

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
MARCH 8, 2022 – 5:30 PM
Regular Meeting
George Keller Public Assembly Room**

Members Present: Tracy Boyd, Steven Hall, David Parnell

Members Present via Zoom: Zachary Brown

Members Absent: Dale Tekippe

Others Present: Legal Counsel Kaitlin Voller and Recording Secretary Tina Whitcomb

Staff Present: Utilities Superintendent Scott Salsbery

Others Present via Zoom: None

Mr. Hall called the meeting to order at 5:41 p.m. and announced a quorum.

Mr. Hall requested a motion to approve the Minutes from the February 22, 2022, regular meeting. Mr. Parnell moved to approve the Minutes and Ms. Boyd seconded the motion. After a roll call vote, the motion was approved by a vote of 3-0, with Mr. Hall abstaining.

Mr. Hall requested a motion to approve the payment of Claims for \$741,599.39, which included the Payroll Voucher for \$127,387.22. Ms. Boyd moved to approve the motion and Mr. Parnell seconded the motion. After a roll call vote, the motion was unanimously approved by a vote of 4-0.

Superintendent's Report: Mr. Hall asked Mr. Salsbery to give the Superintendent's Report. Mr. Salsbery briefed the Board on the agenda items. He requested to table the approval of Resolution No. 1, 2022, stating the he needed to do some further research. He also reviewed the four account adjustments and stated that Staff recommended approval. (A copy of the Superintendent's Report is attached for record-keeping purposes.)

OPENING OF BIDS: Disposition of property at 7750 Oaklandon Road, Lawrence, Indiana: Mr. Salsbery opened two sealed bids as follows:

1. Madisons Reserve/Indiana Honeybee Coalition: \$65,000.00
2. Renee M. Palin: \$61,000.00 or \$500.00 higher than the highest bid, with a maximum bid of \$90,510.00

The bids were given to Legal for review and a recommendation for award would be presented at the next regular scheduled meeting.

Unfinished Business: There was none.

New Business: Per Mr. Salsbery's recommendation, Mr. Hall tabled the request for a motion to approve Resolution No. 1, 2022 amending Section 5-1-2-1 of the Lawrence Municipal Code regarding requirements for connection permits for homes or buildings until the next regular scheduled meeting.

Mr. Hall requested a motion to approve Resolution No. 2, 2022 establishing a written policy by which members of the City of Lawrence Utility Service Board may participate in meetings by electronic means of communication. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. Ms. Voller summarized the language of the resolution, pointing out that if members participated

electronically, there must be a roll call vote; at least fifty percent (50%) or at least three (3) members must appear in person; no member can attend more than fifty percent (50%) of the meetings electronically per year (if attending two consecutive meetings via electronic attendance, member must appear in person at the next meeting), with the exception of military service, illness, or death in the family; and cannot vote on budget issues, reduction of staff, or increasing or establishing fees electronically. Mr. Parnell requested that the Board Secretary include language on the emailed agenda packets requiring mandatory attendance when necessary. Following discussion and a roll call vote, the motion was unanimously approved by a vote of 4-0.

Mr. Hall requested a motion to approve Change Order No. 4 from S.C. Case Excavating, LLC to reduce the amount of the Brookhaven Waterline Replacement Project by \$284,109.52. Ms. Boyd moved to approve the motion and Mr. Parnell seconded the motion. After a roll call vote, the motion was unanimously approved by a vote of 4-0.

Mr. Hall requested a motion for acceptance of bid and Notice of Award for the Fall Creek Water Main Replacement Project to Miller Pipeline for \$422,105.00. 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 4-0.

Account Adjustments: Mr. Hall requested a motion to approve a sanitary sewer adjustment at 4925 Chip Shot Lane for \$335.31 due to a broken spigot. 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 4-0.

Mr. Hall requested a motion to approve a sanitary sewer adjustment at 7430 East 49th Street for \$690.26 due to a service line leak in the wall. 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 4-0.

Mr. Hall requested a motion to approve a sanitary sewer adjustment at 4903 North Kitley Avenue for \$648.43 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 4-0.

Mr. Hall requested a motion to approve a sanitary sewer adjustment at 10843 Tanbark Drive for \$586.63 due to a slab 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 4-0.

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 6:01 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 4-0.



Steven Hall, Chair



Tina Whitcomb, Recording Secretary

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



March 8, 2022 – Superintendent’s Report

ADMIN UPDATE:

The Utility is recommending that the Board approve the awarding of the Fall Creek Water Main Replacement Project to Miller Pipeline for \$422,500. The three bids received were opened and read aloud at the bid opening held on February 25th at 1:30 PM. The engineer's estimate for the project was \$476,600. The engineer has reviewed the three bid packages and has provided the certified bid tabulation and recommendation letter included in your board packets. We recommend approval of the project to Miller Pipeline.

The Utility is seeking approval of a resolution from the USB recommending an ordinance change to be adopted by the common council. This proposal modifies the language in Ordinance No. 4, 1999, to eliminate confusing and unnecessary language concerning the elevation difference between the lowest floor having gravity sewer service versus the top of casting of sanitary sewer manholes. If you will recall, we did do a resolution back in 2019 to change the Utility's Policy & Procedure Manual with regard to sanitary sewer installation requirements. This further revision is based upon additional research into other communities' policies and discussions with engineers and contractors. We believe this final change needs to result in an actual ordinance change and that the new language adequately protects property owners as well as the City and its Utility operations. We recommend approval of the resolution, which will be forwarded to the common council for further action.

The Utility is seeking approval of Change Order #4 for the Brookhaven Waterline Replacement Project. This Change Order is a reduction in cost for the project of \$284,109.52. This was due to the contractor being able to reduce quantities in several areas such as pavement removal and grouting of abandoned water main to mention just a couple. The original contract price was \$2,714,402.00 and is reduced to \$2,430,292.48 with this Change Order. We will be receiving one final pay application for this project to release the retainage withheld during the course of the project as well as a few more pay items. We will close the project out once we complete all these items.

Operational Data:

February Totals

SANITARY SEWER SYSTEM

- (30) Sanitary sewer lift station work orders completed.
- (8) Sanitary sewer grinder pump station work orders completed.
- (2) Sanitary sewer manholes repaired.
- (1) Sanitary sewer forced main repaired.
- (847) LF of sanitary sewer main cleaned.
- (75) LF of sanitary sewer main CCTV'd
- (4) Sanitary sewer pumps rebuilt.
- (2) Backup generators checked.
- Assisted with (6) flow meter calibrations.
- Assisted ADS with installation of (1) flow meter.
- Completed Cyber Security training.

Water Distribution Underground Maintenance

- (8) Water main breaks repaired.
- (2) Water service line meter pits installed.
- Maintained all street and sidewalk cuts until final restoration can be made.
- (2) Fire hydrants repaired.
- (8) Water main shut outs performed.
- (19) Water main valves turned.
- (1) Water line leak investigation performed.
- (13) Inspections for projects performed.
- (9) Water service meter pits located for meter change out project.
- Completed Cyber Security training.

WATER PLANT/WELL ACTIVITY

Fort Harrison Water Plant

- Ongoing coordination with TCI and Wessler Engineering in getting new filter plant operational.
- Generator inspection and checked fuel level.

Indian Lake Water Plant

- Ongoing coordination with TCI and Wessler Engineering in getting work completed at water plant.
- Generator inspection and checked fuel level.
- Replaced pre and post chlorine lines.
- Cleaned chemical injection quill.
- Repaired phosphate pump.

Richardt Water Plant

- Install electrical line in Chlorine room to add a receptacle and light.
- Generator inspection and checked fuel level.

Winding Ridge Booster Station

- Generator inspection and checked fuel level.

Water Quality Samples

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

Miscellaneous

- Completed Cyber Security training.

BUSINESS OFFICE/SERVICE DEPARTMENT

Totals will be provided on March 22, 2022, Report

- Active accounts.
- Work orders completed.

BILLING ADJUSTMENTS:

1. 4925 Chip Shot Ln – customer is requesting an adjustment in the sewer portion of the bill for \$335.31 due to a broken spigot that was repaired. We recommend approval.
2. 7430 E 48th St. – customer is requesting an adjustment in the sewer portion of the bill for \$690.26 due to a service line leak in the wall that was repaired. We recommend approval.
3. 4903 N Kitley Ave. – customer is requesting an adjustment in the sewer portion of the bill for \$648.43 due to a service line leak that was repaired. We recommend approval.
4. 10843 Tanbark Dr. – customer is requesting an adjustment in the sewer portion of the bill for \$586.63 due to a slab leak. – We recommend approval.