

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
NOVEMBER 23, 2021 – 5:30 PM
Regular Meeting
George Keller Public Assembly Room**

Members Present: David Parnell and Dale Tekippe
Members Present via Zoom: Tracy Boyd and Zachary Brown
Members Absent: Steven Hall
Others Present: Recording Secretary Tina Whitcomb
Staff Present: Utilities Superintendent Scott Salsbery
Others Present via Zoom: None

Vice-Chairperson Boyd called the meeting to order at 5:30 p.m. and announced a quorum.

Ms. Boyd requested a motion to approve the Minutes from the November 9, 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 4-0.

Ms. Boyd requested a motion to approve the payment of Claims for \$271,691.14, which included the Payroll Voucher for \$122,501.69. Mr. Tekippe moved to approve the motion and Mr. Parnell seconded the motion. After a roll call vote, the motion was unanimously approved by a vote of 4-0.

Superintendent's Report: Ms. Boyd asked Mr. Salsbery to give the Superintendent's Report. Mr. Salsbery briefed the Board on the agenda item and on-going projects. (A copy of the report is attached to the Minutes for record-keeping purposes.)

Unfinished Business: There was none.


New Business: Ms. Boyd requested approval of Change Order No. 3 to increase the Phase II – Contract A Project by \$125,336.90. Mr. Parnell moved to approve the motion and Mr. Tekippe seconded the motion. After a roll call vote, the motion was unanimously approved by a vote of 4-0.

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 5:41 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 4-0.



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.



November 23, 2021 – Superintendent's Report

ADMIN UPDATE:

Submitted for approval tonight is Change Order #3 for the Phase II, Contract 'A' Water System Improvements Project. This CO will add \$125,336.90 to the contract, making the new total contract price \$8,132,553.90. We are also seeking to add 21 additional days to the contract due to additional work requested by the Utility management. All of the listed items in the CO are necessary to complete the project and ensure that we have the final product we desire. Some items are as simple as a change of flooring to remove VCT application and go with an epoxy paint finish, to more substantial changes such as additional concrete, asphalt and controls work. It should be noted that these additional costs for items we are adding would have been in the original contract price had they not been left out of the original plans. Thus, we would have incurred these costs from the start. We recommend approval of this Change Order.

The 2500 meter change-out program is set to have a soft start the week of November 22. The contractor will be making a few site visits of the areas the meters are to be changed out in and performing a few installations prior to the Thanksgiving Holiday and then the following week will move in more crew members to get the project fully underway.

The 52nd Street elevated storage tank project is set to have the bid advertisements go out on November 20 and November 27, with bid opening on December 17. We would expect to award the project at the December 28 meeting.

Due to technical difficulties, our proposed 2022 budgets and salary resolution will not be ready at this meeting and we will endeavor to have them submitted at the December 14 meeting.

Lastly, as Thanksgiving is upon us, a time to reflect and think about all that we are grateful and thankful for, Paul and I would like to say how thankful we are for our entire Utility family and all the hard work that is done each and every day, to provide safe and reliable water and sanitary sewer services to the residents of Lawrence. We very much appreciate everyone's dedication and hard work in delivering these vital services to our customers.

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.

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.
- Fall water main flushing of the distributions system has been completed.

Water Plant/Well Activity

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

Business Office/Service Department

October Totals

- 15163 Active accounts.
- 1180 Work orders completed.

Billing Adjustments: None