



MINUTES

Town of Washington Public Works Authority
Thursday, February 13, 2025 6pm
Town of Washington Town Hall, 204 N. Main St., Washington, OK 73093

1. **Call to Order** Chairman Branham called the meeting to order at 1800 hours.

2. **Roll Call**

Chairman Duane Branham, Trustee Tony Brennan, and Trustee Joel Siria were all present.

3. **Consent Agenda**

- A. Approve the Minutes from the Town of Washington Public Works Authority Meeting on January 14, 2024.
- B. Approve a resolution adopting by reference the Trust Indenture titled "Oklahoma Municipal Retirement Fund"

A Motion was made by Siria and seconded by Branham to approve the consent agenda. The motion passed unanimously.

4. **Action Items**

- A. Consideration and possible approval, denial, postponement, or other action regarding a resolution authorizing the Town Administrator to apply for and execute a loan for a water storage tank and other water system infrastructure improvements commence the bidding process for construction, and execute all necessary paperwork and agreements.

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

- B. 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 Branham and seconded by Brennan to table this until the next meeting. The motion passed unanimously.

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 Leshar. The report was presented by Town Administrator Mica Lunt due to Director Leshar being absent.

- Water Leak Repairs: 9 repairs were completed in the previous month including: N. Pybas: 1 repair, Morehead: 2 repairs, Dean: 2 repairs, Turner: 2 repairs, Clearview: 2 repairs,
- We facilitated five funerals in January.
- We conducted Sewer Maintenance including:
 - January 6: Lift station pump pulled, cleared of debris, and re-seated
 - January 22: Purcell jetted sewer line on Kerby
 - January 28: Partial sewer line collapse fixed
- A new street sign was installed on Casey Lane.
- Old water meters were recycled generating \$1,998 from scrap metal
- The Public Works daily routine includes:
 - Conduct thorough inspections of each well and record meter readings
 - Perform chlorination on scheduled days to ensure water quality
 - Monitor lagoon levels every morning to maintain optimal conditions
 - Enter all readings and generate daily production reports
- Water Quality Testing on January 2 included taking water sample to DEQ in OKC for Bac-T test; results came back negative (results are in office and can be shown upon request).

6. **Adjournment** Chairman Branham adjourned the meeting at 1823 hours.

Kasey Hester
