

**CITY OF LAWRENCE  
UTILITY SERVICE BOARD  
JUNE 22, 2021 – 5:30 PM  
Regular Meeting  
George Keller Public Assembly Room**

**Members Present:** Steven Hall and David Parnell

**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 June 8, 2021 regular meeting. Mr. Parnell moved to approve the Minutes and Ms. Boyd seconded the motion. After a roll call vote, the motion was unanimously approved by a vote of 4-0.

Mr. Hall presented the payment of Claims for \$286,549.95, which included the Payroll Voucher for \$124,051.16. 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 4-0.

**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 Resolution No. 4, 2021 accepting the transfer of real property from the Board of Public Works and Safety. 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 4-0.

Mr. Hall requested a motion to approve Task Order No. 14 from Wessler Engineering for stimulus assistance. Ms. Boyd 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 4-0.

Mr. Hall requested a motion to approve Amendment No. 1 to the Fort Harrison Sanitary Sewer Master Plan from Clark Dietz, Inc. 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 4-0.

Mr. Hall requested a motion to approve Amendment to Task Order No. 4 to the 2021 Sewer Rehabilitation Capital Plan from American Structurepoint, Inc. 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 4-0.

**Account Adjustments:** Mr. Hall requested a motion to approve a sanitary sewer adjustment at 11521 Geist Woods Drive for \$345.38 due to a service line leak in the slab. 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 4-0.

Mr. Hall requested a motion to approve a sanitary sewer adjustment at 12227 Bearsdale Drive for \$535.52 due to a service line leak. 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 4-0.

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

**Citizens Comments:** There was none.

Mr. Salsbery stated that future Board meetings will be in-person starting July 2021.

There being no further business to come before the Board, a motion was made to adjourn the meeting at 5:46 p.m. by Mr. Parnell and was seconded by Ms. Boyd. After a roll call vote, the motion was unanimously approved by a vote of 4-0.

  
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Tracy Boyd, Co-Chair

  
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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.*



**June 22, 2021 – Superintendent’s Report**

**ADMIN UPDATE:**

Resolution Accepting Transfer of Real Property from COL/BOW: This resolution provides for the transfer of the property known as 7750 Oaklandon Road from the Board of Works to the Utility Services Board in order that the property may be sold. This property is the old Oaklandon Road Water Treatment Plant, which was decommissioned back in the 1990's after the Indian Lake Road WTP was built. The proceeds from the sale of the property will go to the Utilities and will allow this property to be developed and generate tax revenue for the City. We recommend approval of this resolution.

The Utility is seeking approval of Task Order 14 for Wessler Engineering (WE) for \$19,500. This TO is for WE to provide professional engineering services related to our seeking infrastructure grant funding under the State Water Infrastructure Funds (i.e. SWIF Grant). WE will be taking the lead on completing and submitting our application for water and sanitary sewer grants under this program. The State of Indiana will receive two distributions of \$50-million, one in 2021 and the other in 2022. The applications for Round 1 funding are due July 15th and tentative notice of award will be issued August 6th. Round 2 applications are due July 15, 2022 with tentative notice of award to come on August 6, 2023 (round two dates are subject to change). If we are successful in obtaining grant funding, we will need to incur all grant dollars by December 31, 2024 and we will have to have the grant-funded projects completed by December 31, 2026 (whether they are Round 1 or 2). If we are unsuccessful in securing funding in Round 1, we will be placed in the queue for Round 2 automatically.

Under the Indiana Finance Authority guidelines for the SWIF program, we will combine water and sanitary sewer projects on the same application. We are planning to use American Rescue Plan (ARP) distribution as our source of matching funds for the sanitary sewer and water will use its own capital funding as its match. WE will coordinate with American Structurepoint (ASI), who are presently developing a rehab scope of work and Opinion of Probable Construction Costs (OPCC) for Sanitary Sewer Improvements in 5 areas located in the older part of the City west of Post Road under the previously approved TO #4. We recommend approval of this TO 14 for Wessler Engineering.

The Utility is seeking approval of Amendment 1 to Task Order No. 4 with American Structurepoint for \$55,000 in order to expand the scope of work in TO 4. The additional work will include development of 30% construction plans and outline specifications and OPCC in order to be prepared to move quickly to final design, bidding and construction based on grant funding results.

The Utility is seeking approval of Amendment 1 to the existing engineering agreement with Clark-Dietz in order to expand the analysis to account for additional proposed new developments on the Fort that were not known when we began the study. The total amount for the additional work is a lump sum amount of \$15,030. The additional analysis takes into account proposed additional flows as well as the impacts on existing Lift Station 20 and what will need to happen to accommodate these additional flows. We recommend approval of the amendment.

**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 are made.

**WATER PLANT/WELL ACTIVITY**

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

**BUSINESS OFFICE/SERVICE DEPARTMENT**

**May Totals – Will be provided on July 13<sup>th</sup> Report**

- Active accounts.
- Work orders completed.

**BILLING ADJUSTMENTS:**

11521 Geist Woods Dr. – customer is requesting a sanitary sewer adjustment for \$345.38 due to a leak in the service line in the slab. We recommend approval.

12227 Bearsdale Dr. – customer is requesting an adjustment in the sewer portion of the bill for \$535.52 due to a service line leak. We recommend approval.