

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
JANUARY 23, 2024 – 5:30 PM
Regular Meeting
George Keller Public Assembly Room**

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

Members Present via Teams: Darrin Kirkland (not visible, observed only)

Members Absent: None

Staff Present: Interim Utilities Superintendent Paul Wanner, Manager Tom Speer, Recording Secretary Tina Whitcomb, and Attorney Jacob Antrim

Others Present: Councilor Liz Mazur

Chairman Steven Hall called the meeting to order at 5:30 p.m. and announced a quorum. He welcomed new member Darrin Kirkland

Mr. Hall requested a motion to approve the Minutes from the January 9, 2024 regular meeting. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 3-0.

Mr. Hall requested a motion to approve the payment of Claims of \$953,931.26, which included the Payroll Voucher for \$226,243.75. Ms. Boyd moved to approve the motion and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 3-0.

Superintendent's Report: Mr. Hall asked Mr. Wanner to give the Superintendent's Report. Mr. Wanner reviewed the agenda items with the Board. 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: Mr. Hall requested a motion to elect a Chair and Co-Chair. Mr. Parnell moved to table the motion until the next meeting and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 3-0.

New Business: Mr. Hall requested approval of Change Order No. 2 from Midwest Paving LLC to increase the cost of the WUI Phase IIA Brookside Park Project by a not-to-exceed amount of \$200,000.00. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 3-0.

Mr. Hall moved to approve Task Order No. 3 from Beam, Longest & Neff for \$7,500.00 for additional survey work. Ms. Boyd moved to approve the motion and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 3-0.

Account Adjustments: Mr. Hall requested a motion to approve a sanitary sewer adjustment at 10775 Indian Lake Boulevard South Drive for \$521.19 due to a service link leak in the crawl space. Ms. Boyd moved to approve the motion and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 3-0.

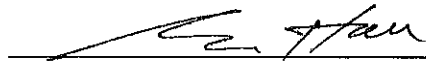
Mr. Hall requested a motion to approve a sanitary sewer adjustment at 12211 Meadowfield Circle for \$622.93 due to a slab leak. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 3-0.

Mr. Hall requested a motion to approve a sanitary sewer adjustment at 4908 Happy House Drive for \$361.00 due to a service line leak. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 3-0.

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 5:38 p.m. by Mr. Parnell and was seconded by Ms. Boyd. The motion was unanimously approved by a vote of 3-0.



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.



January 23, 2024 – Superintendent’s Report

ADMIN UPDATE:

Lawrence Utilities is seeking approval of Task Order #3 with BLN Engineering in the amount of \$7,500.00 from the utility capital budget for additional surveying work needed for the design of new Well # 11 in the Fort Harrison Well Field. This work is necessary to complete the design phase of the new well site.

Lawrence Utilities is seeking approval of Change Order # 2 for the Brookside Park Water Utility Improvements Phase IIA Project in the amount of \$200,00.00 from the utility capital budget. This change order is to add a “line item” into the contract for “Unforeseen Conditions” encountered during the daily work performed by the contractor. Adding this to the contract will keep the project moving forward with minimal delays. Before this line item can be used, the contractor must obtain written approval from Lawrence Utility management after sending the request through the project engineer for review.

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 engineers and contractors as necessary on all Lawrence Utilities Capital projects.

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 repairs/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 Plant/Well activity

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

BILLING ADJUSTMENTS:

- 10775 Indian Lake Boulevard South Drive – customer is seeking a sanitary sewer adjustment for \$521.19 due to a service line leak in the crawl space. We recommend approval.
- 12211 Meadowfield Circle – customer is seeking a sanitary sewer adjustment for \$622.93 due to a slab leak. We recommend approval.
- 4908 Happy House Drive – customer is seeking a sanitary sewer adjustment for \$361.00 due to a service line leak. We recommend approval.