

**CITY OF LAWRENCE  
UTILITY SERVICE BOARD  
MAY 23, 2023 – 5:30 PM  
Regular Meeting  
George Keller Public Assembly Room**

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

**Members Present via Teams:** None

**Members Absent:** Zachary Brown

**Others Present:** Recording Secretary Tina Whitcomb

**Staff Present:** Utility Superintendent Scott Salsbery

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 May 9, 2023 regular meeting. 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 the payment of Claims of \$854,963.22, which included the April 28, 2023 Payroll Voucher for \$135,787.52 and the May 15, 2023 Payroll Voucher for \$134,183.30. 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 reviewed the agenda item and recommended approval. He then stated that the preliminary walk-through for the sanitary sewer project was recently completed. He stated that Staff met with Wessler Engineering to discuss applying for grant funding to assist with complying with the changes to the Lead and Copper Rule. (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 Change Order No. 9 to increase the cost of the 2022 Sewer and Manhole Rehabilitation Project by \$16,785.47. Mr. Tekippe moved to approve the motion and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 4-0.

**Account Adjustments:** There was none.

**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. The motion was unanimously approved by a vote of 4-0.

  
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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 23, 2023 – Superintendent’s Report**

### **ADMIN UPDATE:**

The Utility is seeking approval for Change Order No. 9 for the 2022 Sewer Main and Manhole Rehabilitation Project in the amount of \$16,785.47. This CO is for making one additional point repair where a sewer lateral connects to the main sewer line which is allowing roots and I&I to enter the pipe. After this point repair is completed there should be minimal work left to complete such as yard restorations and punch list items. At the time of this report the walkthrough for this project was scheduled for Monday May 22, 2023. We recommend approval of CO #9.

NECO will begin the 2023 water meter change out project on Monday, May 22, 2023 to change out primarily 2500 meters located inside houses that are needing replaced. The first letter notifying residents their meters need to be changed has already been mailed to the residents.

We met with IDEM in the Fort Harrison Well Field for the Well Site Survey for permitting approval on 5/17/23 for the two additional Wells we would like installed. The IDEM inspector stated he saw no issues and would get the necessary paperwork filled out for official approval. There are concerns from the engineer with the existing bridge and that it needs some additional reinforcement work performed to get the Well Drilling Equipment across it for Replacement Well 7A. LU is working with BLN to determine the extent of the additional work and costs.

The Pre-Bid Meeting was held on May 17, 2023 for the Fort Harrison Sanitary Sewer System Capacity Improvements Project. We have approximately seven contractors that have downloaded the plans from the Procurement Site. Bids are due and will be opened on June 8, 2023 at 2:00 p.m. Project is set to award June 13, 2023. Substantial completion of the sewer main work is November 15, 2023 and substantial completion for Lift Station 20 work is set for March 1, 2024. Final completion is set for April 1, 2024 at this time.

### **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.

**Water Plant/Well activity**

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

**BUSINESS OFFICE/SERVICE DEPARTMENT**

## April Totals

- 15,269 Active accounts.
- 2071 Work orders completed.

**BILLING ADJUSTMENTS: None**