

**CITY OF LAWRENCE  
UTILITY SERVICE BOARD  
OCTOBER 25, 2022 – 5:30 PM  
Regular Meeting  
George Keller Public Assembly Room**

**Members Present:** Tracy Boyd, Zachary Brown, Steven Hall, David Parnell, and Dale Tekippe

**Members Present via Zoom:** None

**Members Absent:** None

**Others Present:** Recording Secretary Tina Whitcomb

**Staff Present:** Utilities Superintendent Scott Salsbery

**Other Staff Present:** None

**Others Present via Zoom:** None

Chairman Steven Hall called the meeting to order at 5:30p.m. and announced a quorum.

Mr. Hall requested a motion to approve the Minutes from the October 11, 2022 regular meeting. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 5-0.

Mr. Hall requested a motion to approve the payment of Claims for \$266,314.69, which included the Payroll Voucher for \$136,726.78. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. 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 stated that all on-going projects are moving forward. (A copy of the Superintendent's Report is attached for record-keeping purposes.)

**Unfinished Business:** Mr. Hall asked the Board to consider changing the next meeting date as it is the same day as the General Election. Mr. Parnell moved to change the date to Wednesday, November 9<sup>th</sup> at 5:30 p.m. and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 5-0.

**New Business:** Mr. Hall requested approval of the Master Services Agreement as well as Task Orders 1 and 2 with Beam, Longest and Neff, L.L.C for engineering services related to well development in the Fort Harrison Wellfield. Mr. Tekippe moved to approve the motion and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 5-0.

Mr. Hall requested approval of Change Order No. 1 from Miller Pipeline, LLC to increase the Phase II Contract B Fall Creek Water Main Replacement Project by \$59,117.00 and extend completion date to December 15, 2022. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. Following discussion, the motion was unanimously approved by a vote of 5-0.

Mr. Hall requested approval of Change Order No. 3 from Miller Pipeline, LLC in the amount of \$65,062.50 for the Lawrence 2022 Sewer and Manhole Rehab Project. Mr. Parnell moved to approve the motion and Mr. Brown seconded the motion. 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 5:40 p.m. by Mr. Parnell and was seconded by Ms. Boyd. The motion was unanimously approved by a vote of 5-0.

  
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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.*



**October 25, 2022 – Superintendent’s Report**

**ADMIN UPDATE:**

Utility management is seeking approval of the attached Master Engineering Services Agreement with BLN Engineers and Task Orders 1 & 2 under the MSA. The MSA has been reviewed and approved by legal and is a standard engineering services agreement. Utility management recommends approval of the MSA with BLN.

**Task Order 1** is for field survey, administrative work, creation of exhibits and field staking related to our new well installations in the Fort Harrison Wellfield. The amount is \$9,900 and we recommend approval of TO 1.

**Task Order 2** is for the engineer to perform a site visit to perform an inspection of the bridge spanning Indian Creek inside the wellfield, take measurements, determine load limits and prepare a report for the utility management. The amount is \$8,300 and we recommend approval of TO 2.

Please note that these TO’s do not include the design, bid, CI/CA work associated with building the new well houses and making power and water main connections. Those will be on a future TO under this MSA.

The Utility management is seeking approval of Change Order 1 for the Fall Creek Water Main Replacement project. This project involves the replacement of the water main serving the Kroger Complex at 79<sup>th</sup> & Fall Creek Road due to condition issues and multiple failures of this main. With time delays due to water levels in Fall Creek and wet conditions at the project site due to rain at the start of the project and delays in receiving various materials, the contractor has requested the completion time to be pushed back to December 15, 2022. CO 1 also calls for a net increase on the project of \$59,117 to allow for additional casing to be installed. The reason to extend the casing is so that we can move the casing terminations further away from the creek banks to avoid construction complications and to ensure that we can access shut off valves in high-water conditions in Fall Creek.

We recommend approval of Change Order 1 for this project.

The Utility is seeking approval for Change Order 3 on the Lawrence 2022 Sewer and Manhole Rehab project in the amount of \$65,062.50. This CO adds additional work items and removes others based on conditions discovered in the course of the field work. This CO is within the budget available for the project from our SWIF and ARPA funds and we recommend approval.

**BUSINESS OFFICE/SERVICE DEPARTMENT**

September Totals

- 15,197 Total water and sewer accounts serviced
- 1,703 Customer Service Work Orders Completed

**BILLING ADJUSTMENTS: NONE**