

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
JANUARY 9, 2024 – 5:30 PM
Regular Meeting
George Keller Public Assembly Room**

Members Present: Tracy Boyd, Steven Hall, and David Parnell

Members Present via Teams: None

Members Absent: None

Staff Present: Director of Operations Paul Wanner, Plants/Wells Manager Tom Speer, and Recording Secretary Tina Whitcomb

Others Present: None

Chairman Steven Hall called the meeting to order at 5:30 p.m. and announced a quorum.

Mr. Hall requested a motion to approve the Minutes from the December 27, 2023 regular meeting. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 3-0.

Mr. Hall requested a motion to approve the payment of Claims of \$2,043,144.37, which included the Payroll Voucher for \$123,026.32. Ms. Boyd moved to approve the motion and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 3-0.

Superintendent's Report: Mr. Hall asked Mr. Wanner to give the Superintendent's Report. Mr. Wanner stated that Staff reviewed the account adjustment and recommended approval. He then updated the Board on the Brookside Park Phase IIA project. (A copy of the Superintendent's Report is attached for record-keeping purposes.)

Unfinished Business: There was none.

New Business: Mr. Hall requested a motion to elect a Chair and Co-Chair. Mr. Parnell moved to table the motion until the next meeting and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 3-0.

Mr. Hall requested a motion to appoint an Interim Utilities Superintendent until a permanent Utilities Superintendent is appointed. Mr. Parnell moved to appoint Paul Wanner to that position and Ms. Boyd seconded the motion. Following discussion, the motion was unanimously approved by a vote of 3-0.

Mr. Hall requested a motion to appoint an Interim Chief Financial Officer until a permanent Chief Financial Officer is appointed. Mr. Parnell moved to appoint Deputy Controller Humphrey Nagila to that position and Ms. Boyd seconded the motion. Following discussion, the motion was unanimously approved by a vote of 3-0.

Account Adjustments: Mr. Hall requested a motion to approve a sanitary sewer adjustment at 12011 Glen Cove Drive for \$323.08 due to a busted irrigation line. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 3-0.

Remonstrations of Ratepayer Dispute Regarding Disconnect Notice: There was none.

Citizens Comments: There was none.

There being no further business to come before the Board, a motion was made to adjourn the meeting at 5:43 p.m. by Mr. Parnell and was seconded by Ms. Boyd. The motion was unanimously approved by a vote of 3-0.



Steven Hall, Chairman



Tina Whitcomb, Recording Secretary

These Minutes are not intended to be verbatim. They are a summary of discussions held, except for motions.



January 9, 2024 – Superintendent's Report

ADMIN UPDATE:

The Utility is expecting to have a fully signed copy of change order #2 for the Brookside Park Phase IIA Project at the next meeting. This CO will be for \$5,591.74 and it is for the addition of ductile iron water main and fittings to be used at points where the new water main will cross under the sanitary sewer mains in various locations.

The Utility will be meeting with BLN Engineering the week of January 15th to discuss progress on the design of the new Well 11 building and the necessary bridge upgrades to allow the Well drilling rig to be able to get to the new Well 7R location.

Operational Data:

December Totals

SANITARY SEWER SYSTEM

- (38) Sanitary sewer lift station work-orders completed.
- (4) Sanitary sewer grinder pump work orders completed.
- (151) Sanitary sewer manholes inspected.
- 277 LF of sanitary sewer main cleaned.
- 6061.5 LF of sanitary sewer main CCTV'd.

Water Distribution Underground Maintenance

- (1) Water main repairs completed.
- (1) Water service line meter pits installed.
- (1) Water service line repairs completed.
- (2) Water main valves replaced.
- (1) Fire hydrant replaced.
- (3) Concrete restorations completed "in-house".
- (5) Contracted concrete repairs were completed.
- (3) Contracted asphalt repairs completed.
- (10) Yard restorations completed.
- (3) Fire hydrants repaired.
- (75) Fire hydrants pumped out for winter months.
- (16) Water main valves exercised.
- (1) Water valve box repaired.
- (11) Water main shut outs performed.
- (3) Water main leak investigations performed.
- (29) Inspections for projects performed.
- Performed vehicle and equipment maintenance as needed.
- Maintained all street and sidewalk cuts until final restoration can be made.

WATER PLANT/WELL ACTIVITY

Fort Harrison Water Plant

- Cleaned chlorine day tank.
- Repaired chlorine feed pump at pump house.
- Repaired fluoride pump and replaced pressure gauge.
- Collected Well readings.
- Received chemical delivery.
- Cleaned chlorine injection quill.
- Cleaned chlorine analyzer, PH probe and changed electrolytes.
- Troubleshoot issue with pressure gauge in pump house chlorine room.
- Troubleshoot pump house transfer pump and replaced high level switch.
- Performed PM on West gate at pump house.
- Performed generator inspections.

Indian Lake Water Plant

- Repaired PRV device on pre-chlorine side.
- Repair chlorine leak at shut-off valve.
- Mowery performed PM on HVAC units.
- Peerless Midwest disassembled and removed High Service pump # 2 and motor.
- Repaired bulk chlorine tank and replaced bulkhead.
- Rebuilt chlorine transfer pump in bulk chlorine room.
- Cleaned phosphate pump and tank.
- Collected Well readings.
- Replaced pre-chlorine pressure gauge.
- Cleaned aerator screens.
- Cleaned bulk chlorine room.
- Troubleshoot Well 15 & 16 power surge and VFD kick out.
- Performed generator inspections.

Richardt Water Plant

- Mowery performing PM on HVAC.
- Replaced tip on CL2 probe and cleaned.
- Recalibrated chlorine analyzer and PH probe.
- Rebuilt transfer pumps.
- Received chemical deliveries.
- Performed generator inspections.

Winding Ridge Booster Station

- Mowery performing PM on HVAC.
- Performed generator inspections.
- Performed facility safety inspections.

52nd Street Tower

- Checked heat in tower room.
- Performed facility safety inspections.

Oaklandon Tower

- Checked heat in tower base.
- Performed facility safety inspections.

Water Quality Samples

- 50 water samples were taken from the distribution system and taken to an independent lab for testing.

- Fluoride samples collected and delivered to MCHD.

Business Office/Service Department

November Totals

- 15353 Total Accounts
- 861 Total Work Orders Completed

Adjustments

- 12011 Glen Cove Drive – customer is requesting a sanitary sewer adjustment for \$323.08 due to a busted irrigation line. We recommend approval.