

**CITY OF LAWRENCE  
UTILITY SERVICE BOARD  
OCTOBER 12, 2021 – 5:30 PM  
Regular Meeting  
George Keller Public Assembly Room**

**Members Present:** Steven Hall and David Parnell

**Members Present via Zoom:** Tracy Boyd, Zachary Brown (arrived in-person at 5:33 p.m.), and Dale Tekippe

**Members Absent:** None

**Others Present:** Recording Secretary Tina Whitcomb

**Staff Present:** Utility 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 September 28, 2021 regular meeting. Mr. Parnell moved to approve the Minutes and Mr. Tekippe seconded the motion. After 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 for \$1,572,045.49, which included the Payroll Voucher for \$126,638.97. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. After a roll call vote, the motion was unanimously approved by a vote of 5-0. (Mr. Brown arrived during the roll call vote.)

**Superintendent's Report:** Mr. Hall asked Mr. Salsbery to give the Superintendent's Report. Mr. Salsbery stated that he has been researching the budget-billing question discussed at the previous meeting. He anticipates a final recommendation to the Board by the end of the year. (A copy of the report is attached to the Minutes for record-keeping purposes.)

**Unfinished Business:** There was none.

**New Business:** There was none.

**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 5:36 p.m. by Mr. Parnell and was seconded by Mr. Tekippe. After 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.*



## October 12, 2021 – Superintendent's Report

### ADMIN UPDATE:

There is nothing to come before the USB for approval at this meeting.

I have been researching the budget-billing question raised at our last meeting. Next steps will be to discuss the process, impacts and advisability of implementing such a program with our Business Office Manager and our CFO. We should have a final recommendation to the Board by the end of the year.

### Operational Data:

#### September Totals

##### SANITARY SEWER SYSTEM

- 23 Sanitary sewer lift station work orders completed.
- 10 Sanitary sewer grinder pump station work orders completed.
- 94 Sanitary sewer manhole inspections performed.
- 6 Sanitary sewer manholes repaired.
- 22,890 LF of sanitary sewer main cleaned.
- Cutting grass and trimming trees as needed at lift stations.

##### Water Distribution Underground Maintenance

- Performing Fall water distribution system main flushing.
- Water main break repaired.
- 4 - Water service line meter pits installed.
- 4 - Water service line leaks repaired.
- 7 - Concrete repairs completed by contractor.
- 10 - Asphalt cuts repaired by contractor.
- Performed punch list inspections for the Brookhaven Water Main Replacement Project.
- Maintaining street & sidewalk cuts until final restorations can be made.
- 53 Fire hydrants inspected.
- 1 Fire hydrant repaired.
- 3 Water main shut outs performed.
- 2 Water main valves turned.
- 1 Water main valve box repaired.
- 1 Water line leak investigation performed.
- 1 Plan review performed.
- 20 Inspections projects performed.
- Working with contractor in Fort Harrison Well Field for flow meter installations.
- Mowing grass at Indian Lake Well Field.

##### WATER PLANT/WELL ACTIVITY

###### Fort Harrison Water Treatment Plant

- Troubleshooting electrical issues on Well Field generators.
- Replaced suction tubing on post chlorine pump.
- Replaced post chlorine injection quill.
- Cutting grass as needed.
- Working/coordinating with contractor as needed for the water plant renovation project.

###### Indian Lake Water Treatment Plant

- Working/coordinating with contractor as needed for the water plant renovation project.
- Troubleshooting electrical issues on Well 10.
- Replaced chlorine feed lines on post chemical feed pump.
- Cutting grass as needed.

###### Richardt Water Treatment Plant

- Cutting grass as needed.
- Cleaned chlorine injection quill.

Winding Ridge Booster Station

- Cutting grass as needed.

52<sup>nd</sup> Street Water tower

- Cutting grass as needed.

Oaklandon Water Tower

- Cutting grass as needed.

Misc.

- 52 Water distribution samples were collected and taken to an independent lab for testing.

**BUSINESS OFFICE/SERVICE DEPARTMENT**

**Totals to be provided on October 26, 2021, report**

- Active accounts.
- Work orders completed.

**BILLING ADJUSTMENTS:**