

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

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

Members Present via Teams: None

Members Absent: Chanita Gillard

Staff Present: Interim Director of Operations Andrew Hall, Manager Cathy Retmier, Recording Secretary Tina Whitcomb, and Attorney Jacob Antrim

Others Present: None

Chairperson Tracy Boyd called the meeting to order at 5:30 p.m. and announced a quorum.

Ms. Boyd requested a motion to approve the Minutes from the March 26, 2024 regular meeting. Mr. Parnell moved to approve the motion and Mr. Hall seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd requested a motion to approve the payment of Claims of \$390,585.88, which included the Payroll Voucher for \$135,743.44. Mr. Hall moved to approve the motion and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd asked Mr. Hall to give the Superintendent's Report. Mr. Hall updated the Board on the agenda items. He then stated that Staff reviewed the 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: Ms. Boyd requested a motion to approve Resolution No. 1, 2024 declaring certain property to be surplus and authorizing disposal. Mr. Parnell moved to approve the motion and Mr. Kirkland seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd requested a motion to approve Task Order No. 21 from Wessler Engineering for 2024 General On-Call Engineering Services not to exceed \$10,000.00. Mr. Parnell moved to approve the motion and Mr. Hall seconded the motion. The motion was unanimously approved by a vote of 4-0 by a show of hands.

Ms. Boyd requested a motion to approve Task Order No. 22 from Wessler Engineering for the Shadeland Avenue Water Main Construction Administration and Resident Project Representation for \$25,000.00. Mr. Parnell moved to approve the motion and Mr. Hall seconded the motion. The motion was unanimously approved by a vote of 4-0 by a show of hands.


Account Adjustments: Ms. Boyd requested a motion to approve the sanitary sewer adjustment at 8357 Harrison Drive for \$260.68 due to a broken water line. Mr. Hall moved to approve the motion and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 4-0 by a show of hands.

Ms. Boyd requested a motion to approve the sanitary sewer adjustment at 5118 Trump Drive for \$351.64 due to a broken water line. Mr. Parnell moved to approve the motion and Mr. Hall seconded the motion. The motion was unanimously approved by a vote of 4-0 by a show of hands.

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. Hall and was seconded by Mr. Parnell. The motion was unanimously approved by a vote of 4-0 by a show of hands.



Tracy Boyd, Chair
Steven Hall, Co-chair



Tina Whitcomb, Recording Secretary

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



April 9, 2024 – Superintendent’s Report

ADMIN UPDATE:

Attached to the USB packets sent out for tonight’s meeting was the 2024 Annual Report for the Utilities Identity Theft Protection Plan prepared by the Business Office Manager Cathy Retmier. From April 2023 to April 2024 there were no incidences of compromised customer data identified or reported. Ms. Retmier will attend meeting to answer any questions the Board may have about this issue.

On April 2, 2024 the Utility opened bids for the “Potholing” portion of the work needed for the EPA required Lead Service Line Inventory at 1:30pm. Bids were read aloud then given to Andrew Gordon with Wessler Engineering to be reviewed for proper completion and accuracy. There were four bids in total received for the project. Below are the Contractors names and their Bid Prices:

Conexco, Inc. - \$297,479.00

Culy Contracting, LLC - \$389,475.00

National Industry Maintenance, Inc. - \$397,325.00

TPI Utility Construction, Inc. - \$935,287.50

At a future meeting after the Utility has closed on the forgivable BAN for up to \$400,000.00 in funding for this work, the Utility will bring this before the board recommending issuing the Notice of Award to Conexco, Inc. for \$297,479.00 as the lowest most responsive bidder. We anticipate this to be at one of the meetings in May 2024.

The Utility is seeking approval of Task Order No. 21 with Wessler Engineering for General On-Call Engineering Services in the not to exceed amount of \$10,000.00. This is for water related issues that would require engineering services that are minor and involve minimal time and effort and require a timely response. We recommend approval.

The Utility is seeking approval of Task Order No. 22 with Wessler Engineering for the Shadeland Avenue Water Main Lowering Project for Administration and Resident Project Representation (inspections during project) in the not to exceed amount of \$25,000.00. This project is necessary due to the upcoming Indy DPW Road/Storm Project for Shadeland Avenue. We recommend approval.

The Utility is seeking approval of Resolution 1, 2024 for the disposal of surplus property that is damaged beyond repair and unnecessary to remain in our inventory. We recommend approval.

The Utility is seeking approval of (2) sanitary sewer account adjustments. We recommend approval of both adjustments:

- 8357 Harrison drive for \$260.68 due to a broken water line. (2-month bill)
- 5118 Trump Drive for \$351.64 due to a broken water line. (3-month bill)

Operational Data:

March Totals

SANITARY SEWER SYSTEM

- (14) Sanitary sewer lift station work-orders completed.
- (1) Sanitary sewer grinder pump work orders completed.
- (3) Sanitary sewer manhole repaired.
- (90) Sanitary sewer manholes inspected.
- 14,065 LF of sanitary sewer main cleaned.
- 11963.6 LF of sanitary sewer main CCTV'd.
- (4) Sanitary sewer pumps rebuilt.

Water Distribution Underground Maintenance

- (2) Water main repairs completed.
- (7) Water service line repairs completed.
- (1) Water main valve replaced.
- (1) Concrete restoration completed "in house".
- (~700) Performed water meter pit investigations to confirm pipe material for the required lead service line inventory by the EPA.
- (2) Fire hydrants repaired.
- (4) Water main valves exercised.
- (4) Water main shut outs performed.
- (1) Water main leak investigations 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

- Cleared trees on access drive to Well field due to strong winds.
- Clean fence row and around filter house and pump house.
- Collected Well readings and checked Well buildings for heat and security.
- Received chemical delivery.
- Replaced return lines on HS #3.
- Clean and sand HS #1 pump for painting.
- Clean, sand, and paint HS #3 pump (@ pump house).
- LionHeart performed repairs to generator at Well #10.
- Mowery performed PM service for HVAC unit.
- Entry door repaired.

Indian Lake Water Plant

- Received chemical delivery.
- Collected Well readings.
- Installed heater and rewire thermostat in Well House 15 (old)
- Picked up trash and cleaned the fence row.
- Install quarter turn ball valve on chlorine injection quill.
- Mowery performed PM service for HVAC unit.
- Repaired leak in fluoride line.
- Cleaned bulk phosphate tank.

Richardt Water Plant

- Received chemical deliveries.
- Picked up trash and cleaned the fence row.
- Repaired fittings on bulk chlorine tank.
- Repaired leaking phosphate chemical injection quill.
- Mowery performed PM service for HVAC unit.

Winding Ridge Booster Station

- Performed security inspections and picked up trash around the fence row.
- Mowery performed PM service for HVAC unit.

52nd Street Tower

- Checked heat in tower building.
- Performed security inspections and picked up trash around the fence row.

Oaklandon Tower

- Checked heat in tower base.
- Performed facility security inspections and picked up trash around the fence row.

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.

BILLING ADJUSTMENTS:

1. Approval of a sanitary sewer adjustment at 8357 Harrison drive for \$260.68 due to a broken water line.
2. Approval of a sanitary sewer adjustment at 5118 Trump Drive for \$351.64 due to a broken water line.