



MEETING NOTICE AND AGENDA

Town of Washington Public Works Authority
Tuesday, May 13, 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 April 8, 2024.

Motion _____ Second _____

Votes: Andrews _____; Brennan _____; Siria _____;

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.

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, April 8, 2025

Place: Washington Town Hall

204 N. Main Street

Washington, OK. 73093

1. Call to Order Time: 6:00pm

2. Roll Call & Swearing In of New Trustees:

Chairman Joel Siria: Here

Trustee James Andrews: Here

Trustee Tony Brennan: Here

Recess to administer Oath of Office for Board of Trustee, James Andrews and then resumed.

3. Consent Agenda (Items A-B)

A. Approve the Minutes from the Town of Washington Public Works Authority Meeting March 4, 2025.

B. Approve a retainer agreement with Lind Treadaway for legal services and authorize the Town Administrator to execute the agreement.

Motion: Tony Brennan

Second: James Andrews

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

4. Action Items

A. Consideration and possible approval, denial, postponement, or other action regarding the dates of the regularly scheduled PWA & Town Council meetings for May and August 2025.

No action.

B. Consideration and possible approval, denial, postponement, or other action regarding PWA budget priorities for the coming fiscal year.

No action.



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

- 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 to authorize the Town Administrator to apply for and execute a loan for a water storage tank as well as an engineering agreement.

Motion: To approve as written, Joint Resolution 25-4.1. Tony Brennan

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

- D. 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 setting odd/even outdoor watering restrictions.

Motion: To approve as written, Joint Resolution 25-4.2. Joel Siria

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

- E. New Business (if any) None

5. Town Administrator, Staff, and Trustee Reports

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.

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

Inspections and Repairs

Conducted a total of 17 inspections throughout the month.

Addressed and repaired water leaks at the following locations:

300 West Chickasaw

404 West Chickasaw

317 West Kerby

210 West Kerby

401 South Dean

403 East Morehead

317 West Chickasaw (repaired twice)

402 West Chickasaw

404 West Chickasaw

Total number of water leaks repaired: 9

Infrastructure Improvements



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

Installed a new street sign on Jennifer Court.

Constructed a fence on the southeast corner of the Lift Station to ensure safety in the overflow drain area.

Daily Operations:

Checked each well daily for production numbers and entered data into the Monthly Operating Report.

Took the monthly Bac-T sample to the Oklahoma City DEQ for water quality testing.

Checked the lagoons and took measurements for DEQ compliance.

Sewer Department Activities

Jetted approximately 400 feet of sewer line and conducted a camera inspection of the same line.

Applied copper sulfate to eliminate roots that had infiltrated the sewer line.

Cemetery Maintenance

Dug 2 cremation burials and facilitated 1 full funeral service.

Cleared several fallen trees at the cemetery that were a result of the high winds.

Facilities and Signage

Erected no trespassing signs at the following locations:

Lift Station

All 4 Well Houses

Water Tower fence

Painted Well Houses np: 1,2 and 3 to improve appearance.

6. Adjournment Time: 6:21pm

Chairman, Joel Siria

Clerk, Kasey Leshner



Resolution ____ - ____

A JOINT RESOLUTION BY THE TOWN OF WASHINGTON BOARD OF TRUSTEES AND THE WASHINGTON PUBLIC WORKS AUTHORITY BOARD OF TRUSTEES WASHINGTON, OKLAHOMA, APPROVING THE BUDGET FOR FISCAL YEAR 2025-2026 BEGINNING JULY 1, 2025 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.

Whereas, The Town of Washington has adopted the provisions of the Municipal Budget Act (Sections 17-201 through 17-218 of Title 11 of the Oklahoma Statutes), and the Chief Executive Officer/Town Administrator has prepared a budget for the fiscal year ending June 30, 2026 (FY 25-26) consistent with the Act; and,

Whereas, This Act in section 17-215 provides for the chief executive officers of the Town, or designee, as authorized by the governing body, to transfer any unexpended and unencumbered appropriation from one object category to another within the same department of a fund; and,

Whereas, The budget has been presented to the Town of Washington Board of Trustees at least 30 days prior to the start of the fiscal year in compliance with Section 17-205; and,

Whereas, The Board of Trustees has conducted a Public Hearing at least 15 days prior to the start of the fiscal year, and published notice of the Public Hearing in compliance with Section 17-208 of the Act.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WASHINGTON AND THE BOARD OF TRUSTEES OF THE WASHINGTON PUBLIC WORKS AUTHORITY, STATE OF OKLAHOMA that:

Section 1. Adoption. The Town of Washington does hereby adopt the FY 2025-2026 Budget on the 10th day of June 2025 with total resources available in the amount of \$1,024,164.00 for the Town of Washington and \$597,446.72 for the Washington Public Works Authority (\$3,497,446.72 if the Water Tower Loan is approved) and total appropriations in the amount of \$940,785.44 for the Town of Washington \$409,006.72 for the Washington Public Works Authority (\$3,497,446.72 if the Water Tower Loan is approved) for all budgeted funds. Legal appropriations (spending/encumbering limits) are hereby established as follows:

BUDGET MESSAGE

Dear Members of the Board of Trustees & Citizens of Washington:

The upcoming Fiscal Year 2025-2026 annual budget of the Town of Washington includes some significant components that reflect the Town's efforts to strive for excellence in public service delivery.


The budget presented herein contains the following highlights:

- The budget has been prepared by department for the first time in the Town's history. For budgetary purposes, we have created an Administration Department with the two employees (Town Administrator and Town Clerk), a Police Department with two employees (two police officers), and a budget for the Washington Public Works Authority with two employees (Public Works Director and Maintenance).
- Market adjustments for the compensation of the Town Clerk and Public Works Director position along with merit and cost of living raises to most remaining staff.
- Capital Outlay budgeted as follows:
 - General Fund: TAP Grant Match for sidewalks (\$65,000.00)
 - General Fund: Replace one police vehicle (\$30,000.00)
 - Washington Public Works Authority: New Water Tower (\$2.9M)

The proposed budget presented to you is prepared in accordance with the Oklahoma Municipal Budget Act in Title 11 of the Oklahoma Statutes.

Respectfully submitted,

Mica A. Lunt, Town Administrator

<div>  <h2 style="text-align: center;">Annual Budget</h2> <h3 style="text-align: center;">Town of Washington General Fund</h3> </div>				
Estimated Revenues	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Actual (Estimated)	FY 25-26 Proposed
Ambulance Service	\$ 39,216.93	\$ 35,672.00	\$ 49,861.39	\$ 48,000.00
Citations	Not recorded	\$ -	\$ 3,353.71	\$ 3,000.00
County Clerk	\$ 5,005.13	\$ 5,000.00	\$ 5,379.00	\$ 5,000.00
Grants	\$ 57,626.04	\$ 780,000.00	\$ 780,000.00	\$ 300,000.00
Grave Operations	\$ 14,309.08	\$ 50,000.00	\$ 41,773.59	\$ 40,000.00
Interest	\$ 2.83	\$ 60.00	\$ 96.91	\$ 90.00
Miscellaneous	\$ 41,414.46	\$ 12,000.00	\$ 12,704.12	\$ 12,000.00
Permits	\$ 42,339.77	\$ 40,000.00	\$ 46,297.89	\$ 40,000.00
Taxes	\$ 4,420.00	\$ -	\$ -	\$ -
Cigar Tax	\$ 2,367.02	\$ 2,000.00	\$ 1,876.41	\$ 1,750.00
City Use Tax	\$ 171,314.67	\$ 165,000.00	\$ 176,424.56	\$ 201,124.00
Franchise Tax	\$ 24,927.45	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00
Gas Tax	Not recorded	\$ 1,200.00	\$ -	\$ 1,200.00
Sales Tax	\$ 376,796.99	\$ 350,000.00	\$ 300,000.00	\$ 342,000.00
WASA Utility Reimbursement	\$ 12,561.59	\$ 6,000.00	\$ 5,448.65	\$ 6,000.00
Total Town of Washington Revenues	\$ 792,301.96	\$ 1,480,932.00	\$ 1,447,216.23	\$ 1,024,164.00
Proposed Expenses				
Administration Department	\$ 526,909.28	\$ 1,043,309.00	\$ 987,841.16	\$ 657,508.72
Police Department	\$ 93,073.63	\$ 105,500.00	\$ 104,907.14	\$ 146,330.00
Transfer to PWA Fund				\$ 136,946.72
Total Town of Washington Expenses	\$ 619,982.91	\$ 1,148,809.00	\$ 1,092,748.30	\$ 940,785.44
TOTAL	\$ 172,319.06	\$ 332,123.00	\$ 354,467.93	\$ 83,378.56

Administration Department					
Proposed Expenses	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Actual (Estimated)	FY 25-26 Proposed	
Personnel Services					
Payroll & Benefits					
Health Benefits	Not recorded	\$ 22,000.00	\$ 24,587.46	\$ 18,546.72	
Salaries & Wages	\$ 119,791.75	\$ 182,500.00	\$ 182,500.00	\$ 180,000.00	
Overtime	\$ -	\$ -	\$ -	\$ -	
Retirement	\$ -	\$ -	\$ -	\$ 10,512.00	
Total Personnel Services	\$ 119,791.75	\$ 184,500.00	\$ 187,097.46	\$ 209,058.72	
Materials & Supplies					
Office Supplies	\$ 27,187.86	\$ 37,964.00	\$ 25,498.67	\$ 27,500.00	
Repairs & Maintenance Supplies	\$ 27,717.03	\$ 85,000.00	\$ 85,000.00	\$ 70,000.00	
Senior Citizens Center	\$ 3,350.26	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	
Cemetery Expenses	Not recorded	\$ 5,000.00	\$ 4,322.71	\$ 5,000.00	
Street Repairs	\$ 1,354.36	\$ 7,000.00	\$ 4,396.53	\$ 7,000.00	
Total Materials & Supplies	\$ 59,609.51	\$ 138,964.00	\$ 123,217.90	\$ 109,500.00	
Other Services & Charges					
Ambulance Service (Emergency Services)	\$ 33,104.34	\$ 40,000.00	\$ 48,691.15	\$ 48,000.00	
Bank Charges	\$ 271.97	\$ 600.00	\$ 526.90	\$ 600.00	
Delta Community Action Fees	\$ 3,350.26	\$ 4,000.00	\$ 4,500.00	\$ 5,000.00	
Dues & Fees	\$ 10,361.23	\$ 13,500.00	\$ 10,689.29	\$ 12,000.00	
Insurance	\$ 118,879.08				
Auto/Liability	Not recorded	\$ 10,000.00	\$ 7,721.14	\$ 13,000.00	
Property (Included Health)	Not recorded	\$ 66,000.00	\$ 73,792.22	\$ 10,000.00	
Workers Compensation	\$ 9,601.60	\$ 12,000.00	\$ 57.00	\$ 12,000.00	
Internet	\$ 1,261.26	\$ 1,500.00	\$ 53.88	\$ 1,500.00	
IRS Penalties (Taxes)	Not recorded	\$ 4,000.00	\$ 4,000.00	\$ 6,000.00	
Mileage	\$ 7.50	\$ 1,000.00	\$ -	\$ -	
Miscellaneous	\$ 42,606.83	\$ 60,000.00	\$ 39,101.52	\$ 20,000.00	
Payment Processing Fees	\$ 1,401.90	\$ 2,500.00	\$ 2,084.97	\$ 2,500.00	
Professional Fees	\$ 75,551.83	\$ 201,975.00	\$ 201,975.00	\$ 75,500.00	
Returned Checks	\$ 73.00	\$ 4,750.00	\$ 3,022.71	\$ 4,750.00	
Software	\$ 3,711.38	\$ 235,420.00	\$ 235,420.00	\$ 10,500.00	
Telephone	Not recorded	\$ 4,600.00	\$ 3,545.78	\$ 4,600.00	
Training	\$ 737.94	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	
Utilities	\$ 48,587.90	\$ 50,000.00	\$ 34,344.24	\$ 40,000.00	
Total Other Services & Charges	\$ 347,508.02	\$ 719,845.00	\$ 677,525.80	\$ 273,950.00	
Capital Outlay					
TAP Grant Match	\$ -	\$ -	\$ -	\$ 65,000.00	
Total Capital Outlay	\$ -	\$ -	\$ -	\$ 65,000.00	
TOTAL	\$ 526,909.28	\$ 1,043,309.00	\$ 987,841.16	\$ 657,508.72	

Police Department					
Proposed Expenses	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Actual (Estimated)	FY 25-26 Proposed	
Personnel Services					
Payroll & Benefits					
Health Benefits	Not recorded	\$ 22,000.00	\$ 24,597.46	\$ 18,546.72	
Salaries & Wages	\$ 57,854.25	\$ 65,000.00	\$ 65,000.00	\$ 66,750.00	
Overtime	\$ -	\$ -	\$ -	\$ 2,575.00	
Retirement	\$ -	\$ -	\$ -	\$ 4,005.00	
Total Personnel Services	\$ 57,854.25	\$ 65,000.00	\$ 65,000.00	\$ 73,330.00	
Materials & Supplies					
Gasoline	\$ 7,031.22	\$ 10,500.00	\$ 9,907.14	\$ 10,000.00	
Operating Supplies	\$ 14,094.08	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	
Tools & Equipment	\$ 14,094.08	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	
Total Materials & Supplies	\$ 35,219.38	\$ 40,500.00	\$ 39,907.14	\$ 40,000.00	
Other Services & Charges					
Training	Not recorded	\$ -	\$ -	\$ 3,000.00	
Total Other Services & Charges	\$ -	\$ -	\$ -	\$ 3,000.00	
Capital Outlay					
Replace Charger	Not recorded	\$ -	\$ -	\$ 30,000.00	
Total Capital Outlay	\$ -	\$ -	\$ -	\$ 30,000.00	
TOTAL	\$ 93,073.63	\$ 105,500.00	\$ 104,907.14	\$ 146,330.00	



Annual Budget

Town of Washington Public Works Authority

	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Actual (Estimated)	FY 25-26 Proposed
Estimated Revenues				
Late Fees	\$ 3,023.51	\$ 2,800.00	\$ 4,749.04	\$ 4,500.00
Reconnection Fees	\$ 650.00	\$ 1,000.00	\$ 1,227.77	\$ 1,000.00
Sanitation	\$ 93,615.36	\$ 82,000.00	\$ 102,175.03	\$ 125,000.00
Sewer	\$ 52,629.87	\$ 50,000.00	\$ 65,976.68	\$ 70,000.00
Utility Refunds	Not recorded	\$ 250.00	\$ (475.20)	\$ -
Water	\$ 167,671.65	\$ 240,000.00	\$ 293,688.63	\$ 260,000.00
Transfer from TOW General Fund				\$ 136,946.72
Water Tower Loan				\$ 2,900,000.00
Total Public Works Authority Revenues	\$ 317,590.39	\$ 376,050.00	\$ 467,341.95	\$ 3,497,446.72
Proposed Expenses				
Personnel Services				
Payroll & Benefits				
Health Benefits	Not recorded	\$ 22,000.00	\$ 24,597.46	\$ 18,546.72
Salaries & Wages	\$ 35,580.00	\$ 85,000.00	\$ 85,000.00	\$ 91,000.00
Overtime	\$ -	\$ -	\$ 1,000.00	\$ 4,000.00
Retirement	\$ -	\$ -	\$ -	\$ 5,460.00
Total Personnel Services	\$ 35,580.00	\$ 107,000.00	\$ 110,597.46	\$ 119,006.72
Materials & Supplies				
Gasoline	\$ 7,031.22	\$ 10,500.00	\$ 9,907.14	\$ 10,000.00
Sanitation Fees	\$ 61,407.51	\$ 65,000.00	\$ 95,083.13	\$ 100,000.00
Repairs & Maintenance	\$ 107,114.91	\$ 280,000.00	\$ 330,000.00	\$ 107,000.00
Sewer Pumping	\$ 10,833.05	\$ 18,000.00	\$ 12,864.00	\$ 18,000.00
Water Purchase	\$ -	\$ 17,000.00	\$ -	\$ 15,000.00
Water Testing	\$ 18,925.94	\$ 20,000.00	\$ 7,945.10	\$ 10,000.00
Well Repair	\$ 21,783.91	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Total Materials & Supplies	\$ 227,096.54	\$ 435,500.00	\$ 480,799.37	\$ 285,000.00
Other Services & Charges				
Dues & Fees	\$ -	\$ -	\$ -	\$ 2,000.00
Training	\$ -	\$ -	\$ -	\$ 3,000.00
Total Other Services & Charges	\$ -	\$ -	\$ -	\$ 5,000.00
Capital Outlay				
Water Tower	\$ -	\$ -	\$ -	\$ 2,900,000.00
Total Capital Outlay	\$ -	\$ -	\$ -	\$ 2,900,000.00
Water Tower Debt Service	\$ -	\$ -	\$ -	\$ 193,440.00
TOTAL	\$ 54,913.86	\$ (166,450.00)	\$ (124,054.89)	\$ (0.00)

Section 2. Required Content. The accompanying budget document complies with the requirements of the Act by including:

- The budget message.
- The budget summary.
- The fund budget summaries.
- The departmental appropriations.

Section 3. Legal Level of Control. In accordance with Section 17-215B, the Board of Trustees has determined that expenditures and encumbrances may not be authorized that exceed the legal level of control by account category (as defined in Section 17-213) of any department of any fund.

Section 4. Authorization of Town Administrator. The Board of Trustees does hereby authorize the Town Administrator to transfer any unexpended and unencumbered appropriations at any time throughout FY 25-26 from one object category to another within the same department of a fund without further approval by the Town Board. All other budget amendments must be approved by the Town Board.

Section 5. Supplemental & Decreases of Appropriations. All supplemental appropriations or decrease in the total appropriations of a fund shall be adopted at a meeting of the Town Board and filed with the State Auditor and Inspector.

Section 6. Severability. If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held invalid, unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Resolution, except, that the effective date provision shall not be severable from the operative provisions of this Resolution.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 20____.

TOWN OF WASHINGTON

Joel Siria, Mayor

ATTEST:

Kasey Leshner, Town Clerk

Public Works Report – April 2025
Washington, OK

Cemetery Maintenance:

- Mowed cemetery twice
- Located and marked for headstone placement
- Sprayed all headstones with vegetation control

Water System Operations & Improvements:

- Daily monitoring of wells and lift stations
- Recorded well production and chlorine residuals daily
- Monitored lagoon levels
- Fixed water leak at 324 Chickasaw
- Fixed water leak at 415 Clearview
- Installed a new motor and pump on Well 2
 - Reduced motor size from 3HP to 2HP
 - Cut amp usage in half
 - Helped decrease air in the water system
- Monthly water sample taken and delivered to Oklahoma City DEQ

Road & Infrastructure Work:

- Spread 5 loads of gravel on the access road to the water tower
- Replaced all lights in the town's shop

Community Maintenance:

- Mowed the community center on 4/1, 4/7, 4/14, 4/21, 4/28
- Sprayed vegetation control on Main Street and the community center
- Hauled brush pile away from the parking area at the little league facility
- Mowed the police gun range and lagoons

Inspections & Locates:

- Completed 26 inspections
- Conducted one locate for Okie811