

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
SEPTEMBER 13, 2022 – 5:30 PM
Regular Meeting
George Keller Public Assembly Room**

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

Members Present via Zoom: None

Members Absent: Zachary Brown and Steven Hall

Others Present: Recording Secretary Tina Whitcomb

Staff Present: Utilities Superintendent Scott Salsbery

Other Staff Present: None

Others Present via Zoom: None

Co-Chair Tracy Boyd called the meeting to order at 5:42p.m. and announced a quorum.

Ms. Boyd requested a motion to approve the Minutes from the August 23, 2022 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.

Ms. Boyd requested a motion to approve the payment of Claims for \$782,373.42, which included the Payroll Voucher for \$126,875.47. 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: Ms. Boyd asked Mr. Salsbery to give the Superintendent's Report. Mr. Salsbery reviewed the items on the agenda and briefed the Board on on-going projects. He also reviewed the two account adjustments and noticed that there was a typo in the street address listed on the agenda at 11528 East 78th Street. He stated that Staff would confirm the correct street address with the Billing Office Manager. Staff did review the adjustments and recommended 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. 2 to an agreement with Wessler Engineering, Inc. for the Water Systems Improvements Project to increase the engineering fees due to extended contract times and increase in the project scope. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. The motion was unanimously approved by a vote of 3-0.

Ms. Boyd requested a motion to approve Change Order No. 1 to add additional work on the 2022 Sewer and Manhole Rehabilitation Project. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. The motion was unanimously approved by a vote of 3-0.

Ms. Boyd requested a motion to approve an agreement with Tyler Technologies regarding improvements to our online bill payment options. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. The motion was unanimously approved by a vote of 3-0.

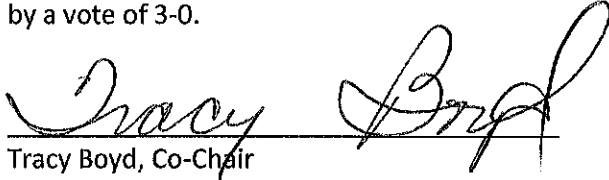
Account Adjustments: Ms. Boyd requested a motion to approve a sanitary sewer adjustment at 11528 East 75th Street (incorrectly listed on the agenda as 11528 East 78th Street) for \$778.01 due to a busted spigot; and approve a sanitary sewer adjustment at 9921 Cherry Tree Lane for \$593.52 due to a service

line leak. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. The motion was unanimously approved by a vote of 3-0.

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 5:54 p.m. by Mr. Parnell and was seconded by Mr. Tekippe. The motion was unanimously approved by a vote of 3-0.


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.



September 13, 2022 – Superintendent's Report

ADMIN UPDATE:

The Utility is seeking approval of Change Order 1 on the SWIF/ARPA funded 2022 Sanitary Sewer Rehab project. Because we built contingency funds into this project, the increase in cost will be deducted from that contingency line item and will not require an actual increase in the contract amount. We had anticipated that there would be additional work required due to the condition of the mains and other components of the project having further deteriorated over time. We recommend approval of Change Order 1.

The Utility is seeking approval of Amendment No. 2 to the existing agreement with Wessler Engineering for Construction Admin and Construction Inspection Services for our Phase II Water Systems Improvement Project for Contracts A & B. The additional fees are required due to additional work added via Change Orders and additional time required due to delays experienced by the contractor in receiving parts and materials for the project. The total increase in fees to cover additional CA/CI expenses is \$58,190. We recommend approval of this amendment.

The Utility has approved a PO with Peerless Midwest to allow for the installation of Replacement Well 7 in the Fort Harrison well field. This PO, in the amount of \$119,518 includes the actual drilling of the 16-inch well and screen, test pumping and hydrogeologist services needed in order to observe pumping levels in observation wells during the pump testing. Upon completion of this work, the next phase will be construction of the actual well house and making water main and electrical connections. We are awaiting an engineering agreement from BLN to engineer this part of the project. This agreement should be before the board at the next USB meeting.

As you may know, the Lawrence Common Council, in a near unanimous vote, approved our sewer rate and bond ordinances at its September 6th council meeting. The public hearing was conducted during the regular meeting and, there being no comments, the matter proceeded to the vote. The new rates will hit customer bills starting in October 2022 and our Business Office manager is working on making the necessary changes in the billing system and running test billings to make sure everything is in order. Subsequent phases 2, 3 & 4 will hit customer bills on April 1 of 2023, 2024 and 2025. This adjustment was made in order to push back the original January 1, 2023 timing of Phase 2, which we felt was too close to October 2022. A mailer with a copy of the new rates and charges is being prepared and will be mailed to all LU customers.

Operational Data: August Totals

SANITARY SEWER SYSTEM

- (39) Sanitary sewer lift station work-orders completed.
- (2) Sanitary sewer grinder pump station work-orders completed.
- (5) Sanitary sewer manholes repaired.
- (123) Sanitary sewer manholes inspected.
- (2) Sanitary sewer force main repairs completed.
- (25,726) LF of sanitary sewer main cleaned. Bringing the 2022 total footage cleaned to 73,819 LF.
- Cutting and trimming grass as needed at Sewer Utility properties.

Water Distribution Underground Maintenance

- (3) Water main breaks repaired.
- (6) Water service line meter pits installed.
- (4) Water service lines repaired.
- (8) Contracted concrete restorations completed.
- (4) Yard restorations completed.
- Maintained all street and sidewalk cuts until final restoration can be made.
- (2) Fire hydrants repaired.
- (3) Water main valve boxes repaired.
- (19) Water main valves exercised.
- (6) Water main shut outs performed.
- (8) Water line leak investigations performed.
- (11) Inspections for projects performed.
- Performed vehicle and equipment maintenance as needed.

WATER PLANT/WELL ACTIVITY

Fort Harrison Water Plant

- Assisted TCI with getting the reservoir back in service.
- Cutting and trimming grass as needed.
- Collected Well readings and logged them.
- Performing routine daily testing and PM activities.

Indian Lake Water Plant

- Repaired leak on choline day tank.
- Collected Well readings and logged them.
- Repaired Well 16 air release valve.
- Cutting and trimming grass as needed.

Richardt Water Plant

- Repaired Well 3 air release valve.
- Peerless Midwest installed temporary motor for Well 1 until new motor is delivered and can be installed.
- Berry Electric replaced fan in VFD for Well 1.
- Performing routine daily testing and PM activities.
- Cutting and trimming grass as needed.

Winding Ridge Booster Station

- Cutting and trimming grass as needed.
- Mowery Heating & Cooling diagnosed issues with AC unit. Parts on order for the repairs.

52nd Street Tower

- Cutting and trimming grass as needed.

Oaklandon Tower

- Cutting and trimming grass as needed.
- Repaired gate.

Water Quality Samples

- 50 water samples were taken from the distribution system and taken to an independent lab for testing.

Miscellaneous

- Performed dead end water main flushing.
- Attended confined space/trench safety training.

BUSINESS OFFICE/SERVICE DEPARTMENT

August totals to be provided on September 27, 2022, report.

- Active accounts.
- Work orders completed.

BILLING ADJUSTMENTS:

- 11528 East 78th Street – Customer is requesting a sanitary sewer adjustment for \$778.01 due to a busted spigot. We recommend approval.
- 9921 Cherry Tree Lane – Customer is requesting a sanitary sewer adjustment for \$593.52 due to a service line leak. We recommend approval.