

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
JULY 11, 2023 – 5:30 PM
Regular Meeting
George Keller Public Assembly Room**

Members Present: Tracy Boyd, Zachary Brown, David Parnell, and Dale Tekippe

Members Present via Teams: None

Members Absent: Steven Hall

Others Present: Recording Secretary Tina Whitcomb

Others Present Via Teams: None

Staff Present: Utility Superintendent Scott Salsbery

Others Present: None

Co-Chair Tracy Boyd called the meeting to order at 5:30 p.m. and announced a quorum.

Ms. Boyd requested a motion to approve the Minutes from the June 27, 2023 regular meeting. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd requested a motion to approve the payment of Claims of \$1,929,532.30, which included the Payroll Voucher for \$182,866.27. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. The motion was unanimously approved by a vote of 4-0.

Superintendent's Report: Ms. Boyd 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: Ms. Boyd requested a motion to approve Amendment No. 4 from Wessler Engineering, Inc. to increase the cost of the 2020 Water Main Replacements Project by \$70,000.00. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd requested a motion to approve the Asset Management Plan with Wessler Engineering, Inc. for \$126,000.00. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd requested a motion to approve Change Order No. 1 to decrease the cost of the Fort Harrison Collection System Capacity Improvements – Phase I project by \$45,080.00. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd requested a motion to approve the purchase of the 2023 Caterpillar 420XE Backhoe Loader for \$94,950.00. Mr. Brown moved to approve the motion and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd requested a motion to approve the purchase to replace the CCTV vehicle for \$357,864.51. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd requested a motion to approve the purchase of the portable CCTV unit for \$143,314.35. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. The motion was unanimously approved by a vote of 4-0.

Account Adjustments: Ms. Boyd requested a motion to approve a sanitary sewer adjustment at 10329 Liverpool Way for \$949.52 due to a service line leak. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. The motion was unanimously approved by a vote of 4-0.

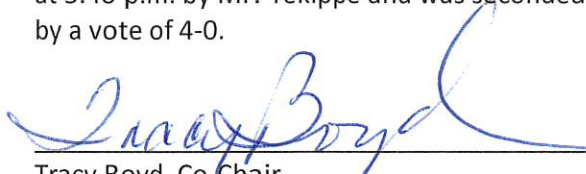
Ms. Boyd requested a motion to approve a sanitary sewer adjustment at 4621 Amber Wood Lane for \$269.60 due to watering yard for new sod outside of sprinkling month discount. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd requested a motion to approve a sanitary sewer adjustment at 7122 Ember Court for \$290.33 due to watering yard outside of sprinkling month discount. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. The motion was unanimously approved by a vote of 4-0.

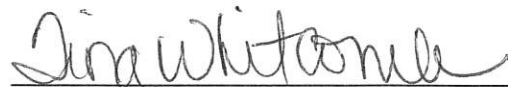
Remonstrations of Ratepayer Dispute Regarding Disconnect Notice: There was none.

Citizens Comments: There was none.

There being no further business to come before the Board, a motion was made to adjourn the meeting at 5:40 p.m. by Mr. Tekippe and was seconded by Mr. Parnell. The motion was unanimously approved by a vote of 4-0.



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.



July 11, 2023 – Superintendent’s Report

ADMIN UPDATE:

As was discussed in our last meeting, 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.

In our June 13 USB meeting report, we recommended, and the Board approved, Change Order 5 for the Phase II Contract B Water Main Replacement Project. We are therefore recommending approval of Amendment 4 to the engineering agreement, which will memorialize that we have agreed with the contractor that they will pay the remaining CA/CI fees on this agreement, due to time extensions. The amendment notes the \$70,000 in fees that will be deducted from the overall contract price. These freed up funds will be used to pay Wessler’s additional time. We recommend approval of Amendment 4.

The Utility is requesting approval of Change Order 1 for the Fort Harrison Sanitary Sewer Improvements Project. This CO is a decrease in the overall project cost of \$45,080, which is a result of the reduced cost to the contractor because we will not be requiring jack & bore operations to be continuous (i.e. 24/7 until completed). The engineer had that language in the specifications book, but we will not be requiring continuous operations. We recommend approval of CO 1.

OPERATIONAL DATA: JUNE TOTALS

SANITARY SEWER SYSTEM

- (27) Sanitary sewer lift station work-orders completed.
- (4) Sanitary sewer grinder pump work orders completed.
- (14) Sanitary sewer manholes repaired.
- (14) Sanitary sewer manholes inspected.
- (158) Sanitary sewer lateral caps inspected in ongoing efforts to eliminate I&I in the collection system.
- 23434 LF of sanitary sewer main cleaned.
- Mowing and trimming grass as needed.
- Performed backup generator inspections.

Water Distribution Underground Maintenance

- (1) Water main repair completed.
- (9) Water service line meter pits installed.
- (4) Water service line repairs completed.
- (1) Water main valve box repaired.
- (2) Fire hydrants replaced.
- (2) Concrete restorations completed “in-house”.
- (15) Yard restorations completed.

- (1) Fire hydrant repaired.
- (861) Fire hydrant inspections completed.
- (12) Water main valves exercised.
- (5) Water main shut outs performed.
- (1) Water line leak investigation performed.
- (67) 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

- Ribbon cutting at the new filter building.
- Replace chlorine valve at transmission line in Filter Building.
- Replaced upper air valves on all high service pumps.
- Cleaned HVAC filters.
- Mowing and trimming grass as needed.
- Installed chemical labels and signs per IDEM requirements.
- National Water Services worked on Well 10.

Indian Lake Water Plant

- National Water Services worked on Well 15.
- Cleaned chemical injection quill.
- Installed new mop sink.
- Installed chemical labels and signs per IDEM requirements.
- Mowing and trimming grass as needed.

Richardt Water Plant

- Replaced leaking chlorine injection fitting.
- Repaired chlorine line at transfer pump.
- Installed chemical labels and signs per IDEM requirements.
- Mowing and trimming grass as needed.

Winding Ridge Booster Station

- Performed facility safety inspections.
- Mowing and trimming grass as needed.
- Mid Atlantic Storage Systems repaired leaks on reservoir.
- Installed screen on overflow pipe per IDEM requirements.

52nd Street Tower

- American Suncraft returned to complete site restoration and touchups as needed.
- Performed facility safety inspections.
- Mowing and trimming grass as needed.

Oaklondon Tower

- Performed facility safety inspections.
- Mowing 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.
- Fluoride samples collected and delivered to MCHD.
- Backup generators were all inspected.

Business Office/Service Department

May Totals

- 15293 Accounts.
- 2042 Work orders completed.

BILLING ADJUSTMENTS:

10329 Liverpool Way – customer requesting a sanitary sewer adjustment for \$949.52 due to a service line leak. We recommend approval.

Two-month adjustment of 19,375 gal and 92,871 gal; average consumption is 1,900 gal.

4621 Amber Wood Lane – customer requesting a sanitary sewer adjustment for \$269.60 due to watering yard outside of sprinkling month* discount. We recommend approval.

New home sod. Two-month adjustment of 27,100 gal and 12,485 gal; average consumption is 5,023 gal.

7122 Ember Court – customer requesting a sanitary sewer adjustment for \$290.33 due to watering yard outside of sprinkling month discount. We recommend approval.

Two-month adjustment of 38,243 gal and 10,835 gal; average consumption is 8,562 gal.

*Note: Past practice has provided for customers who request additional usage adjustments to be granted the adjustment upon review and approval. These are not very common, but we do see a few more requests when weather conditions compel some to begin watering early or extend it later into the fall.