

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

Type: Special Meeting

Date: Thursday August 15, 2024

Place: Washington Senior Citizens Building

219 N. Turner St.

Washington, OK. 73093

As required by Title 25, Section 311 of the Oklahoma State Statues notice is given that a special meeting of the Washington Town Board of Trustees will be held Thursday, August 15th, 2024, at 6:00 P.M. at Washington Senior Center according to public notice-agenda posted by Joel Siria, Mayor.

NOTICE

All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to amendment, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same amendment language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item.

The governing body 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 governing body may refer the matter to its staff, attorney or to the recommending board, commission, or committee.

All Agenda Items are for discussion and whatever further action the Board of Trustees deem necessary or advisable to discharge their constitutional, and statutory powers of government.

- 1) Call to order.

Joel Siria called the meeting to order.

- 2) Roll call, declaration of quorum present.

Roll: Joel Siria, present; Duane Branham, present.

Joel Siria declared a quorum with 2 board members present.

- 3) Citizen Comments

TOWN OF WASHINGTON BOARD OF TRUSTEES

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

Lindsay Branham expressed concern regarding the high weeds and grass on Turner St. The grass is so high that two cars can't pass down the street and have any children walking to school on the sides of the street.

June Sherrell expressed concern regarding; the excess speeding by the school, specifically Main St. and Kerby St, the use of Jake brakes within city limits, heavy construction vehicles on Main St. and drilling at the school causing damage to the streets, sidewalks and homes, school traffic down the alleys where children are trying to walk to school and, the water drainage down Main St. and the alley.

Sheila Vercher expressed concerns on the water/rain drainage that goes down Moody and the alley. She stated that the water comes as high as her porch. She also expressed concern regarding a crack in Moody St. that due to water damage is causing the street to buckle.

- 4) Discussion and possible action (Approval, Rejection, Amendment and/or Postponement) on action items from Emergency Meeting held Friday, August 9.

Paul Aday to provide the State Auditor's office with 5 years of statements from his personal Paypal account. Paul stated that he provided them with a portion of the request.

Mica Lunt was to cancel and replace all known Town of Washington purchase cards, to Transfer all funds, close all Town of Washington Accounts with First United Bank and Reopen with new account numbers. Mica Lunt informed the board that all of this is done.

Kasey Leshner was to remove Paul Aday from the Online Banking access. Kasey Leshner informed the board that this was done.

Joel Siria was to reach out to the Town Attorney regarding Aflac insurance.

Ruben Ruiz was to secure the evidence found in the town shop building by the State Auditor's office and he was to document the chain of custody of those items. Ruben Ruiz notified the board that this was done.

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

- 5) Discussion and possible action (Approval, Rejection, Amendment and/or Postponement) regarding the update to be provided by Duane Branham from his attendance at the McClain County commissioners meeting held Monday, August 12.

The letter of intent regarding the use of the ARPA funds must be provided by the end of next week and under contract by 9/30/2024. Duane Branham feels that a new well, the SCADA system and rehabilitation on the Lift station are priorities currently.

- 6) Discussion and possible action (Approval, Rejection, Amendment and/or Postponement) regarding the meeting held with ORWA to discuss improvement recommendation to the Towns Water and Sewer systems held Tuesday, August 13th.

Joel Siria explained that ORWA will be providing under studies to be sent to the engineer for review so that they may make proposals for the betterment of these systems. This conversation goes hand in hand with the conversation Duane Branham had with the McClain County commissioner regarding grant funds. Joel Siria made a motion for Mica Lunt to begin reaching out to engineering firms. Duane Branham seconded the motion.

Ayes: Joel Siria, Duane Branham

Nays: None.

Mica Lunt then expressed that he wanted to be upfront with the board and the citizens that the Town of Washington going without a rate increase from 2008 to 2023 has been something that has kept the town from being able to get grants to better our systems and that he would be recommending that the Board of Trustees approve a rate increase. Joel Siria and Duane Branham stated that they agreed that a rate increase must be a part of the plan to better The Town of Washington.

- 7) Discussion and possible action (Approval, Rejection, Amendment and/or Postponement) regarding the operation and maintenance of the Washington Sewer Lift Station.

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

Joel Siria gave a summary of the Lift station issues the town was currently facing, two pumps being down, sewage was spilled onto the area surrounding the lift station. WASA had been informed not to use the ballfields until that area had been treated (2 days). The sewage was then being sent into the bypass in accordance with DEQ standards and that the proper notification had gone out to DEQ. Mica Lunt and T.R. Leshar explained to the board that they had been in contact with a pump service company and that they recommend a trade of services. With the pump company maintaining a monthly maintenance of the lift station for the use of the town lagoons. Wee Construction also provided information regarding a proposed bypass plan that would eliminate the possibility of future sewage spills. Mic Lunt commended T.R. Leshar for his daily inspections of the lift station that kept this situation from being a much bigger problem for the town. Duane Branham suggested that the town look into the price for a backup pump to be kept on hand for future need and reiterated that the SCADA system would also help monitor the lift station to inform the operator early of any potential problems. The board requested that the town obtain pricing for a backup pump.

- 8) Discussion and possible action (Approval, Rejection, Amendment and/or Postponement) regarding changes to the deliverables for the ARPA Sewer and Water Study Grant to meet the immediate needs for the Town of Washington.

The board requested that Mica Lunt look over the deliverables list and schedule with an engineer and ORWA regarding tasks that each will be able to help with including potentially drilling a new well, and a well and water tower monitoring system such as SCADA.

- 9) Discussion and possible action (Approval, Rejection, Amendment and/or Postponement) regarding changes to the current Water Rationing Proclamation.

Joel Siria stated that this has been a very difficult decision. Duane Branham and Joel Siria agree that it is their hope in each meeting to be able to amend this proclamation to at least an odd/even water schedule. However, at this time the

TOWN OF WASHINGTON BOARD OF TRUSTEES

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

*board does not feel it would be in the town's best interest to change the Water Rationing Proclamation. Joel Siria made a motion for Mica Lunt to investigate policy recommendations regarding an increase in water rates, an increase in new water tap connection fees, limiting new construction, requiring of all properties to have their own water meters, and a proactive approach to repairs and maintenance of infrastructure. Duane Branham seconded the motion. Ayes; Joel Siria, Duane Branham.
Naves: None*

- 10) Discussion and possible action (Approval, Rejection, Amendment and/or Postponement) regarding Moratorium on commercial and residential new construction permits and/or the issuing of Water Connection permits due to municipal water availability.

*Joel Siria stated his concerns regarding additional users of the town's water system and new construction. Duane Branham and Joel Siria agree that they would like to discuss with the Town Attorney regarding a stop on all new water applications and a stop on new construction build permits. The board asks at this time due to citizen concerns that the Washington Public School provide the letter regarding the school's 2-year extension regarding fire suppression Duane Branham made a motion to halt future building permits for residential and commercial buildings pending the attorney's recommendations and the attorney's review of current platted developments. Joel Siria seconded. Ayes: Joel Siria, Duane Branham.
Naves: None*

- 11) Discussion and possible action (Approval, Rejection, Amendment and/or Postponement) regarding Town of Washington paid supplemental insurance benefits.

At this time the town has been paying for supplemental insurance benefits and there have been questions that have been raised regarding that. Aflac has been brought in to present the board with the current benefits available. Aflac has been providing employee paid benefits since 2009 for the Town of Washington.

TOWN OF WASHINGTON BOARD OF TRUSTEES

204 N. MAIN ST.
WASHINGTON, OK. 73093

MINUTES

In May of last year this became City funded benefit including accident and dental supplements. Mica Lunt recommended that the city stop paying for those benefits and return them to an employee paid benefit at the discretion of each employee. It has also become under investigation the insurance of Kody Keith that was established after the time of his death. However, no claims were made on his policy. Joel Siria made a motion to end the city funding of Aflac supplemental insurance. Duane Branham seconded.

Ayes: Joel Siria, Duane Branham.

Nays: None.

- 12) Discussion and possible action (Approval, Rejection, Amendment and/or Postponement) regarding obtaining appropriate insurance for fire apparatus and station.

Mica Lunt and Fire Chief Billy Simpson had a conversation regarding updating the current fire insurance to full coverage as required on the fire station and fire apparatus. Duane Branham made a motion to get these insurance quotes, Joel Siria seconded the motion.

Ayes: Joel Siria, Duane Branham.

Nays: None.

- 13) Discussion and possible action (Approval, Rejection, Amendment and/or Postponement) regarding access to the Town safety deposit box at First United Bank.

Joel Siria made a motion to close the safe deposit box in the Town of Washington's name at First United Bank in Purcell, OK. Duane Branham seconded.

Ayes: Joel Siria, Duane Branham.

Nays: None.

- 14) Discussion and possible action (Approval, Rejection, Amendment and/or Postponement) regarding Washington Cemetery:

- a. Maintenance and recent damage reports

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

- b. Payments to employees for cemetery maintenance
- a. *A cemetery committee is still a hope that the Board has for this community. There have been concerns regarding damage to cemetery monuments. The board asked if there was a reporting process regarding the report of damage at the cemetery. Mica Lunt explained that the employees are required to report any damage, and that damage could have been accidental mower damage that maintenance may have not even noticed.*
- b. *It has been the board's understanding that this payment was intended to be additional payroll. Mica Lunt's recommendation if the Board wishes to continue these payments that this be added to the employees' salary and be properly taxed. Stating it is believed that the extra payments were designed to address a low wage for the employees responsible for maintaining the cemetery. Joel Siria said that this work is being done during the regular business day and should be covered by the salary of the employee. Joel Siria made a motion to end this additional check from the cemetery funds. Duane Branham seconded the motion.*
Ayes: Joel Siria, Duane Branham.
Nayes: None.

15) Discussion and possible action (Approval, Rejection, Amendment and/or Postponement) regarding requests for individual public mailboxes to be placed on Town property.

Joel Siria has been in contact with the Town Attorney regarding this matter. At this time the board of trustees is unaware of an Ordinance that was passed regarding this situation. Duane Branham recommended that citizens concerned with this matter contact the Postmaster General.

16) Discussion and possible action (Approval, Rejection, Amendment and/or Postponement) regarding contacting with an individual or firm to take over Town Treasurer duties.

Mica Lunt proposed the town look at the feasibility of a treasurer. For \$24,000 a year the town can outsource payroll, payments to vendors, and QuickBooks.

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

Penny Royal Accounting out of Norman is bonded and state recommended. This could eventually be brought back in-house if desired. This accountant would office at the Town hall 3 days a week with a \$2,000 retainer and then \$2,000 a month. Duane Branham made a motion to hire Penny Royal Accounting at Mica's recommendation. Joel Siria seconded the motion.

Ayes: Joel Siria, Duane Branham.

Nays: None.

- 17) Discussion and possible action (Approval, Rejection, Amendment and/or Postponement) regarding Town Lawyer.

The interim Attorney from Nichols\ Dixon Chris Lund has stated that he is hiring additional attorneys for their firm. Joel Siria has informed the attorney's office that Washington will be very needy during this transition period and that we will need quick answers for some of our concerns. Chris Lund stated that they will be attending the Town Board of Trustees meetings in the future.

- 18) New Business

There was no new business.

- 19) The Board of Trustees, Town Administrator and employees will temporarily adjourn from the meeting location to walk through Town Hall at 204 North Main Avenue, Washington, OK 73093 to review the progress of the renovation and make comments to be shared to with the Contractor (Hayes Family Homes) overseeing the renovation. *Due to the site being under construction, the public will be unable to walk through Townhall.*

Joel made a motion to adjourn to the Town Hall building at 204 N. Main St. that is currently being remodeled, Duane Branham seconded.

Ayes: Joel Siria, Duane Branham.

Nays: None.

Joel made a motion to reconvene, Duane Branham seconded.

Ayes: Joel Siria, Duane Branham.

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

Nays: None.

Changes discussed while touring the remodeling of the Town Hall were: A change to the trim color in the court room to hide imperfections in the existing crown moldings, Rm #1, an additional bookcase, a partition at the customer window, and a window shelf for customers. Rm #2, to have a conference table. Rm #3, moving the return duct and a solid door on the evidence room. Code locks on office doors and the door to the lobby, and a request for an estimate on gutters in the rear of the building, repairing the rear deck, changes made for rear parking in future and plans for future improvements for the basement.

20)

- a. Board may consider retiring into Executive session for the purpose of discussion and possible action (Approval, Rejection, Amendment and/or Postponement) regarding the performance, employment, disciplining, and/or resignation of Mica Lunt, Paul Aday and/or Ruben Ruiz in accordance with 25 O.S. 307 § (B) (1)
- a. Enter Executive Session pertaining to 25 O.S. 307 § (B) (1), Oklahoma Open Meetings Act.

Duane Branham made a motion to enter Executive session. Joel Siria seconded.

Ayes: Joel Siria, Duane Branham.

Nays: None.

The board returned from Executive session. Executive session included 2 board members including Mica Lunt.

Joel Siria made a motion to adjust Paul Aday's pay according to the discussion had during the Executive session, Duane Branham seconded.

Ayes: Joel Siria, Duane Branham.

Nays: None.

21) Communication from the employees and Board members

TOWN OF WASHINGTON BOARD OF TRUSTEES

204 N. MAIN ST.
WASHINGTON, OK. 73093

MINUTES

Kasey Leshner informed the board that with the current account changes with First United Bank that ACH payment drafts have not been able to be completed yet and that we currently have 1 applicant to fill the vacant trustee position on the board.

22) Board Comments

Duane Branham thanked the citizens for entrusting the board with their concerns and asked that they please feel comfortable to share those concerns with them.


Joel Siria also encouraged the community to continue to reach out to the board and the town staff with their concerns and stated that they would be doing their best to keep the community informed. He also wanted to report that WASA's reporting as described in their contract with the Town of Washington was due June 1st and that the town had not yet received it. WASA has been informed that they have 30 days to supply that report. If they fail to provide the report, then they must have an audit done at WASA's expense.

23) Adjournment

Duane Branham made a motion to adjourn the meeting, Joel Siria seconded the motion.

Ayes: Joel Siria, Duane Branham.

Nays: None.



Joel Siria, Mayor



Kasey Leshner, Clerk