

the Town of Luther



**BOARD OF TRUSTEES FOR THE LUTHER PUBLIC WORKS AUTHORITY
TUESDAY, APRIL 11, 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 March 14 and 23, 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
7. LPWA Report

Trustee One (Terry Arps)

Trustee Two (Brian Hall)

8. Consideration, discussion and possible action to purchase optical head with charger brackets and magnetic roof antenna for digital water meter reading system at a cost not to exceed \$1,338.00.

Trustee Three (Carla Caruthers)

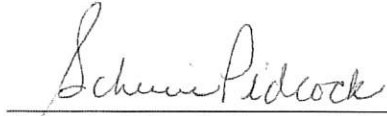
Trustee Four (Jeff Schwarzmeier)

Trustee Five (Joshua Rowton)

9. **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.

10. **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.

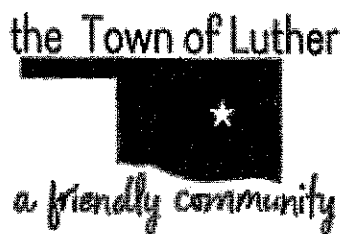
11. Adjourn.



Scherrie Pidcock, Town Clerk



Agenda Posted Monday, April 10, 2023, at Luther Town Hall, via Mail, 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, MARCH 14, 2023, 7:00 PM
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 was made by Terry Arps.
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 – Terry Arps made a motion to approve the consent agenda as presented, 2nd by Jeff Schwarzmeier. 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, 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. – Brian Hall made a motion to schedule bulk waste day for April 22, 2023, 2nd by Terry Arps. The Vote: All (5) Yes.
8. Consideration, discussion and possible action to repair the main lift station electric panel at a cost not to exceed \$800.00. – Brian Hall made a motion to have the electric panel repaired at a cost not to exceed \$800.00, 2nd by Terry Arps. The Vote: All (5) Yes.
9. Consideration, discussion and possible approval to enter into an agreement with A-Z Handyman Service to assist LPWA with duties as needed. – Brian Hall made a motion to enter into the agreement, 2nd by Terry Arps. 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. – **Installation of a new ladder at the main lift station was discussed. No action.**

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



**MINUTES OF SPECIAL MEETING OF
THE LUTHER PUBLIC WORKS AUTHORITY
THURSDAY, MARCH 23, 2023, 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 and Joshua Rowton. Carla Caruthers and Jeff Schwarzmeier were absent.
3. Determination of a quorum was made by Terry Arps.
4. Trustee Comments – None.

Trustee One (Terry Arps)

5. **PROPOSED EXECUTIVE SESSION:** Consideration and possible action to enter into executive session for confidential communications to discuss the employment, hiring, appointment, demotion, disciplining or resignation 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. – **Terry Arps made a motion to enter into executive session, 2nd by Brian Hall. The Vote: All (3) Yes. Terry Arps reconvened into regular meeting.**
6. **PROPOSED ACTION ITEMS FOR MATTERS DISCUSSED IN EXECUTIVE SESSION:** Consideration, discussion, and possible appropriate and related action on matters discussed in Executive Session, including the employment, hiring, appointment, demotion, discipline or resignation of employee Brian Hoover. – **Joshua Rowton made a motion to terminate the employment of Brian Hoover with the Luther Public Works Authority based on notices given multiple times regarding violations of the Employee Handbook, 2nd by Terry Arps. The Vote: All (3) Yes.**
7. Consideration, discussion and possible action to approve a job description and pay scale for an LPWA Team Leader position. – **Terry Arps made a motion to approve the job description and pay scale, 2nd by Brian Hall. The Vote: All (3) Yes.**
8. Consideration, discussion and possible action to advertise for an open position for LPWA Team Leader for the Luther Public Works Authority. – **Terry Arps made a motion to direct the Town Manager to advertise the open position with the pay scale, 2nd by Brian Hall. The Vote: All (3) Yes.**

Trustee Two (Brian Hall)

9. Consideration, discussion and possible action to have two (2) special sized, solid wood well house doors replaced/installed, including door jambs, thresholds and lock sets, at a cost not to exceed \$1475.00. – **Terry Arps made a motion to have the well house doors replaced at a cost not to exceed \$1,500.00, 2nd by Brian Hall. The Vote: All (3) Yes.**
10. Consideration, discussion and possible action to have a safety ladder for the main sewer lift station fabricated. – **Terry Arps made a motion to contract with Jacob Holman to fabricate and install a replacement safety ladder at the main sewer lift station at a cost not to exceed \$1,700.00, 2nd by Brian Hall. The Vote: All (3) Yes.**

Trustee Three (Carla Caruthers)

Trustee Four (Jeff Schwarzmeier)

Trustee Five (Joshua Rowton)

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 Brian Hall. The Vote: All (3) Yes.**



Minutes transcribed by Scherrie Pidcock, Town Clerk

Luther Public Works Authority
Budget vs. Actuals: LPWA FY 2022-2023 Final - FY23 P&L
March 2023 and Year To Date

	Mar 2023				Total YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Interest Revenue			0.00		1.89	0.00	1.89	
Other/Interest/Tower Rent	1,411.59	1,600.00	-188.41	88.22%	15,425.19	14,400.00	1,025.19	107.12%
Sales Tax	1,631.00	1,631.00	0.00	100.00%	14,679.00	14,679.00	0.00	100.00%
Trash & Landfill			0.00		50.00	0.00	50.00	
Utility Revenue (Daily Deposit)	30,528.02	28,600.00	1,928.02	106.74%	286,048.45	257,400.00	28,648.45	111.13%
Water Drop Sales		250.00	-250.00	0.00%	324.00	2,250.00	-1,926.00	14.40%
Total Income	\$ 33,570.61	\$ 32,081.00	\$ 1,489.61	104.64%	\$ 316,528.53	\$ 288,729.00	\$ 27,799.53	109.63%
Gross Profit	\$ 33,570.61	\$ 32,081.00	\$ 1,489.61	104.64%	\$ 316,528.53	\$ 288,729.00	\$ 27,799.53	109.63%
Expenses								
Capital Outlay		3,000.00	-3,000.00	0.00%	17,831.18	30,000.00	-12,168.82	59.44%
Debt Service - 2020 Truck	612.64	613.00	-0.36	99.94%	5,513.76	5,517.00	-3.24	99.94%
Debt Service-Water	1,017.64	1,018.00	-0.36	99.96%	9,157.48	9,162.00	-4.52	99.95%
LPWA Maintenance & Operations			0.00		0.00	0.00	0.00	
Accounting Services	300.00	420.00	-120.00	71.43%	8,980.00	9,860.00	-880.00	91.08%
Billing Software		60.00	-60.00	0.00%	994.10	540.00	454.10	184.09%
Credit Card/Bank Fees	415.07	400.00	15.07	103.77%	3,651.12	3,600.00	51.12	101.42%
Dues, Fees, Training, Licenses		50.00	-50.00	0.00%	769.50	450.00	319.50	171.00%
Fuel	123.76	100.00	23.76	123.76%	1,722.11	900.00	822.11	191.35%
Insurance	2,270.36	250.00	2,020.36	908.14%	8,642.65	2,250.00	6,392.65	384.12%
Legal Notice Publications		10.00	-10.00	0.00%	0.00	90.00	-90.00	0.00%
Office Supplies / Expenses	106.51	180.00	-73.49	59.17%	1,370.38	1,620.00	-249.62	84.59%
Phones / Internet / IT	202.95	550.00	-347.05	36.90%	4,463.50	4,950.00	-486.50	90.17%
Postage & Equip	201.50	275.00	-73.50	73.27%	1,814.00	2,475.00	-661.00	73.29%
Repairs/Maintenance/Airgas	742.47	500.00	242.47	148.49%	8,013.55	4,500.00	3,513.55	178.08%
Uniforms	62.73	52.00	10.73	120.63%	567.95	468.00	99.95	121.36%
Utilities/Street Lights/Parks		295.00	-295.00	0.00%	2,208.41	2,655.00	-446.59	83.18%
Total LPWA Maintenance & Operations	\$ 4,425.35	\$ 3,142.00	\$ 1,283.35	140.85%	\$ 43,197.27	\$ 34,358.00	\$ 8,839.27	125.73%
Personnel Services			0.00		0.00	0.00	0.00	
Employee Benefits	2,196.86	2,143.00	53.86	102.51%	20,524.79	19,287.00	1,237.79	106.42%
Salaries / Wages / Payroll Tax	8,796.15	9,789.00	-992.85	89.86%	82,972.55	87,743.00	-4,770.45	94.56%
Total Personnel Services	\$ 10,993.01	\$ 11,932.00	-\$ 938.99	92.13%	\$ 103,497.34	\$ 107,030.00	-\$ 3,532.66	96.70%
Sanitation Service			0.00		0.00	0.00	0.00	
Billing Software		45.00	-45.00	0.00%	388.57	405.00	-16.43	95.94%
Collection Fee	8,704.35	9,000.00	-295.65	96.72%	78,162.02	81,000.00	-2,837.98	96.50%
Fuel	100.00	100.00	0.00	100.00%	1,275.95	900.00	375.95	141.77%
Uniforms	62.73	52.00	10.73	120.63%	567.93	468.00	99.93	121.35%
Total Sanitation Service	\$ 8,867.08	\$ 9,197.00	-\$ 329.92	96.41%	\$ 80,394.47	\$ 82,773.00	-\$ 2,378.53	97.13%
Sewer System			0.00		0.00	0.00	0.00	
Billing Software		45.00	-45.00	0.00%	400.00	405.00	-5.00	98.77%
Fuel	120.00	150.00	-30.00	80.00%	1,514.60	1,350.00	164.60	112.19%
Insurance		100.00	-100.00	0.00%	965.06	900.00	65.06	107.23%
Repairs / Maintenance	1,102.32	1,200.00	-97.68	91.86%	3,514.03	12,720.00	-9,205.97	27.63%
Supplies / Fees	60.00	300.00	-240.00	20.00%	1,187.05	2,700.00	-1,512.95	43.96%
Uniforms	62.73	52.00	10.73	120.63%	567.94	468.00	99.94	121.35%
Utilities		420.00	-420.00	0.00%	3,442.40	3,780.00	-337.60	91.07%

Total Sewer System	\$ 1,345.05	\$ 2,267.00	-\$ 921.95	59.33%	\$ 11,591.08	\$ 22,323.00	-\$ 10,731.92	51.92%
Water System	140.36		140.36		140.36	0.00	140.36	
Billing Software		140.00	-140.00	0.00%	400.00	1,260.00	-860.00	31.75%
DEQ Water Testing/Permits		800.00	-800.00	0.00%	20,073.66	7,200.00	12,873.66	278.80%
Equipment maintenance			0.00		1,738.38	0.00	1,738.38	
Fuel	120.00	150.00	-30.00	80.00%	1,514.58	1,350.00	164.58	112.19%
Insurance		100.00	-100.00	0.00%	0.00	900.00	-900.00	0.00%
Meters		250.00	-250.00	0.00%	3,022.80	2,250.00	772.80	134.35%
Repairs / Maintenance	2,103.72	600.00	1,503.72	350.62%	4,129.25	5,400.00	-1,270.75	76.47%
Supplies	1,318.00	725.00	593.00	181.79%	7,979.40	6,525.00	1,454.40	122.29%
Uniforms	62.73	52.00	10.73	120.63%	567.94	468.00	99.94	121.35%
Utilities	124.64	400.00	-275.36	31.16%	5,219.65	3,600.00	1,619.65	144.99%
Total Water System	\$ 3,869.45	\$ 3,217.00	\$ 652.45	120.28%	\$ 44,786.02	\$ 28,953.00	\$ 15,833.02	154.69%
Total Expenses	\$ 31,130.22	\$ 34,386.00	-\$ 3,255.78	90.53%	\$ 315,968.60	\$ 320,116.00	-\$ 4,147.40	98.70%
Net Operating Income	\$ 2,440.39	-\$ 2,305.00	\$ 4,745.39	-105.87%	\$ 559.93	-\$ 31,387.00	\$ 31,946.93	-1.78%
Other Income								
Transfer from Capital Improvement		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	
Total Other Income	\$ 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		\$ 30,000.00	\$ 30,000.00	\$ 0.00	100.00%
Net Income	\$ 2,440.39	-\$ 2,305.00	\$ 4,745.39	-105.87%	\$ 30,559.93	-\$ 1,387.00	\$ 31,946.93	-2203.31%

Luther Public Works Authority

Profit and Loss

July 2022 - March 2023

	TOTAL
Income	
Interest Revenue	1.89
Other/Interest/Tower Rent	15,425.19
Sales Tax	14,679.00
Trash & Landfill	50.00
Utility Revenue (Daily Deposit)	286,048.45
Water Drop Sales	324.00
Total Income	\$316,528.53
GROSS PROFIT	
	\$316,528.53
Expenses	
Capital Outlay	17,831.18
Debt Service - 2020 Truck	5,513.76
Debt Service-Water	9,157.48
LPWA Maintenance & Operations	
Accounting Services	8,980.00
Billing Software	994.10
Credit Card/Bank Fees	3,651.12
Dues, Fees, Training, Licenses	769.50
Fuel	1,722.11
Insurance	8,642.65
Office Supplies / Expenses	1,370.38
Phones / Internet / IT	4,463.50
Postage & Equip	1,814.00
Repairs/Maintenance/Airgas	8,013.55
Uniforms	567.95
Utilities/Street Lights/Parks	2,208.41
Total LPWA Maintenance & Operations	43,197.27
Personnel Services	
Employee Benefits	20,524.79
Salaries / Wages / Payroll Tax	82,972.55
Total Personnel Services	103,497.34
Sanitation Service	
Billing Software	388.57
Collection Fee	78,162.02
Fuel	1,275.95
Uniforms	567.93
Total Sanitation Service	80,394.47
Sewer System	
Billing Software	400.00
Fuel	1,514.60
Insurance	965.06
Repairs / Maintenance	3,514.03
Supplies / Fees	1,187.05

Luther Public Works Authority

Profit and Loss

July 2022 - March 2023

	TOTAL
Uniforms	567.94
Utilities	3,442.40
Total Sewer System	11,591.08
Water System	140.36
Billing Software	400.00
DEQ Water Testing/Permits	20,073.66
Equipment maintenance	1,738.38
Fuel	1,514.58
Meters	3,022.80
Repairs / Maintenance	4,129.25
Supplies	7,979.40
Uniforms	567.94
Utilities	5,219.65
Total Water System	44,786.02
Total Expenses	\$315,968.60
NET OPERATING INCOME	\$559.93
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	\$30,559.93



Ferguson Waterworks #1832
 1501 S CENTRAL AVE
 OKLAHOMA CITY, OK 73129-8355

Phone: 405-672-3828
 Fax: 405-672-5622

Deliver To:
 From: Will Clayburn
 Comments:

09:23:03 MAR 28 2023

Page 1 of 1

FEL - AROK WATERWORKS #1832

Price Quotation
 Phone: 405-672-3828
 Fax: 405-672-5622

Bid No: B405907
Bid Date: 03/28/23
Quoted By: WJC

Cust Phone: 405-277-3833
Terms: NET 10TH PROX

Customer: TOWN OF LUTHER
 108 S MAIN ST
 METER ACCOUNT
 LUTHER, OK 73054

Ship To: TOWN OF LUTHER
 108 S MAIN ST
 METER ACCOUNT
 LUTHER, OK 73054

Cust PO#: TBD

Job Name: METER PART REPLACMEN

Item	Description	Quantity	Net Price	UM	Total
K669640020	RDY CONV US BASIC 1 X RDY 3 CHAN	1	1460.600	EA	1460.60
K66960120	BLUETOOTH OPTICAL HD W/ CHRGR BRKTS	1	949.600	EA	949.60
K6696010	MAG ROOF ANT US	1	352.920	EA	352.92
Net Total:					\$2763.12
Tax:					\$0.00
Freight:					\$0.00
Total:					\$2763.12

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTACT YOUR SALES REPRESENTATIVE IMMEDIATELY FOR ASSISTANCE WITH DBE/MBE/WBE/SMALL BUSINESS REQUIREMENTS.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>
 Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with *NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.
 COVID-19 ORDER: ANY REFERENCE TO OR INCORPORATION OF EXECUTIVE ORDER 14042 AND/OR THE EO-IMPLEMENTING FEDERAL CLAUSES (FAR 52.223-99 AND/OR DFARS 252.223-7999) IS EXPRESSLY REJECTED BY SELLER AND SHALL NOT APPLY AS SELLER IS A MATERIALS SUPPLIER AND THEREFORE EXEMPT UNDER THE EXECUTIVE ORDER.



HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=1832&on=34504>

\$35 shipping on UPS standard 1-2 day delivery time from stock in Broken arrow OK.

Thanks,

Will Clayburn

Counter Representative II

Ferguson WW #1832

will.clayburn@ferguson.com

405-672-3828



Cathy Schmitz <utilityclerk@townoflutherok.com>

Estimates

james.dugger@ferguson.com <james.dugger@ferguson.com>
To: utilityclerk@townoflutherok.com

Tue, Mar 28, 2023 at 9:35 AM

Cathy,

Yes, the optical device comes with the guides and box. The Ready Converter comes with small antenna and charger. Also, the roof antenna comes with the converter, charger, and small antenna.

Unfortunately, I don't have any pictures at this time.

~James

[Quoted text hidden]



SecureVision of America, Inc.

SecureVision of America, Inc
PO Box 218
Fentress TX 78622
United States

Quote

Date
Quote #

5/4/2022
2470

Expires
Sales Rep
Memo

6/3/2022
Pat Flowers

Accepted By:

2022

Acceptance Date:

We got
1/2 of the Kit

Bill To

Luther Public Works Authority
PO Box 56
Luther OK 73054
United States

Ship To

Luther Public Works Authority
108 S Main
Luther OK 73054
United States

Item	Quantity	Description	Rate	Amount	Tax Rate
READy Kit Advanced	0.5	6696200020 READy Converter, US, Advanced, 2 x READy Converter built in a sturdy flight case including 2 whip antennas, 2 x 110 vac wall chargers, 1 x car adapter 12 vdc, 2 micro usb cables, 2 x external antennas, 2 x mobile holders and a quick guide.	1,701.35	850.68	
FREIGHT	1		40.00	40.00	

Total \$890.68

the Town of Luther



LPWA MONTHLY REPORT

March 2023

Start New Service	11
Re-start Service	0
Stop Service	11
Leaks	3
Sewer Problems	0
New Meters	0
Accounts Billed	563
Late Accounts Billed	52

Cathy Schmitz

Utility Clerk