	QuickBooks Payroll	LPWA PAYROLL	3,283.50
02/23/2023	EFT	Oklahoma Tax Commission	STATE PAYROLL TAX	186.00
02/24/2023	13768	AMERITAS LIFE INS CORP	VISION INSURANCE	36.70
02/24/2023	13769	AT&T MOBILITY	CELL/TABLET	138.96
02/24/2023	13770	BLUECROSS BLUESHIELD-OK	LIFE INSURANCE	18.81
02/24/2023	13771	Delta Dental	DENTAL INSURANCE	164.00
02/24/2023	13772	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	37.62
02/24/2023	13773	OG&E	ELECTRIC SERVICE	1,310.33
02/24/2023	13774	OK MUNICIPAL RETIREMENT FUND	PENSION CONTRIBUTIONS	242.22
02/27/2023	EFT	BANCFIRST	2020 CHEVY LOAN	612.64
03/01/2023	EFT	BANCFIRST	DIGITAL WATER METER LOAN	1,017.64
03/01/2023	EFT	Total Merchant Services	CREDIT CARD TRANSACTION FEES	415.07
03/01/2023	EFT	IRS	FEDERAL PAYROLL TAXES	768.74
03/08/2023	EFT	BANCFIRST	ACH RETURN - CUSTOMER	28.05
03/08/2023	EFT	QuickBooks Payroll	LPWA PAYROLL	3,174.41
03/14/2023	13776	Airgas USA, LLC	CYLINDER RENTAL	57.11
03/14/2023	13777	BLUE DUCK INVESTMENTS	UTILITY REFUND	7.93
03/14/2023	13778	BLUECROSS/BLUESHIELD OF OK	HEALTH INSURANCE	1,955.55
03/14/2023	13779	Busby Pump & Supply	LIFT STATION REPAIR	292.50
03/14/2023	13780	DENNIS ALBERTSON	UTILITY REFUND	100.00
03/14/2023	13781	Dollar General Charged Sales	SUPPLIES/TOILETRIES	53.75
03/14/2023	13782	Eastside Waste	MONTHLY SANITATION SERVICE	8,704.35
03/14/2023	13783	FLUENTSTREAM TECHNOLOGIES	VOIP PHONE HOSTING	32.35
03/14/2023	13784	HARCROS CHEMICALS INC.	HYPOCHLORITE FOR WELLS	270.00
03/14/2023	13785	HARRINGTON'S SERVICE CENTER	AUTO SERVICE	150.00
03/14/2023	13786	Hunt's Plumbing LLC	EMERGENCY WATER REPAIR	933.81

03/14/2023	13787	JONES HARDWARE	PARTS/SUPPLIES	61.65
03/14/2023	13788	Luther Hardware & Lumber, LLC	PARTS/SUPPLIES	176.25
03/14/2023	13789	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	22.34
03/14/2023	13790	OK MUNICIPAL RETIREMENT FUND	PENSION CONTRIBUTIONS	233.60
03/14/2023	13791	OMAG	INSURANCE PREMIUMS	1,178.50
03/14/2023	13792	ONG	NATURAL GAS SERVICE	124.64
03/14/2023	13793	Pioneer Supply	PARTS/SUPPLIES	140.36
03/14/2023	13794	THE ESTATE OF LISA M. CLARK	UTILITY REFUND	45.13
03/14/2023	13795	UniFirst Corporation	UNIFORM CLEANING/RENTAL	250.92
03/14/2023	13796	VADIM MUNICIPAL SOFTWARE INC	ONLINE UTILTIY TRANSACTION FEES	33.60
03/14/2023	13797	XCEL OFFICE SOLUTIONS	I.T. FEES	52.00
03/14/2023	13798	Young & Associates CPA's	ACCOUNTING SERVICES	300.00
				\$28,883.98

Luther Public Works Authority

Budget vs. Actuals

February 2023 and YTD

	Jan 2023			Feb 2023			Total ytd			
	Actual	Budget	over Budget	Actual	Budget	over Budget	Actual	Budget	over Budget	% of Budget
Income										
Other/Interest/Tower Rent	1,101.38	1,500.00	-498.62	1,101.23	1,500.00	-498.77	14,013.30	12,600.00	1,213.30	109.48%
Sales Tax	1,631.00	1,631.00	0.00	1,631.00	1,631.00	0.00	13,048.00	13,048.00	0.00	100.00%
Trash & Landfill			0.00			0.00	50.00	0.00	50.00	
Utility Revenue (Daily Deposit)	32,977.72	28,600.00	4,377.72	29,055.54	28,600.00	455.54	255,520.43	228,800.00	26,720.43	111.66%
Water Drop Sales	18.00	250.00	-232.00		250.00	-250.00	324.00	2,000.00	-1,676.00	16.20%
Total Income	\$ 35,728.10	\$ 32,081.00	\$ 3,647.10	\$ 31,787.77	\$ 32,081.00	\$ 293.23	\$ 282,955.73	\$ 256,648.00	\$ 26,307.73	110.25%
Gross Profit	\$ 35,728.10	\$ 32,081.00	\$ 3,647.10	\$ 31,787.77	\$ 32,081.00	\$ 293.23	\$ 282,955.73	\$ 256,648.00	\$ 26,307.73	110.25%
Expenses										
Capital Outlay		0.00	0.00		0.00	0.00	17,831.18	27,000.00	-9,168.82	66.04%
Debt Service - 2020 Truck	612.64	613.00	-0.36	612.64	613.00	-0.36	4,901.12	4,904.00	-2.88	99.94%
Debt Service-Water	1,017.48	1,018.00	-0.52	1,017.48	1,018.00	-0.52	8,139.84	8,144.00	-4.16	99.95%
LPWA Maintenance & Operations			0.00			0.00	0.00	0.00	0.00	
Accounting Services	305.00	420.00	-115.00	575.00	420.00	155.00	8,680.00	9,440.00	-760.00	91.95%
Billing Software		60.00	-60.00		60.00	-60.00	994.10	480.00	514.10	207.10%
Credit Card/Bank Fees	413.83	400.00	13.83	367.95	400.00	-32.05	3,236.05	3,200.00	36.05	101.13%
Dues, Fees, Training, Licenses		50.00	-50.00		50.00	-50.00	769.50	400.00	369.50	192.38%
Fuel	1,070.06	100.00	-100.00	348.42	100.00	248.42	1,598.35	800.00	798.35	199.79%
Insurance		250.00	820.06	83.82	250.00	-166.18	6,372.29	2,000.00	4,372.29	318.61%
Legal Notice Publications		10.00	-10.00		10.00	-10.00	0.00	80.00	-80.00	0.00%
Office Supplies / Expenses	220.68	180.00	40.68	48.09	180.00	-131.91	1,263.87	1,440.00	-176.13	87.77%
Phones / Internet / IT	1,062.07	550.00	512.07	401.79	550.00	-148.21	4,260.55	4,400.00	-139.45	96.83%
Postage & Equip	303.50	275.00	28.50	201.50	275.00	-73.50	1,612.50	2,200.00	-587.50	73.30%
Repairs/Maintenance/Airgas	2,069.17	500.00	1,569.17	491.03	500.00	-8.97	7,271.08	4,000.00	3,271.08	181.78%
Uniforms	56.74	52.00	4.74	69.99	52.00	17.99	505.22	416.00	89.22	121.45%
Utilities/Street Lights/Parks	401.16	295.00	106.16	1,002.10	295.00	707.10	2,208.41	2,360.00	-151.59	93.58%
Total LPWA Maintenance & Operations	\$ 5,902.21	\$ 3,142.00	\$ 2,760.21	\$ 3,589.69	\$ 3,142.00	\$ 447.69	\$ 38,771.92	\$ 31,216.00	\$ 7,555.92	124.21%
Personnel Services			0.00			0.00	0.00	0.00	0.00	
Employee Benefits	2,788.15	2,143.00	645.15	2,214.48	2,143.00	71.48	18,327.93	17,144.00	1,183.93	106.91%
Salaries / Wages / Payroll Tax	9,447.10	9,789.00	-341.90	8,776.74	9,789.00	-1,012.26	74,176.40	77,964.00	-3,787.60	95.15%
Total Personnel Services	\$ 12,235.25	\$ 11,932.00	\$ 303.25	\$ 10,991.22	\$ 11,932.00	\$ 940.78	\$ 92,504.33	\$ 95,098.00	\$ 2,593.67	97.27%
Sanitation Service			0.00			0.00	0.00	0.00	0.00	
Billing Software		45.00	-45.00		45.00	-45.00	388.57	360.00	28.57	107.94%
Collection Fee	8,683.33	9,000.00	-316.67	8,614.47	9,000.00	-385.53	69,457.67	72,000.00	-2,542.33	96.47%
Fuel		100.00	-100.00	268.25	100.00	168.25	1,175.95	800.00	375.95	146.99%

Uniforms	56.74	52.00	4.74	109.12%	69.99	52.00	17.99	134.90%	505.20	416.00	89.20	121.44%
Total Sanitation Service	\$ 8,740.07	\$ 9,197.00	\$ -456.93	95.03%	\$ 8,952.71	\$ 9,197.00	\$ 244.29	97.34%	\$ 71,527.39	\$ 73,576.00	\$ 2,048.61	97.22%
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	360.00	40.00	111.11%
Fuel	150.00	-150.00	0.00%		150.00	158.33	205.55%		1,394.60	1,200.00	194.60	116.22%
Insurance	100.00	-100.00	0.00%		100.00	-100.00	0.00%		965.06	800.00	165.06	120.63%
Repairs / Maintenance	359.09	1,200.00	-840.91	29.92%	1,200.00	-1,200.00	0.00%		2,411.71	11,520.00	-9,108.29	20.93%
Supplies / Fees	342.99	300.00	42.99	114.33%	17.48	300.00	-282.52	5.83%	1,127.05	2,400.00	-1,272.95	46.98%
Uniforms	56.74	52.00	4.74	109.12%	69.99	52.00	17.99	134.50%	505.21	416.00	89.21	121.44%
Utilities	549.62	420.00	129.62	130.86%	640.04	420.00	220.04	152.39%	3,442.40	3,360.00	82.40	102.45%
Total Sewer System	\$ 1,308.44	\$ 2,267.00	\$ -958.56	57.72%	\$ 1,035.84	\$ 2,267.00	\$ 1,231.16	45.69%	\$ 10,246.03	\$ 20,056.00	\$ -9,809.97	51.09%
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	1,120.00	-720.00	35.71%
DEQ Water Testing/Permits	93.00	800.00	-707.00	11.63%	6,513.75	800.00	5,713.75	814.22%	20,073.66	6,400.00	13,673.66	313.65%
Equipment maintenance	1,738.38	1,738.38	0.00%		308.33	150.00	158.33	205.55%	1,738.38	0.00	1,738.38	
Fuel	150.00	-150.00	0.00%		150.00	100.00	-100.00	0.00%	1,394.58	1,200.00	194.58	116.22%
Insurance	100.00	-100.00	0.00%		100.00	-100.00	0.00%		0.00	800.00	-800.00	0.00%
Meters	1,895.00	250.00	1,645.00	758.00%	250.00	-250.00	0.00%		3,022.80	2,000.00	1,022.80	151.14%
Repairs / Maintenance	46.79	600.00	-553.21	7.80%	600.00	-600.00	0.00%		2,025.53	4,800.00	-2,774.47	42.20%
Supplies	173.41	725.00	-551.59	23.92%	312.72	725.00	-412.28	43.13%	6,661.40	5,800.00	861.40	114.85%
Uniforms	56.74	52.00	4.74	109.12%	69.98	52.00	17.98	134.58%	505.21	416.00	89.21	121.44%
Utilities	615.15	400.00	215.15	153.79%	1,377.06	400.00	977.06	344.27%	5,095.01	3,200.00	1,895.01	159.22%
Total Water System	\$ 4,618.47	\$ 3,217.00	\$ 1,401.47	143.56%	\$ 8,581.84	\$ 3,217.00	\$ 5,364.84	266.77%	\$ 40,916.57	\$ 25,736.00	\$ 15,180.57	158.99%
Total Expenses	\$ 34,434.56	\$ 31,386.00	\$ 3,048.56	109.71%	\$ 34,781.42	\$ 31,386.00	\$ 3,395.42	110.82%	\$ 284,838.38	\$ 285,730.00	\$ -891.62	99.69%
Net Operating Income	\$ 1,293.54	\$ 695.00	\$ 598.54	186.12%	\$ 2,993.65	\$ 695.00	\$ 3,688.65	-430.74%	\$ 1,882.65	\$ 29,082.00	\$ 27,199.35	6.47%
Other Income			0.00				0.00		30,000.00	30,000.00	0.00	100.00%
Transfer from Capital Improvement			0.00				0.00		0.00	0.00	0.00	
Transfers In/Out			0.00				0.00		0.00	0.00	0.00	
Total Other Income	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 30,000.00	\$ 30,000.00	\$ 0.00	100.00%
Net Other Income	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00		\$ 30,000.00	\$ 30,000.00	\$ 0.00	100.00%
Net Income	\$ 1,293.54	\$ 695.00	\$ 598.54	186.12%	\$ 2,993.65	\$ 695.00	\$ 3,688.65	-430.74%	\$ 286,717.35	\$ 918.00	\$ 27,199.35	3062.89%

Luther Public Works Authority

Profit and Loss

July 1, 2022 - March 14, 2023

	TOTAL
Income	
Other/Interest/Tower Rent	14,348.30
Sales Tax	13,048.00
Trash & Landfill	50.00
Utility Revenue (Daily Deposit)	269,788.40
Water Drop Sales	324.00
Total Income	\$297,558.70
GROSS PROFIT	\$297,558.70
Expenses	
Capital Outlay	17,831.18
Debt Service - 2020 Truck	4,901.12
Debt Service-Water	8,139.84
LPWA Maintenance & Operations	
Accounting Services	8,680.00
Billing Software	994.10
Credit Card/Bank Fees	3,236.05
Dues, Fees, Training, Licenses	769.50
Fuel	1,598.35
Insurance	7,550.79
Office Supplies / Expenses	1,339.96
Phones / Internet / IT	4,326.50
Postage & Equip	1,612.50
Repairs/Maintenance/Airgas	8,013.55
Uniforms	567.95
Utilities/Street Lights/Parks	2,208.41
Total LPWA Maintenance & Operations	40,897.66
Personnel Services	
Employee Benefits	18,444.73
Salaries / Wages / Payroll Tax	74,293.20
Total Personnel Services	92,737.93
Sanitation Service	
Billing Software	388.57
Collection Fee	78,162.02
Fuel	1,175.95
Uniforms	567.93
Total Sanitation Service	80,294.47
Sewer System	
Billing Software	400.00
Fuel	1,394.60
Insurance	965.06
Repairs / Maintenance	2,455.54
Supplies / Fees	1,127.05
Uniforms	567.94

Luther Public Works Authority

Profit and Loss

July 1, 2022 - March 14, 2023

	TOTAL
Utilities	3,442.40
Total Sewer System	10,352.59
Water System	140.36
Billing Software	400.00
DEQ Water Testing/Permits	20,073.66
Equipment maintenance	1,738.38
Fuel	1,394.58
Meters	3,022.80
Repairs / Maintenance	3,002.05
Supplies	6,931.40
Uniforms	567.94
Utilities	5,219.65
Total Water System	42,490.82
Total Expenses	\$297,645.61
NET OPERATING INCOME	\$ -86.91
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	\$29,913.09



ESTIMATE	#1110
TOTAL	\$765.99

Green Country Electric and Supply

Town of Luther
PO Box 56
Luther, OK 73054

CONTACT US

11100 Northeast 23rd Street
Choctaw, OK 73020

☎ (405) 277-3833
✉ office@townoflutherok.com

☎ (405) 259-9992
✉ greencolectric1977@gmail.com

ESTIMATE

Services	qty	unit price	amount
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Administrative Fees - Notes:

Lift station has a trouble light and price for new disconnect. Handle broke away from contacts

Brian POC 405-6963396

Commercial Service (Per tech/Per hour)	1.0	\$115.00	\$115.00
Install 3 phase Nema 3R disconnect with 1 1/2" hub and offset nipple. Current 100A fuses are good, no neutral lug needed.			

Services subtotal: \$115.00

Materials	qty	unit price	amount
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100 Amp Nema3 Fused Main Disconnect	1.0	\$603.86	\$603.86
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Disconnects are a safety switch usually installed near equipment or electrical services so service providers can safely work on equipment or other electrical components without the risk of shock

Add For 1-1/2 In Emt Conduit Hub	1.0	\$13.24	\$13.24
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Each fitting added to existing work we may need to use various connectors and fittings to complete the installation of the conduit that protects your electrical wiring

Add For 1-1/2 In Emt To Box Conduit Offset	1.0	\$12.42	\$12.42
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Each fitting added to existing work we may need to use various connectors and fittings to complete the installation of the conduit that protects your electrical wiring

Add For 1-1/2 In Insulated Grounding Bushing (each) rigid metal w/ set screw we may need to use various connectors and fittings to complete the installation of the conduit that protects your electrical wiring	1.0	\$11.47	\$11.47
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Misc. Miscellaneous parts needed to complete the job. (Tape, wire nuts, etc.)	1.0	\$10.00	\$10.00
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Materials subtotal: \$650.99

Subtotal \$765.99

Total \$765.99

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.

A 3.5% CC/Debit Card fee has been added to your invoice. If you are paying via cash/check/money order and see this charge on your bill, you can deduct this 3.5% fee from the total due.

1.5% LATE CHARGE for Past Due Invoices of 30 days or more may apply.

~~Financing is subject to a 3.9% Lender Finance Fee~~