

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
JANUARY 10, 2023 – 5:30 PM
Regular Meeting
George Keller Public Assembly Room**

Members Present: Tracy Boyd, Zachary Brown, Steven Hall, David Parnell, and Dale Tekippe

Members Present via Teams: None

Members Absent: None

Others Present: Recording Secretary Tina Whitcomb

Staff Present: Utilities Superintendent Scott Salsbery and Director of Operations Paul Wanner

Other Staff Present via Teams: Deputy Mayor David Hofmann

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, 2022 regular meeting. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 5-0.

Mr. Hall requested a motion to approve the payment of Claims for \$2,053,295.70, which included the Payroll Voucher for \$110,453.36. Ms. Boyd moved to approve the motion and Mr. Tekippe seconded the motion. The motion was unanimously approved by a vote of 5-0.

Superintendent's Report: Mr. Hall asked Mr. Salsbery to give the Superintendent's Report. Mr. Salsbery stated that the account adjustments were reviewed by Staff, and he recommended approval of all four adjustments. He also stated that all projects are moving forward. (A copy of the Superintendent's Report is attached for record-keeping purposes.)

Unfinished Business: There was none.

New Business: Mr. Hall asked for nominations for Board Chair and Co-Chair. Mr. Tekippe nominated Steven Hall as Chair and Tracy Boyd as Co-Chair, and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 5-0.

Account Adjustments: Mr. Hall requested a motion to approve the sanitary sewer adjustment at 4739 Normal Avenue for \$1,247.55 due to a leak in the crawl space. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. The motion was unanimously approved by a vote of 5-0.

Mr. Hall requested a motion to approve the sanitary sewer adjustment at 4950 North Sadlier Drive for \$311.87 due to a slab leak. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. The motion was unanimously approved by a vote of 5-0.

Mr. Hall requested a motion to approve a full account adjustment at 11632 Glenn Abbey Lane for \$408.70 due to fraudulent activity. Ms. Boyd moved to approve the motion and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 5-0.

Mr. Hall requested a motion to approve the sanitary sewer adjustment at 4126 North Elmhurst Drive for \$2,563.92 due to a service line leak. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 5-0.

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 5:39 p.m. by Mr. Parnell and was seconded by Ms. Boyd. The motion was unanimously approved by a vote of 5-0.



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 10, 2023 – Superintendent's Report

ADMIN UPDATE:

There are no contracts or agreements on the agenda for approval at tonight's meeting.

All our projects continue to move forward with our Phase II Water Main Replacement project about 1/3 complete and our sewer project about 50% complete. Our 52nd Street tower work is complete, and we will be closing out that project.

We do have two wells that are having issues right now, Well 9 in the Fort wellfield and Well 14 at Indian Lake. Well 9 should be repaired and back in service by the end of January and we have brought in a contractor to begin troubleshooting Well 14.

OPERATIONAL DATA:

December Totals

Sanitary Sewer System

- (14) Sanitary sewer lift station work-orders completed.
- (4) Sanitary sewer grinder pump station work-orders completed.
- 1157 LF of sanitary sewer main cleaned. Bringing the 2022 total footage cleaned to 104,383 LF.
- 1178.7 LF of sanitary sewer main CCTV'd. Bringing the total footage CCTV'd for 2022 to 4874.7 LF.
- (1) Internal pipe patch repair performed/installed by Culy Contracting LLC because an excavated repair was not possible in the location of the pipe failure.
- Reece Contracting replaced 120 feet of new sanitary sewer main on Richardt Ave. due to deteriorated pipe condition.
- Performed backup generator inspections and maintenance.

Water Distribution Underground Maintenance

- (2) Water main breaks repaired.
- (1) Water service line meter pits installed.
- (2) Water service line repairs completed.
- Performed targeted water main flushing to get air out of the system in Fort Harrison Water Plant area.
- (1) Water main line valve box repaired.
- Maintained all street and sidewalk cuts until final restoration can be made.
- (2) Fire hydrants repaired.
- (40) Fire hydrant pump outs performed in preparation for below freezing temperatures.
- (7) Water main valves exercised.
- (2) Water main shut outs performed.
- (2) Water line leak investigations performed.
- (29) Inspections for projects performed.
- Performed vehicle and equipment maintenance as needed.

WATER PLANT/WELL ACTIVITY

Fort Harrison Water Plant

- Installed new chlorine line at filter building.
- Begin installation of sump pump in raw water meter vault.
- Perform backup generator inspection.

Indian Lake Water Plant

- Repair leak in "pre" chlorine line.
- Winterize Well #14 building.
- Perform backup generator inspection.

Richardt Water Plant

- Replaced the phosphate water fill hose.
- Perform backup generator inspection.

Winding Ridge Booster Station

- Performed backup generator inspection.

52nd Street Tower

- Worked with LU's Underground Maintenance crew to get tower back in service after contractor finished their work on the tower repairs and coatings.

Oaklandon Tower

- Contractor pressure washed the exterior of the tank.

Water Quality Samples

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

Business Office/Service Department

November Totals

- 15257 Active accounts.
- 1748 Work orders completed.

Adjustments

- 4739 Normal Avenue – customer is requesting a sanitary sewer adjustment for \$1,247.55 due to a leak in the crawl space. We recommend approval.
- 4950 N Sadlier Drive – customer is requesting a sanitary sewer adjustment for \$311.87 due to a slab leak. We recommend approval.
- 11632 Glenn Abbey Lane – customer is requesting a full account adjustment for \$408.70 due to fraudulent activity with proof of identity theft. We recommend approval.
- 4126 N Elmhurst Drive – customer is requesting a sanitary sewer adjustment for \$2,563.92 due to a service line leak. We recommend approval.