

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
FEBRUARY 26, 2019 – 5:30 PM
Regular Meeting
George Keller Public Assembly Room**

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

Also Present: Corporation Counsel David Johnson and USB Recording Secretary Tina Whitcomb

Staff Present: Controller Jason Fenwick, Utilities Superintendent Scott Salsbery, Director of Operations Paul Wanner, and Manager Cathy Retmier

President Hall called the meeting to order at 5:30 p.m. and announced a quorum.

Mr. Hall asked for a motion to approve the Minutes from February 12, 2019. Mr. Gingles moved to approve the Minutes and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 4-0.

Mr. Hall presented the payment of Claims in the amount of \$458,094.72 and the Payroll Voucher in the amount of \$123,423.21. Mr. Gingles moved to approve the claims and payroll voucher and Mr. Parnell seconded the motion. 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 advised the Board of the Spring flushing from April 1 through May 3, 2019. He thanked Mr. Johnson for his service to the Board over the years. He then stated that on-going projects are going well.

Old Business: There were none.

New Business:

1. Mr. Hall requested a motion for approval of Task Order No. 2 from American Structurepoint for \$20,000.00. Mr. Gingles made a motion for approval and Mr. Parnell seconded the motion. Following discussion, the motion was unanimously approved by a vote of 4-0.
2. Mr. Hall requested a motion for approval of SRF Disbursement Request Form #63 from Glenroy Construction Co., Inc. for construction activity per Pay Application #5 for \$398,838.00. Mr. Parnell made a motion for approval and Mr. Gingles seconded the motion. The motion was unanimously approved by a vote of 4-0.
3. Mr. Hall requested a motion for approval of SRF Disbursement Request Form #64 from Graves Plumbing Company, Inc. for construction activity per Pay Application #17 for \$144,429.00. Mr. Gingles made a motion for approval and Mr. Parnell seconded the motion. Following discussion, the motion was unanimously approved by a vote of 4-0.
4. Mr. Hall requested a motion for approval of On-Call Engineering Services with Wessler Engineering. Mr. Parnell made a motion for approval and Mr. Gingles seconded the motion. Following discussion, the motion was unanimously approved by a vote of 4-0.
5. Mr. Hall requested a motion for approval of a one-time \$5.00 credit incentive to be applied to Utility bills for customers electing to use the paperless billing option of the new e-Suite on-line bill payment feature. Following discussion, Ms. Boyd made a motion for approval and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 4-0.

Account Adjustments:

Mr. Hall requested a motion for approval of a sanitary sewer adjustment in the amount of \$339.34 due to a leak in the service line at 5406 Dellwood Drive. Mr. Parnell made a motion for approval and Mr. Gingles seconded the motion. The motion was unanimously approved by a vote of 4-0.

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

Citizen Comments: There were none.

There being no further business to come before the Board, Mr. Parnell moved to adjourn the meeting and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 4-0. The meeting ended at 5:47 p.m.

Steven Hall, President

Tina Whitcomb, Recording Secretary

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