



TOWN OF WASHINGTON
PUBLIC WORKS AUTHORITY
204 N. MAIN ST.
WASHINGTON, OK. 73093
MINUTES

Type: Regular Meeting

Date: Tuesday, October 14, 2025

Place: Washington Town Hall

204 N. Main Street

Washington, OK. 73093

1. Call to Order Time: 6:07pm

2. Roll Call:

Mayor & Trustee Joel Siria: Absent

Trustee James Andrews: Here

Trustee Tony Brennan: Here

3. Consent Agenda (Items A)

A. Approve the Minutes from the Town of Washington Public Works Authority Meeting
September 09, 2025.

Motion to approve as written by Andrews.

Second: Brennan

Votes:

Joel Siria: --

James Andrews: Aye

Tony Brennan: Aye

4. Action Items

A. Consideration and possible approval, denial, postponement, or other action regarding
a recommendation to the Town of Washington Board of Trustees to Adopt an
Ordinance Amending Sections of the Municipal Code establishing water rates and
other associated charges, due dates for utility payments, sewer rates and other
associated charges, and solid waste rates and other associated charges to be consistent
with the Manual of Fees.



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Town Administrator explained that these changes were to update the Municipal Code to reflect the changes approved by Board of Trustees when they approved the Manual of Fees.

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- B. Consideration and possible approval, denial, postponement, or other action regarding a recommendation to the Town of Washington Board of Trustees to Adopt an Ordinance Amending the Employee Retirement System, Defined Contribution Plan.
-

Town Administrator explained that paying the retirement contribution on time worked, including the rarely experienced overtime, for non-salaried employees will save the Town money by issuing fewer checks.

- C. New Business (if any)
-

The Town of Washington has been actively working to improve the quality of its municipal water supply by addressing sediment levels in the water lines. As part of this initiative, we have consulted with several vendors to explore the installation of filtration systems at each of the Town's four wells. We have received a proposal from one vendor to install a comprehensive filtration system at all four well sites for a total cost of \$26,500. Currently, the Town does not have any filtration systems in place. We believe implementing this solution would significantly enhance water quality for our residents. During discussions, questions were raised regarding potential impacts on water flow and pressure, as well as the feasibility of implementing the project in phases. The vendor has assured us that the filtration system is not expected to negatively affect water flow or pressure. Additionally, the quoted price reflects a negotiated rate for completing all four wells as a single project. At the Board's request, the Town Administrator will follow up with the vendor to explore the possibility of a phased installation. This would allow the Town to monitor the effectiveness of the filters and assess any changes in water quality or system performance. The Board also expressed interest in installing pressure gauges before and after the filters to provide measurable data. It was further noted that routine filter replacements would be managed by Town Hall staff.

Motion to approve 4A and 4B were made by Andrews

Second: Brennan

Votes:

Joel Siria: --



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James Andrews: Aye

Tony Brennan: Aye

Motion to approve Town Administrator Lunt to execute an agreement not to exceed \$26,500.00 for a well filtrations system made by Andrews.

Second: Brennan

Votes:

Joel Siria:--

James Andrews: Aye

Tony Brennan: Aye

5. Town Administrator, Staff, and Trustee Reports

Public Works Report presented by Public Works Director T.R. Leshner

Public Works Department

Monthly Activity Report – September 2025

Town of Washington Public Works Department

Monthly Report – September 2025

Daily Operations

- Checked municipal wells daily.
- Measured lagoon freeboard levels daily.
- Took chlorine residual readings daily per DEQ regulations.

Cemetery Services

- Graves Dug: 2 (9/2, 9/9)
- Funerals Held: 2 (9/2, 9/11)
- Graves Marked: 1 (9/29)
- Cemetery Mowing: Twice during September

Inspections

- Home Inspections: 3 total
- 1 on 9/2
- 2 on 9/24

Water System Maintenance

- Water Leaks Repaired:



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- 9/4 -- Eastern Ave.
- 9/16 -- Eastern Ave., N. Pybas, West Morehead
- 9/25 -- Dean
- 9/29 -- Valve replacement on Eastern Ave.
- 9/30 -- Dean & Kerby, 123 S. Turner
- SCADA System repaired on 9/16
- Well #1 electrical issue repaired by Meyers Well Service on 9/16
- Air relief installed on main outside Well #4 on 9/25
- New breaker boxes installed on Wells 1 & 2 on 9/25

Okie 811 Locates

- Total Locates: 91
- 9/2 -- 5 locates
- 9/8 -- 7 locates
- 9/9 -- 18 locates
- 9/17 -- 10 locates
- 9/22 -- 4 locates
- 9/23 -- 14 locates
- 9/29 -- 22 locates
- 9/30 -- 3 locates

Facility Maintenance

- Community Center Mowing:
- 9/8, 9/17, 9/24

Administrative Tasks

- Completed entry of Book 2 of cemetery deeds into Jayhawk software.

Conferences & Training

- Attended Oklahoma Municipal League (OML) Conference in OKC on 9/10.

6. Adjournment Time: 6:30pm



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Trustee, Tony Brennan

Chairman, Joel Siria

Clerk, Kasey Leshner



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Type: Regular Meeting

Date: Tuesday, October 14, 2025

Place: Washington Town Hall

204 N. Main Street

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1. Call to Order Time: 6:32 pm

2. Roll Call:

Mayor & Trustee Joel Siria: Here

Trustee James Andrews: Here

Trustee Tony Brennan: Here

3. Pledge of Allegiance, Proclamations, & Presentations

A. Pledge of Allegiance

B. Public Comment (each speaker limited to three minutes)

None.

4. Consent Agenda (Items A-D)

A. Approve the Minutes from the Town of Washington Regular Meeting on September 09, 2025.

B. Approve the payment of an invoice to Wee Construction in the amount of \$5,345.00.

C. Approve and Adopt an Ordinance Amending Sections of the Municipal Code establishing water rates and other associated charges, due dates for utility payments, sewer rates and other associated charges, and solid waste rates and other associated charges to be consistent with the Manual of Fees.

D. Approve and Adopt an Ordinance Amending the Employee Retirement System, Defined Contribution Plan.

Motion to approve the Consent Agenda as written by Brennan.

Second: Andrews.

Votes:



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Joel Siria: Aye

James Andrews: Aye

Tony Brennan: Aye

5. Action Items

- A. Consideration and possible approval, denial, postponement, or other action regarding a resolution Establishing the Washington Cemetery Advisory Committee, Appointing Members Thereto, and Setting Forth Rights and Responsibilities Thereof.

Mike Donovan addressed the Board as the Chairman of the Cemetery Advisory Committee, he stated that this committee shall meet quarterly but may meet more often, and confirmed that though this committee has a specific task to accomplish that they will not be disbanded after their initial tasks have been completed but will continue to serve the Board of Trustees, the Community and the Washington Cemetery. The Advisory Committee also requests a copy of the resolutions regarding Cemetery fees.

Motion by Joel Siria to approve as written and thanks Mike Donovan and the members of this committee for their service to the community.

Second: Brennan.

Votes:

Joel Siria: Aye

James Andrews: Aye

Tony Brennan: Aye

- B. Consideration and possible approval, denial, postponement, or other action regarding a Resolution amending the Manual of Fees-Cemetery Fees. *** A "motion to take from the table" will be needed to bring this item back up for consideration. The Board may then consider proposed changes to the resolution, which are included in the agenda packet, or any other changes.

Motion to take from the table the Resolution 25-10.2 made by Andrews.

Second: Brennan.

Votes:

Joel Siria: Aye

James Andrews: Aye

Tony Brennan: Aye



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Discussion between the Board members and Chairman Mike Donovan and members of the Cemetery Advisory Committee followed.

The committee discussed the proposed cemetery fee structure, which was developed by referencing comparable towns, specifically Purcell. It was acknowledged that the current fees are a starting point and may need to be reevaluated in six months. The fees are considered minimal and just sufficient to cover basic needs. When asked whether financial documents were reviewed to inform the proposed fees, the response was that no such documents were consulted. The committee emphasized that while the recommendations are believed to be reasonable, the Town Board has the option to reject them and request revisions. Concerns were raised about the need for transparency and accountability in future budgeting. Specifically, the committee requested detailed receipts and a full breakdown of expenses, including fuel, maintenance, groundskeeping, administrative costs, county fees, and insurance. Which has been provided by Town Administrator Lunt. The committee agreed that a reevaluation of the fee structure should occur in six months to a year. Town Administrator Lunt clarified for the Cemetery Advisory Committee that no funds from the cemetery account have been used for cemetery-related expenses to date; all such costs have been covered by the Town of Washington's general fund. Mike, the Cemetery Committee Chair, stated that he is committed to compiling a list of the committee's needs and presenting it to the Town Administrator and Board for review.

Motion to adopt this resolution on an interim basis for 6 months with the request for the Cemetery Advisory Committee to provide at the March 2026 Board meeting a fee structure taking operational expenses into account and that the Rules and Regulations for the Washington Cemetery be provided no later than 3 months from this meeting. We also require that the Cemetery Advisory Committee present a final draft of the Rules and Regulations by the January Board Meeting by Siria.

Second: Brennan.

Votes:

Joel Siria: Aye

James Andrews: Aye

Tony Brenman: Aye

- C. Consideration and possible approval, denial, postponement, or other action regarding a resolution Authorizing the Town Administrator to execute an agreement with Aclarian for Financial Management Software.
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Town Administrator Lunt explained that with this company it would eliminate the need for a third-party accounting service, resulting in cost savings. Specifically, the \$800 monthly fee currently paid to the external accountant would be removed, and the QuickBooks subscription could be downgraded, further reducing expenses. The proposed service from Aclarian would cost \$12,800 annually. QuickBooks will continue to be used in a limited capacity during the transition period

Motion to approve as written by Brennan.

Second: Siria.

Votes:

Joel Siria: Aye

James Andrews: Aye

Tony Brennan: Aye

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- D. Consideration and possible approval, denial, postponement, or other action regarding the appointment of Planning Commissioners to vacated seats and unexpired terms of office.

There are two vacancies, and we have had two individuals volunteer, Catherine Goodspeed and Beau Potter.

Motion to approve as written by Brennan.

Second: Andrews.

Votes:

Joel Siria: Aye

James Andrews: Aye

Tony Brennan: Aye

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- E. Consideration and possible approval, denial, postponement, or other action regarding a resolution authorizing the Town Administrator to Apply for a TSET Built Environment Grant.

This specific program is designed to enhance physical activity and to devote money to upgrading community spaces, parks, trails and recreational facilities. This grant has a zero match for our population. We did a survey for feedback on Facebook regarding installing playground and sidewalks at the time the agenda packet was put together there were 30 respondents to that survey, 97% in favor of installing a playground, 90% favored the installation of sidewalks. Those sidewalks would connect the ballfields, senior center, memorial park and hopefully connect to the big sidewalk project that's being funded by the TAP grant.



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Motion to approve as written by Brennan.

Second: Andrews.

Votes:

Joel Siria: Aye

James Andrews: Aye

Tony Brennan: Aye

- F. Consideration and possible approval, denial, postponement, or other action regarding a Resolution declaring the eligibility of the Town of Washington to submit an application to the Oklahoma Department of Transportation for use of Transportation Alternatives Program funds set forth by IIJA for the Sidewalk Connection Project in Washington, OK and authorizing the Town Administrator to sign the application.
-

This is for the Tap program. We already have the funding for the sidewalk project from walnut creek to the school, we can apply for multiple grants, there is a 20% match requirement but, it is safe to cast a wide net to try and get grant funding because it is very competitive.

Motion to approve by Siria.

Second: Brennan.

Votes:

Joel Siria: Aye

James Andrews: Aye

Tony Brennan: Aye

- G. Consideration and possible approval, denial, postponement, or other action regarding a Resolution authorizing the Town Administrator to execute necessary agreements and install a playground in Memorial Park at a Cost not to exceed \$68,000 utilizing grant revenue only.
-

We have about \$68,000 in our grant funding if we get additional grant funding, we can devote that to our project. We have a grant for \$5,000 that is on the way. This will produce something similar to the rendering that was presented and published in the past. I would get bids from different providers and satisfy all the purchasing requirements, but this is to get that project going.

Motion to approve as written by Brennan.

Second: Andrews.

Votes:



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Joel Siria: Aye

James Andrews: Aye

Tony Brennan: Aye

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- H. Consideration and possible approval, denial, postponement, or other action regarding an Ordinance creating a procedure for the Honorary Designation of Streets.

Mayor Siria stated that this was something that has been talked about since Trustee Branham was on the Board. This will allow the Town of Washington to name Honorary streets for individuals who have warranted such an honor. This will not affect the name of the street for the postal route and will only be honorary.

Motion to approve by Siria.

Second: Brennan.

Votes:

Joel Siria: Aye

James Andrews: Aye

Tony Brennan: Aye

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- I. Consideration and possible approval, denial, postponement, or other action regarding a resolution designating James Winchester Way an Honorary Street.

Now that we have this ordinance in place we can look at recognizing James Winchester. James Winchester is a graduate of Washington Public Schools, played football for the University of Oklahoma and is a professional football player for the Kansas City Chiefs, where he has excelled and is a 3-time super bowl champion and is currently tied for the most post-season appearances in franchise history playing in 22 games. Designation of James Winchester Way will be on Kerby Ave from Main St to Pybas St. We would get a couple of designs for this sign and post them for feedback from the community to see what the public has to say about the different options like we did with the town logo. It would be in addition to the Street Name Sign.

Motion to approve by Brennan.

Second: Andrews.

Votes:

Joel Siria: Aye

James Andrews: Aye

Tony Brennan: Aye



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J. New Business (if any)

None.

6. Financial Reports

The regular monthly financial reports for all funds are provided to the Trustees for their review and information. (Presented by: Mica A. Lunt, Town Administrator).

This item is for informational purposes only and is also available on the Town website under the Government tab, financial reports and budgets as well as a video presentation.

7. Town Administrator, Staff, and Trustee Reports

Fire Department Report presented by Chief Justin Braziel

WVFD had 15 calls for the month of September 6 within the Washington city limits. Supported the School with events and provided a public training to a group of young men. We have a 40-hour wildlife fire training class. We have new standards for fire gear coming out that could cause the WVFD to need to replace all our gear. It was requested that the Chief provide a list of the kit required for one person and the cost and where you would get that kit from.

Police & Code Enforcement Report presented by Chief Ruben Ruiz

Chief of Police, Ruben Ruiz gave a report on traffic and municipal code enforcement over the course of the month. 31 traffic stops, no citations, 27 verbal warnings.

Town Clerk's Report presented by Town Clerk Kasey Leshner

- Late Penalties: \$2,286.27
- Customers Disconnected Due to Non-Payment: 3
- Permits Issued: 3
 - 1 Building Permit
 - 1 Storage Shed
 - 1 Storm Shelter
- New Customers: 7, Existing Builds
- Cemetery Lots Sold: 6
- Cemetery Lot Re- Assignment: 0
- Utility Customers Removed from Collections 0
- Individuals Sent to Collections 0

Administrators Report presented by Town Administrator Mica Lunt

Town Administrator Lunt informed the Board of Trustees that the Cemetery Records have been moved over to the Cemetery Software. We located a number of plots that had been



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double sold and one that was triple sold, we have been able to resolve all of those by contacting the families. Our records are finally in really good shape. The new section of the cemetery is being surveyed and those lots will be marked with rebar instead of bricks. Thank you to the board for support on the filtration system. The water tower is in the middle of the engineering stage, and we continue to look for grant funding, but we will probably end up with a USDA rural development loan funding that project. We have started that application. We did locate some old records that provide an easement for the old water tower on the school property. We have been in contact with Chris Reynolds regarding increasing the size of that easement as the new water tower is going to be bigger. We are working through all of that and making progress. Halloween is around the corner, and we will have more vendors as well as a musician, we have contacted property owners and will have designated parking zones this year.

8. Executive Session

A. Board of Trustees may consider retiring into Executive Session for the purpose of:

1. Consideration and discussion of personnel matters including the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of the Town Administrator, in accordance with 25 O.S. Section 307(B)(1).

B. Board of Trustees may consider and take any action deemed appropriate as a result of the Executive Session.

No Action

9. Adjournment Time: 7:53pm

Trustee, Joel Siria

Clerk, Kasey Leshner