

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
DECEMBER 27, 2022 – 5:30 PM
Regular Meeting
George Keller Public Assembly Room**

Members Present: Zachary Brown, Steven Hall, and Dale Tekippe

Members Present via Zoom: Tracy Boyd

Members Absent: David Parnell

Others Present: Recording Secretary Tina Whitcomb

Staff Present: Controller Tyler Douthit, Utilities Superintendent Scott Salsbery, and Director of Operations Paul Wanner

Other Staff Present: Deputy Mayor David Hofmann

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 December 13, 2022 regular meeting. Mr. Tekippe 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 4-0.

Mr. Hall requested a motion to approve the payment of Claims for \$544,293.48, which included the Payroll Voucher for \$10,389.79. Mr. Brown 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 4-0.

Superintendent's Report: Mr. Hall asked Mr. Salsbery to give the Superintendent's Report. Mr. Salsbery informed the Board that Mr. Douthit would provide a summary of the proposed 2023 Budget following the video presentation. He then stated that the account adjustments were reviewed by Staff, and he recommended approval of all three adjustments. Following the video presentation, Mr. Douthit provided a summary of the proposed budget. (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 approve the proposed 2023 Water and Sewer Utility Budget. Mr. Tekippe 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 3-0. Note: Although Ms. Boyd's vote was affirmative, per state Ind. Code § 5-14-1.5-3.5 and Resolution No. 2, 2022, Ms. Boyd was not eligible to vote since she was not physically present at the meeting.

Mr. Hall requested a motion to approve Resolution No. 8, 2022 regarding the salaries and wages for 2023. Mr. Brown moved to approve the motion and Ms. Boyd seconded the motion. Following a roll call vote, the motion was unanimously approved by a vote of 4-0.

Account Adjustments: Mr. Hall requested a motion to approve the sanitary sewer adjustment at 10103 Fruitwood Drive for \$350.86 due to a service line leak where water did not enter the sewer. Mr. Brown 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 4-0.

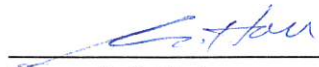
Mr. Hall requested a motion to approve the sanitary sewer adjustment at 10964 Echo Trail for \$297.47 due to watering yard after the summer discount rate ended. Mr. Tekippe moved to approve the motion and Mr. Brown seconded the motion. Following a roll call vote, the motion was unanimously approved by a vote of 4-0.

Mr. Hall requested a motion to approve the sanitary sewer adjustment at 8366 Misty Drive for \$268.48 due to a service line leak where water did not enter the sewer. Mr. Brown 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 4-0.

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 5:57 p.m. by Mr. Tekippe and was seconded by Mr. Brown. Following 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.



December 27, 2022 – Superintendent's Report

ADMINISTRATIVE UPDATE:

The 2022 Meter Change Out Project has been completed by our contractor NECO. We are in the process of getting things planned for another round of meter change outs in 2023.

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 Engineer and Contractor as needed for the 2022 Manhole and Sewer Main Rehabilitation Project (SWIF/ARPA)

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.
- 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.

Water Plants/Well Activities

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

Business Office/Service Department

Totals to be provided on January 10, 2023, report.

Billing Adjustments:

- 10103 Fruitwood Drive – customer is requesting an adjustment for \$350.86 due to a service line leak where water did not enter the sewer. We recommend approval.
- 10964 Echo Trail – customer is requesting an adjustment for \$297.47 due to watering yard outside of the summer discount rate ending. We recommend approval.
- 8366 Misty Drive – customer is requesting an adjustment in the amount of \$268.48 due to watering yard outside of the summer discount rate ending. We recommend approval.