

**CITY OF LAWRENCE  
UTILITY SERVICE BOARD  
MAY 9, 2023 – 5:30 PM  
Regular Meeting  
George Keller Public Assembly Room**

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

**Members Present via Teams:** None

**Members Absent:** None

**Others Present:** Recording Secretary Tina Whitcomb

**Staff Present:** Utility Superintendent Scott Salsbery and Director of Operations Paul Wanner

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 25, 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 5-0.

Mr. Hall requested a motion to approve the payment of Claims of \$195,081.72. Mr. Tekippe moved to approve the motion and Mr. Parnell seconded the motion. 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 stated that the account adjustment was reviewed and approved by Staff. He reviewed the agenda items and recommended approval. He then stated that the bidding for the Fort Harrison Collection System Capacity Improvements – Phase I was posted. Bids are accepted until June 8, 2023. He also stated that notices were sent May 22, 2023 to Maplewood Mobile Home Park for the upcoming CCTV/Smoke Testing. (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 the Water Line General Construction Observation Agreement with Arbor Homes for Silver Stream Phase III. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 5-0.

Mr. Hall requested a motion to approve the Sanitary Sewer General Construction Observation Agreement with Arbor Homes for Silver Stream Phase III. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 5-0.

**Account Adjustments:** Mr. Hall requested a motion to approve the sanitary sewer adjustment at 5356 Dellwood Drive for \$3613.53 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 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 5:39 p.m. by Mr. Parnell and was seconded by Ms. Boyd. The motion was unanimously approved by a vote of 5-0.

  
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Steven Hall, Chairman

  
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Tina Whitcomb, Recording Secretary

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



## **May 9, 2023 – Superintendent’s Report**

### **ADMIN UPDATE:**

The Utility is seeking approval of the Water and Sanitary Sewer Construction Observation Agreements for the Silver Stream Phase III development on 46<sup>th</sup> Street.

With respect to our capital improvements projects, we expect to finalize the 2022 Sewer Main and Manhole Rehab project by the end of May. The Phase II Contract B water main replacement project is still ongoing although steady progress is being made. It is possible we might see one final request for additional time from the contractor. We are in discussion now and have requested that the contractor provide justifications for the request, which will be reviewed and evaluated by our project engineer before any decision is made to seek a Change Order for additional time.

The cover over the payment kiosk has been installed and will be beneficial to our customers who utilize the payment kiosk as the cover keeps the glare off the screen and the customer and kiosk out of the elements.

We are working on our water rate study and have submitted financial data requested from Baker Tilly and upon a review of our updated 5-Year Capital plans for our water and sanitary sewer systems will forward that information to them. I do not have a date for the completion of the study at this time.

Two new employees have been hired to replace vacant positions in the Sewer Collections department and the Service Technician department.

### **OPERATIONAL DATA: APRIL TOTALS**

#### **Sanitary Sewer System**

- (35) Sanitary sewer lift station work-orders completed.
- (9) Sanitary sewer grinder pump work orders completed.
- (5) Sanitary sewer manholes repaired.
- (5) Sanitary sewer manholes inspected.
- (1) Sanitary sewer forced main repaired.
- (1) Sanitary sewer main lateral repaired.
- Mowed and trimmed grass as needed.

#### **Water Distribution Underground Maintenance**

- (4) Water service line repairs completed.
- (1) Concrete repair jobs performed “in-house”.
- Assisted Service Department with locating and verifying water service curb stops for upcoming 2500 meter change out program.
- (112) Water main valves exercised.
- Completed biannual water main flushing of the distribution system.
- (1) Water main shut outs performed.
- (2) Water line leak investigation performed.
- (9) Inspections for projects 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**

- Repaired chlorine lines in Filter Building.
- Training with COL IS Department on new program to use for SCADA System.
- Received chemical deliveries.
- Mowing and trimming grass as needed.
- Collected Well readings and recorded.
- Performed facility cleaning (sweeping & mop).
- Cleaned and calibrated chlorine analyzer.

### **Indian Lake Water Plant**

- National Water Services worked on Well #16 and performed a flow test.
- Received chemical deliveries.
- Mowery addressed HVAC issues.
- Mowing and trimming grass as needed.
- The chlorine line was repaired at chemical injection quill on post feed side.
- Cleaned iron deposits out of detention basin.
- Completed work on storage shed and built ramp.
- Collected Well readings and documented them.
- Cleaned and calibrated chlorine analyzer.

### **Richardt Water Plant**

- Received chemical deliveries.
- Mowery performed service on HVAC equipment.
- Performed facility cleaning (sweeping & mop).
- Repaired piping at chlorination injection quill.
- Cleaned and calibrated chlorine analyzer.
- Mowing and trimming grass as needed.
- Wessler resolved some issues with the SCADA system.

### **Winding Ridge Booster Station**

- Mowery performed service on HVAC equipment.
- Performed facility safety inspections.
- Mowing and trimming grass as needed.

### **52<sup>nd</sup> Street Tower**

- Performed facility safety inspections.
- Mowing and trimming grass as needed.

### **Oaklandon Tower**

- Performed facility inspections.
- Mowing and trimming grass as needed.

### **Water Quality Samples**

- 50 water samples were taken from the distribution system and taken to an independent lab for testing.
- 8 Fluoride samples collected and delivered to MCHD.

## **Business Office/Service Department**

April Totals to be provided on 5/23/23 report.

**BILLING ADJUSTMENTS:** 5356 Dellwood Drive – customer is requesting a sanitary sewer adjustment for \$613.53 due to a service line leak. We recommend approval.  
3-month adjustment (8849 gal, 74323gal, 16305gal) repaired by Werts Home Repair 4' copper tubing and quick connect couples coming from home to main water line.