

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
JULY 25, 2023 – 5:30 PM
Regular Meeting
George Keller Public Assembly Room**

Members Present: Zachary Brown, Steven Hall, David Parnell, and Dale Tekippe

Members Present via Teams: Tracy Boyd

Members Absent: None

Others Present: Recording Secretary Tina Whitcomb

Others Present Via Teams: None

Staff Present: Utility Superintendent Scott Salsbery

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 July 11, 2023 regular meeting. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. Following a roll call vote, the motion was unanimously approved by a vote of 5-0.

Mr. Hall requested a motion to approve the payment of Claims of \$439,819.11, which included the Payroll Voucher for \$141,177.24. 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 5-0.

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.) Mr. Salsbery also mentioned that a virtual meeting had been held with the Indiana Finance Authority this afternoon concerning the Utility's receiving a Type III Funding \$400,000.00 grant from them to assist the utility with achieving compliance with the Lead Service Line Inventory requirement under the new Lead and Copper Rules mandated by the EPA.

Unfinished Business: There was none.

New Business: Mr. Hall requested a motion to approve the inspection services agreement with VS Engineering, Inc. for the Brookside Park Phase 2A Water Replacement Project for \$90,602.00. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. Following a roll call vote, the motion was unanimously approved by a vote of 5-0.

Mr. Hall requested a motion to approve Contract Amendment No. 3 with HWC Engineering, Inc. to increase the cost of the Brookside Park and North Lawrence Park – West Water Utility Improvement Project by \$41,000.00. 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 5-0.

Mr. Hall requested a motion to approve the Notice of Award and Bid Tabulation for the Brookside Park Phase 2A – Water Utility Improvement Project to Midwest Paving, LLC for \$2,145,772.00. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. Following a roll call vote, the motion was unanimously approved by a vote of 5-0.

Account Adjustments: Mr. Hall requested a motion to approve a sanitary sewer adjustment at 6452 Teeter Lane for \$378.39 for watering outside sprinkling months. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. Following a roll call vote, the motion was unanimously approved by a vote of 5-0.

Mr. Hall requested a motion to approve a sanitary sewer adjustment at 11719 Pawleys Court for \$1,090.77 due to a slab leak. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. Following a roll call vote, 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 5:39 p.m. by Mr. Parnell and was seconded by Mr. Brown. Following a roll call vote, the motion was unanimously approved by a vote of 5-0.



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.



July 25, 2023 – Superintendent’s Report

ADMIN UPDATE:

The Utility is seeking approval of the Professional Services Agreement with VS Engineering, Inc. in the amount of \$90,602. In discussion with City Engineer Venugopalan, it was determined that we can reduce the construction admin and inspection services costs by using a 3rd party firm like VS. Using VS will reduce CA/CI costs by roughly \$50,000 on this water main project. In addition, VS will also be utilizing a MBE sub-consultant for up to 14% of the work. We recommend approval of this agreement. It is our intention to start utilizing a 3rd party inspection firm on all our projects moving forward.

The Utility is seeking approval of Amendment #3 to the engineering services agreement with HWC Engineers for additional funds in the amount of \$41,000 to provide for pre- and post-construction CCTV inspection of the sanitary sewer mains and laterals inside the construction project area for the Brookside Park Phase 2A Water Main Replacement Project. We believe that having the engineer oversee this task will prevent a lot of the sanitary sewer lateral damages and costs that we have encountered on recent water main replacement projects. It is our plan to do this on all projects moving forward. We recommend approval of Amendment #3.

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:

1. 6452 Teeter Lane - sanitary sewer adjustment at 6452 Teeter Lane for \$378.39 for watering outside sprinkling months. Staff recommends approval.
2. 11719 Pawleys Court - sanitary sewer adjustment at 11719 Pawleys Court for \$1,090.77 due to a slab leak. Staff recommends approval.