

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
AUGUST 22, 2023 – 5:30 PM
Regular Meeting
George Keller Public Assembly Room**

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

Members Present via Teams: None

Members Unable to Connect to Teams: Tracy Boyd and Zachary Brown

Others Present: Recording Secretary Tina Whitcomb

Others Unable to Connect to Teams: Attorney Kaitlin Voller

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

Others Present: None

Ms. Boyd and Mr. Brown tried to connect to the meeting but could not due to technical difficulties.

Chairman Steven Hall called the meeting to order at 5:47 p.m. and announced a quorum.

Mr. Hall requested a motion to approve the Minutes from the August 8, 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 3-0.

Mr. Hall requested a motion to approve the payment of Claims of \$985,257.92, which included the Payroll Voucher for \$143,854.98. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. The motion was unanimously approved by a vote of 3-0.

Superintendent's Report: Mr. Hall asked Mr. Salsbery to give the Superintendent's Report. Mr. Salsbery reviewed the agenda items and 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 engagement letter with Baker Tilly for Analysis of Costs and Revenues for \$28,500.00. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. The motion was unanimously approved by a vote of 3-0.

Mr. Hall requested a motion to approve the Litigation Document and Agreement for PFAS Utility Matters. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. The motion was unanimously approved by a vote of 3-0.

Account Adjustments: There was none.

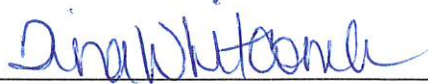
Remonstrations of Ratepayer Dispute Regarding Disconnect Notice: There was none.

Citizens Comments: There was none.

There being no further business to come before the Board, a motion was made to adjourn the meeting at 5:54 p.m. by Mr. Parnell and was seconded by Mr. Tekippe. The motion was unanimously approved by a vote of 3-0.



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.



August 22, 2023 – Superintendent's Report

ADMIN UPDATE:

The Utility is seeking approval of the agreement with Baker Tilly for the 2023 Water Rate Study, which both we and Baker Tilly neglected to do at the beginning of the project. We recommend approval of the agreement in the amount of \$28,500. The rate study is still underway, and Baker Tilly is awaiting some final information that we are compiling to complete the study.

I would like to address some customer concerns that have come to my attention.

The first is the issue of lead service lines, and lead in general. We follow strict testing requirements from IDEM concerning lead and each year we publish a Consumer Confidence Report (CCR) that provides results for a wide range of tests, which includes lead. The CCR is made available to all our customers in keeping with IDEM notification requirements. The 2022 CCR (CCR's are to be published no later than July 1 of each year for the previous year's testing) shows our lead results are 2.9 micrograms per liter. The Maximum Contaminant Level for lead is 15 micrograms per liter.

The USB should be aware by now that the Utility, along with all other public water systems, are now required under new regulations from the EPA (the revised Lead and Copper Rule) to conduct a lead service line inventory. The inventory must be complete by October 2024. We are working on this already with 120Water and Wessler Engineering. We are also in the process of preparing the documentation needed and get it before the council to approve an ordinance that will allow us to receive \$400,000 in funding from the Indiana Finance Authority to perform field work to complete the inventory. While most of our service line types are known (i.e. we know they are copper, polyethylene, etc.) there are some for which there is no documentation and have to be considered as "unknown". The field work we need to do will be to confirm these "unknown" service line types and update our inventory in the IDEM database. While the \$400,000 will certainly be helpful in offsetting these costs, the Utility will likely incur additional costs above that amount, which will have to be funded out of our capital funds.

The next issue concerns the fact that our walk-in payment lobby is closed. The lobby has been closed now since the beginning of the pandemic, so close to two and a half years now. We do not plan to re-open the walk-in lobby as we believe the payment options available to our customers are more than sufficient. Customers can make payments by:

- ACH (automatic deduction from checking account)
- Recurring credit card payment through the on-line bill payment system
- Credit card payment over the phone
- Cash, credit card and check payment at the drive-up kiosk located in the parking lot of the Lawrence Government Center
- Checks and Money Orders can be dropped off at the night drop box in the parking lot of the Utility Building located at 9201 Harrison Park Court

With all the various payment methods, there is no reason why a customer cannot pay their bill easily. The original closing of the walk-in lobby was of course related to the pandemic. It is a goal of our

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.

Business Office/Service Department

June Totals

- 15327 Active accounts.
- 2144 Work orders completed.

BILLING ADJUSTMENTS: None