

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
MAY 14, 2024 – 5:30 PM
Regular Meeting
George Keller Public Assembly Room**

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

Members Present via Teams: None

Members Absent: Chanita Gillard

Staff Present: Interim Superintendent Paul Wanner, Interim Director of Operations Andrew Hall, Recording Secretary Dina Gee, City Councilor Liz Mazur, and Attorney Stephen Unger

Others Present: None

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 April 23, 2024 regular meeting. Mr. Parnell moved to approve the motion and Mr. Hall seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd requested a motion to approve the payment of Claims of \$939,793.28, which included the Payroll Voucher for \$135,858.29. Mr. Kirkland moved to approve the motion and Mr. Hall seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd asked Mr. Wanner to give the Superintendent's Report. Mr. Wanner updated the Board on current projects. He also 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 the agreement for Water Line General Construction Observation with MSDLT Education and Community Center 2023-038 for potable water mains and appurtenances at 5720 Wheeler Road. Mr. Hall moved to approve the motion and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd requested a motion to approve the Notice of Award to Conexco, Inc. for the Water Service Line Potholing for \$297,479.00. Mr. Parnell moved to approve the motion and Mr. Hall seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd requested a motion to approve the Water Rate Study with Baker Tilly not to exceed \$28,500.00. Mr. Parnell moved to approve the motion and Mr. Kirkland seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd requested a motion to approve the Sewer Rate Study with Baker Tilly not to exceed \$28,500.00. Mr. Parnell moved to approve the motion and Mr. Kirkland seconded the motion. The motion was unanimously approved by a vote of 4-0.

Account Adjustments: Ms. Boyd requested a motion to approve a sanitary sewer adjustment at 9930 Hard Key Circle for \$1,044.59 due to a water line leak. Mr. Hall moved to approve the motion and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd requested a motion to approve a sanitary sewer adjustment at 10313 Cadogan Drive for \$1,476.91 due to a water line leak. Mr. Parnell moved to approve the motion and Mr. Hall seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd requested a motion to approve a sanitary sewer adjustment at 6259 Teacup Drive for \$854.14 due to a water line leak. Mr. Parnell moved to approve the motion and Mr. Hall seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd requested a motion to approve a sanitary sewer adjustment at 7209 East 45th Street for \$591.68 due to a spigot leak. Mr. Parnell moved to approve the motion and Mr. Hall seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd requested a motion to approve a sanitary sewer adjustment at 7822 East 46th Street for \$272.80 due to a water line leak. Mr. Parnell moved to approve the motion and Mr. Hall seconded the motion. The motion was unanimously approved by a vote of 4-0.

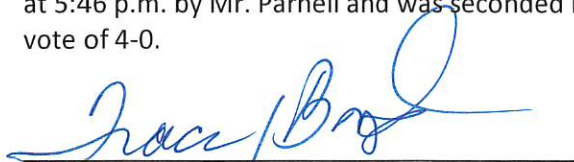
Ms. Boyd requested a motion to approve a sanitary sewer adjustment at 4832 Barlow Drive for \$808.49 due to a water line leak. Mr. Parnell moved to approve the motion and Mr. Hall seconded the motion. The motion was unanimously approved by a vote of 4-0.

Ms. Boyd requested a motion to approve a sanitary sewer adjustment at 12703 Castilla Place for \$300.29 due to a slab leak. Mr. Parnell moved to approve the motion and Mr. Hall seconded the motion. The motion was unanimously approved by a vote of 4-0.

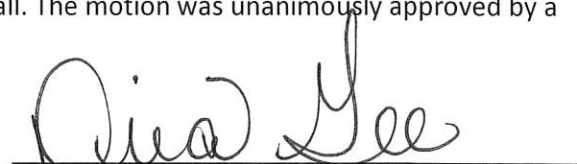
Remonstrations of Ratepayer Dispute Regarding Disconnect Notice: There was none.

Citizens Comments: There were no comments.

There being no further business to come before the Board, a motion was made to adjourn the meeting at 5:46 p.m. by Mr. Parnell and was seconded by Mr. Hall. The motion was unanimously approved by a vote of 4-0.



Tracy Boyd, Chair



Dina Gee, Recording Secretary

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



May 14, 2024 – Superintendent’s Report

ADMIN UPDATE:

In response to Councilor Wells’ mention of a commercial property water service line leaking at the April 23, 2024 meeting, the service line leak was stopped on April 24, 2024 and was repaired by a contractor on April 25, 2023. The property owner was notified via letter sent USPS that the leak was the property owners’ responsibility to repair due to it being a commercial property per the approved policy adopted by the Lawrence Utilities Utility Service Board. The first letter was mailed on February 28, 2024. The second letter was sent due to no action taken on April 2, 2024 and informed property owner service would be disconnected on April 26, 2024 if leak was not repaired.

In response to Councilor Freeman’s inquiry at the April 23, 2024 meeting about re-opening the payment lobby at the Utilities, this issue was brought to my attention by the new Administration in early 2024. In discussions with Mayor Whitfield, I was asked to obtain information on costs associated with re-opening the payment lobby. There are several operational and safety issues that need to be addressed with re-opening the payment lobby that were not included in our 2024 Utility budget prepared in 2023.

For everyone’s information I would like to point out that there are currently (4) ways our residents can make their water/sewer/trash collection payments.

1. Call the Business Office at 317-542-0511 and make a credit card payment over the phone M-F 8am-4:30pm
2. Set up automated recurring payments in new Utility Access/Payment system.
3. Payment at kiosk located at Government center that accepts cash, check, or credit card payments with 24-hour access.
4. Check/Money Order payment drop-box located in the parking lot of the Utilities building with 24-hour access.

Utilities are seeking approval for the Notice of Award (NOA) to Conexco Inc. in the amount of \$297,479.00 for the potholing portion of the required pipe material verifications as part of the Lead Service Line Inventory issued by the EPA. The Forgivable BAN for up to \$400,000 in funding by the SRF Program was approved, and closing was on April 26, 2024 and this will be the funding source for this portion of work performed.

Utilities are seeking approval of the Water Line General Observation Agreement for the MSDLT Education Community Center located at 5720 Wheeler Road. Lawrence Utilities will be paid an estimated fee of \$1,500.00 for necessary potable water line inspections.

Utilities are seeking approval of the Municipal Water Utility Rate Study Addendum Agreement with Baker Tilly for a Not to Exceed amount of \$28,500.00 for additional work on the water rate study that was started in 2023. This work is being performed to ensure that any necessary future water rate increases are implemented as to have minimal impact on our residents as possible and still providing funding necessary to maintain safe, reliable production and distribution of drinking water.

Utilities are seeking approval of the Municipal Sewage Works Rate Study with Baker Tilly for a Not to Exceed amount of \$28,500.00 to evaluate the sanitary sewer rates for the City of Lawrence. The last increment of the Phase I sewer rate increases under the contract with CEG will take effect on January 1, 2025 at which time Lawrence will be paying \$2.49 per thousand gallons of sewage sent to them for treatment. In 2026 – 2029, Lawrence will need to be prepared to meet the full costs per thousand gallons plus any riders under sewer rate #6 in the contract with CEG. Sewer rate #6 will be an increase to \$3.25 per thousand gallons of sewage sent to CEG for treatment.

Operational Data:

April Totals

SANITARY SEWER SYSTEM

- (59) Sanitary sewer lift station work-orders completed.
- (6) Sanitary sewer grinder pump work orders completed.
- (12) Sanitary sewer manholes repaired.
- (24) Sanitary sewer manholes inspected.
- Replaced 10 feet of 18-inch diameter sewer main due to pipe failure.
- (1) Sanitary sewer lateral cut and capped.
- 22,279 LF of sanitary sewer main cleaned.
- 1,099.9 LF of sanitary sewer main CCTV'd.
- (3) Sanitary sewer grinder pumps rebuilt.

Water Distribution Underground Maintenance

- (1) Water main repair completed.
- (1) Water service meter pit installation completed.
- (4) Water service line repairs completed.
- (~650) Performed water meter pit investigations to confirm pipe material for the required lead service line inventory by the EPA.
- (22) Water main valves exercised.
- (1) Water main shut outs performed.
- (6) Water main leak investigations performed.
- (42) Project inspections performed.
- Performed biannual water main flushing of the entire water distribution system.
- Performed vehicle and equipment maintenance as needed.
- Maintained all street and sidewalk cuts until final restoration can be made.

WATER PLANT/WELL ACTIVITY

Fort Harrison Water Plant

- Cleared downed tree at Well #9 and on roadway.
- Clean fence row and around filter house and pump house.
- Collected Well readings and checked Well buildings for heat and security.
- Received chemical delivery.
- Repaired piping at pump house.
- Cleaned and painted outside gates.
- Replaced chemical injection quill at pump house.
- Dewatered effluent water meter vault.
- Cut and trim grass as needed.
- Peerless Midwest performed cleaning and CCTV inspection of Well #8.

- The State Board of Health performed an inspection.

Indian Lake Water Plant

- Received chemical delivery.
- Rebuilt post chlorine pump.
- Cleaned chlorine contact basin.
- Repaired leaking chlorine lines in main pipe gallery.
- Our contractor performed repairs to entry door.
- The State Board of Health performed an inspection.
- Cleaned roadway to well field from storm and power outage.
- DNR collected ground water level readings from Well House #15.
- Painted floor in chlorine room.
- Collected Well readings.
- Cut and trim grass as needed.
- Picked up trash and cleaned the fence row.

Richardt Water Plant

- Received chemical deliveries.
- Picked up trash and cleaned the fence row.
- Cut and trim grass as needed.
- Repaired leaking chemical injection quill.
- Collected Well readings.

Winding Ridge Booster Station

- Performed security inspections and picked up trash around the fence row.
- Cut and trim grass as needed.
- Picked up trash and cleaned the fence row.

52nd Street Tower

- Performed security inspections and picked up trash around the fence row.
- Cut and trim grass as needed.

Oaklandon Tower

- Performed facility security inspections and picked up trash around the fence row.
- Cut and trim grass as needed.

Water Quality Samples

- 50 water samples were taken from the distribution system and taken to an independent lab for testing.
- Fluoride samples collected and delivered to MCHD.

Routine Inspections

Performed inspections on all backup generators at all locations.

BILLING ADJUSTMENTS:

- 9930 Hard Key Cir - customer is requesting a sanitary sewer adjustment for \$1044.59 due to waterline leak. We recommend approval. 3-month consumption 14653, 60661 and 47886 gallons, average consumption is 897 gal.
- 10313 Cadogan Dr – customer is requesting a sanitary sewer adjustment for \$1476.91 due to a waterline leak. We recommend approval. 3-month consumption 20284, 66542 and 92009 gallons, average consumption is 3277 gal.
- 6259 Teacup Dr – customer is requesting a sanitary sewer adjustment for \$854.14 due to a waterline leak. We recommend approval. 2-month consumption 68087, 57854 and 14792 gallons, average consumption is 14792 gal.

- 7209 E. 45th St – customer is requesting a sanitary sewer adjustment for \$591.68 due to a spigot leak. We recommend approval. 1-month consumption 73502 gallons, average consumption 6824 gal.
- 7822 E. 46th St – customer is requesting a sanitary sewer adjustment for \$272.80 due to a waterline leak. We recommend approval. 3-month consumption 15649, 17741 and 16931 gallons, average consumption 4087 gal
- 4832 Barlow Dr – customer is requesting a sanitary sewer adjustment for \$808.49 due to a waterline leak. We recommend approval. 2-month consumption 80003 and 25411 gallons, average consumption 7339 gal
- 12703 Castilla Pl – customer is requesting a sanitary sewer adjustment for \$300.29 due to a slab leak. We recommend approval. 3-month consumption 30717, 9151 and 7504 gallons, average consumption 4833 gal