

the Town of Luther



**BOARD OF TRUSTEES FOR THE LUTHER PUBLIC WORKS AUTHORITY
TUESDAY, AUGUST 8, 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 July 11 and 27, 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 (Jerrod Davis)

Trustee Three (Carla Caruthers)

Trustee Four (Jeff Schwarzmeier)

Trustee Five (Vacant)

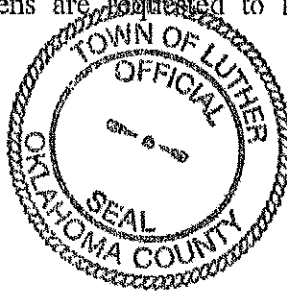
7. New Business: In accordance with the Open Meeting Act, Title 25 O.S. 311.A.9 of the Oklahoma Statutes, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.
8. Citizen participation: Citizens may address the 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.

9. Adjourn.



Scherrie Pidcock, Town Clerk



Agenda Posted Monday, August 7, 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

MINUTES

**BOARD OF TRUSTEES FOR THE LUTHER PUBLIC WORKS AUTHORITY
TUESDAY, JULY 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**

1. Call to Order by Terry Arps.
2. Roll Call by Terry Arps. Present were Terry Arps, Jerrod Davis, Carla Caruthers and Jeff Schwarzmeier.
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 June 13, 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 (Jerrod Davis)

7. Consideration, discussion, and possible action to repair or replace pumps and related equipment at the Wildhorse Lift Station. – Jerrod Davis made a motion to table the item until July 27, 2023, 2nd by Jeff Schwarzmeier. The Vote: All (4) Yes.

Trustee Three (Carla Caruthers)

Trustee Four (Jeff Schwarzmeier)

Trustee Five (Vacant)

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 Jeff Schwarzmeier. The Vote: All (4) Yes.**



Minutes transcribed by Scherrie Pidcock, Town Clerk

the Town of Luther



MINUTES

**THE LUTHER PUBLIC WORKS AUTHORITY
THURSDAY, JULY 27, 2023
IMMEDIATELY FOLLOWING THE BOARD MEETING AT 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, Jerrod Davis, Carla Caruthers and Jeff Schwarzmeier.
3. Determination of a quorum was made by Terry Arps.
4. Trustee Comments. – None.

Trustee One (Terry Arps)

Trustee Two (Jerrod Davis)

5. Consideration, discussion and possible action to determine a resolution for a sewer charge claim by Cecilia Taft. – **Discussion was held with Cecilia Taft, Trustees and employees of Luther Public Works regarding whether the Taft residence had been connected to the sewer main previous to her fire. Terry Arps confirmed with Cecilia Taft that if a plumber found that she had been connected previously, she would be satisfied that the LPWA had not overcharged her for sewer. Terry Arps made a motion to hire a plumber with a camera to examine the line and make a determination within two (2) weeks, 2nd by Jerrod Davis. The Vote: All (4) Yes.**
6. Consideration, discussion and possible action to repair the lift station at Wildhorse Park, including replacement of one (1) or two (2) pumps and accessories as needed. – **Terry Arps made a motion to have the lift station repaired as needed, 2nd by Carla Caruthers. The Vote: All (4) Yes.**
7. Consideration, discussion and possible action to authorize purchase of a new or used LPWA vehicle. – **Discussion was held. Jerrod Davis made a motion to waive the formal competitive bidding process and authorize the Town Manager to purchase a used truck for LPWA in an amount not to exceed \$30,000, so long as a competitive process such as reviewing multiple on-line resources is used, 2nd by Terry Arps. The Vote: All (4) Yes.**

Trustee Three (Carla Caruthers)

Trustee Four (Jeff Schwarzmeier)

Trustee Five (Vacant)

8. 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.**
9. Adjourn. – **Terry Arps made a motion to adjourn, 2nd by Jeff Schwarzmeier.**
The Vote: All (4) Yes.



Minutes transcribed by Scherrie Pidcock, Town Clerk

Luther Public Works Authority
Budget vs. Actuals FY 2023-2024
MONTH OF JULY, 2023

	Jul 2023				FY BUDGET			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Other/Interest/Tower Rent	2,346.45	1,500.00	846.45	156.43%	2,346.45	18,000.00	-15,653.55	13.04%
Permits		50.00	-50.00	0.00%	0.00	600.00	-600.00	0.00%
Sales Tax	613.00	613.00	0.00	100.00%	613.00	7,356.00	-6,743.00	8.33%
Sewer		5,850.00	-5,850.00	0.00%	0.00	70,200.00	-70,200.00	0.00%
Trash & Landfill		13,140.00	-13,140.00	0.00%	0.00	157,680.00	-157,680.00	0.00%
Utility Revenue (Daily Deposit)	29,904.51	11,660.00	18,244.51	256.47%	29,904.51	139,920.00	-110,015.49	21.37%
Water Drop Sales	270.00	200.00	70.00	135.00%	270.00	2,400.00	-2,130.00	11.25%
Total Income	\$ 33,133.96	\$ 33,013.00	\$ 120.96	100.37%	\$ 33,133.96	\$ 396,156.00	-\$ 363,022.04	8.36%
Gross Profit	\$ 33,133.96	\$ 33,013.00	\$ 120.96	100.37%	\$ 33,133.96	\$ 396,156.00	-\$ 363,022.04	8.36%
Expenses								
Capital Outlay	1,150.00	0.00	1,150.00		1,150.00	104,000.00	-102,850.00	1.11%
Debt Service - 2020 Truck	612.64	613.00	-0.36	99.94%	612.64	7,356.00	-6,743.36	8.33%
LPWA Maintenance & Operations			0.00		0.00	0.00	0.00	
Accounting Services	285.00	425.00	-140.00	67.06%	285.00	11,175.00	-10,890.00	2.55%
Billing Software	53.60	60.00	-6.40	89.33%	53.60	720.00	-666.40	7.44%
Credit Card/Bank Fees	459.61	400.00	59.61	114.90%	459.61	4,800.00	-4,340.39	9.58%
Dues, Fees, Training, Licenses		225.00	-225.00	0.00%	0.00	2,700.00	-2,700.00	0.00%
Fuel	221.86	150.00	71.86	147.91%	221.86	1,800.00	-1,578.14	12.33%
Insurance	1,722.09	250.00	1,472.09	688.84%	1,722.09	3,000.00	-1,277.91	57.40%
Legal Notice Publications		10.00	-10.00	0.00%	0.00	120.00	-120.00	0.00%
Office Supplies / Expenses	116.28	180.00	-63.72	64.60%	165.95	2,160.00	-1,994.05	7.68%
Phones / Internet / IT	702.27	550.00	152.27	127.69%	734.86	6,600.00	-5,865.14	11.13%
Postage & Equip	301.50	275.00	26.50	109.64%	301.50	3,300.00	-2,998.50	9.14%
Repairs/Maintenance/Airgas	702.07	700.00	2.07	100.30%	1,328.95	8,400.00	-7,071.05	15.82%
Uniforms	58.85	55.00	3.85	107.00%	132.41	660.00	-527.59	20.06%
Utilities/Street Lights/Parks	105.84	295.00	-189.16	35.88%	198.39	3,540.00	-3,341.61	5.60%
Total LPWA Maintenance & Operations	\$ 4,728.97	\$ 3,576.00	\$ 1,153.97	132.28%	\$ 5,804.22	\$ 48,975.00	-\$ 43,370.78	11.44%
Personnel Services			0.00		0.00	0.00	0.00	
Employee Benefits	2,233.93	2,320.00	-86.07	96.29%	2,233.93	27,871.00	-25,637.07	8.02%
Salaries / Wages / Payroll Tax	10,392.15	10,853.00	-460.85	95.75%	10,392.15	129,840.00	-119,447.85	8.00%
Total Personnel Services	\$ 12,626.08	\$ 13,173.00	-\$ 546.92	95.85%	\$ 12,626.08	\$ 157,711.00	-\$ 145,084.92	8.01%
Sanitation Service			0.00		0.00	0.00	0.00	
Billing Software		45.00	-45.00	0.00%	0.00	540.00	-540.00	0.00%
Collection Fee	8,912.79	9,600.00	-687.21	92.84%	17,689.06	115,200.00	-97,510.94	15.36%
Fuel	100.00	100.00	0.00	100.00%	100.00	1,200.00	-1,100.00	8.33%
Uniforms	58.85	55.00	3.85	107.00%	132.42	660.00	-527.58	20.06%
Total Sanitation Service	\$ 9,071.64	\$ 9,800.00	-\$ 728.36	92.57%	\$ 17,921.48	\$ 117,600.00	-\$ 99,678.52	15.24%
Sewer System			0.00		0.00	0.00	0.00	
Billing Software		45.00	-45.00	0.00%	0.00	540.00	-540.00	0.00%
Fuel	100.00	150.00	-50.00	66.67%	100.00	1,800.00	-1,700.00	5.56%
Insurance		100.00	-100.00	0.00%	0.00	1,200.00	-1,200.00	0.00%
Repairs / Maintenance	5,244.73	1,200.00	4,044.73	437.06%	5,244.73	14,400.00	-9,155.27	36.42%
Supplies / Fees	59.57	300.00	-240.43	19.86%	59.57	3,600.00	-3,540.43	1.65%
Uniforms	58.85	55.00	3.85	107.00%	132.41	660.00	-527.59	20.06%
Utilities	264.73	420.00	-155.27	63.03%	625.22	5,040.00	-4,414.78	12.41%
Total Sewer System	\$ 5,727.88	\$ 2,270.00	\$ 3,457.88	252.33%	\$ 6,161.93	\$ 27,240.00	-\$ 21,078.07	22.62%
Uncategorized Expense	0.00		0.00		0.00	0.00	0.00	
Water System			0.00		0.00	0.00	0.00	
Billing Software		140.00	-140.00	0.00%	0.00	1,680.00	-1,680.00	0.00%
DEQ Water Testing/Permits	2,094.70	1,175.00	919.70	178.27%	16,021.94	14,100.00	1,921.94	113.63%
Fuel	169.66	150.00	19.66	113.11%	169.66	1,800.00	-1,630.34	9.43%
Insurance		100.00	-100.00	0.00%	0.00	1,200.00	-1,200.00	0.00%
Meters		400.00	-400.00	0.00%	0.00	4,800.00	-4,800.00	0.00%
Repairs / Maintenance	200.64	600.00	-399.36	33.44%	200.64	7,200.00	-6,999.36	2.79%

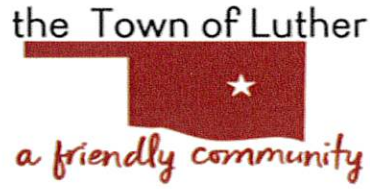
Supplies	523.62	750.00	-226.38	69.82%	775.49	9,000.00	-8,224.51	8.62%
Uniforms	58.85	55.00	3.85	107.00%	132.41	660.00	-527.59	20.06%
Utilities	653.64	400.00	253.64	163.41%	1,335.57	4,600.00	-3,464.43	27.82%
Total Water System	\$ 3,701.11	\$ 3,770.00	-\$ 68.89	98.17%	\$ 18,635.71	\$ 45,240.00	-\$ 26,604.29	41.19%
Total Expenses	\$ 37,618.32	\$ 33,201.00	\$ 4,417.32	113.30%	\$ 62,712.06	\$ 508,122.00	-\$ 445,409.94	12.34%
Net Operating Income	-\$ 4,484.36	-\$ 188.00	-\$ 4,296.36	2385.30%	-\$ 29,578.10	-\$ 111,966.00	\$ 82,387.90	26.42%
Other Income								
Transfer from Capital Improvement		0.00	0.00		0.00	92,000.00	-92,000.00	0.00%
Transfers In/Out		1,670.00	-1,670.00	0.00%	0.00	20,040.00	-20,040.00	0.00%
Total Other Income	\$ 0.00	\$ 1,670.00	-\$ 1,670.00	0.00%	\$ 0.00	\$ 112,040.00	-\$ 112,040.00	0.00%
Net Other Income	\$ 0.00	\$ 1,670.00	-\$ 1,670.00	0.00%	\$ 0.00	\$ 112,040.00	-\$ 112,040.00	0.00%
Net Income	-\$ 4,484.36	\$ 1,482.00	-\$ 5,966.36	-302.59%	-\$ 29,578.10	\$ 74.00	-\$ 29,652.10	-39970.41%

LUTHER PUBLIC WORKS AUTHORITY CLAIMS INCLUDING PAYROLL

JULY 12 TO AUGUST 8 2023

Date	Ref No.	Payee	Memo	Payment
07/13/2023	EFT	Town of Luther	FUEL REIMBURSEMENT	571.86
07/13/2023	EFT	Town of Luther	POSTAGE REIMBURSEMENT	201.50
07/13/2023	EFT	Town of Luther	POSTAGE MACHINE RENTAL	100.00
07/13/2023	EFT	Town of Luther	QUICKBOOKS REIMBURSEMENT	85.00
07/19/2023	EFT	IRS	FED PAYROLL TAX	914.34
07/24/2023	EFT	Oklahoma Tax Commission	STATE PAYROLL TAX	282.00
07/26/2023	ACH	BANCFIRST	2020 CHEV LOAN PMT	612.64
07/26/2023	EFT	QuickBooks Payroll	LPWA PAYROLL	3,472.27
07/28/2023	13922	Void	VOID-PRINTER ERROR	0
07/28/2023	13923	Void	VOID-PRINTER ERROR	0
07/28/2023	13924	Void	VOID-PRINTER ERROR	0
07/27/2023	13925	ALLEN'S POWER EQUIPMENT	MOWER REPAIR	101.65
07/27/2023	13926	AMERITAS LIFE INS CORP	VOLUNTARY VISION INS	42.60
07/27/2023	13927	BCBS-DEARBORN	LIFE INS	18.81
07/27/2023	13928	BLUECROSS/BLUESHIELD OF OK	HEALTH INS	2,607.40
07/27/2023	13929	CATHY SCHMITZ	REIMBURSEMENT OF MILEAGE	9.83
07/27/2023	13930	COMPSOURCE	WORK COMP INS	757.03
07/27/2023	13931	Delta Dental	VOLUNTARY DENTAL INS	277.00
07/27/2023	13932	DEQ	FEES/LICENSES	2,094.70
07/27/2023	13933	Eastside Waste	MONTHLY SANITATION SERVICES	8,912.79
07/27/2023	13934	O'Reilly Auto Parts	PARTS/SUPPLIES	97.07
07/27/2023	13935	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	60.25
07/27/2023	13936	OK MUNICIPAL RETIREMENT FUND	PENSION FOR LPWA	175.74
07/27/2023	13937	P&K EQUIPMENT	PARTS/SUPPLIES	154.26
07/27/2023	13938	VADIM MUNICIPAL SOFTWARE INC	BILLING SOFTWARE FEES	53.60
07/27/2023	13939	XCEL OFFICE SOLUTIONS	I.T./COPIER	285.24
07/27/2023	13940	OK MUNICIPAL RETIREMENT FUND	PENSION FOR LPWA	174.44
08/01/2023	EFT	Total Merchant Services	CARD TRANSACTION FEES	471.44
08/02/2023	EFT	IRS	FED PAYROLL TAX	834.20
08/02/2023	EFT	Ok Employment Security Commission	UNEMPLOYMENT	226.64
08/08/2023	13941	Airgas USA, LLC	CYLINDER RENTALS	63.13

08/08/2023	13942	BRAD JACKSON	UTILITY REFUND	120.63
08/08/2023	13943	DEQ	WATER TESTING FEES	13,927.24
08/08/2023	13944	Eastside Waste	MONTHLY SANITATION SERVICES	8,776.27
08/08/2023	13945	FLUENTSTREAM TECHNOLOGIES	VOID PHONE HOSTING	32.59
08/08/2023	13946	HUNTER & AUSTYN BULEY	UTILITY REFUND	42.35
08/08/2023	13947	Luther Hardware & Lumber, LLC	PARTS AND SUPPLIES	607.50
08/08/2023	13948	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	49.67
08/08/2023	13949	OG&E	ELECTRIC SERVICE	960.91
08/08/2023	13950	ONG	NATURAL GAS SERVICE	174.06
08/08/2023	13951	Pioneer Supply	SUPPLIES	64.00
08/08/2023	13952	UniFirst Corporation	UNIFORMS	294.25
08/08/2023	13953	USA Bluebook	SUPPLIES	144.12
				<u>\$48,851.02</u>



LPWA MONTHLY REPORT

July 2023

Start New Service	11
Re-start Service	3
Stop Service	7
Leaks	4
Sewer Problems	0
New Meters	0
Accounts Billed	576
Late Accounts Billed	68


Cathy Schmitz
Utility Clerk