

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
June 10, 2025 – 5:30 PM
Regular Meeting
George Keller Public Assembly Room**

Members Present: Filmore Artis, Tracy Boyd, Steven Hall, Darrin Kirkland, and David Parnell

Members Present via Teams: None

Members Absent: None

Staff Present: Director of Administration Tom Speer, Attorney Jacob Antrim, and Recording Secretary Tina Whitcomb

Chair Tracy 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 regular meeting on May 27, 2025. Mr. Parnell moved to approve the motion and Mr. Hall seconded the motion. The motion was unanimously approved by a vote of 5-0.

Ms. Boyd requested a motion to approve the payment of Claims for \$418,913.46, which included the Payroll Voucher for \$155,140.15. Mr. Hall moved to approve the motion and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 5-0.

Ms. Boyd asked Tom Speer to give the Superintendent's Report. Mr. Speer reviewed the agenda item and recommended approval. He briefed the Board on plans to re-open the office for customers. He stated that Staff reviewed the account adjustments and recommended approval. (A copy of the Superintendent's Report is attached for record-keeping purposes.)

Unfinished Business: There was none.

New Business: Ms. Boyd requested a motion to approve Task No. 5 from Egis BLN USA, Inc. for Wells 11, 7-R, and Bridge Rehabilitation not to exceed \$181,100.00. Mr. Parnell moved to approve the motion and Mr. Kirkland seconded the motion. The motion was unanimously approved by a vote of 5-0.

Account Adjustments: Ms. Boyd requested a motion to approve a sanitary sewer adjustment at 7319 Richie Circle for \$591.62 due to a failed check valve. Mr. Hall moved to approve the motion and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 5-0.

Ms. Boyd requested a motion to approve a sanitary sewer adjustment at 5310 Hammock Glen Drive for \$2,818.79 due to a service line leak under the slab. Mr. Kirkland moved to approve the motion and Mr. Hall seconded the motion. The motion was unanimously approved by a vote of 5-0.

Ms. Boyd requested a motion to approve a sanitary sewer adjustment at 9925 Hard Key Circle for \$530.11 due to a service line leak. Mr. Parnell moved to approve the motion and Mr. Hall seconded the motion. The motion was unanimously approved by a vote of 5-0.

Remonstrations of Ratepayer Dispute Regarding Disconnect Notice: There were none.

Citizens Comments: There were no comments presented.

There being no further business to come before the Board, a motion was made to adjourn the meeting at 5:36 p.m. by Mr. Parnell and was seconded by Mr. Kirkland. The motion was unanimously approved by a vote of 5-0.


Tracy Boyd, Chair


Tina Whitcomb, Recording Secretary

These Minutes are not intended to be verbatim. They are a summary of discussions held, except for motions.



June 10, 2025 – Superintendent's Report

ADMIN UPDATE:

The Utilities are seeking approval of Task Order No. 5 with Egis for the Not-to-Exceed amount of \$181,100.00 regarding the new wells 11, 7-R, and necessary bridge load upgrades project to include additional costs for the Well House design, Bidding Phase Services, Construction Admin, and Part-Time Construction Observation for both the bridge and wells.

As an update regarding the mass notification system for better communication with our Utility customers as requested after the unfortunate pipe failure at the Treatment Plant in which the Utility was required to issue the Boil Water Advisory. We have received a quote from a service provider with (2) options (unlimited and pay per use) we are currently reviewing. We would like to receive a couple more quotes to compare pricing. As soon as I have more information on this, I will make a presentation to the board.

As an update regarding the Utility Business Office lobby re-opening, we are finalizing the scope of the work required to ensure overall safety of the Utility staff and the customers. Our intent when the lobby is open is that the lobby will be open for three (3) days per week (Tuesday, Wednesday, & Thursday) and will only receive payments by credit card, checks, or money orders. Not having cash on site at the Utilities will eliminate the need for a courier service for transporting deposits to keep operating costs down as well as an added element of safety for our Utilities staff. Cash payments can still be made at the payment kiosk located at the Lawrence Government Center. I will update the board as we move forward.

Account Adjustments:

- 7319 Richie Circle – customer is requesting a sanitary sewer adjustment for \$591.62 due to check valve failed. We recommend approval.
- 5310 Hammock Glen Drive – customer is requesting a sanitary sewer adjustment for \$2,818.79 due to a service line leak under slab. We recommend approval. (2-month adjustment, consumption back to normal)
- 9925 Hard Key Circle – customer is requesting a sanitary sewer adjustment for \$530.11 due to a service line leak. We recommend approval.