

## REGULAR MEETING AGENDA

**BOARD OF TRUSTEES FOR THE LUTHER PUBLIC WORKS AUTHORITY  
WEDNESDAY, NOVEMBER 12, 2025, IMMEDIATELY FOLLOWING  
THE TOWN BOARD OF TRUSTEES MEETING AT 7:00 P.M.  
LUTHER TOWN HALL  
108 SOUTH MAIN STREET, LUTHER, OKLAHOMA 73054**

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 October 14, 2025.
  - b. Approval of Claims, including Payroll
  - c. Review and Approval of Treasurer's Report
5. Consideration of Items Removed from the Consent Agenda
6. LPWA Department Report
7. Trustee Comments

### **Trustee One (Terry Arps)**

8. Consideration, discussion and possible action to close the Luther Public Works Rainy Day account in the amount of \$8,565.22 and deposit the funds in the Luther Public Works General Fund in order to utilize the SWEEP investment fund.

### **Trustee Two (Jerrod Davis)**

### **Trustee Three (Carla Caruthers)**

### **Trustee Four (Jeff Schwarzmeier)**

### **Trustee Five (Cindy Harris Baker)**

9. New Business: In accordance with the Open Meeting Act, Title 25 O.S. 311.A.9 of the Oklahoma

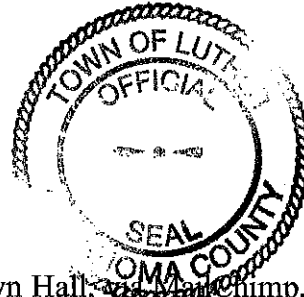
Statutes, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.

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, November 10, 2025, at Luther Town Hall, ~~and~~ on Facebook at The Town of Luther, and on our website at [www.townoflutherok.com](http://www.townoflutherok.com) prior to 7:00 pm.



## REGULAR MEETING MINUTES

**BOARD OF TRUSTEES FOR THE LUTHER PUBLIC WORKS AUTHORITY  
TUESDAY, OCTOBER 14, 2025, 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, Carla Caruthers, Jeff Schwarzmeier and Cindy Harris Baker**. **Jerrod Davis** 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 meetings of September 9 and 25, 2025.
  - b. Approval of Claims, including Payroll
  - c. Review and Approval of Treasurer's Report – **Terry Arps made a motion to approve the Consent Agenda, 2<sup>nd</sup> by Jeff Schwarzmeier. The Vote: All (4) Yes.**
5. Consideration of Items Removed from the Consent Agenda. – **None**.
6. LPWA Department Report – **Terry Arps read the LPWA Report**.
7. Trustee Comments – **None**.

### **Trustee One (Terry Arps)**

8. Consideration, discussion and possible action regarding the decision to close two (2) Luther Public Works Authority Certificates of Deposit and move to an LPWA SWEEP fund. CD totals are \$8,640.27 and \$26,253.10. – **Terry Arps made a motion to close the CD's as written, 2<sup>nd</sup> by Jeff Schwarzmeier. The Vote: All (4) Yes.**

### **Trustee Two (Jerrod Davis)**

### **Trustee Three (Carla Caruthers)**

### **Trustee Four (Jeff Schwarzmeier)**

### **Trustee Five (Cindy Harris Baker)**

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. – **None**.
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. – **None.**

11. Adjourn. – **Terry Arps made a motion to adjourn, 2<sup>nd</sup> by Jeff Schwarzmeier. The Vote: All (4) Yes.**



Minutes transcribed by Scherrie Pidcock, Town Clerk

**LUTHER PUBLIC WORKS AUTHORITY CLAIMS INCLUDING PAYROLL**

**OCTOBER 15 THROUGH NOVEMBER 12, 2025**

<b>Date</b>	<b>Ref No.</b>	<b>Payee</b>	<b>Memo</b>	<b>Payment</b>
10/15/2025	EFT	QuickBooks Payroll	LPWA PAYROLL	4,052.13
10/15/2025	EFT	Town of Luther	OCT 2025 FUEL	511.84
10/15/2025	EFT	Town of Luther	OCT 2025 POSTAGE	200.00
10/15/2025	EFT	Town of Luther	OCT 2025 QUICKBOOKS ONLINE	115.00
10/15/2025	EFT	Town of Luther	OCT 2025 POSTAGE MACHINE	100.00
10/15/2025	EFT	Town of Luther	OCT 2025 VOLUNTARY INSURANCE	87.30
10/20/2025	EFT	LPWA SWEEP	SWEEP TRANSFER	8,655.01
10/21/2025	EFT	LPWA SWEEP	SWEEP TRANSFER	357.20
10/22/2025	EFT	IRS	FEDERAL PAYROLL TAX	1,075.58
10/22/2025	EFT	Oklahoma Tax Commission	STATE PAYROLL TAX	275.00
10/24/2025	EFT	LPWA SWEEP	SWEEP TRANSFER	71.97
10/27/2025	14765	AT&T MOBILITY	CELLS/TABLET	138.77
10/27/2025	14766	BLUECROSS BLUESHIELD OF OK	LIFE INSURANCE	21.87
10/27/2025	14767	BRANDY JORDAN	UTILITY DEPOSIT REFUND	119.49
10/27/2025	14768	Busby Pump & Supply	REPAIRS	303.75
10/27/2025	14769	CW and Cindy White	UTILITY DEPOSIT REFUND	42.96
10/27/2025	14770	Delta Dental	VOLUNTARY DENTAL INSURANCE	70.00
10/27/2025	14771	JEAN MELLSTROM	UTILITY DEPOSIT REFUND	69.49
10/27/2025	14772	OK MUNICIPAL RETIREMENT FUND	PENSION CONTRIBUTIONS	377.40
10/27/2025	14773	PEYTON AND HARLEY WILSON	UTILITY DEPOSIT REFUND	120.74
10/27/2025	EFT	LPWA SWEEP	SWEEP TRANSFER	1,868.77
10/28/2025	EFT	LPWA SWEEP	SWEEP TRANSFER	1,597.21
10/29/2025	EFT	QuickBooks Payroll	LPWA PAYROLL	3,923.59
10/30/2025	EFT	LPWA SWEEP	SWEEP TRANSFER	650.75
10/31/2025	EFT	Town of Luther	POSTAGE	403.75
10/31/2025	EFT	LPWA SWEEP	SWEEP TRANSFER	2,288.66
11/03/2025	EFT	LPWA SWEEP	SWEEP TRANSFER	1,280.69
11/04/2025	EFT	Ok Employment Security Comm	UNEMPLOYMENT TAX	301.46
11/04/2025	EFT	LPWA SWEEP	SWEEP TRANSFER	5,493.43
11/05/2025	EFT	IRS	FEDERAL PAYROLL TAX	1,039.96

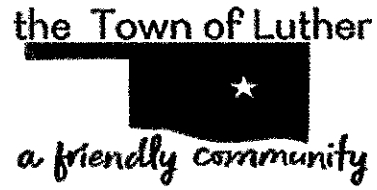
11/05/2025	EFT	LPWA SWEEP	SWEEP TRANSFER	979.77
11/06/2025	EFT	LPWA SWEEP	SWEEP TRANSFER	9,926.89
11/07/2025	EFT	MERCHANT SERVICES IPS	CARD TRANSACTION FEES	214.47
11/10/2025	EFT	LPWA SWEEP	SWEEP TRANSFER	667.24
11/12/2025	EFT	QuickBooks Payroll	LPWA PAYROLL	3,973.27
11/12/2025	14774	Airgas USA, LLC	CYLINDER RENTAL	75.85
11/12/2025	14775	BLUECROSS BLUESHIELD OF OK	HEALTH INSURANCE	2,312.43
11/12/2025	14776	CLIFFORD POWER	GENERATOR REPAIR AT TOWER	954.85
11/12/2025	14777	Department of Environmental Quality	WATER TESTING	32.00
11/12/2025	14778	Dollar General Charged Sales	TOILETRIES/CLEANING SUPPLIES	40.93
11/12/2025	14779	Eastside Waste	MONTHLY SANITATION SERVICE	8,870.76
11/12/2025	14780	FLUENTSTREAM TECHNOLOGIES	VOIP PHONE HOSTING	39.15
11/12/2025	14781	JONES HARDWARE	PARTS/SUPPLIES	159.32
11/12/2025	14782	Luther Mill & Farm Supply Inc.	SUPPLIES	21.80
11/12/2025	14783	O'Reilly Auto Parts	PARTS/SUPPLIES/BATTERIES	817.44
11/12/2025	14784	OG&E	ELECTRIC SERVICE	1,257.33
11/12/2025	14785	OK MUNICIPAL RETIREMENT FUND	PENSION CONTRIBUTIONS	282.58
11/12/2025	14786	ONG	NATURAL GAS SERVICE	275.13
11/12/2025	14787	ORWA	ANNUAL MEMBERSHIP DUES	387.90
11/12/2025	14788	Pioneer Supply, LLC - 844634	SUPPLIES	130.64
11/12/2025	14789	RUSSELL & WILLIAMS CPA'S, PC	1/2 OF AUDIT-SHARED WITH TOWN	6,612.50
11/12/2025	14790	STAPLES	OFFICE SUPPLIES	12.87
11/12/2025	14791	UniFirst Corporation	UNIFORMS	250.40
11/12/2025	14792	VADIM MUNICIPAL SOFTWARE INC	TRANSACTION FEES EBILLS	64.40
11/12/2025	14793	XCEL OFFICE SOLUTIONS	I.T./COPIER SERVICES	375.04
11/12/2025	14794	Young & Associates CPA's	ACCOUNTING SERVICES	450.00
11/12/2025	14795	Luther Hardware & Lumber	PARTS/SUPPLIES	209.20
				<u>\$75,007.93</u>
			TOTAL OF SWEEP ACCOUNT TRANSFERS	<u>\$33,837.59</u>
			TOTAL EXPENDITURES INCLUDING PAYROLL	<u><b>\$41,170.34</b></u>

**Luther Public Works Authority**  
**Budget vs. Actuals - FY 2025-2026**  
**October 2025 and Year to Date**

	Oct 2025				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Grant Revenue		0.00	0.00		0.00	0.00	0.00	
Other/Interest/Tower Rent	2,682.90	1,400.00	1,282.90	191.64%	6,105.17	5,600.00	505.17	109.02%
Permits/Tap Fees		75.00	-75.00	0.00%	0.00	300.00	-300.00	0.00%
Sales Tax		0.00	0.00		0.00	0.00	0.00	
Utility Revenue (Daily Deposit)	36,986.21	34,505.00	2,481.21	107.19%	151,169.76	138,020.00	13,149.76	109.53%
Water Drop/Wastewater Dump		175.00	-175.00	0.00%	1,698.00	700.00	998.00	242.57%
<b>Total Income</b>	<b>\$ 39,669.11</b>	<b>\$ 36,155.00</b>	<b>\$ 3,514.11</b>	<b>109.72%</b>	<b>\$ 158,972.93</b>	<b>\$ 144,620.00</b>	<b>\$ 14,352.93</b>	<b>109.92%</b>
<b>Expenses</b>								
Capital Outlay		0.00	0.00		0.00	20,000.00	-20,000.00	0.00%
Debt Service - 2020 Truck		0.00	0.00		0.00	0.00	0.00	
Grant Expenditures		0.00	0.00		0.00	0.00	0.00	
LPWA Maintenance & Operations		0.00	0.00		0.00	0.00	0.00	
Accounting Services	660.00	425.00	235.00	155.29%	1,695.00	1,700.00	-5.00	99.71%
Billing Software		60.00	-60.00	0.00%	14.98	240.00	-225.02	6.24%
Credit Card/Bank Fees	246.90	350.00	-103.10	70.54%	843.21	1,400.00	-556.79	60.23%
Dues, Fees, Training, Licenses		150.00	-150.00	0.00%	0.00	600.00	-600.00	0.00%
Fuel	200.00	210.00	-10.00	95.24%	992.80	840.00	152.80	118.19%
Insurance		700.00	-700.00	0.00%	8,056.78	2,800.00	5,256.78	287.74%
Legal Notice Publications		20.00	-20.00	0.00%	0.00	80.00	-80.00	0.00%
Office Supplies / Expenses	402.21	200.00	202.21	201.11%	1,274.42	1,800.00	-525.58	70.80%
Phones / Internet / IT	663.44	650.00	13.44	102.07%	2,659.71	4,800.00	-2,140.29	55.41%
Postage & Equip	703.75	275.00	428.75	255.91%	1,203.75	1,100.00	103.75	109.43%
Repairs/Mtnce/Labor/Airgas	74.10	700.00	-625.90	10.59%	1,144.51	7,700.00	-6,555.49	14.86%
Uniforms	77.73	230.00	-152.27	33.80%	277.27	920.00	-642.73	30.14%
Utilities	140.29	325.00	-184.71	43.17%	502.33	1,300.00	-797.67	38.64%
<b>Total LPWA Maintenance &amp; Operations</b>	<b>\$ 3,168.42</b>	<b>\$ 4,295.00</b>	<b>-\$ 1,126.58</b>	<b>73.77%</b>	<b>\$ 18,664.76</b>	<b>\$ 25,280.00</b>	<b>-\$ 6,615.24</b>	<b>73.83%</b>
Personnel Services		0.00	0.00		0.00	0.00	0.00	
Employee Benefits	2,707.36	2,688.00	19.36	100.72%	10,353.03	10,752.00	-398.97	96.29%
Salaries / Wages / Payroll Tax	14,344.99	12,291.00	2,053.99	116.71%	50,458.60	49,384.00	1,074.60	102.18%
<b>Total Personnel Services</b>	<b>\$ 17,052.35</b>	<b>\$ 14,979.00</b>	<b>\$ 2,073.35</b>	<b>113.84%</b>	<b>\$ 60,811.63</b>	<b>\$ 60,136.00</b>	<b>\$ 675.63</b>	<b>101.12%</b>
Sanitation Service		0.00	0.00		0.00	0.00	0.00	
Billing Software		0.00	0.00		14.98	0.00	14.98	
Collection Fee	9,385.20	9,600.00	-214.80	97.76%	28,619.99	38,400.00	-9,780.01	74.53%
Fuel		100.00	-100.00	0.00%	175.00	400.00	-225.00	43.75%
Uniforms	77.73	0.00	77.73		277.28	0.00	277.28	
<b>Total Sanitation Service</b>	<b>\$ 9,462.93</b>	<b>\$ 9,700.00</b>	<b>-\$ 237.07</b>	<b>97.56%</b>	<b>\$ 29,087.25</b>	<b>\$ 38,800.00</b>	<b>-\$ 9,712.75</b>	<b>74.97%</b>
Sewer System		0.00	0.00		0.00	0.00	0.00	
Billing Software		0.00	0.00		14.98	0.00	14.98	
Fuel	111.84	150.00	-38.16	74.56%	461.84	600.00	-138.16	76.97%
Insurance		0.00	0.00		0.00	0.00	0.00	
Repairs / Maintenance	1,953.75	1,200.00	753.75	162.81%	7,026.25	6,800.00	226.25	103.33%

Supplies / Fees		300.00	-300.00	0.00%	20.52	1,200.00	-1,179.48	1.71%
Uniforms	77.72	0.00	77.72		277.27	0.00	277.27	
Utilities	701.27	375.00	326.27	187.01%	2,489.03	1,500.00	989.03	165.94%
<b>Total Sewer System</b>	<b>\$ 2,844.58</b>	<b>\$ 2,025.00</b>	<b>\$ 819.58</b>	<b>140.47%</b>	<b>\$ 10,289.89</b>	<b>\$ 10,100.00</b>	<b>\$ 189.89</b>	<b>101.88%</b>
Water System		0.00	0.00		0.00	0.00	0.00	
Billing Software		0.00	0.00		14.98	0.00	14.98	
DEQ Water Testing/Permits	1,873.00	1,000.00	873.00	187.30%	9,460.61	4,000.00	5,460.61	236.52%
Fuel	200.00	140.00	60.00	142.86%	625.00	560.00	65.00	111.61%
Insurance		0.00	0.00		0.00	0.00	0.00	
Meters		0.00	0.00		1,216.87	600.00	616.87	202.81%
Repairs / Maintenance	1,650.00	1,000.00	650.00	165.00%	2,088.75	4,000.00	-1,911.25	52.22%
Supplies	790.11	1,000.00	-209.89	79.01%	2,101.47	4,000.00	-1,898.53	52.54%
Uniforms	77.72	0.00	77.72		277.27	0.00	277.27	
Utilities	675.78	625.00	50.78	108.12%	1,954.56	2,500.00	-545.44	78.18%
<b>Total Water System</b>	<b>\$ 5,266.61</b>	<b>\$ 3,765.00</b>	<b>\$ 1,501.61</b>	<b>139.88%</b>	<b>\$ 17,739.51</b>	<b>\$ 15,660.00</b>	<b>\$ 2,079.51</b>	<b>113.28%</b>
<b>Total Expenses</b>	<b>\$ 37,794.89</b>	<b>\$ 34,764.00</b>	<b>\$ 3,030.89</b>	<b>108.72%</b>	<b>\$ 136,593.04</b>	<b>\$ 169,976.00</b>	<b>-\$ 33,382.96</b>	<b>80.36%</b>
<b>Net Operating Income</b>	<b>\$ 1,874.22</b>	<b>\$ 1,391.00</b>	<b>\$ 483.22</b>	<b>134.74%</b>	<b>\$ 22,379.89</b>	<b>-\$ 25,356.00</b>	<b>\$ 47,735.89</b>	<b>-88.26%</b>
Other Income								
Transfer from Capital Improvement		0.00	0.00		0.00	20,000.00	-20,000.00	0.00%
Transfers In/Out	1,000.00	1,000.00	0.00	100.00%	4,000.00	4,000.00	0.00	100.00%
<b>Total Other Income</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>	<b>\$ 4,000.00</b>	<b>\$ 24,000.00</b>	<b>-\$ 20,000.00</b>	<b>16.67%</b>
Other Expenses								
Payroll Suspense	93.95	0.00	93.95		93.95	0.00	93.95	
<b>Total Other Expenses</b>	<b>\$ 93.95</b>	<b>\$ 0.00</b>	<b>\$ 93.95</b>		<b>\$ 93.95</b>	<b>\$ 0.00</b>	<b>\$ 93.95</b>	
<b>Net Other Income</b>	<b>\$ 906.05</b>	<b>\$ 1,000.00</b>	<b>-\$ 93.95</b>	<b>90.61%</b>	<b>\$ 3,906.05</b>	<b>\$ 24,000.00</b>	<b>-\$ 20,093.95</b>	<b>16.28%</b>
<b>Net Income</b>	<b>\$ 2,780.27</b>	<b>\$ 2,391.00</b>	<b>\$ 389.27</b>	<b>116.28%</b>	<b>\$ 26,285.94</b>	<b>-\$ 1,356.00</b>	<b>\$ 27,641.94</b>	<b>-1938.49%</b>

Wednesday, Nov 12, 2025 07:15:23 AM GMT-8 - Accrual Basis



## **LPWA MONTHLY REPORT**

October 2025

Start New Service 13

Stop Service 6

Disconnect Non-payment 2

Re-start Service

Leaks 10

Sewer Problems 1

New Meters 1

Accounts Billed 610

Late Accounts Billed 198

Cathy Schmitz

Utility Clerk

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## **Rainy Day Fund**

In an effort to provide fiscal stability for the Luther Public Works Authority and allow Board of Trustees to apply fiscal prudence in managing the budgetary condition of the Town and its public trusts, a Rainy Day Fund will be established and maintained.

During the fiscal year, after adoption of the original approved budget, any supplemental appropriations of available fund balance must be approved by the Board of Trustees who shall consider the basis for the proposed use of reserves as well as the adequacy of the remaining balance. Actual approval of any supplemental appropriations of Rainy Day Fund balance shall be duly noted in the minutes, including a reference to the basis or justification for same, as outlined in the following section.

## **Criteria for Use of Rainy Day Funds**

A central goal of this policy is to bring about the development and preservation of adequate reserves to ensure fiscal solvency of the municipality over the long run, as a safeguard against economic downturns, natural disasters or other catastrophic circumstances, significant budgeting or accounting errors, or possibly even adverse liability claims or legal judgments.

Caution must be exercised whenever considering use of Rainy Day Funds, even when the actual fund level exceeds the desired level, since it represents one-time monies. This said, there are circumstances when it is acceptable and/or necessary to budget the use of fund balance reserves even though reserve amounts on hand already fall shy of desired levels.

## **Acceptable / Permitted Use of Rainy Day Funds Include:**

1. Emergency expenditures for life, health, or public safety issues for which no existing appropriation exists;
2. Situations where the expenditure will yield recurring savings which offset the expense within five years;
3. Situations where the expenditure will yield a recurring stream of additional or new revenues which offset the expense within five years;

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4. The expenditure of restricted resources temporarily held within fund balance reserves, pending disbursement, in accordance with restrictions imposed by the donor or granting entity;
  5. Correcting results of an erroneous posting or transaction;
  6. Situations where Rainy Day Fund balance exceeds desired level and the proposed use is of a non-operational nature involving capital or equipment purchases having a useful life of greater than five years;
  7. Situations where an unexpected expense arises that could not have reasonably been foreseen, for which new revenue funded appropriations are not available and transfers of existing appropriations are not considered feasible or appropriate in maintaining existing service levels throughout the Town;
  8. Situations where an unexpected revenue decline arises that could not have reasonably been foreseen, for which new revenue funded appropriations are not available and transfers of existing appropriations are not considered feasible or appropriate in maintaining existing service levels throughout the Town;
  9. To create a new fund for a dedicated purpose;
  10. To satisfy a judgment from a court of competent jurisdiction.
  11. Under no circumstances should Rainy Day Funds be used for an expenditure likely to recur on a multiple year or annual basis.

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4. The expenditure of restricted resources temporarily held within fund balance reserves, pending disbursement, in accordance with restrictions imposed by the donor or granting entity;
  5. Correcting results of an erroneous posting or transaction;
  6. Situations where Rainy Day Fund balance exceeds desired level and the proposed use is of a non-operational nature involving capital or equipment purchases having a useful life of greater than five years;
  7. Situations where an unexpected expense arises that could not have reasonably been foreseen, for which new revenue funded appropriations are not available and transfers of existing appropriations are not considered feasible or appropriate in maintaining existing service levels throughout the Town;
  8. Situations where an unexpected revenue decline arises that could not have reasonably been foreseen, for which new revenue funded appropriations are not available and transfers of existing appropriations are not considered feasible or appropriate in maintaining existing service levels throughout the Town;
  9. To create a new fund for a dedicated purpose;
  10. To satisfy a judgment from a court of competent jurisdiction.
  11. Under no circumstances should Rainy Day Funds be used for an expenditure likely to recur on a multiple year or annual basis.