

**CITY OF LAWRENCE  
UTILITY SERVICE BOARD  
MAY 25, 2021 – 5:30 PM  
Regular Meeting  
George Keller Public Assembly Room**

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

**Members Present via Zoom:** Tracy Boyd and Zachary Brown

**Others Present:** Recording Secretary Tina Whitcomb

**Staff Present:** Utilities 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 May 11, 2021 regular meeting. Mr. Parnell moved to approve the Minutes and Mr. Tekippe seconded the motion. After a roll call vote, the motion was unanimously approved by a vote of 5-0.

Mr. Hall presented the payment of Claims for \$687,759.02, which included the Payroll Voucher for \$123,356.04. Mr. Parnell moved to approve the claims and payroll voucher 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 reviewed the agenda items. (A copy of the report is attached to the Minutes for record-keeping purposes.)

**Unfinished Business:** There was none.

**New Business:** Mr. Hall requested a motion to approve Change Order No. 3 from S.C. Case Excavating, LLC due to modifications of the milling and resurfacing. 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.

Mr. Hall requested a motion to approve Change Order No. 1 from Miller Pipeline to increase the Carroll Road Water Main Extension Project by \$29,500.00. 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 an agreement with HWC Engineering for the Brookside Park and North Lawrence Park – West water line improvements project. Mr. Tekippe moved to approve the motion and Mr. Parnell seconded the motion. After a roll call vote, the motion was unanimously approved by a vote of 5-0.

**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. Tekippe and was seconded by Mr. Parnell. After a roll call vote, 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 25, 2021 – Superintendent's Report**

### **ADMIN UPDATE:**

The Utility is seeking approval of Change Order No. 3 from S.C. Case Excavating. This change order was due to a modification in the asphalt surface depth from 1" to 1.5" at the request of the City engineer. This change order resulted in no increase to the contract amount.

The Utility is seeking approval of Change Order No. 1 on the Carroll Road Water Main Project. As we previously mentioned, the alignment of the new water main had to be adjusted due to the discovery of a septic field that was in conflict with the new main's designed alignment. The amount of the CO was reduced to \$29,500 from an original estimate of roughly \$35,000. In addition, there will be additional easement-related work concerning the re-alignment that will be taken care of by our engineer on the project, Shrewsbury & Associates. The project has attained Substantial Completion and we will be closing it out soon. We recommend approval of this Change Order. Following approval, Pay App 1 will be submitted for payment to be on the claims list for the June 8th USB meeting.

The Utility is seeking approval of the Professional Services Agreement with HWC Engineering to begin design work on a new water main replacement project that will target the area from 54th Street south to 49th Street between Richardt and the interstate highway. This project will be constructed in two phases starting in 2022. Survey work is anticipated to be complete by September of this year with design work to follow and a bid schedule in March of 2022.

Following is a brief update on our capital planning/projects:

- Awaiting final design review so we can bid the Phase II – Contract B water main replacement project. This project should go to bid in June 2021.
- First bid advertisement for the Maple Lane/Zoeller Ave/Wallingwood Dr water main project was published May 7th and the second on May 14th. The pre-bid meeting was held on May 18th and bids are scheduled to be opened on May 26th. We plan to have a recommendation to the Board for awarding this project at the June 8th USB meeting.
- We will also bid the 52<sup>nd</sup> Street tower project in the fall.
- The Brookhaven Phase I project is wrapping up and we will be seeking a Task Order from BLN in order to begin survey/design work for Phase II.
- We are waiting on the final pay app and for restoration work to be completed on the Elmhurst Basin Sanitary Sewer Rehab project to be completed and this project will be done.
- We are planning a 2,500 meter Change Out Project for 2021 in order to continue to upgrade our meters. We have issued a PO from capital for \$1,009,036 to purchase the meters and the RFQ's are being prepared in order to select a contractor to perform the work.

The Utility management will also begin looking at constructing a new operations building on the site where the city garage is presently located. This will allow our present facility at 9201 Harrison Park Court to be placed back on the tax rolls and place the existing operations building up for sale. The proceeds will go to offset the cost of the new building. Our first step will be to seek a firm to enter into a design/build arrangement. We have a rough plan of a layout ready in order to begin the process. The

city garage property is tax exempt and there is adequate room there to construct a facility of the size we need in order to store vehicles and equipment as well as all our regular parts, fittings and other materials. It will also have office spaces for the various department managers and staff as well as a meter testing area. This should not be confused with our pending relocation of the utility Business office and Admin offices to the Lawrence Government Center, which is also in the planning stages while other departments are relocating offices inside the building.

**OPERATIONAL DATA:**

**SANITARY SEWER SYSTEM**

- Performing routine maintenance and upkeep on lift stations and grinder pump stations.

**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.

**WATER PLANT/WELL ACTIVITY**

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

**BUSINESS OFFICE/SERVICE DEPARTMENT**

**April Totals**

- 15106 Active accounts.
- 1087 Work orders completed.

**BILLING ADJUSTMENTS: None**