



**MEETING NOTICE AND AGENDA**

**Town of Washington Public Works Authority  
Tuesday, March 4, 2025 6pm**

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

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

2. **Roll Call**

Chairman Duane Branham \_\_\_\_\_

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

Trustee Joel Siria \_\_\_\_\_

3. **Consent Agenda**

A. Approve the Minutes from the Town of Washington Public Works Authority Meeting on February 13, 2024.

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

Votes: Siria \_\_\_\_\_; Branham \_\_\_\_\_; Brennan \_\_\_\_\_

4. **Action Items**

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

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

Votes: Branham \_\_\_\_\_; Brennan \_\_\_\_\_; Siria \_\_\_\_\_;

B. Consideration and possible approval, denial, postponement, or other action regarding a joint resolution of the Town of Washington, Oklahoma and of the Washington Public Works authority extending the administrative freeze on all residential and commercial developments and zonings; allowing for preliminary plats upon the execution of a disclaimer; providing for the duration of said freeze; providing for circumstances to which the freeze will not apply.

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

Votes: Branham \_\_\_\_\_; Brennan \_\_\_\_\_; Siria \_\_\_\_\_;

C. New Business (if any)

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

Votes: Branham \_\_\_\_\_; 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



## 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 Leshner. The report was presented by Town Administrator Mica Lunt due to Director Leshner 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.

**TOWN OF WASHINGTON RESOLUTION NO 25-\_\_\_\_\_**

**WASHINGTON PUBLIC WORKS AUTHORITY RESOLUTION NO 25-\_\_\_\_\_**

**A JOINT RESOLUTION OF THE TOWN OF WASHINGTON, OKLAHOMA AND OF THE WASHINGTON PUBLIC WORKS AUTHORITY EXTENDING ADMINISTRATIVE FREEZE ON ALL RESIDENTIAL AND COMMERCIAL DEVELOPMENTS AND ZONINGS; ALLOWING FOR PRELIMINARY PLATS UPON THE EXECUTION OF A DISCLAIMER; PROVIDING FOR THE DURATION OF SAID FREEZE; PROVIDING FOR CIRCUMSTANCES TO WHICH THE FREEZE WILL NOT APPLY; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY AND EFFECTIVE DATE.**

**WHEREAS**, the Town of Washington is a governmental entity established under Title 11 of the Oklahoma Statutes; and

**WHEREAS**, the Town of Washington has an obligation to provide necessary services to all lots platted within corporate municipal limits; and

**WHEREAS**, in or about September 2024 the Town of Washington Board of Trustees and Washington Public Works Authority determined that Washington did not have the capacity to provide necessary and lawful services, specifically water, sewer, and sanitation service, to new and/or additional residential or commercial developments or inhabited structures; and

**WHEREAS**, while affirmative steps to address and rectify the conditions which resulted in this action have been undertaken, the circumstances still remain sufficient to necessitate an extension of the administrative freeze on all on new final plats, zonings, and developments, both commercial and residential, until such time as capacity has been increased or until such time as a plan of improvements has been approved for increased capacity of services;

**WHEREAS**, the Town of Washington Public Works Authority has the authority to adopt this resolution pursuant to the provisions of that trust creating the Washington Public Works Authority;

**WHEREAS**, the Town of Washington Board of Trustees has the authority to adopt this resolution pursuant to the ordinances of the Town of Washington.

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

**Section 1.** Based on the above stated facts, the previous administrative freeze and suspension placed upon the filing and processing of all final plats and/or final approval of new or additional residential and commercial development in or about September 2024 is hereby extended for an additional six (6) months from the date of this Resolution.

**Section 2.** Notwithstanding, preliminary platting may proceed if at the time of filing a preliminary plat the developer executes a disclaimer acknowledging the existence of this freeze and further agreeing that approving the preliminary plat creates no legal obligation on the party of the Town of Washington; and

**Section 3.** Said six (6) month period may be extended by the Board of Trustees and the Public Works Authority until such time as it is determined services can be provided to new and/or additional developments and improvements; and

**Section 4.** Further, that the matters contained herein do pertain to the public health, peace, safety, and welfare of the citizens of the Town of Washington whereby an emergency is declared to exist making this Resolution effective immediately from and after its passage and publication as required by law.

**Section 5.** 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 \_\_\_\_\_.

**TOWN OF WASHINGTON**

By: \_\_\_\_\_  
Mayor Date

**WASHINGTON PUBLIC WORKS AUTHORITY**

By: \_\_\_\_\_  
Chairman Date

ATTEST:

\_\_\_\_\_  
Clerk/Secretary  
(SEAL)

APPROVED AS TO FORM:

\_\_\_\_\_  
Municipal Attorney Date

## February Report for Public Works Department

### Water Leaks Fixed (Total: 12)

- February 4, 2025
  - 405 Chickasaw
  - 324 W. Oakland
  - 201 W. Morehead
  - 111 Woody Way
  - 804 Abi Rd
  - 813 Abi Rd
  - 207 Casey Lane
  - 600 W. Morehead
- February 8, 2025
  - Cedar Hills edition (city water line hit twice in the morning and fixed)
- February 24, 2025
  - 448 Dean Drive
  - 417 Clearview
  - 120 S. Pybas
  - 801 S. Turner

### Sewer Line Replacement

- February 3, 2025
  - Sewer line replaced (approximately 25 feet) in the 400 block of West Kerby

### Well Rehabilitation

- Well 1 (February 7, 2025)
  - Suctioned out approximately ten feet of debris from the bottom
  - Acid washed and brushed, gaining 6 feet of pump depth
  - Volume increased from 10 gallons per minute to 20 gallons per minute
- Well 2 (February 17, 2025)
  - Same process as Well 1
  - Volume increased from 9 gallons per minute to 20 gallons per minute

### Installations and Replacements

- Stop Signs
  - Installed at the corner of S. Pybas and Oakland
- Lift Station
  - New electrical panel installed on February 10, 2025
  - New floats and pump installed on February 11, 2025
  - New overloads installed at electrical panel on February 19, 2025
- Fire Hydrant

- Replaced at the corner of Moody and Oakland on February 17, 2025

#### Sewer Maintenance

- February 22, 2025
  - Krapff Reynolds jetted two sewer mains:
    - From Morehead to Oakland (550 feet)
    - From Chickasaw to Kerby (400 feet)

#### Building Maintenance

- February 27, 2025
  - Re-roofed Well House 4 and painted the building

#### Water Testing

- February 5, 2025
  - Bac-T water testing completed and delivered to Oklahoma City DEQ

#### Daily Routine

- Conduct thorough inspections on all wells and record meter readings
- Perform chlorination on scheduled days to ensure water quality
- Monitor lagoon levels each morning to maintain optimal conditions
- Enter all readings and generate daily production reports