



MINUTES

Town of Washington Board of Trustees
Thursday, February 13, 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** Mayor Siria called the meeting to order at 1824 hours.
2. **Roll Call**

Mayor & Trustee Joel Siria, Trustee Duane Branham, and Trustee Tony Brennan were all present.
3. **Pledge of Allegiance, Proclamations, & Presentations**
 - A. Pledge of Allegiance
 - B. Public Comment (each speaker limited to three minutes). There were no comments from the public.
4. **Consent Agenda**
 - A. Approve the Minutes from the Town of Washington Regular Meeting on January 12, 2024.
 - B. Approve an ORWA Delegate and Nomination Form
 - C. Approve a resolution accepting a REAP grant Award of \$45,000 for the Senior Citizens Center
 - D. Approve an Ordinance amending Chapter 1, Article 3, Section 1-44 Municipal and Regional Planning Commission, Local Capital Improvements Planning Committee
 - E. Approve an Ordinance amending Chapter 1, Article 3, Section 1-45 Zoning Board of Adjustment; Floodplain Variance Appeals Board
 - F. Approve an Ordinance amending Chapter 13 adding Section 13-23 Health and Public Welfare providing for regulations related to smoking, tobacco, and vapor use
 - G. Approve an Ordinance amending Chapter 1, Article 13, adding Section 13-24 Youth Access to Tobacco"
 - H. Approve a resolution adopting by reference the Trust Indenture titled "Oklahoma Municipal Retirement Fund"
 - I. Approve a resolution for a request for an extension by Washington Public Schools regarding fire suppression solutions.

A motion was made by Branham and seconded by Brennan to approve the consent agenda. The motion passed unanimously.
5. **Action Items**
 - A. Consideration and possible approval, denial, postponement, or other action regarding an Ordinance amending Chapter 1, Article 3, Sections 1-31 through 1-48 Officers, Employees, Boards and Commissions and amending Article 4, Section 1-70 Purchasing and Sales Procedures that authorizes the Town Administrator to approve certain purchases.

A motion was made by Branham and seconded by Brennan to approve this agenda item. The motion passed unanimously.

- B. Consideration and possible approval, denial, postponement, or other action regarding feedback to the Washington Volunteer Fire Department for their Annual Independence Day Celebration dates and planning committee members.

A motion was made by Branham and seconded by Brennan to recommend June 28 and the formation of a committee. The motion passed unanimously.

- C. Consideration and possible approval, denial, postponement, or other action regarding an ordinance adopting an employee retirement system, defined contribution plan, and providing retirement benefits.

A motion was made by Siria and seconded by Brennan to table this until the next meeting. The motion passed unanimously.

- D. Consideration and possible approval, denial, postponement, or other action regarding a permanent change to the Town's operating hours from 7a-5:30p to 7:30a-5:30p.

A motion was made by Branham and seconded by Brennan to approve this resolution. The motion passed unanimously.

- E. Consideration and possible approval, denial, postponement, or other action regarding the adoption of the Best Practices Handbook for the Town of Washington Board of Trustees and the Washington Public Works Authority Trustees.

A motion was made by Branham and seconded by Brennan to approve this agenda item. The motion passed unanimously.

- F. Consideration and possible approval, denial, postponement, or other action regarding the rehabilitation of Memorial Park.

A motion was made by Branham and seconded by Brennan to approve this resolution. The motion passed unanimously.

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)

Town Administrator Mica Lunt went over the Town's financial assets and budget report. He also reminded the board and citizens that budget reports and videos explaining the Town's financial status are posted monthly on the Town's website under the Government tab.

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

- ISO Audits the fire protection services of the department including water capacity, structures and fire suppression systems. As of May 1, 2025 everyone within five road miles of WVFD will move to an ISO rating of 4, up from a 5. An improvement of one point can result in insurance savings. ISO also considers training of personnel and equipment issued.
- Regarding goals for 2025, WVFD will be applying for grants to get an entirely new apparatus, an SCBA filler. Chief and Assistant Chief will also be meeting with ISO representatives to determine what improvements can be made.

Police & Code Enforcement Report presented by Chief Ruben Ruiz

- Chief Ruiz presented the monthly activity report and explained the time and resources that go into code enforcement investigations. Targeted enforcement will be moving to Zone 2.
- WPD has ordered ballistic vests, received body worn cameras and is completing grant paperwork to get reimbursed for the cameras. Chief Ruiz is also applying for grants through NRA for the gun range.
- Chief Ruiz is submitting a grant to the Firehouse Subs for a vehicle, and is making progress on getting vehicles marked.

Town Clerk's Report presented by Town Clerk Kasey Leshner. Town Administrator Mica Lunt presented this report due to Ms. Leshner being absent.

- Our new radio meters continue to help several customers find and address leaks that they were unaware of.
- Installation and training for our new utility billing, court, and cemetery software is underway. New utility bills are expected to be published by April.

Administration Report presented by Town Administrator Mica Lunt

- Public Works in partnership with Wee Construction will be repairing a leaking fire hydrant near Oakland and Moody on Monday, February 17, 2025. Water will be off to the entire Town for 3-4 hours, but it will take time for pressure to rebuild in the system. Notifications have been posted in utility bills, Facebook, and through the subscription-based alerts system and on the website.
- We have updated our overall plan and strategy regarding solving our water crisis, which includes two primary challenges: 1) too little source water and 2) too little pressure. Source water from our wells is being attacked in a two-phased approach including rehabbing our existing wells first, and we are then working to drill new wells next to our existing well houses to utilize the existing infrastructure. It is our hope that the new wells will have tremendously more production capability. Pressure is being attacked by exploring options to install a new water tank with at least three times the capacity of our current tank.
- Our codes and ordinances are in the final stages of editing and should be published on our website soon.
- We have applied for multiple grants/funding over the past month including:
 - Lowe's Foundation grant for the rehabilitation of Memorial Park
 - Recreational Trails Program for a small walking/running trail around a portion of the ballfields
 - TSET for the rehabilitation of Memorial Park
 - Federal funding from Representative Cole's office for water infrastructure improvements
- Our external, financial procedures audit for the FY22-23 has been completed. We are currently seeking a firm to complete our FY 23-34 audit.

- The forensic audit of the Town of Washington being conducted by the State Auditor's Office is in progress, but there is no timeframe for when we may hear of an update or progress.
- Delta Community Action's Board approved the Help to Others (H2O) program for the Town of Washington. Executive Director Karen Nicols and I are working to get the program started.
- We have received excellent reviews from those who have purchased Town of Washington SWAG, and we have more to sell!

Trustee Branham advised that he would be finishing out his term but was not running for a second term for family reasons.

Mayor Siria advised that James Andrews has submitted his nomination for Branham's seat.

8. Executive Session

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

Consideration and discussion of personnel matters including the duties of the Town Administrator, in accordance with 25 O.S. Section 307(B)(1).

Consideration and discussion of personnel matters including the employment, discipline, duties, discharge, and/or promotion of the Civil Defense Director, in accordance with 25 O.S. Section 307(B)(1).


A motion was made by Branham and seconded by Brennan to enter into executive session at 1920 hours. The motion passed unanimously.

A motion was made by Branham and seconded by Brennan to return to regular session at 2018 hours. The motion passed unanimously.

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

A motion was made by Branham and seconded by Brennan to have the Civil Defense Director report directly to the Town Administrator, who will clarify roles and responsibilities, and provide direction. The motion passed unanimously.

9. Adjournment Mayor Siria adjourned the meeting at 2019 hours.



A handwritten signature in black ink, appearing to read 'Karen Nicols', is written over the text of item 9.