

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
OCTOBER 24, 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

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

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 October 10, 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 \$1,014,627.20, which included the Payroll Voucher for \$140,821.49. 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.

Superintendent's Report: Mr. Hall asked Mr. Salsbery to give the Superintendent's Report. Mr. Salsbery reviewed the agenda items and recommended approval. He also stated that Mr. Rapp was unable to attend the meeting, so the issue would be tabled to the next regularly scheduled meeting. (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 table the discussion with Daniel Rapp, 5718 Wallingwood Drive, regarding the Wallingwood Drive Water Main Replacement Project. 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 Contractor's Affidavit and Inspector's Certificate of Completion and Compliance for Silver Stream, Section 2 Water Distribution Project and acceptance of the water infrastructure as public infrastructure. Mr. Brown moved to approve the motion and Mr. Parnell 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 Contractor's Affidavit and Inspector's Certificate of Completion and Compliance for Silver Stream, Section 2 Sanitary Sewer Distribution Project and acceptance of the sanitary sewer infrastructure as public infrastructure. Mr. Brown moved to approve the motion and Mr. Parnell seconded the motion. Following a roll call vote, the motion was unanimously approved by a vote of 5-0.

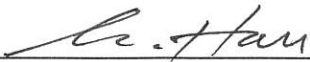
Mr. Hall requested a motion to approve the 2024 Meeting Schedule. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. Following a roll call vote, the motion was unanimously approved by a vote of 5-0.

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 5:43 p.m. by Mr. Parnell and was seconded by Mr. Tekippe. 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.



October 24, 2023 – Superintendent’s Report

ADMIN UPDATE:

On tonight’s agenda we have Change Order #1 for the Brookside Park water main replacement project. This CO was originally intended to be on the JG Case Phase II Contract B water main replacement project, but with this project being completed, the contractor did not wish to extend the final close-out of the project until spring of 2024. Midwest Paving has agreed to honor their pricing until spring 2024 but cannot get this work done before the end of this year. Thus, we elected to add the 46th Street milling & resurfacing project to the Brookside Park project. The total cost is \$286,634 and we recommend approval of this change order.

Also on the agenda are the Certificates of Completion and Compliance for Silver Stream Section 2 water and sanitary sewer mains and appurtenances. This infrastructure has satisfactorily passed all required testing and the punch-list items are all completed, and the required maintenance bonds provided. We recommend acceptance of the water and sanitary sewer systems in this section as public infrastructure.

We have received the Sewer Asset Management Plan from Wessler Engineering and are performing an internal review before final acceptance.

The final Pay App and Certificate of Completion have been completed for the 2022 Lawrence Sewer & Manhole Rehab Project and once the final disbursement to the contract is made from IFA, we will be closing this project out. The project went very well, and we have seen evidence that it has positively impacted the amount of I&I from the affected area. A final analysis of the I&I reduction will be provided soon.

We anticipate submittal of the 2024 Budget and Salary Resolution for approval at the first meeting in November. Our plan is to have these documents sent to the Board for review at least two weeks prior to that meeting.

We have started the process of notifying our customers of the improvements to our on-line bill pay program and you may have read about it in the October Lawrence Lift. A copy of that issue is attached for your reference. After the last major change involving CityBase did not perform as expected, we have worked with Tyler Technologies to work out a better system, which we are now beginning to switch over to. This will require customers to create new log ins, but in the end, we believe that our customers will be better served and that we have addressed the main issues communicated to us.

Please note that with our 2023 Meter Change Out program, which targeted inside meters that were failing due to battery age, we have had upwards of 2-dozen customers who have ignored repeated mailings and door hangers requesting that they contact us to make arrangements for our contractor to get in and change the meter. Because we cannot read these meters, the accounts are being estimated until we get in to change them out. As our last resort, we will be disconnecting the water service to these customers and will resume service when we are able to get in and change the meter out. This is not our preferred way to handle these cases, but at this point we do not have a choice.

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 engineers and contractors as necessary on all Lawrence Utilities Capital projects.

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 repairs/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.
- The biannual water main flushing for the Fall has been completed.

Water Plant/Well activity

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

Business Office/Service Department**September Totals**

- 15,351 Total Accounts
- 2,756 Total Work Orders Completed

BILLING ADJUSTMENTS: None