

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
DECEMBER 28, 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, and Dale Tekippe

Members Absent: None

Others Present: Recording Secretary Tina Whitcomb

Staff Present: Utilities Superintendent Scott Salsbery

Others Present via Zoom: None

Mr. 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 14, 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 \$403,546.48, which included the Payroll Voucher for \$162,906.02. 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.

Superintendent's Report: Mr. Hall asked Mr. Salsbery to give the Superintendent's Report. Mr. Salsbery briefed the Board on the agenda item and on-going projects.

Unfinished Business: There was none.

New Business: Mr. Hall requested approval of Change Order No. 1 for Phase II Contract B: Water Main Improvements to increase the cost of the project by \$45,000.00 and adding ten (10) days to substantial completion. 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 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 5:37 p.m. by Mr. Parnell and was seconded by Ms. Boyd. 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.



December 28, 2021 – Superintendent's Report

ADMIN UPDATE:

The Utility is seeking approval of Change Order #1 for the Phase II-Contract 'B' water main replacement project in the amount of \$45,000 and to also add 10 additional days to the contract in order to adjust for the additional work requested by LU. The reason for the CO is that there remain 11 homes in the project area unconnected to city water. We believe that it will be better to go ahead and extend water services terminating in a meter pit onto these properties now while the street is in a disturbed condition. Thus, in the future, when these properties do decide to connect, there will be no need to excavate in the street. We recommend approval of this CO.

There are no other new developments project-wise and no additional information forthcoming on our sewer rate adjustment study or work related to our new EPA Administrative Order on Consent.

I would like to thank our Board members and secretary for another successful year and for all your time, effort and dedication to overseeing our utility operations! Happy Holidays to you all and best wishes for a Happy and Successful 2022!

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.

WATER PLANT/WELL ACTIVITY

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

BUSINESS OFFICE/SERVICE DEPARTMENT

November Totals will be on January report.

- Active accounts.
- Work orders completed.

BILLING ADJUSTMENTS: None