



## MEETING NOTICE AND AGENDA

Town of Washington Public Works Authority  
Tuesday, July 8, 2025 6pm

Town of Washington Town Hall, 204 N. Main St., Washington, OK 73093

1. **Call to Order** Time \_\_\_\_\_

2. **Roll Call**

Chairman Joel Siria \_\_\_\_\_

Trustee James Andrews \_\_\_\_\_

Trustee Tony Brennan \_\_\_\_\_

3. **Consent Agenda**

A. Approve the Minutes from the Town of Washington Public Works Authority Meeting on June 10, 2025.

B. Approve a Resolution authorizing the application for an OWRB REAP Grant.

Motion \_\_\_\_\_ Second \_\_\_\_\_

Votes: Andrews \_\_\_\_\_; Brennan \_\_\_\_\_; Siria \_\_\_\_\_;

4. **Action Items**

A. Consideration and possible approval, denial, postponement, or other action regarding the Fiscal Sustainability Plan for the Public Works Authority.

Motion \_\_\_\_\_ Second \_\_\_\_\_

Votes: Andrews \_\_\_\_\_; Brennan \_\_\_\_\_; Siria \_\_\_\_\_;

B. New Business (if any)

Motion \_\_\_\_\_ Second \_\_\_\_\_

Votes: Andrews \_\_\_\_\_; Brennan \_\_\_\_\_; Siria \_\_\_\_\_;

5. **Town Administrator, Staff, and Trustee Reports**

The Town Administrator, Staff, and Trustees will provide updates regarding recent and upcoming events and projects, including events of interest and the general operations of the Public Works Authority. No action will be taken.

Public Works Report presented by Public Works Director TR Leshner

6. **Adjournment** Time \_\_\_\_\_

This agenda was filed in the office of the Town Clerk and posted at \_\_\_\_\_, on the Town's website and in the lobby of the Town of Washington Town Hall, 204 N. Main St., Washington, Oklahoma 73093, by Mica Lunt, Town Administrator.

\_\_\_\_\_  
Town Administrator



# TOWN OF WASHINGTON PUBLIC WORKS AUTHORITY

204 N. MAIN ST.  
WASHINGTON, OK. 73093

## MINUTES

Type: Regular Meeting

Date: Tuesday, June 10, 2025

Place: Washington Town Hall

204 N. Main Street

Washington, OK. 73093

1. Call to Order Time: 6:03pm

2. Roll Call:

Chairman Joel Siria: Here

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 May 13, 2025.

Motion: To approve as written by Tony Brennan

Second: James Andrews

Votes: Andrews yes; Siria yes; Brennan yes.

4. Action Items

A. Consideration and possible approval, denial, postponement, or other action regarding a joint resolution by the Town of Washington Board of Trustees and the Washington Public Works Authority to hold a Public Hearing and adopt a budget for FY 25-26.

Discussion: Mayor Siria stated that he is happy now that the WVFD has been added and agreed to by Chief Simpson.

Motion: To approve as written by Brennan.

Second: James Andrews

Votes: Andrews yes; Siria yes; Brennan yes

B. Consideration and possible approval, denial, postponement, or other action regarding previously approved Resolution 25-4.1, a resolution authorizing the Town Administrator to coordinate a water tower installation. Presented by Town



# **TOWN OF WASHINGTON PUBLIC WORKS AUTHORITY**

**204 N. MAIN ST.  
WASHINGTON, OK. 73093**

## **MINUTES**

Administrator Mica Lunt, The Town of Washington has begun the process of getting a new water tower. This is because this is our biggest infrastructure need now. We have made two attempts at using private banks for loans to fund this project, but they are not able to carry the loan at the fixed rate for as long as the town would need. OWRB needs an audit to be completed to be able to utilize them for a loan for this project. I just ask the board to be patient while we get this taken care of. Trustee Brennan asked How long would this audit process take. T.A. Lunt let him know that it could be from 6-8 weeks. This is not a forensic audit but a detailed financial audit. The project is not on hold while we get the funding taken care of engineering is still moving forward. – No Action was taken.

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- C. Consideration and possible approval, denial, postponement, or other action regarding a joint resolution by the Town of Washington Board of Trustees and the Washington Public Works Authority modifying the administrative freeze extended and established by Town of Washington Resolution 25-3.2 and Public Works Authority Resolution 25-3.1.

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Motion: Changes requested where updated at the time of meeting by the Town Attorney Christopher Lind and the Motion was made to approve as amended by Joel Siria

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Second: Tony Brennan

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Votes: Andrews yes; Siria yes; Brennan yes

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- D. New Business (if any) None

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### **5. Town Administrator, Staff, and Trustee Reports**

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The Town Administrator, Staff, and Trustees will provide updates regarding recent events and projects, including events of interest and the general operations of the Public Works Authority.

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

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#### **Water System Operations**

- Daily Monitoring: Well production monitored and recorded daily.
- Chlorine Residuals: Chlorine levels checked and maintained in accordance with regulatory standards.
- Lagoon Measurements: Daily lagoon levels documented for ongoing wastewater management.



# TOWN OF WASHINGTON PUBLIC WORKS AUTHORITY

204 N. MAIN ST.  
WASHINGTON, OK. 73093

## MINUTES

### Inspections & Locates

- Inspections Completed: 22 inspections conducted across various infrastructure areas.
- Okie811 Locates Completed: 16 underground utility inspections performed.

### Maintenance & Repairs:

- Community Center Grounds Mowed: 4 times in May
- Cemetery Ground Mowed: 2 times in May
- Ditch Maintenance: Dug a ditch on the west side of Moody, from Oakland to Morehead to improve the flow of rainwater.
- Culvert Cleaning: Removed dirt from culverts at Oakland & Turner, and Turner & Chickasaw intersections.
- Manhole Project: Completed manhole project off Walnut Creek & Trugeon.
- Water System Repairs: Water main break occurred on 5/15/25; successfully repaired.
- Water Line Incident: Line hit at the school by H&H on 5/15/25; repair completed by H&H.
- Valve Replacements: Installed three new valves at 500 Walnut Creek and one new valve at 200 North Pybas.

### Cemetery Services:

- Burial Site Preparation: Marked one grave for cremation burial.
- Monument Placement: Marked two lots for monument installation.
- Training: Cemetery Management training attended at OMAG.

### Personnel & Certification Updates:

- Certification Achievements: Chaston completed wastewater/water Class D training and passed the certification. The town now has two certified operators for Wastewater and Water management.

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Adjournment Time: 6:23pm

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Chairman, Joel Siria

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Clerk, Kasey Leshner

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## RESOLUTION

### AUTHORIZING APPLICATION FOR RURAL ECONOMIC ACTION PLAN GRANT FROM THE OKLAHOMA WATER RESOURCES BOARD

WHEREAS, the following circumstances have made it justifiable to apply for grant funds:  
The Town of Washington's Public Works Authority needs a filtration system for its public water supply,  
multiple repairs to the water and waster system lines, generators for the wells, and other improvements  
; and

WHEREAS, Town of Washington Public Works Authority is financially incapable of remedying the situation  
which threatens the public health and welfare of the people of the Town of Washington; and

WHEREAS, it is in the best interest of the citizens of the Town of Washington to  
expedite the preparation and submission of an application for financial assistance from the Oklahoma  
Water Resources Board in the form of a grant.

NOW THEREFORE, BE IT RESOLVED that a situation is hereby recognized and declared to exist  
in the the Town of Washington, and by reason thereof, Joel Siria,  
Chairperson of the Board, is hereby authorized and directed to sign an application and related documents  
necessary to file and process a grant application with the Oklahoma Water Resources Board on behalf of  
Town of Washington Public Works Authority.

PASSED AND APPROVED by the Board of Trustees of Town of Washington Public Works Authority,  
this 8 day of July, 20 25.

Town of Washington Public Works Authority

By \_\_\_\_\_

Title Mayor

ATTEST: \_\_\_\_\_

(SEAL)



# Fiscal Sustainability Plan

Town of Washington Public Works Authority

Prepared: July 2025

## Introduction

This Fiscal Sustainability Plan (FSP) has been prepared for the Public Works Authority for the Town of Washington, Oklahoma. The purpose of this document is to assist the Town's water and wastewater utility with comprehensive fiscal planning for the long-term management of the assets associated with the Public Works Authority.

The Public Works Authority needs several improvements to facility components which are either past their useful life and need replacement or are insufficient for water and wastewater demand. Capital Improvements needed by the Public Works Authority include the following:

- The installation of a new 300,000 gallon water tower;
- The installation of a filtration system for each well to trap sediment;
- The installation of a grate to trap solids at the lift station;
- The installation of generators at each well;
- The clearing of roots from the wastewater system lines; and
- Painting of the existing 95,000 gallon water tower.

This FSP provides a fiscal plan for the maintenance, repair, and replacement of the Public Works Authority's assets over a 20-year planning period. The FSP is considered a living document and will be updated each year to reflect current conditions of these assets.

## Asset Inventory, Condition, & Performance

The Public Works Authority maintains several assets, which are shown in Table 1 below. Ratings and remaining useful life for each asset were selected based on physical inspection, consultation with equipment manufacturers, references to operation & maintenance manuals, and past experience with similar assets. The listed SCADA System provides remote control and continuous monitoring of the four wells, water tower, and lift station.

Table 1. TOW Public Works Authority Assets

Asset	Capacity/ Size	Material	Original Cost	Replacement Cost	Year Installed	Expected Life	*Condition	**Prob of Failure	***Consequence of Failure
Water Tower	95k ga	C	1M	1.2M	2001	100y	1	1	5
Well #1	27.4 gpm	30" steel case		452K	1954	100y	2	2	3
Well #2	20.7 gpm	30" steel case		452K	1954	100y	2	2	4
Well #3	42.2 gpm	30" steel case		452K	1985	100y	3	3	4
Well #4	11.4 gpm	30" steel case		452K	1985	100y	2	2	2
Lift Station		C		600K	1995	50+	3	5	4
Lagoon #1	15-17' of free board (>6' recom by DEQ)				1995	50+	2	2	5
Lagoon #2					1995	50+	2	2	5
Lagoon #3					1995	50+	2	2	5
Lagoon #4					1995	50+	2	2	5
Wastewater lines	22100 lf	Clay & PVC		6M	1940 - 2020	50-100	1-4	3	5
Water lines	39068 lf	PVC & Iron		8M	1950 - 2020	100	1-4	3	4
SCADA System	N/A		75K	75K	2024	5	1	3	4

Notes: \*Condition Ratings: 1=new/excellent condition and only normal maintenance required. 2=minor deterioration and minor maintenance required. 3=Moderate deterioration and 10-20% requires significant maintenance. 4= Significant deterioration and 20-40% requires renewal/upgrade. 5= unserviceable/end of useful life and over 50% of the asset requires replacement.

\*\*Probability of Failure Ratings: 1= Improbable. 2=Remote (unlikely but possible). 3=Occasional (likely to occur sometime in the life of an item). 4=Probable (will occur several times in the life of the item). 5=Imminent (likely to occur in the life of the item).

\*\*\*Consequence of Failure Ratings: 1=Insignificant disruption. 2=Minor disruption. 3=Moderate disruption. 4=Major disruption. 5=Catastrophic disruption.

The map below (Figure 1) shows the location of the assets documented in Table 1.

Figure 1. Map of Town of Washington Public Works Authority Assets



## Asset Management & Fiscal Planning

A summary of assets scheduled for replacement, rehabilitation, and/or improvement over a 20-year period are shown below in Table 2. The purpose of this table is to establish a current year budget to cover future anticipated expenses for the management of the Public Works Authority's assets. Costs were estimated based on original equipment costs adjusted for inflation. The purpose of a fiscal plan for the replacement, rehabilitation and improvement expenses of the Public Works Authority's assets is to ensure these expenses are incorporated into the Town's annual budget future rate determinations so that sufficient funding is available when needed.

Table 2. Replacement, Rehabilitation, and/or Improvement Expenses

Project	Remaining Useful Life	Replacement Cost	Current Needs/Project Cost	R=Reserve C=Capital Expense	Reserve Required Each Year	Funding Source	Alternative Funding Source
Existing 95k gal water tower	80+	1.2M			15K	Grant	Reserves
Cleaning			30K	R	2K	Grant	Reserves
Painting			200K	C	6.7K	Grant	Reserves
Well #1	25	452K			18K		
Well #2	25	452K			18K		
Electrical & Casing			30K	R		Grant	Reserves
Well #3	60	452K			7.5K		
Replace Well #4	60	452K	Donate	C	7.5K	Donation	
Generators for all four wells	N/A	408K		C	16K	Grant	
Filtration for all four wells							
Lift Station	20+	600K			30K		
Lift Station Screen			10K	R		Budgeted Funds	Grant or Reserves
Lagoon #1	50+						
Replace Manhole			5K	R		Budgeted Funds	Grant
Lagoon #2	50+						
Lagoon #3	50+						
Lagoon #4	50+						
Wastewater lines	50-100	6M			60K		
Wastewater line root mitigation			21K	R			
Manhole Rehabs		34K		R		Budgeted Funds	Grant
Water lines	100	8M			80K		
SCADA System		75K			4K		
New 300k gallon water tower	N/A	2.9M		C		Loan or Bond	Federal Allocation

A combination of the following funding mechanisms is proposed to accumulate funds for future expenses of the Public Works Authority.

- Annual Revenues
- Increasing Utility Rates
- Grants
- Contribution to a Capital Improvement Fund.

The Town of Washington had a rate study completed by ORWA in late 2024 in which a 100% increase in utility rates was recommended. The TOW failed to increase rates for several years prior to that increase. While a 100% rate increase was not feasible for our community, we did increase rates by 33% effective January 1, 2025. That rate

increase is predicted to generate an approximately \$9,200 of extra revenue monthly. The Town of Washington plans to have rate increases conducted annually moving forward with the hopes of having more marginal increases in utility rates on a more regular basis.

The most immediate need and largest capital improvement expense currently is the plan to construct a new 300,000-gallon water tower to address both pressure and supply issues. Because the Town lacks adequate funding to finance this project, a loan will be sought along with any applicable grants.



## MEETING NOTICE AND AGENDA

Town of Washington Board of Trustees  
Tuesday, July 8, 2025 6pm (or immediately following the Public Works  
Authority Meeting)  
Town of Washington Town Hall 204 N. Main St., Washington, OK 73093

1. **Call to Order** Time \_\_\_\_\_

2. **Roll Call**

Mayor & Trustee Joel Siria \_\_\_\_\_  
Trustee James Andrews \_\_\_\_\_  
Trustee Tony Brennan \_\_\_\_\_

3. **Pledge of Allegiance, Proclamations, & Presentations**

- A. Pledge of Allegiance
- B. Public Comment (each speaker limited to three minutes)

4. **Consent Agenda**

- A. Approve the Minutes from the Town of Washington Regular Meeting on June 10, 2025.
- B. Approve a Professional Services Agreement for ongoing work with Civic Dynamics.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
Votes: Siria \_\_\_\_\_; Andrews \_\_\_\_\_; Brennan \_\_\_\_\_

5. **Action Items**

- A. Consideration and possible approval, denial, postponement, or other action regarding REAP Grant Priorities for the coming application period.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
Votes: Siria \_\_\_\_\_; Andrews \_\_\_\_\_; Brennan \_\_\_\_\_

- B. Consideration and possible approval, denial, postponement, or other action regarding the selection of a delegate to the ACOG MPO (Metropolitan Planning Organization) Policy Committee.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
Votes: Siria \_\_\_\_\_; Andrews \_\_\_\_\_; Brennan \_\_\_\_\_

- C. Consideration and possible approval, denial, postponement, or other action regarding setting a date for the Halloween Celebration.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
Votes: Siria \_\_\_\_\_; Andrews \_\_\_\_\_; Brennan \_\_\_\_\_

- D. New Business (if any)

Motion \_\_\_\_\_ Second \_\_\_\_\_  
Votes: Siria \_\_\_\_\_; Andrews \_\_\_\_\_; Brennan \_\_\_\_\_

**6. Financial Reports**

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

This item is for informational-purposes only.

**7. Town Administrator, Staff, and Trustee Reports**

The Town Administrator, Staff, and Trustees will provide updates regarding recent and upcoming events and projects, including events of interest and the general operations of the Town. No action will be taken.

Fire Department Report presented by Chief Billy Simpson  
Police & Code Enforcement Report presented by Chief Ruben Ruiz  
Town Clerk's Report presented by Town Clerk Kasey Leshner  
Administration Report presented by Town Administrator Mica Lunt

**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 duties 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.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
Votes: Siria \_\_\_\_\_; Andrews \_\_\_\_\_; Brennan \_\_\_\_\_

**9. Adjournment Time \_\_\_\_\_**

This agenda was filed in the office of the Town Clerk and posted at \_\_\_\_\_, on the Town's website and in the lobby of the Town of Washington Town Hall, 204 N Main St., Washington, Oklahoma 73093, by Mica Lunt, Town Administrator.

\_\_\_\_\_  
Town Administrator



**TOWN OF WASHINGTON**  
**WASHINGTON, OK. 73093**  
**MINUTES**  
**204 N. MAIN ST.**

Type: Regular Meeting

Date: Tuesday, June 10, 2025

Place: Washington Town Hall

204 N. Main Street

Washington, OK. 73093

1. Call to Order Time: 6:23pm

2. Roll Call:

Mayor 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 Meeting May 13, 2025.

Motion: To approve as written by Tony Brennan

Second: James Andrews

Votes: Andrews yes; Siria yes; Brennan yes.

B. Approve an Interlocal Agreement with the McClain County Sheriff's Office for jail usage.

C. Approve an Interlocal Agreement with the McClain County Commissioners regarding roadway maintenance and improvements.

D. Approve a Resolution Authorizing the Town Administrator to serve as the ASCOG REAP Grant Delegate.

Motion: Approve all as written. Tony Brennan

Second: James Andrews

Votes: Andrews: yes; Siria: yes; Brennan: yes.



**TOWN OF WASHINGTON**  
**WASHINGTON, OK. 73093**  
**MINUTES**  
**204 N. MAIN ST.**

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5. Action Items

- A. Consideration and possible approval, denial, postponement, or other action regarding a joint resolution by the Town of Washington Board of Trustees and the Washington Public Works Authority to hold a Public Hearing and Adopt a Budget for FY 25-26.

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Motion: Mayor Siria asked if anyone had any questions. No discussion. Approve all as written. Joel Siria

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Second: Tony Brennan

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Votes: Andrews: yes; Siria: yes; Brennan: yes.

- B. Consideration and possible approval, denial, postponement, or other action regarding a resolution by Town of Washington Board of Trustees and the Washington Public Works Authority modifying the administrative freeze extended and established by Town of Washington Resolution 25-3.2 and Public Works Authority Resolution 25-3.1.

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Motion: To approve with the changes from the PWA meeting by Joel Siria

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Second: Tony Brennan

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Votes: Andrews: yes; Siria: yes; Brennan: yes.

- C. Consideration and possible approval, denial, postponement, or other action regarding a resolution modifying the Manual of Fees for a special water and sewer flat rate for certain Bonafide nonprofit utility customers. Town Administrator Lunt presented. As a state nonprofit organization, they have limited funds for things other than for the purpose for which the organization exists and they are not putting much strain on our system. So, for the water and sewer connection Bonafide 501c holders who have no part of their structure used as a residence and who use less than 1000 gallons of water per month will qualify for this special rate which they must apply for each year in June.

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Motion: To approve as written by Tony Brennan.

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Second: James Andrews

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Votes: Andrews: yes; Siria: yes; Brennan: yes.

- D. New Business (if any)

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None.

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6. Financial Reports

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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).



# **TOWN OF WASHINGTON**

## **WASHINGTON, OK. 73093**

### **MINUTES**

#### **204 N. MAIN ST.**

This item is for informational purposes only and is available on the Town of Washington's website.

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#### **7. Town Administrator, Staff, and Trustee Reports**

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##### **Fire Department Report presented by Chief Billy Simpson**

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18 Calls of Service. Things coming up, Freedom Weekend on the 28<sup>th</sup> with annual fish fry, and fireworks starting at 6:00pm. During the recent storms we had a lot of calls for assistance. Sirens were set off during one storm. Chief Ruiz and I have been working on some of the Code Enforcement on certain properties.

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##### **Police and Code Enforcement Report presented by Chief Ruben Ruiz**

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52 Traffic stops, 7 Citations, 39 verbal warnings, 6 written warnings, 5 juvenile contacts, 9 phone contacts, 12 follow ups, 3 fire assists, 3 law enforcement assists, 4 motorist assists, 2 alarm calls, 1 noise complaint, 3 accidents, 3 animal disturbance, 5 special assignments, 7 misc. calls, 4 code enforcements, and 2 disturbance calls. Code Enforcement is still ongoing within each zone. Please remember that while we are out assisting the public we are leaving our families behind.

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##### **Town Clerks Report presented by Kasey Leshner**

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- Attended MC&T Training in Moore.
- Granted scholarship for Conference. (Mentioned at Previous Meeting)
- Attended the first Tri-County Meet-up, it was a success, and all guests expressed a desire to continue these meet ups. Tentatively every other month.
- Attended Cemetery Management Training in Edmond.
- OG&E: Light on Clearview and Kerby Repair Completed.
- Late penalties 913.94, 87 Customers
- Customers Disconnected due to Non-payment: 3
- Permits Issued: 2 (1 Storm Shelter and 1 Soliciting)
- New Customers: (Existing Builds) 6
- Cemetery Lots Sold: 1
- Collections: 2 Removed from Collections and 1 Sent to Collections.
- Jayhawk integration tentatively to be completed June 3<sup>rd</sup>. The next step will be a test run through meter readings and billing. Still on track for billing out of Jayhawk for July.
- Cemetery Project: New Season Landscaping contacted and met with at cemetery. They will be creating a 3-dimensional design video with some ideas they have.



# **TOWN OF WASHINGTON**

## **WASHINGTON, OK. 73093**

### **MINUTES**

#### **204 N. MAIN ST.**

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#### **Town Administrators Report presented by Mica Lunt**

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Grant funding is drying up due to the state of the National and State economy. As an example, we were approved for 300k cyber security grant that's been frozen. Today they emailed asking if the town would be willing to accept the money with a 30% match which we and other communities did not sign up for and we are pushing back on that as it was not originally part of the program. We are going to continue to be aggressive looking for grants. I want to say congratulations to Chaston for passing his Water and Wastewater Exams, congratulations to Kasey who has taken it upon herself regionally to serve as a leader, and by coordinating for all area clerks to come together. Their first meeting had great feedback, and I want to highlight and congratulate her as in small communities that's important, I want to also say that when bad weather happens and stuff makes it difficult for life in general your public servants do a tremendous amount of service that makes their families come second and we appreciate you. I also want to add that we applied for a grant for sewer line treatment which we were approved for, and you will hear T.R. mention next month. We were able to treat about 20 % of our sewer lines and we should be able to get that grant at least 3 more times and that is one of our major needs on the wastewater side.

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Mayor Siria, WASA per our agreement was supposed to provide their annual report and that has not been provided yet. The Oklahoma film commission was met with regarding Washington being considered for film projects. Some things they were interested in were our school, the old jail and our ball fields. We had an introductory meeting with OG&E economic development team who has a program that could benefit the town. This was just an introductory meeting. The Planning Commission had a meeting last Friday to go over the code book. We still need members for the Board of Adjustments. Please reach out to Town Hall or your Board members.

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#### **8. Executive Session**

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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. The council may consider and take any action deemed appropriate as a result of the Executive Session.

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No action was taken.

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#### **9. Adjournment Time: 6:55pm**

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**TOWN OF WASHINGTON**  
**WASHINGTON, OK. 73093**  
**MINUTES**  
**204 N. MAIN ST.**

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Trustee, Joel Siria

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Clerk, Kasey Leshner

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**PROFESSIONAL SERVICES AGREEMENT  
COMMUNITY DEVELOPMENT SERVICES  
for  
TOWN OF WASHINGTON, OKLAHOMA**

This Agreement is made this \_\_\_\_ day of \_\_\_\_, 2025, by and between **The TOWN of Washington, Oklahoma**, hereinafter referred to as the "TOWN," and **CivicDynamics LLC**, an Oklahoma Limited Liability Company, acting by and through its Managing Member, hereinafter referred to as the "CONSULTANT." The parties hereby agree to the following terms:

**ARTICLE I: CONSULTANT**

1.1 The CONSULTANT, as an independent contractor, agrees to perform the professional services outlined in **Article II: Scope of Services**. These services will be performed by the CONSULTANT in strict accordance with the terms of this Agreement and in exchange for the compensation specified.

1.2 The CONSULTANT will provide its services under this Agreement with the degree of care, skill, and diligence that is ordinarily provided by professionals in similar circumstances.

**ARTICLE II: SCOPE OF SERVICES**

2.1 The CONSULTANT will provide the following professional services on a monthly basis, not exceeding 6 hours per month. These hours may be allocated flexibly across services:

- (a) **Grant Writing Support:** Identification, preparation, and management of grant opportunities.
- (b) **Planning:** Strategic development support, comprehensive zoning, land use planning, and development assistance, including collaboration with administrative bodies, planning commissions, boards, and councils.
- (c) **GIS and Data Analysis Support:** Project management support and infrastructure guidance.

2.2 Additional services, if required, will be described in a written amendment to this Agreement. Possible additional services include, but are not limited to:

- (a) Zoning Code Support
- (b) Subdivision Regulation Support
- (c) Training and Workshop Support
- (d) Legal and Regulatory Compliance Support
- (h) GIS and Data Analysis Support
- (i) Grant Writing Support

### **ARTICLE III: CONSULTANT PERSONNEL**

3.1 The CONSULTANT will secure, at its own expense, all personnel required to perform the services under this Agreement. These personnel will not be employees of the TOWN.

3.2 The CONSULTANT may subcontract portions of the work with prior written approval from the TOWN.

### **ARTICLE IV: SUPPORT SERVICES**

4.1 The TOWN agrees to provide the CONSULTANT with the necessary support services during the performance of the services outlined in Article II.

4.2 The TOWN will provide all relevant existing data and documentation needed for the Scope of Services.

4.3 The TOWN will review and act on all documents and work items submitted by the CONSULTANT in a timely manner, allowing the CONSULTANT to meet the project schedule.

4.4 The TOWN will provide necessary services to organize and facilitate meetings, workshops, public hearings, etc., and prepare meeting minutes.

4.5 If the TOWN fails to provide the needed support services, as documented in a progress report, the CONSULTANT will be compensated for any additional time or expenses incurred.

### **ARTICLE V: TIME OF PERFORMANCE**

5.1 The CONSULTANT will commence services upon execution of this Agreement and receipt of written notice to proceed from the TOWN. The services will continue until June 30th, 2026, unless terminated earlier.

5.2 The CONSULTANT will make a good faith effort to complete the services in accordance with Article II unless:

- (a) The Agreement is terminated according to Article X, or
- (b) The Scope of Services is modified by mutual agreement in writing.

### **ARTICLE VI: COMPENSATION TO CONSULTANT**

6.1 The TOWN agrees to pay the CONSULTANT a flat fee of \$750.00 per month for the Basic Services outlined in Article II.

Additional services, agreed upon in writing, will be billed at the hourly rate of \$175.00 per hour. Any late payments beyond 30 days will incur interest at 1.5% per month from the confirmation of receipt until paid.

6.2 Each invoice submitted by the CONSULTANT will be payable upon receipt by the TOWN.

6.3 This Agreement is contingent on sufficient appropriations by the TOWN. If funding is insufficient, the TOWN may terminate the Agreement, following the provisions in **Section 10.4**.

## **ARTICLE VII: PRODUCT OF SERVICES, COPYRIGHT**

7.1 All documents, maps, and materials prepared by the CONSULTANT under this Agreement will become the property of the TOWN. The CONSULTANT may retain copies for marketing purposes, except for confidential information.

7.2 The CONSULTANT will not apply for copyright on any work produced under this Agreement.

## **ARTICLE VIII: PRIVATE INTERESTS OF PUBLIC OFFICIALS AND CONSULTANT**

8.1 No public official, employee, or agent of the TOWN shall have any financial interest in this Agreement.

## **ARTICLE IX: CERTIFICATIONS OF CONSULTANT**

9.1 The CONSULTANT has not employed anyone, other than a bona fide employee, to solicit or secure this Agreement.

9.2 The CONSULTANT has no conflicting interests related to the performance of this Agreement.

## **ARTICLE X: CHANGES OR TERMINATION**

10.1 Changes to this Agreement must be made in writing and signed by both parties.

10.2 The TOWN may request changes in the Scope of Services. These changes, along with any related compensation adjustments, will be incorporated into written amendments.

10.3 Either party may terminate this Agreement for cause with 20 days' notice

10.4 Upon termination, the CONSULTANT will discontinue services and submit a final statement within 30 days.

10.5 The CONSULTANT is not relieved of liability for damages caused by negligent acts or omissions.

## **ARTICLE XI: CONFIDENTIALITY**

11.1 Any confidential information provided to or developed by the CONSULTANT will be kept confidential unless disclosure is required by law.

## **ARTICLE XII: INSPECTION OF RECORDS**

12.1 The CONSULTANT will maintain records for three years after the expiration of this Agreement.

12.2 The TOWN may review and audit the CONSULTANT's records related to this Agreement upon request.

## **ARTICLE XIII: INSURANCE**

13.1 The CONSULTANT agrees to maintain Workers' Compensation Insurance and Commercial General Liability Insurance, as follows:

- Workers' Compensation: Statutory
- Commercial General Liability: \$1,000,000 per occurrence; \$2,000,000 general aggregate.

## **ARTICLE XIV: MISCELLANEOUS PROVISIONS**

14.1 **Entire Agreement:** This Agreement constitutes the entire understanding between the parties.

14.2 **Choice of Law:** The Agreement shall be governed by the laws of the State of Oklahoma.

14.3 **Venue:** Venue for actions related to this Agreement will be McClain County, Oklahoma.

14.4 **Severability:** If any part of this Agreement is invalid, the remaining provisions will still apply.

14.5 **Notice:** Notices will be sent by certified mail to:

TOWN:  
Mayor  
Town of Washington  
2404 North Main Avenue  
Washington, OK 73093

CONSULTANT:  
Larry R. Curtis, CEO  
CivicDynamics LLC  
510 Dewey Avenue Suite 604  
Bartlesville, OK 74003

**14.6 Assignment:** The CONSULTANT may not assign or transfer this Agreement without written consent from the TOWN.

**14.7 Successors and Assigns:** The terms of this Agreement will bind the successors of both parties.

**14.8 Reports and Information:** The CONSULTANT will provide reports as requested by the TOWN.

**14.9 Incorporation of Law:** Provisions required by law will be incorporated into this Agreement.

**14.10 Waiver:** Failure to enforce any provision will not be considered a waiver.

**14.11 Survival:** Representations made by the CONSULTANT will survive the termination of this Agreement.

**14.12 Cumulative Remedies:** All remedies at law or equity are available to the parties in case of default.

**14.13 Equal Employment Opportunity:** The CONSULTANT will not discriminate based on race, color, religion, age, sex, or national origin.

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**FOR TOWN OF WASHINGTON:**

By: \_\_\_\_\_

**Mayor**

**FOR CIVICDYNAMICS LLC:**

By: Larry R. Curtis  
**Larry R. Curtis**  
**Chief Executive Officer**



# Board of Trustees Agenda Item Summary

**Meeting Date:** Tuesday, July 8, 2025

**Submitted by:** Mica A. Lunt, Town Administrator

**AGENDA ITEM TYPE:**

☐ Consent

☒ Discussion & Possible Action

☐ Discussion Only

☐ Public Hearing

## Agenda Item Title

Consideration and possible approval, denial, postponement, or other action regarding REAP Grant Priorities for the coming application period.

Attachments (if any; file names shall correspond to the attachment)

None

## Summary

The Town of Washington is eligible to apply for two REAP (Rural Economic Action Plan) Grants, one through ASCOG (Association of South Central Oklahoma Governments) and one through OWRB (Oklahoma Water Resources Board).

For ASCOG, the requirements are broad, however, there are points allocated that behoove us to apply for certain projects. Based upon the scoring criteria, staff has identified three potential projects for that application:

- Water filtration system for our wells to trap sediment
- Playground for Memorial Park
- Street sealing for the Clearview Heights & The Highlands neighborhoods

For ORWB, the requirements are more specific and are:

- Sewer line construction or repair/related and/or Storm/Sanitary sewer projects
- Water line construction/repair and/or Distribution or recovery and related projects
- Water treatment and/or Water acquisition

## Recommendation

Staff recommends for the ASCOG application that we apply for funding for the Memorial Park Playground and for the OWRB application that we apply for the water filtration project for our wells.



# Board of Trustees Agenda Item Summary

**Meeting Date:** July 8, 2025

**Submitted by:** Mica A. Lunt, Town Administrator

**AGENDA ITEM TYPE:**

☐ Consent

☐ Discussion Only

☒ Discussion & Possible Action

☐ Public Hearing

## Agenda Item Title

Consideration and possible approval, denial, postponement, or other action regarding the selection of a delegate to the ACOG MPO (Metropolitan Planning Organization) Policy Committee.

Attachments (if any; file names shall correspond to the attachment)

Designation Form

## Summary

The Committee meets the last Thursday of the month at 1:20pm at 4205 N. Lincoln Boulevard, Oklahoma City. The remaining meetings for this year are on the following dates:

- August 28, 2025
- September 25, 2025
- October 30, 2025
- November 20, 2025
- December 18, 2025

Our delegate must be an elected official; Town Staff cannot represent the TOW. The Committee has accepted the TOW's membership as of their June meeting. Our attendance provides for representation of the TOW in regional transportation planning and is another great resource for funding opportunities.

## Recommendation

Staff recommends the selection of a Trustee for representation.

## DESIGNATION FORM

Pursuant to the provisions of the Agreement creating the Association of Central Oklahoma Governments (ACOG), under authority of the Interlocal Cooperation Act, this form serves as notice to ACOG that the Board of Trustees/City Council/Board of County Commissioners has duly selected its voting delegate and alternate(s) to serve as its representative to one or more of the following Boards and/or Committees:

- |  |   |
|--|---|
| <input type="checkbox"/> ACOG Board of Directors (BOD)             | <input type="checkbox"/> 911 ACOG Board of Directors (BOD)                      |
| <input checked="" type="checkbox"/> ACOG MPO Policy Committee (PC) | <input type="checkbox"/> Garber-Wellington Association Policy Committee (GWAPC) |

The following designated voting delegate, and in his/her absence, either of the listed alternates, shall have all the voting privileges and rights as established in the Agreement creating ACOG. Let this form further witness that both the regular voting delegate and the alternates are elected official(s) of the governing body of: Town of Washington

### Designated Delegate:

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Office Title: \_\_\_\_\_ Employment/Profession: \_\_\_\_\_  
Phone # \_\_\_\_\_ Cell # \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

### Alternate:

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Office Title: \_\_\_\_\_ Employment/Profession: \_\_\_\_\_  
Phone # \_\_\_\_\_ Cell # \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

### Alternate:

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Office Title: \_\_\_\_\_ Employment/Profession: \_\_\_\_\_  
Phone # \_\_\_\_\_ Cell # \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: ☐ Mayor ☐ Chairman - County Commissioners ☐ City Clerk ☐ County Clerk

Please return this signed form to [bgarner@acogok.org](mailto:bgarner@acogok.org), or mail to:

Association of Central Oklahoma Governments  
4205 N. Lincoln Blvd.  
Oklahoma City, OK 73105

**acog**



# Board of Trustees Agenda Item Summary

Meeting Date: July 8, 2025

Submitted by: Mica A. Lunt, Town Administrator

## AGENDA ITEM TYPE:

☐ Consent

☒ Discussion & Possible Action

☐ Discussion Only

☐ Public Hearing

## Agenda Item Title

Consideration and possible approval, denial, postponement, or other action regarding setting a date for the Halloween Celebration

## Attachments (if any; file names shall correspond to the attachment)

1. Please rank order your preference for when we have our Halloween Celebration.

187 Responses

Rank Options

First choice ● ● ● ● Last choice

1 Thursday 10/30

2 Friday 10/31

3 Saturday 11/1

4 Wednesday 10/29

## Summary

Most respondents to the poll picked Thursday, October 30 as their first or second choice. Wednesday, October 29 was the least favored day for the celebration.

## Recommendation

Staff recommends selecting Thursday, October 30 for the TOW Halloween Celebration.

Thursday is a great option as far as school goes. Children usually have parties and fun days so it would make it easier on teachers.

Please provide any other feedback you would like to be considered regarding the date for the Halloween Celebration.

3

May be have a map of houses that will be handing out candy. I know a lot of houses do, but we had WAY less come to our house last year.

I think the 25th should be an option.

Just celebrate the day of like we always do. Don't know why this is such a big issue. If you can't be there for it because of sports then it is what it is. That's life sometimes. Try being in the military and missing birthdays, births, and many other events. Just a little perspective.

Good luck!

Does not need to be on Friday or Saturday.

We would love to keep the Halloween Day Tradition

High school football on Halloween night will take a lot of houses and people away from celebration

Halloween should be on Halloween! But we will be there regardless! Thank you for everything you do Town of Washington!

It would be sad to sit at home on Halloween! I vote recognize the day.

Just not on a Saturday.

Well it's not letting me choose but 10/31 is my choice. Love my town!

n/a

Can we have an unmasking of Washington Batman? Coordinate parking at the ball fields and school Food trucks, vendors, live music, truck or treat decoration contest Suggest having a rain out backup date.

I think the conflict is unfortunate. And weird since we were away at CCS this past year 😊. But I think for the littles a home game is a bigger deal. We could start at 5pm. That way people could make both.

Please don't do it on a Washington football night. People can set up tv's and have the ou game on in their front yards.

NA

Most of those who pass out the candy will most likely be at the CCS vs. Washington game. That's the worst day to choose. Wednesday or Thursday would be good.

I get why we don't want to do this on Halloween night, so the next most logical is Saturday night. And I say this as someone who watches every OU game I can. We can give up an hour or 2 of OU football for the kids. There will always be something.

30th gives everyone in Washington to have to chance to make to trick or treat night

The past few years a huge deal has been made about it being on Halloween. Maybe move HS football game LOL

HS FOOTBALL OVER TRICK OR TREAT

I think this is the best date because it doesn't interfere with anything else that is going on in the town. It also works out well with FBC Washington. Amber Morton approves! LOL

Saturday 11/1. Can't do during the high school football game. That isn't fair to parents who have a football player and also a little elementary kid who wants to trick or treat.

LOL...I didn't put them in order. In order now. Amber Morton

November 31st is an OU away game and should not be an be an obstacle, it's a Saturday and also lets us stay up later and not have to worry about early mornings with our kids. Friday would be my first pick but since we have an away football game I think the families with older and younger her kids would suffer.

We are Senior Citizens living on Main Street. My choice is more about all the volunteers that would have to give up their weekend time that could be spent with their own families. This also keeps some older kids from being in town later.

Lots of us have high school football players and kids who trick or treat so really any time other than the Friday night of football.

Halloween on Halloween.

Allow more organized trunk or treat for those that don't live in the main square. Would love to pass out candy!

Thursday

Week nights are not great options because of absences, cranky kids and parties for the teachers.

## **Public Works Department Monthly Report – June**

### **General Maintenance:**

- Mowed the Community Center on 6/2, 6/9, 6/16, 6/23, and 6/30.
- Mowed the cemetery twice during the month.
- Mowed the lagoon roads on 6/3.
- Began spraying at the cemetery; this project will be completed in July.

### **Water & Sewer Operations:**

- Conducted daily well checks.
- Collected the state-mandated BACT sample.
- Performed quarterly SOC (Synthetic Organic Compounds) testing and sent samples to ERT Labs.
- Repaired two water leaks at:
  - 306 S. Turner
  - 404 W. Chickasaw
- Replaced both chlorine pumps.
- Completed 28 OKIE 811 locate requests and line markings.
- Monitored lagoon systems per DEQ requirements.

### **Cemetery Services:**

- Dug 6 graves.
- Provided support for 7 funerals.
- Marked 3 graves for future headstone placement.
- Met with a monument company to relocate a previously installed headstone.

### **Inspections & Site Visits:**

- Completed 6 site inspections.

### **Sewer Line Root Control Project:**

- The town received a 1:1 OMAG grant for root control in sewer lines.
- Project completed on 6/9.
- Treated sewer line sections:
  - Kerby to Trugeon
  - Entire length of Trugeon
  - Kerby to Morehead
  - Morehead to Sharp
  - Sharp to Pybas
  - Kerby to Oakland

- Treated lines were foamed with a root control solution effective for two years. If clogs due to roots occur during this period, the company will reapply foam at no additional charge.