

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
JUNE 13, 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: Tracy Boyd (until 5:36 p.m.)

Members Absent: Zachary Brown

Others Present: Recording Secretary Tina Whitcomb

Others Present Via Teams: Attorney Kaitlin Voller

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

Others Present: John Dufek with Clark Dietz, Inc. and Brian Powers with Clark Dietz, Inc.

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 23, 2023 regular meeting. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. Following a roll call vote, the motion was unanimously approved by a vote of 4-0.

Mr. Hall requested a motion to approve the payment of Claims of \$1,362,797.03, which included the Payroll Voucher for \$138,408.72. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. Following a roll call vote, 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 items and recommended approval. He then reviewed the account adjustments and advised approval. (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 bid award for the Fort Harrison Sanitary Sewer Capacity Improvements Project. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. John Dufek with Clark Dietz, Inc. answered questions from the Board explaining the Engineer's estimate of the project compared to the actual cost of the bids. The motion was unanimously approved by a vote of 4-0.

Mr. Hall requested a motion to approve Task Order No. 2 for General On-Call Wastewater Engineering Services Agreement with Wessler Engineering, Inc. Mr. Tekippe 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. 15 for General On-Call Waterworks Engineering Services Agreement with Wessler Engineering, Inc. 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 Release and Settlement of All Claims for Perpetual Group, LLC. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. The motion was unanimously approved by a vote of 4-0.

Mr. Hall requested a motion to approve the contract renewal with CityBase, Inc. Mr. Tekippe 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. 7 from American Structurepoint, Inc. for the Jamestown Apartments Inflow/Infiltration Study. Mr. Tekippe 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 Change Order No. 5 from Wessler Engineering for the final extension of the Phase II Contract B Water Main Improvements 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 the Exclusive Sanitary Sewer Utility Easement and MOU for Sidewalk Construction with Foamcraft, Inc. at 9230 Harrison Park Court. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. The motion was unanimously approved by a vote of 4-0.

Account Adjustments: Mr. Hall requested a motion to approve a sanitary sewer adjustment at 9355 East 46th Street for \$4,891.39 due to a service line leak. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. Following discussion, the motion was unanimously approved by a vote of 4-0.

Mr. Hall requested a motion to approve a sanitary sewer adjustment at 12455 Teacup Way for \$1,842.93 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 a sanitary sewer adjustment at 7941 Bitternut Drive for \$1,592.99 due to a slab 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.

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

Citizens Comments: Mr. Salsbery advised the Board that they would receive invitations to the grand opening of the Fort Harrison and Indian Lake Water Treatment Plants scheduled for June 29th at 9:00 a.m.

There being no further business to come before the Board, a motion was made to adjourn the meeting at 6:01 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.



June 13, 2023 – Superintendent’s Report

ADMIN UPDATE:

The Utility is seeking approval of two On-Call Engineering Services Task Orders with Wessler Engineering, one for wastewater and one for potable water. Each TO is \$5,000 and the purpose is to provide general on-call engineering services of a relatively minor nature and involve minimal time and effort but may require a timely response. These are generally operations-related questions or tasks that assist the operators with an issue that requires an engineer’s input. For the wastewater TO, we are having Wessler analyze sewer CCTV imagery to resolve an issue on a new sewer system installed in a new subdivision. We decided to use Wessler because they have the expertise to do so and because they were not the design engineer for the subdivision. The water on-call TO is being used presently to address some changes in the water plant SCADA that are needed due to cyber-security issues raised by our IT Director which required a change in the platform that allows the plant operators to perform tasks remotely.

The Utility is seeking approval of Task Order 7 with American Structurepoint in the amount of \$23,689 to perform an Inflow & Infiltration Investigation in the Jamestowne Apartments on Post Road south of 46th Street. This is an identical program to what we are doing with Maplewood Mobile Home Park in that we are seeking to find defects in the private sanitary sewer system that are contributing to our I&I problems in this area. We recommend approval of the TO so we can begin the investigation as soon as possible.

The Utility is seeking approval of a “RELEASE AND SETTLEMENT OF ALL CLAIMS” related to a sanitary sewer repair on the service line at 5747 Post Road. With the construction of the new townhomes immediately behind this property, a portion of sanitary sewer was planned to be removed. At the time, it was not known that the service connection for this property was connected to the line and manhole that were removed. In order to reinstate the service connection, the Utility has had to have a contractor install a grinder pump in order to provide service. This release sets forth the terms of our agreement with the owner and releases the City and Lawrence Utilities from any further claims for damages, liabilities, etc. When completed, the property owner shall own the station and be responsible for all maintenance and repairs. The Utility will reimburse the private contractor who performed work for the initial response when the property’s sewer service was cut off and will pay for the new grinder pump to be installed and power supply connected to the property owner’s panel. The total cost for the installation of the new station and to pay the private contractor for the initial response work is \$24,130.43, which will be paid out of our sewer capital funds. Please note that signature is not required, just verbal approval of the board, per legal.

The Utility is seeking approval of an Exclusive Sanitary Sewer Easement with Foamcraft, Inc., for the Fort Harrison Sanitary Sewer Improvements Project. This easement is necessary in order to move forward with the project. There is also an MOU concerning the construction of a public sidewalk along Harrison Park Drive as part of the easement acquisition. Foamcraft, in exchange for our committing to build the sidewalk, has elected to forgo payment for the easement in the amount of \$17,600, which will be used to reduce the cost of the sidewalk, which we have pricing on from our contractor at \$32,000. We feel this is a reasonable request and we recommend approval of both the easement and the MOU.

The Utility is seeking approval of Change Order #5 for the Phase II Contract B Water Main Replacement project. As you may be aware, this is not the first extension of time that the contractor has requested. We reviewed the justifications that the contractor provided with our engineer and reached an agreement with the contractor that we would allow the extra time, but that the contractor will need to pay the engineering firm for the additional Construction Inspection and Administration fees associated with the extra time. Thus, you will note that there is a \$70,000 decrease in the price of the contract. The reduction in the amount of the contract will be the source of funding to pay for the additional engineering services. We recommend approval of Change Order 5.

Also on the agenda for approval is the renewal of our Citybase drive-up payment kiosk services. This covers the monthly lease fee as well as the transaction fees. There is no increase in these costs from the previous term. We recommend approval in order to keep the kiosk in service.

On June 7, 2023, the Utility received approval from the EPA for the work performed in updating and calibrating the Sewer Hydraulic Model. We now have 180 days beginning June 6, 2023, to complete and submit our Sanitary Sewer Corrective Action Plan. We anticipate being able to meet that deadline.

OPERATIONAL DATA: MAY TOTALS

SANITARY SEWER SYSTEM

- (37) Sanitary sewer lift station work-orders completed.
- (4) Sanitary sewer grinder pump work orders completed.
- (23) Sanitary sewer manholes repaired.
- (23) Sanitary sewer manholes inspected.
- Mowing and trimming grass as needed.

Water Distribution Underground Maintenance

- (3) Water main repairs completed.
- (3) Water service line meter pits installed.
- (4) Water service line repairs completed.
- (1) Water main valve box repaired.
- (2) Yard restorations completed.
- Assisted Service Department with locating and verifying water service curb stops for upcoming 2500 meter change out program.
- (3) Fire hydrants repaired.
- (505) Fire hydrant inspections completed.
- (7) Water main valves exercised.
- (4) Water main shut outs performed.
- (5) Water line leak investigation performed.
- (73) 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.
- Replaced air purge injectors to all high service pumps.
- Cleaned chemical injection quill.
- Replace and reconfigure fittings and chlorine line on pump outlet.
- Mowing and trimming grass as needed.

- Cleaned fence rows at Wells 8, 9, & 10.
- IDEM performed Sanitary Survey Inspection.

Indian Lake Water Plant

- National Water Services fixed a packing leak on Well 16.
- Well readings were collected and documented.
- Chlorine analyzer was cleaned and recalibrated.
- Replaced piping on fluoride line.
- Mowery performed service on HVAC.
- Mowing and trimming grass as needed.
- Replaced fluoride pump head.
- IDEM performed Sanitary Survey Inspection.

Richardt Water Plant

- Received chemical delivery.
- IDEM performed Sanitary Survey Inspection.
- Replaced fitting on chlorine line.
- Mowing and trimming grass as needed.
- Exhaust fan repaired in Well House 2.

Winding Ridge Booster Station

- Mowery performed service on HVAC equipment.
- Performed facility safety inspections.
- Mowing and trimming grass as needed.
- Mid Atlantic Storage Systems repaired leaks on reservoir.
- IDEM performed Sanitary Survey Inspection.

52nd Street Tower

- Performed facility safety inspections.
- Mowing and trimming grass as needed.
- IDEM performed Sanitary Survey Inspection.

Oaklandon Tower

- Performed facility inspections.
- Mowing and trimming grass as needed.
- IDEM performed Sanitary Survey Inspection.

Water Quality Samples

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

Business Office/Service Department

May Totals to be provided on 6/27/23 report.

BILLING ADJUSTMENTS:

- 9355 East 46th Street – customer is requesting a sanitary sewer adjustment for \$4,891.39 due to a service line leak. We recommend approval.
(3-month adjustment 350063 gal., 382855 gal., and 16305 gallons. Sewer adjustment \$2,297.99, \$2,509.04, and \$84.35; average consumption is 4734 gallons)

- 12455 Teacup Way – customer is requesting a sanitary sewer adjustment for \$1,842.93 due to a service line leak. We recommend approval.
(3-month adjustment 68,330 gal., 188986 gal., 30725 gallons. Sewer adjustment \$430.86, \$1,241.97, and \$170.10; average consumption is 7156 gallons)
- 7941 Bitternut Drive – customer is requesting a sanitary sewer adjustment for \$1,592.99 due to a slab leak. We recommend approval.
(3-month adjustment 46129 gal., 96562 gal., 53764 gallons. Sewer adjustment \$363.18, \$800.43, and \$429.38; average consumption is 5865 gallons)