

**CITY OF LAWRENCE  
UTILITY SERVICE BOARD  
APRIL 25, 2023 – 5:30 PM  
Regular Meeting  
George Keller Public Assembly Room**

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

**Members Present via Teams:** None

**Members Absent:** Dale Tekippe

**Others Present:** Recording Secretary Tina Whitcomb

**Staff Present:** Utility Superintendent Scott Salsbery, Director of Operations Paul Wanner, and Director of Engineering Sri Venugopalan

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 April 11, 2023 regular meeting. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 4-0.

Mr. Hall requested a motion to approve the payment of Claims of \$372,946.04, which include the Payroll Voucher for \$178,509.04. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. 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 stated that the four account adjustments were reviewed and approved by Staff. He reviewed the agenda items and recommended approval. Mr. Venugopalan addressed the Franklin Road Project and indicated that work should be completed by September 2023. (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 Contract Amendment No. 2 from HWC Engineering to increase the engineering fee by \$57,500.00 due to change in project phasing for the Brookside Park and North Lawrence Park – West Water Utility Improvement Project. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 4-0.

Mr. Hall requested a motion to approve Change Order No. 8 to increase the cost of the 2022 Sewer and Manhole Rehabilitation Project by \$5,363.53. Ms. Boyd moved to approve the motion and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 4-0.

Mr. Hall requested a motion to approve Task Order No. 6 from American Structurepoint to perform the Maplewood Mobile Home Park Inflow and Infiltration Study by \$80,000.00. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 4-0.

**Account Adjustments:** Mr. Hall requested a motion to approve the sanitary sewer adjustment at 6625 Sunnyside Road for \$304.66 due to a service line leak. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 4-0.

Mr. Hall requested a motion to approve the sanitary sewer adjustment at 11716 Oshawa Street for \$804.13 due to a service line leak. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 4-0.

Mr. Hall requested a motion to approve the sanitary sewer adjustment at 6541 Sparrowood Court for \$324.08 due to a sump pump failure. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 4-0.

Mr. Hall requested a motion to approve the sanitary sewer adjustment at 4819 Atwell Drive for \$303.59 due to a service line leak in the wall. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 4-0.

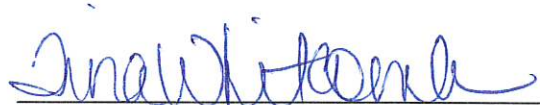
**Remonstrations of Ratepayer Dispute Regarding Disconnect Notice:** There was none.

**Citizens Comments:** There was none.

There being no further business to come before the Board, a motion was made to adjourn the meeting at 5:50 p.m. by Mr. Parnell and was seconded by Ms. Boyd. The motion was unanimously approved by a vote of 4-0.



Steven Hall, Chairman



Tina Whitcomb, Recording Secretary

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



**April 25, 2023 – Superintendent’s Report**

**ADMIN UPDATE:**

There are 4 customer adjustments on the agenda and the Business Office staff have investigated each one and approval is recommended for all 4 adjustment requests.

The Utility is seeking approval of Contract Amendment #2 for the engineering agreement between HWC Engineering and the utilities for the Brookside Park water main replacement project. Because we have combined this project with a storm water improvement project and because we have had to break this project into multiple phases due to construction costs and other projects being prioritized over it, added fees for engineering design and bidding phase work are necessary. The added work totals \$57,500 and we recommend approval of this amendment.

At the last meeting I mentioned that we helped with some parking lot pavement repairs at Lawrence Park and mentioned that we may have a need to help the city with the Franklin Road repairs. The city had applied for and now has received the Community Crossroads Matching Grant (CCMG) for 2023 paving work. While the city did receive the funds, the costs to repair Franklin Road also came in higher than expected and so we have been asked to contribute \$400,000 to help with the Franklin Road repairs. Given the considerable number of road cuts made in Franklin Road, not only from our current water main project, but from earlier project work and many other water main repairs due to failures, we believe this is a reasonable request on the part of the city. The water utility capital fund can support this outlay and we plan to take part with the board’s agreement. In addition, I am happy to report that the amount of asphalt needed for the Franklin Road parking lot repairs for Community Park was significantly less than originally estimated by the Street Department. We ended up spending less than \$3,000 on asphalt and we will close the PO with approximately \$23,000 returned to the water capital fund.

The Utility is seeking approval for Change Order 8 on the 2022 Sewer Main & Manhole Rehab project. This CO supports added work needed for \$22,149 and the removal of lateral lining work not needed for \$16,785.47, for a net increase on the total project cost of \$5,363.53. The added work was determined to be necessary during the performance of the fieldwork and we do recommend approval of this Change Order.

The Utility is seeking approval of Task Order #6 under the 2016 Master Services Agreement with American Structurepoint to conduct an Inflow & Infiltration investigation at Maplewood Mobile Home Park, as authorized under the city’s sewer ordinance. During the March 3, 2023, rain event, a field check was performed and we discovered significant flow from the mobile home park in the manhole where their force main discharges and also went inside the park and observed several surcharged manholes and multiple damaged sewer lateral connections allowing direct inflow of surface water to enter the sanitary sewer system. The purpose of this investigation is to find the defects in the private system and develop a list of required corrective measures for the owner to conduct to cut the excessive I&I into our system. The TO is for \$80,000 and we recommend approval of this TO.

**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.
- Performing semiannual water main distribution system flushing.

**Water Plant/Well activity**

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

**Business Office/Service Department**

**March Totals**

- 15,260 Active accounts.
- 1144 Work orders completed.

**BILLING ADJUSTMENTS:**

6625 Sunnyside Road – The customer is requesting a sanitary sewer adjustment for \$304.66 due to a service line leak. We recommend approval. (A certified plumber repaired the service line from the house side of water meter to existing 1" water service w brass pack joint. One month adjustment 46930 gal.)

11716 Oshawa Street – The customer is requesting a sanitary sewer adjustment for \$804.13 due to a service line leak. We recommend approval. (Certified plumber repaired water line leaking on ¾" copper water line from inside to outside of house. Two-month adjustment 16999 & 103764 gal.)

6541 Sparrowood Court - The customer is requesting a sanitary sewer adjustment for \$324.08 due to a sump pump failure. We recommend approval. (Certified plumber replaced sump pump that discharged into sanitary with new and connected to storm drain. LU confirmed connected correctly and discharges to storm drain. Three-month adjustment 18818, 25474 & 13184 gal.)

4819 Atwell Drive – The customer is requesting a sanitary sewer adjustment for \$303.59 due to a service line leak in the wall. We recommend approval. (A certified plumber opened the wall to gain access, repaired a leak in the pipe, and installed a shut off. Three-month adjustment of 20,108, 13406 and 33808 gallons.)