

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
JUNE 14, 2022 – 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 Zoom: None

Members Absent: None

Others Present: Recording Secretary Tina Whitcomb

Staff Present: Utilities Superintendent Scott Salsbery

Other Staff Present: None

Others Present via Zoom: None

Mr. 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 24, 2022 special 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 Minutes from the May 24, 2022 regular meeting. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. The motion was unanimously approved by a vote of 5-0.

Mr. Hall requested a motion to approve the Minutes from the May 31, 2022 special 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 for \$739,212.52, which included the Payroll Voucher for \$137,392.31. Mr. Parnell moved to approve the motion and Mr. Tekippe 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 briefed the Board on the agenda items and provided an update regarding on-going projects. He also reviewed the account adjustment and stated that Staff recommended 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 Asset Management/GIS Development Professional Services Agreement from Wessler Engineering for \$155,100.00. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. The motion was unanimously approved by a vote of 5-0.

Mr. Hall requested approval of the Contractor's Affidavit and Inspector's Certificate of Completion and Compliance and acceptance of the Maintenance Bonds for the water distribution project for Silverstream, Section 1. 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 approval of the Contractor's Affidavit and Inspector's Certificate of Completion and Compliance and acceptance of the Maintenance Bonds for the sanitary sewer project for Silverstream, Section 1. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 5-0.

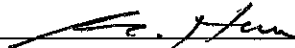
Mr. Hall requested approval of Resolution No. 6, 2022 approving the financial advisor's report and recommending the approval of Alternative III in the Baker Tilly sewer utility rates and charges study. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. Following discussion, the motion was unanimously approved by a vote of 5-0.

Account Adjustments: Mr. Hall requested a motion to approve the sanitary sewer adjustment at 11123 Bayridge Circle West for \$797.95 due to a spigot 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 5:44 p.m. by Mr. Parnell and was seconded by Ms. Boyd. The motion was unanimously approved by a vote of 5-0.



Steven Hall, Chair



Tina Whitcomb, Recording Secretary

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



June 14, 2022 – Superintendent's Report

ADMIN UPDATE:

The Utility is seeking approval of a GIS/Asset Management agreement with Wessler Engineering for \$155,100 in order to move forward with the creation of a GIS-based Asset Management Program (AMP). As you may recall, we are obligated to have an AMP in place by the time we are done constructing our SWIF-ARPA funded project and it is also required in order to be eligible for future State Revolving Fund-backed low interest loans and also for other grant opportunities. We recommend approval of this agreement.

The Utility is seeking approval of the acceptance of water and sanitary sewer infrastructure in Silver Stream Section 1. All inspection and testing work is completed and our staff has recommended we accept the infrastructure and the Maintenance Bonds. We recommend approval.

The Utility will be seeking to get our Sanitary Sewer rate increase proposal in front of the City of Lawrence Common Council. To that end, we are requesting that the Board approve our proposing Alternative III to the Council by means of the resolution provided by our attorney. An informational packet was sent to Council President Chavis on June 2 and she has acknowledged receipt and also forwarded to the Council's attorney for review. We hope to be moving forward soon with not only the sewer rate increase, but also the bond ordinance that is required in order to issue bonds to perform the sanitary sewer system improvements needed in order to comply with the recent EPA Order.

At the first meeting in July, we will be submitting an engineering agreement from Clark-Dietz for design/bid, inspection and construction admin services related to sanitary sewer improvements located on Fort Harrison to address capacity issues related to new development. The FHRA will provide funding for the engineering and actual construction with LU managing the project. An agreement to this effect will accompany the engineering agreement. As these costs will not be borne by the sewer utility, we recommend approval in order to get started on the engineering.

Operational Data:

May Totals

SANITARY SEWER SYSTEM

- (27) Sanitary sewer lift station work-orders completed.
- (28) Sanitary sewer grinder pump station work-orders completed.
- (7) Sanitary sewer manholes repaired.
- (7) Sanitary sewer manholes inspected.
- (1) Sanitary sewer force main repaired. Replaced approximately 190 LF of 1-1/4" force main.
- (8739) LF of sanitary sewer main cleaned.
- (595) LF of sanitary sewer main CCTV'd
- (3) Sanitary sewer pumps rebuilt.
- Trimming trees around sanitary sewer lift stations.
- Cutting and trimming grass as needed at Utility properties.

Water Distribution Underground Maintenance

- (3) Water main breaks repaired.
- (5) Water service line meter pits installed.
- (3) Water service lines repaired.
- (1) 2-inch water main valve replaced.
- (26) Yard restorations completed.
- Maintained all street and sidewalk cuts until final restoration can be made.
- (2) Fire hydrants repaired.
- (16) Fire hydrant inspections.
- (19) Water main valves exercised.
- (7) Water main shut outs performed.
- (22) Inspections for projects performed.
- Delivered door notifications for water main lowering work on 48th Street for drainage project.
- (2) Water main fire flow tests performed.

WATER PLANT/WELL ACTIVITY

Fort Harrison Water Plant

- Ongoing coordination with TCI and Wessler Engineering in getting new filter plant operational.
- Cutting and trimming grass as needed.
- Performing daily routine operations.

Indian Lake Water Plant

- Ongoing coordination with TCI and Wessler Engineering in getting work completed at water plant.
- Cutting and trimming grass as needed.
- Rebuilt chlorine chemical feed pump.
- Took Well readings.
- Cleaned aerator screens.
- Installed new post chlorine chemical feed pump.
- Peerless Midwest has begun cleaning high service pumps and Well motors.

Richardt Water Plant

- Cutting and trimming grass as needed.
- Performing daily routine operations.

Winding Ridge Booster Station

- Worked with Wessler and contractor on programming for backup generator.
- Cutting and trimming grass as needed.

52nd Street Tower

- Cutting and trimming grass as needed.

Oaklandon Tower

- Cutting 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.

Miscellaneous

- Replaced wheel on riding mower.
- Training of new Water Plant Operator.

BUSINESS OFFICE/SERVICE DEPARTMENT

May totals to be provided on June 28, 2022, report.

- Active accounts.
- Work orders completed.

BILLING ADJUSTMENTS:

- 11123 Bayridge Cir W – customer is requesting a sanitary sewer adjustment for \$797.95 due to a spigot leak. We recommend approval.