

**CITY OF LAWRENCE  
UTILITY SERVICE BOARD  
JANUARY 11, 2022 – 5:30 PM  
Regular Meeting  
George Keller Public Assembly Room**

**Members Present:** Steven Hall and David Parnell

**Members Present via Zoom:** Tracy Boyd, Zachary Brown, and Dale Tekippe

**Members Absent:** None

**Others Present:** Recording Secretary Tina Whitcomb

**Staff Present:** Utilities Superintendent Scott Salsbery

**Others Present via Zoom:** None

**Others Presents:** Chris Downs, 6832 Copper Mountain Court, Lawrence

Mr. 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 28, 2021 regular meeting. Mr. Parnell moved to approve the Minutes and Mr. Tekippe seconded the motion. After a roll call vote, the motion was unanimously approved by a vote of 5-0.

Mr. Hall requested a motion to approve the payment of Claims for \$957,964.91, which included the Payroll Voucher for \$124,596.14. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. After a roll call vote, 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 briefed the Board on the agenda item and on-going projects.

**Unfinished Business:** There was none.

**New Business:** Mr. Hall requested approval of Notice of Award, Bid Recommendation, and Certified Bid Tabulation to American Suncraft Co., Inc. for \$291,650.00 for the 500,000 gallon steel elevated Tank (52<sup>nd</sup> Street Tower). Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. Following discussion and after a roll call vote, the motion was unanimously approved by a vote of 5-0.

**Account Adjustments:** Mr. Hall requested approval of a sanitary sewer adjustment at 7850 Clearview Circle for \$566.55 due to a service line leak. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. Mr. Salsbery stated that Staff recommends approval for both adjustments. After a roll call vote, the motion was unanimously approved by a vote of 5-0.

Mr. Hall requested approval of a sanitary sewer adjustment at 6425 Finch Drive for \$619.03 due to a service line leak. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. After a roll call vote, 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 5:37 p.m. by Mr. Parnell and was seconded by Ms. Boyd. After a roll call vote, the motion was unanimously approved by a vote of 5-0.

  
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Steven Hall, Chairman

  
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Tina Whitcomb, Recording Secretary

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



## January 11, 2022 – Superintendent's Report

### ADMIN UPDATE:

Based on the attached certified bid tabulation and engineer's letter of recommendation, the Utility is seeking approval by the Board to award the 52nd Street Elevated Storage Tank project to American Suncraft as the lowest, responsive and responsible bidder. The total amount of the contract, including the two alternate bid items, is \$291,650. We plan to start work in the early fall of 2022, allowing time for our two water plant projects to be completely finished.

There are no additional items of note.

### Operational Data:

#### December Totals

##### SANITARY SEWER SYSTEM

- 23 Sanitary sewer lift station work orders completed.
- 8 Sanitary sewer grinder pump station work orders completed.
- 278 LF of sanitary sewer main cleaned.
- Attended Chemical Spill Response Training.

##### Water Distribution Underground Maintenance

- 9 Water main breaks repaired.
- 8 Water service line meter pits installed.
- 1 Fire hydrant replaced.
- 51 Fire hydrants pumped out.
- 6 Water main shut outs performed.
- 7 Water main valves turned.
- 3 Water line leak investigation performed.
- 12 Inspections projects performed
- Attended Chemical Spill Response Training.
- Maintaining street cuts until final restoration can be made.

##### WATER PLANT/WELL ACTIVITY

###### Fort Harrison Water Plant

- Ongoing coordination with TCI and Wessler Engineering in getting new filter plant operational.

###### Indian Lake Water Plant

- Replaced pump head on chlorine injection pump.
- Replaced sections of chlorine line in need of repair.
- Cleaned chlorine injection quills.
- Winterized Well buildings.

###### Richardt Water Plant

- Coordinated with IT department and Wessler Engineering on SCADA system for water treatment plants.

###### Oaklandon Water Tower

- Winterized tower.

#### Water Quality Samples

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

#### Miscellaneous

- Attended Chemical Spill Response Training.

#### **BUSINESS OFFICE/SERVICE DEPARTMENT**

##### **November Totals**

- 15,144 Active accounts.
- 1,489 Work orders completed.

##### **BILLING ADJUSTMENTS:**

- 7850 Clearview Circle – customer is requesting a sanitary sewer adjustment for \$566.55 due to a service line leak. We recommend approval.
  
- 6425 Finch Drive – customer is requesting a sanitary sewer adjustment for of \$619.03 due to a service line leak. We recommend approval.