

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
JUNE 27, 2023 – 5:30 PM
Regular Meeting
George Keller Public Assembly Room**

Members Present: Tracy Boyd, Zachary Brown, Steven Hall, and David Parnell

Members Present via Teams: None

Members Absent: Dale Tekippe

Others Present: Recording Secretary Tina Whitcomb

Others Present Via Teams: None

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

Others Present: None

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 13, 2023 regular meeting. 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 payment of Claims of \$731,095.94, which included the Payroll Voucher for \$137,829.83. Ms. Boyd moved to approve the motion and Mr. Parnell 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 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 signature on the project agreement for the awarded Ottenweller Construction bid for Fort Harrison Collection System Capacity Improvements – Phase I. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. The motion was unanimously approved by a vote of 4-0.

Mr. Hall requested a motion to approve the Letter of Understanding with Wessler Engineering, Inc. for Lead Service Line Inventory – Type II IFA Funding. Ms. Boyd moved to approve the motion and Mr. Brown 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 4759 Normal Avenue for \$312.08 due to a service line leak. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. Following discussion, the motion was unanimously approved by a vote of 4-0.

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

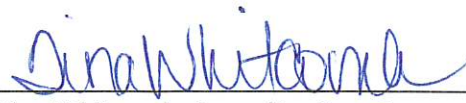
Citizens Comments: There was none.

There being no further business to come before the Board, a motion was made to adjourn the meeting at 5:41 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~~

Tracy Boyd, Co-Chair



Tina Whitcomb, Recording Secretary

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



June 27, 2023 – Superintendent's Report

ADMIN UPDATE:

The Utility is seeking approval of an Agreement for Asset Management Planning with Wessler Engineering in the amount of \$126,000. This agreement is to perform work necessary to advance our asset management planning on the sanitary sewer system. As you may recall, Wessler is presently working on the technical aspects of our Asset Management Planning by developing field asset data collection platforms and dashboards so that utility field personnel can more efficiently gather data in the field and update our GIS mapping and data related to our water and sanitary sewer infrastructure. The final piece will be the financial component, which we will develop internally with our CFO. We recommend approval of this agreement.

The agreement with Ottenweller Contracting has been signed by the contractor and we have it before the USB Chair for signature. The required Performance Bond and insurance documents are in hand and once the agreement is signed, we will issue a Purchase Order and Notice To Proceed to the contractor. The Pre-Construction Conference for this project will be held on July 6, 2023. After the conference, we will issue a Notice to Proceed and start the clock ticking on the project.

The Pre-Bid meeting for the Brookside Park Phase 2A water main replacement project was held on June 21st and questions from contractors answered. The bids for this project are due on July 12th at 2:00 PM, when they will be opened and read aloud in a meeting open to the public. We anticipate awarding the contract for this project at the July 25th USB meeting. To date, we have had 6 contractors pull plans for this project and we certainly hope to get as many bids as well.

The Utility is requesting the Board authorize approval of the Letter of Understanding with Wessler Engineering for the Lead Service Line Type II funding opportunity. Indiana Finance Authority (IFA) has indicated initial approval of this Type II funding via an email and the Utility will sign the Letter of Understanding after IFA provides the official Letter or Approval, which will become Attachment #2 of this LOU. Under this IFA funding program, Wessler will be paid directly from IFA to perform the scope of work identified in Section 2 of the LOU. The total amount of funding we have been approved for by the IFA is \$55,000 for the Type II funding. We recommend approval of this LOU.

The Utility has also applied for Type III funding. The Type III funding, if approved by IFA can provide for up to \$350,000 in funding to complete required field work to identify and categorize presently "unknown" water service line types. This Type III funding is competitive and follows the IFA scoring process, so we do not know yet if the Utility will receive the full funding amount of \$350,000. Once the Utility receives the official Letter of Approval and allocated amount from IFA for this Type III Funding Opportunity, the Utility will need to enter into an agreement with IFA to obtain this funding opportunity. The Utility will bring that agreement to the Board for authorization once IFA provides approval and the required paperwork for this funding Opportunity.

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.

BILLING ADJUSTMENTS:

- 4759 Normal Ave. – The customer is requesting an adjustment in the sewer portion of the bill in the amount of \$312.08 due to a service line leak in crawl space. The adjustment period was for three months, with an average monthly consumption of 2945 gallons on the account. Staff adjusted off 23,953, 20,753 and 11,106 gallons, equaling \$178.29, \$155.57 and \$85.27, respectively. We recommend approval.