

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
APRIL 12, 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

Staff Present: Utilities Superintendent Scott Salsbery

Others Present: Chief of Staff David Hofmann

Others Present via Zoom: None

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 March 22, 2022, regular meeting. Mr. Parnell moved to approve the Minutes and Mr. Tekippe seconded the motion. After a roll call vote, the motion was approved by a vote of 5-0.

Mr. Hall requested a motion to approve the payment of Claims for \$455,757.04, which included the Payroll Voucher for \$126,178.29. 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 items. He also reviewed the two account adjustments and stated that Staff recommended approval. (A copy of the Superintendent's Report is attached for record-keeping purposes.)

Unfinished Business: Mr. Hall requested 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. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. After a roll call vote, the motion was approved by a vote of 5-0.

New Business: Mr. Hall requested a motion to approve the Loan Administrator Services from Cornerstone Grants Management Inc. for the SWIF Grant Project. Ms. Boyd moved to approve the motion and Mr. Tekippe seconded the motion. After a roll call vote, the motion was unanimously approved by a vote of 5-0.

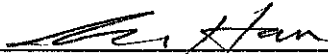
Account Adjustments: Mr. Hall requested a motion to approve a sanitary sewer adjustment at 10838 Jessie Court for \$768.95 due to a leak in the basement. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. After a roll call vote, the motion was unanimously approved by a vote of 5-0.

Mr. Hall requested a motion to approve a sanitary sewer adjustment at 5242 Sandwood Drive for \$373.37 due to an outside spigot 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 5:38 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.



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.



April 12, 2022 – Superintendent's Report
ADMIN UPDATE:

The Utility management is seeking approval of a professional services agreement with Cornerstone Grants Management for providing wage rate oversight on our 2022 Sanitary Sewer Rehab project funded by SWIF and ARPA grants. It is required that we have this oversight on the project under the SWIF and ARPA rules. The contract has a fixed fee cost of \$7,000. We recommend approval of this agreement.

Operational Data:

March Totals

SANITARY SEWER SYSTEM

- (57) Sanitary sewer lift station work orders completed.
- (33) Sanitary sewer grinder pump station work orders completed.
- (3) Sanitary sewer manholes repaired.
- (228) Sanitary sewer manholes inspected.
- (257) LF of sanitary sewer main cleaned.
- (760) LF of sanitary sewer main CCTV'd
- (4) Sanitary sewer pumps rebuilt.
- (2) Backup generators checked.

Water Distribution Underground Maintenance

- (5) Water service line meter pits installed.
- (6) Water service lines repaired.
- (1) Water main valve repaired (replaced operating nut).
- Maintained all street and sidewalk cuts until final restoration can be made.
- (1) Fire hydrant pump down performed.
- (5) Water main valves exercised.
- (2) Water main shut outs performed.
- (5) Water main valves turned.
- (1) Water line leak investigation performed.
- (28) Inspections for projects performed.
- (9) Water service meter pits located for Service Department.
- (1) Water service line curb stop located for Service Department.

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.
- Fuel added to generator at Plant and Well 8
- Transferred chlorine from old tank to new tank.
- Repaired leaking pipe union at Well 10.
- Cleaned fence lines at Wells 8, 9, & 10.

Indian Lake Water Plant

- Ongoing coordination with TCI and Wessler Engineering in getting work completed at water plant.
- Generator inspection and checked fuel level.
- Repaired 2" chlorine line.
- Worked with contractor National Water with getting set up to clean Well 16.
- Repaired air relief valve for Well 14.
- Repaired phosphate pump.
- Cleaned fence lines at Wells 14, 15, & 16.

Richardt Water Plant

- Install electrical receptacle and light in chlorine room.
- Generator inspection and checked fuel level.

Winding Ridge Booster Station

- Generator inspection and checked fuel level.
- Cleaned fence line.

Water Quality Samples

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

Miscellaneous

- Inspected mowers for upcoming grass cutting season.

BUSINESS OFFICE/SERVICE DEPARTMENT

February Totals

- 15,158 Active accounts.
- 1,845 Work orders completed.

BILLING ADJUSTMENTS:

1. 10838 Jessie Court – customer is requesting a sanitary sewer adjustment for \$768.95 due to a leak in the basement. We recommend approval.
2. 5242 Sandwood Drive - customer is requesting a sanitary sewer adjustment for \$373.37 due to an outside spigot leak. We recommend approval.