



**BOARD OF TRUSTEES FOR THE LUTHER PUBLIC WORKS AUTHORITY
TUESDAY, FEBRUARY 13, 2024, 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 January 9, 2024.
 - 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)

7. Consideration, discussion, and possible action regarding the inventory, surplus and sale of equipment, materials, furnishings, fixtures, and items owned by the Luther Public Works Authority.

Trustee Three (Carla Caruthers)

Trustee Four (Jeff Schwarzmeier)

Trustee Five (Valarie Braxton)

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.

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.

10. Adjourn.

Scherrie Pidcock

Scherrie Pidcock, Town Clerk



Agenda Posted Monday, February 12, 2024, 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



MINUTES

**BOARD OF TRUSTEES FOR THE LUTHER PUBLIC WORKS AUTHORITY
TUESDAY, JANUARY 9, 2024, 7:00 P.M.
LUTHER TOWN HALL
108 SOUTH MAIN STREET, LUTHER, OKLAHOMA 73054**

1. Call to Order by **Jeff Schwarzmeier**.
2. Roll Call by **Jeff Schwarzmeier**. Present for roll call were **Jeff Schwarzmeier, Jerrod Davis, and Carla Caruthers**. **Terry Arps** had left the room but returned during Item 6.
3. Determination of a quorum by **Jeff Schwarzmeier**.
4. Approval of the Consent Agenda,
 - a. Approval of the Board Minutes from the meeting of December 12, 2023.
 - b. Approval of Claims, including Payroll
 - c. Review and Approval of Treasurer's Report – **Jeff Schwarzmeier made a motion to approve the Consent Agenda, 2nd by Jerrod Davis. The Vote: All (3) Yes. (Arps had not returned.)**
5. Consideration of Items Removed from the Consent Agenda – **None**.
6. Trustee Comments – **Jerrod Davis gave the LPWA monthly report. No other comments.**

Trustee One (Terry Arps)

Trustee Two (Jerrod Davis)

7. Consideration, discussion and possible action to enter into an agreement with C&N Septic Service to dispose of septic waste. – **Terry Arps returned to the meeting. Jerrod Davis made a motion to enter into the agreement as written, 2nd by Terry Arps. The Vote: All (4) Yes.**
8. Consideration, discussion and possible action to approve additional funds for excavation equipment or purchase different type(s) of equipment. – **Discussion was held. Jerrod Davis made a motion to increase the purchasing budget for a backhoe to \$70,000, 2nd by Terry Arps. The Vote: All (4) Yes.**
9. Consideration, discussion and possible action to surplus one (1) or two (2) old military generators. **Jerrod Davis made a motion to surplus two (2) military generators, 2nd by Terry Arps. The Vote: All (4) Yes.**

10. Consideration, discussion and possible action to replace/repair a manhole located on the west end of Wildhorse Park. – **Jerrod Davis made a motion to replace/repair the manhole at a cost not to exceed \$10,000, 2nd by Jeff Schwarzmeier. The Vote: All (4) Yes.**

Trustee Three (Carla Caruthers)

11. Consideration, discussion and possible action to pass credit card convenience transaction fees currently absorbed by the Luther Public Works Authority, to customers. *Tabled from December 12, 2023.* **Discussion was held. Carla Caruthers made a motion to authorize the Town Manager and staff to find a processing company with a competitive rate, educate the public about the policy change through social media, noting on utility bills and posting signs in the lobby, and pass the credit card convenience fee to the customer once the public has been educated and informed of the policy change.**

Trustee Four (Jeff Schwarzmeier)

Trustee Five (Vacant)

12. 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.**
13. 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. – **Edward Threatt inquired about the Town and LPWA policy for a Rainy Day Fund. Information relating to the Rainy Day policy and funds were provided to Mr. Threatt.**
14. 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 LPWA FY 2023-2024
 January 2024 and YTD

	Jan 2024				Total YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Other/Interest/Tower Rent	1,001.92	1,500.00	-498.08	66.79%	9,951.91	10,500.00	-548.09	94.78%
Permits		50.00	-50.00	0.00%	0.00	350.00	-350.00	0.00%
Sales Tax	613.00	613.00	0.00	100.00%	4,291.00	4,291.00	0.00	100.00%
Sewer		6,850.00	-6,850.00	0.00%	0.00	41,950.00	-41,950.00	0.00%
Trash & Landfill		14,140.00	-14,140.00	0.00%	0.00	92,980.00	-92,980.00	0.00%
Utility Revenue (Daily Deposit)	35,698.04	14,993.00	20,705.04	238.10%	241,696.75	84,953.00	156,743.75	284.51%
Water Drop Sales	72.00	200.00	-128.00	36.00%	1,368.00	1,400.00	-32.00	97.71%
Total Income	\$ 37,384.96	\$ 38,346.00	-\$ 961.04	97.49%	\$ 257,307.66	\$ 236,424.00	\$ 20,883.66	108.83%
Gross Profit	\$ 37,384.96	\$ 38,346.00	-\$ 961.04	97.49%	\$ 257,307.66	\$ 236,424.00	\$ 20,883.66	108.83%
Expenses								
Capital Outlay		22,000.00	-22,000.00	0.00%	19,960.38	104,000.00	-84,039.62	19.19%
Debt Service - 2020 Truck	612.64	613.00	-0.36	99.94%	4,288.48	4,291.00	-2.52	99.94%
LPWA Maintenance & Operations			0.00		0.00	0.00	0.00	
Accounting Services	320.00	425.00	-105.00	75.29%	2,420.00	9,050.00	-6,630.00	26.74%
Billing Software		60.00	-60.00	0.00%	53.60	420.00	-366.40	12.76%
Credit Card/Bank Fees	554.52	400.00	154.52	138.63%	3,671.83	2,800.00	871.83	131.14%
Dues, Fees, Training, Licenses		225.00	-225.00	0.00%	1,640.89	1,575.00	65.89	104.18%
Fuel	164.22	150.00	14.22	109.48%	1,439.30	1,050.00	389.30	137.08%
Insurance		250.00	-250.00	0.00%	8,552.27	1,750.00	6,802.27	488.70%
Legal Notice Publications		10.00	-10.00	0.00%	30.84	70.00	-39.16	44.06%
Office Supplies / Expenses	104.77	180.00	-75.23	58.21%	1,966.44	1,260.00	706.44	156.07%
Phones / Internet / IT	583.54	550.00	33.54	106.10%	5,875.98	3,850.00	2,025.98	152.62%
Postage & Equip	201.50	275.00	-73.50	73.27%	2,183.49	1,925.00	258.49	113.43%
Repairs/Maintenance/Airgas	532.91	700.00	-167.09	76.13%	2,892.39	4,900.00	-2,007.61	59.03%
Uniforms	64.37	55.00	9.37	117.04%	493.59	385.00	108.59	128.21%
Utilities/Street Lights/Parks	408.79	295.00	113.79	138.57%	1,594.04	2,065.00	-470.96	77.19%
Total LPWA Maintenance & Operations	\$ 2,934.62	\$ 3,575.00	-\$ 640.38	82.09%	\$ 32,814.66	\$ 31,100.00	\$ 1,714.66	105.51%
Personnel Services			0.00		0.00	0.00	0.00	
Employee Benefits	1,570.60	2,323.00	-752.40	67.61%	13,525.38	16,256.00	-2,730.62	83.20%
Salaries / Wages / Payroll Tax	11,722.55	12,353.00	-630.45	94.90%	74,192.92	77,077.00	-2,884.08	96.26%
Total Personnel Services	\$ 13,293.15	\$ 14,676.00	-\$ 1,382.85	90.58%	\$ 87,718.30	\$ 93,333.00	-\$ 5,614.70	93.98%
Sanitation Service			0.00		0.00	0.00	0.00	
Billing Software		45.00	-45.00	0.00%	0.00	315.00	-315.00	0.00%
Collection Fee	8,796.66	9,600.00	-803.34	91.63%	61,341.52	67,200.00	-5,858.48	91.28%
Fuel		100.00	-100.00	0.00%	463.92	700.00	-236.08	66.27%
Uniforms	64.36	55.00	9.36	117.02%	402.03	385.00	17.03	104.42%
Total Sanitation Service	\$ 8,861.02	\$ 9,800.00	-\$ 938.98	90.42%	\$ 62,207.47	\$ 68,600.00	-\$ 6,392.53	90.68%
Sewer System			0.00		0.00	0.00	0.00	
Billing Software		45.00	-45.00	0.00%	0.00	315.00	-315.00	0.00%
Fuel	85.00	150.00	-65.00	56.67%	647.83	1,050.00	-402.17	61.70%
Insurance		100.00	-100.00	0.00%	300.00	700.00	-400.00	42.86%
Repairs / Maintenance	1,562.51	2,200.00	-637.49	71.02%	16,324.75	9,400.00	6,924.75	173.67%
Supplies / Fees	216.34	300.00	-83.66	72.11%	1,634.55	2,100.00	-465.45	77.84%
Uniforms	64.37	55.00	9.37	117.04%	532.04	385.00	147.04	138.19%
Utilities	287.95	420.00	-132.05	68.56%	2,674.03	2,940.00	-265.97	90.95%
Total Sewer System	\$ 2,216.17	\$ 3,270.00	-\$ 1,053.83	67.77%	\$ 22,113.20	\$ 16,890.00	\$ 5,223.20	130.92%
Uncategorized Expense			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%	38.96	980.00	-941.04	3.98%
DEQ Water Testing/Permits		2,175.00	-2,175.00	0.00%	16,315.08	9,225.00	7,090.08	176.86%
Equipment maintenance			0.00		617.95	0.00	617.95	
Fuel	85.00	150.00	-65.00	56.67%	908.85	1,050.00	-141.15	86.56%

Insurance		100.00	-100.00	0.00%	300.00	700.00	-400.00	42.88%
Meters	130.05	400.00	-269.95	32.51%	130.05	2,800.00	-2,669.95	4.64%
Repairs / Maintenance		1,600.00	-1,600.00	0.00%	8,769.52	5,200.00	3,569.52	168.64%
Supplies	1,640.03	750.00	890.03	218.67%	6,626.48	5,250.00	1,376.48	126.22%
Uniforms	64.37	55.00	9.37	117.04%	502.03	385.00	117.03	130.40%
Utilities	391.61	400.00	-8.39	97.90%	4,743.10	2,800.00	1,943.10	169.40%
Total Water System	\$ 2,311.06	\$ 5,770.00	-\$ 3,458.94	40.05%	\$ 38,952.02	\$ 28,390.00	\$ 10,562.02	137.20%
Total Expenses	\$ 30,228.66	\$ 59,704.00	-\$ 29,475.34	50.63%	\$ 268,054.51	\$ 346,604.00	-\$ 78,549.49	77.34%
Net Operating Income	\$ 7,156.30	-\$ 21,358.00	\$ 28,514.30	-33.51%	-\$ 10,746.85	-\$ 110,180.00	\$ 99,433.15	9.75%
Other Income								
Transfer from Capital Improvement		22,000.00	-22,000.00	0.00%	19,960.38	92,000.00	-72,039.62	21.70%
Transfers In/Out	1,609.53	1,670.00	-60.47	96.38%	12,130.53	11,690.00	440.53	103.77%
Total Other Income	\$ 1,609.53	\$ 23,670.00	-\$ 22,060.47	6.80%	\$ 32,090.91	\$ 103,690.00	-\$ 71,599.09	30.95%
Net Other Income	\$ 1,609.53	\$ 23,670.00	-\$ 22,060.47	6.80%	\$ 32,090.91	\$ 103,690.00	-\$ 71,599.09	30.95%
Net Income	\$ 8,765.83	\$ 2,312.00	\$ 6,453.83	379.14%	\$ 21,344.06	-\$ 6,490.00	\$ 27,834.06	-328.88%

Luther Public Works Authority

Profit and Loss

July 2023 - January 2024

	<u>Total</u>
Income	
Other/Interest/Tower Rent	9,951.91
Sales Tax	4,291.00
Utility Revenue (Daily Deposit)	241,696.75
Water Drop Sales	1,368.00
Total Income	<u>\$ 257,307.66</u>
Gross Profit	<u>\$ 257,307.66</u>
Expenses	
Capital Outlay	19,960.38
Debt Service - 2020 Truck	4,288.48
LPWA Maintenance & Operations	
Accounting Services	2,420.00
Billing Software	53.60
Credit Card/Bank Fees	3,671.83
Dues, Fees, Training, Licenses	1,640.89
Fuel	1,439.30
Insurance	8,552.27
Legal Notice Publications	30.84
Office Supplies / Expenses	1,966.44
Phones / Internet / IT	5,875.98
Postage & Equip	2,183.49
Repairs/Maintenance/Airgas	2,892.39
Uniforms	493.59
Utilities/Parks	1,594.04
Operations	<u>\$ 32,814.66</u>
Personnel Services	
Employee Benefits	13,525.38
Salaries / Wages / Payroll Tax	74,192.92
Total Personnel Services	<u>\$ 87,718.30</u>
Sanitation Service	
Collection Fee	61,341.52
Fuel	463.92
Uniforms	402.03
Total Sanitation Service	<u>\$ 62,207.47</u>
Sewer System	
Fuel	647.83
Insurance	300.00
Repairs / Maintenance	16,324.75
Supplies / Fees	1,634.55

Uniforms		532.04
Utilities		2,674.03
Total Sewer System	\$	22,113.20
Uncategorized Expense		0.00
Water System		
Billing Software		38.96
DEQ Water Testing/Permits		16,315.08
Equipment maintenance		617.95
Fuel		908.85
Insurance		300.00
Meters		130.05
Repairs / Maintenance		8,769.52
Supplies		6,626.48
Uniforms		502.03
Utilities		4,743.10
Total Water System	\$	38,952.02
Total Expenses	\$	268,054.51
Net Operating Income	-\$	10,746.85
Other Income		
Transfer from Capital Improvement		19,960.38
Transfers In/Out		12,130.53
Total Other Income	\$	32,090.91
Net Other Income	\$	32,090.91
Net Income	\$	21,344.06

**LUTHER PUBLIC WORKS AUTHORITY - CLAIMS INCLUDING PAYROLL
JAN 10 TO FEB 13, 2024**

Date	Ref No.	Payee	Memo	Payment
01/10/2024	EFT	QuickBooks Payroll	LPWA PAYROLL	3,718.43
01/10/2024	EFT	Town of Luther	FUEL REIMBURSEMENT	334.22
01/10/2024	EFT	Town of Luther	POSTAGE REIMBURSEMENT	201.50
01/10/2024	EFT	Town of Luther	TRANSFER	119.47
01/10/2024	EFT	Town of Luther	QUICKBOOKS REIMBURSEMENT	90.00
01/10/2024	EFT	LUTHER LIONS CAR WASH	EQUIPMENT MUD WASH	9.50
01/18/2024	EFT	IRS	FEDERAL PAYROLL TAXES	1,000.72
01/24/2024	EFT	QuickBooks Payroll	LPWA PAYROLL	3,844.62
01/24/2024	EFT	Oklahoma Tax Commission	STATE PAYROLL TAXES	207.00
01/25/2024	14116	724 ENTERPRISES LLC	REFUND OF UTILITY PAYMENT	130.05
01/25/2024	14117	AT&T MOBILITY	CELLS, TABLET	139.43
01/25/2024	14118	BLUECROSS BLUESHIELD OF OK	LIFE INSURANCE	13.50
01/25/2024	14119	BLUECROSS/BLUESHIELD OF OK	HEALTH INSURANCE	2,024.28
01/25/2024	14120	Delta Dental	VOLUNTARY DENTAL INSURANCE	104.00
01/25/2024	14121	HARCROS CHEMICALS INC.	HYPOCHLORITE	301.50
01/25/2024	14122	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	71.87
01/25/2024	14123	OK MUNICIPAL RETIREMENT FUND	PENSION CONTRIBUTIONS	354.52
01/25/2024	14124	USA Bluebook	PARTS AND SUPPLIES	188.98
01/25/2024	14125	XCEL OFFICE SOLUTIONS	I.T./COPIER/PRINTER	321.48
01/26/2024	EFT	BANCFIRST	2020 CHEVY LOAN	612.64
01/31/2024	EFT	IRS	FEDERAL PAYROLL TAXES	1,047.46
02/01/2024	EFT	Total Merchant Services	CARD TRANSACTION FEES	508.60
02/02/2024	EFT	Ok Employment Security Comm	UNEMPLOYMENT TAXES	97.32
02/07/2024	EFT	QuickBooks Payroll	LPWA PAYROLL	3,742.94
02/08/2024	EFT	BASS PRO	2 SETS OF HD WADERS	199.98
02/13/2024	14126	A-Z HANDYMAN X-PRESS	OFFICE CLEANING	96.00
02/13/2024	14127	Airgas USA, LLC	CYLINDER RENTALS	63.13
02/13/2024	14128	AMERITAS LIFE INS CORP	VOLUNTARY VISION INSURANCE	27.32
02/13/2024	14129	Department of Environmental Quality	WATER TESTING	29.70
02/13/2024	14130	Dollar General Charged Sales	CLEANING SUPPLIES	22.51
02/13/2024	14131	Eastside Waste	SANITATION SERVICE	8,881.76

02/13/2024	14132	ESTATE OF DARLA PARSONS	UTILITY DEPOSIT REFUND	67.39
02/13/2024	14133	FLUENTSTREAM TECHNOLOGIES	PHONE HOSTING	77.17
02/13/2024	14134	HARRINGTON'S SERVICE CENTER	AUTO MAINTENANCE	250.00
02/13/2024	14135	JONES HARDWARE	PARTS AND SUPPLIES	89.97
02/13/2024	14136	Luther Hardware & Lumber, LLC	PARTS AND SUPPLIES	425.16
02/13/2024	14137	O'Reilly Auto Parts	PARTS AND SUPPLIES	143.63
02/13/2024	14138	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	20.05
02/13/2024	14139	OG&E	ELECTRIC SERVICE	749.91
02/13/2024	14140	OK MUNICIPAL RETIREMENT FUND	PENSION CONTRIBUTIONS	178.56
02/13/2024	14141	ONG	NATURAL GAS SERVICE	168.29
02/13/2024	14142	Pioneer Supply, LLC - 844634	WATER/SEWER PARTS/SUPPLIES	1,095.10
02/13/2024	14143	UniFirst Corporation	UNIFORMS	340.55
02/13/2024	14144	XCEL OFFICE SOLUTIONS	I.T./COPIER/PRINTER	320.88
02/13/2024	14145	Young & Associates CPA's	ACCOUNTING SERVICES	865.00
				<u>865.00</u>
				<u>\$33,296.09</u>



LPWA MONTHLY REPORT

January 2024

Start New Service	6
Re-start Service	3
Stop Service	11
Leaks	7
Sewer Problems	1
New Meters	0
Accounts Billed	589
Late Accounts Billed	151

Cathy Schmitz
Utility Clerk