

**CITY OF LAWRENCE  
UTILITY SERVICE BOARD  
AUGUST 24, 2021 – 5:30 PM  
Regular Meeting  
George Keller Public Assembly Room**

**Members Present:** Steven Hall

**Members Present via Zoom:** Tracy Boyd and Zachary Brown

**Members Absent:** David Parnell and Dale Tekippe

**Others Present:** Recording Secretary Tina Whitcomb

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

**Others Present via Zoom:** None

Chairman 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 August 10, 2021 regular meeting. Ms. Boyd moved to approve the Minutes and Mr. Brown seconded the motion. After a roll call vote, the motion was unanimously approved by a vote of 3-0.

Mr. Hall requested a motion to approve the payment of Claims for \$366,857.49, which included the Payroll Voucher for \$124,173.85. Ms. Boyd moved to approve the motion and Mr. Brown seconded the motion. After a roll call vote, 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 items on the agenda. (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 the Engagement Letter Agreement related to the analysis of costs and revenues (rate analysis) with Baker Tilly US, LLP. Following discussion, Ms. Boyd moved to approve the motion and Mr. Brown seconded the motion. After a roll call vote, the motion was unanimously approved by a vote of 3-0.

Mr. Hall requested a motion to approve the On-Call Wastewater Engineering Services Agreement with Wessler Engineering. Ms. Boyd moved to approve the motion and Mr. Brown seconded the motion. After a roll call vote, the motion was unanimously approved by a vote of 3-0.

Mr. Hall requested a motion to approve Task Order No. 1 from Wessler Engineering for the Sanitary Program Scoping Report. Ms. Boyd moved to approve the motion and Mr. Brown seconded the motion. After a roll call vote, 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, Mr. Hall adjourned the meeting at 5:40 p.m.

  
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Steven Hall, Chairman

  
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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.*



**August 24, 2021 – Superintendent’s Report**

**ADMIN UPDATE:**

Approval is requested for a professional services agreement with Baker-Tilly with a NTE amount of \$25,000 in order to perform a sanitary sewer rate study. These are the factors affecting our sewer operations right now, for which we believe a rate adjustment is in order:

- The recent proposed new Administrative Order of Consent (AOC) from the EPA; the final AOC has not been issued yet but it will include commitments for additional improvements to our sewer system specific to chronic Sanitary Sewer Overflows, additional reporting and staffing requirements and other associated costs;
- As we did with the water system, we must provide a funding source for ongoing sanitary sewer main, manhole and lateral improvements projects to address age/condition issues as well as seek and eliminate Inflow & Infiltration sources of clear water so as to restore capacity lost to I&I as well as lower our sewage treatment costs;
- Annual sewage treatment cost increases from CEG began on January 1, 2019 and will continue through 2025 and we will need to make sure that there is adequate funding to cover these expenses.
- Lawrence has not adjusted the sewer rates since 2009, which has resulted in an increasing amount of funds being unavailable for sewer system improvements in order to meet routine Operations & Maintenance costs. This inability to perform sewer system improvements projects is directly related to the additional enforcement action coming from the EPA as we have been unable to aggressively deal with I&I issues and known SSO problems.

We recommend approval of the agreement with Baker-Tilly.

Approval is requested for the Agreement with Wessler Engineering for on-call wastewater engineering services. This 'master' agreement will have Task Orders issued under it that will contain specific projects scopes, costs and timelines. We recommend approval of the Agreement with Wessler for Wastewater Engineering Services.

Along with the above agreement with Wessler, we are requesting approval of Task Order 1 under the master agreement. The amount of TO 1 is a NTE amount of \$25,000 and will include work in the following areas:

- Summarize the current state of the sewer utility with regard to data from previous studies, capital projects completed or presently underway, and routine O&M procedures;
- Establish goals for present and future needs (20-Year Plan);
- Develop a master 20-Year strategic plan for meeting our goals based on utility priorities/criteria such as; SSO elimination; capacity upgrades, I&I reduction-elimination and coordination with other infrastructure improvements like water and stormwater;
- Provide input/assistance with the sewer rate study;
- Provide assistance with developing a plan to utilize ARP funds.

The anticipated completion of the items under TO 1 is October 2021 for the ARP fund and sewer strategic plan drafts. Adoption will follow upon review and approval of the Utility. We recommend approval of TO 1 under the master agreement.

A follow-up conversation was held with the EPA, our legal representative and engineering team on August 19, 2021. We discussed questions they had concerning our response to their proposed Administrative Order of Consent. They will take our comments under review and get back to us within the next 2 to 3 weeks. Additional information will be provided to the Board once we receive their response to this meeting.

**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 can be made.

**WATER PLANT/WELL ACTIVITY**

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

**BUSINESS OFFICE/SERVICE DEPARTMENT**

**July Totals**

- 15159 Active accounts.
- 1229 Work orders completed.

**BILLING ADJUSTMENTS: None**

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