

**CITY OF LAWRENCE  
UTILITY SERVICE BOARD  
FEBRUARY 28, 2023 – 5:30 PM  
Regular Meeting  
George Keller Public Assembly Room**

**Members Present:** Zachary Brown, Steven Hall, and David Parnell

**Members Present via Teams:** Tracy Boyd and Dale Tekippe

**Members Absent:** None

**Others Present:** Recording Secretary Mary Jo Rothenbush

**Staff Present:** Utilities Superintendent Scott Salsbery and Billing Manager Cathy Retmier

**Other Staff Present via Teams:** 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 February 14, 2023 regular meeting. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. Following 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 \$1,441,133.47, which included the Payroll Voucher for \$134,454.92. Mr. Salsbery informed the Board that Pay App 27 for \$120,412.87 and Pay App 28 for \$206,067.91 were removed from the Claims. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. Following 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 reviewed the agenda items. He then reviewed the four account adjustments and recommended approval. (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 approve revised Change Order No. 6 from Thieneman Construction, Inc. to increase the Water System Improvements Project by \$37,792.87. Mr. Tekippe moved to approve the motion and Mr. Parnell seconded the motion. Following a roll call vote, the motion was unanimously approved by a vote of 5-0.

**Account Adjustments:** Mr. Hall requested a motion to approve a sanitary sewer adjustment at 4440 Zoeller Avenue for \$355.37 due to a service line leak. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. Following a roll call vote, the motion was unanimously approved by a vote of 5-0.

Mr. Hall requested a motion to approve a sanitary sewer adjustment at 11755 Verdin Street for \$338.44 due to a service line leak. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. Following a roll call vote, the motion was unanimously approved by a vote of 5-0.

Mr. Hall requested a motion to approve a sanitary sewer adjustment at 9960 Indian Lake Boulevard North Drive for \$281.85 due to a service line leak. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. Following a roll call vote, the motion was unanimously approved by a vote of 5-0.

Mr. Hall requested a motion to approve a sanitary sewer adjustment at 9541 Stephanie Ann Drive for \$263.35 due to a service line leak. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. Following 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 5:43 p.m. by Mr. Parnell and was seconded by Mr. Brown. Following 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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Mary Jo Rothenbush, Recording Secretary

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



**February 28, 2023 – Superintendent's Report**

**ADMIN UPDATE:**

Tonight, the Utility is seeking approval of Change Order #6, the final CO on the Phase II Contract A water system improvement project with Thieneman Contracting. This final CO adds \$46,392.87 to the contract, bringing the total contract cost to \$8,374,771.07. It includes some final additional work items and also includes the adjustment of final quantities. Along with the final two Pay Apps, 27 and 28, which were included in the claims list, this CO and the payment of the claims will close this project out. We recommend approval of CO # 6.

The next step will be to plan and schedule a "grand opening" for this project. I want to take this opportunity to thank Wessler Engineering and the engineering and inspection teams they have had out on this project to keep things moving forward. Although we certainly had our share of headaches with this project, I believe that in the final analysis, we have ended up with a good project to add to our many other recently completed water system improvements.

We will soon receive Change Order #4 for the Phase II Contract B Water Main Replacement Project. This CO will add 50 days to reach substantial completion and \$15,000 for the installation of an Insert-A-Valve. The additional 50 days affects only the substantial completion date and not the Final Completion date, which will remain at June 4, 2023. The additional valve will end up not adding additional cost once we adjust the final quantities as we have eliminated other valves from the project.

We are in discussion with the contractor and engineer on the final two Change Orders for the Maple/Zoeller/Wallingwood Water Main Replacement Project as well as address some customer sewer lateral issues that have arisen on Zoeller Avenue. Pending the outcome of discussions, we will be submitting them for approval and to move toward closing the project out. We will be holding the final Pay App to release retainage until all the punch-list items are completed, which include addressing some lingering drainage issues on Wallingwood Drive along with some water meter pit issues. This project should be completely closed out by early spring.

Our 2022 Sewer Main and Manhole Rehab Project is proceeding well, and we are approximately 80% complete with that project. We are preparing to perform a temporary flow metering project to assess the impacts this project had with regard to I&I elimination. We expect to complete this project by the end of spring this year. We do anticipate some additional Change Order activity, but are still under budget for the \$4.1M SWIF/ARPA funded project.

The Fall Creek Water Main Project will be closed out with the final pay apps that are on the claims list for tonight's meeting. All the punch-list items have been completed and everything is working as designed.

With the Stormwater Utility being notified that they have received the OCRA Grant they applied for, the Brookside Park combined water main/storm sewer improvements project will be moving ahead towards bidding. City Engineer Sri Venugopalan will be leading this project and overseeing it administratively.

We plan on having the two wells in the Fort well field drilled within the next month or so. We are only awaiting the signed Right of Entry from IDNR to allow our well driller to get in there. Following the installation of the wells, our engineer, BLN, will begin the design process to construct the well houses and water/electrical connections to get these wells up and running. Our goal is to be on-line by the end of 2023 with these additional wells.

**OPERATIONAL DATA:**

**Sanitary Sewer System**

- Performing routine maintenance and upkeep on lift stations and grinder pump stations.
- Performing routine maintenance on the gravity sanitary sewer collection system.
- Working with Engineer and Contractor as needed for the 2022 Manhole and Sewer Main Rehabilitation Project (SWIF/ARPA)

**Water Distribution Underground Operations**

- Performing routine inspections, emergency shut outs for repairs, valve exercising, valve box repairs, and fire hydrant testing/inspections.
- Performing routine water line repairs, service line repairs, fire hydrant replacements, vehicle repairs, and maintaining street and sidewalk cuts until final restorations can be made.
- Working with engineers and contractors as necessary on all Lawrence Utilities Capital projects.
- Performing testing and inspections as necessary for private projects in the city.

**Water Plant/Well activity**

- Performing routine maintenance and daily tasks to make sure water treatment plants are operating properly.

**Business Office/Service Department**

**January Totals**

- 15,267 Active accounts.
- 1142 Work orders completed.

**BILLING ADJUSTMENTS:**

4440 Zoeller Avenue – customer is requesting a sewer adjustment for \$355.37 due to a service line leak. We recommend approval. Leak on service line under the home burst: repaired by contractor verified: two-month consumption adjusted.

11755 Verdin Street – customer is requesting a sewer adjustment for \$338.44 due to a service line leak. We recommend approval. Leak on service line under the home burst; repaired by contractor was verified: one month consumption adjusted.

9960 Indian Lake Boulevard North Drive – customer is requesting a sewer adjustment for \$281.85 due to service line leak. We recommend approval. Leak under the slab: repaired by contractor verified: three months consumption adjusted.

9541 Stephanie Ann Drive – customer is requesting a sewer adjustment for \$263.35 due to a service line leak. We recommend approval. Service line burst in 4 spots: repaired by contractor verified: one month consumption adjusted.