

**CITY OF LAWRENCE  
UTILITY SERVICE BOARD  
FEBRUARY 25, 2020 – 5:30 PM  
Regular Meeting  
George Keller Public Assembly Room**

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

**Others Present:** USB Recording Secretary Tina Whitcomb

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

Chairman Steven 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 the February 11, 2020 regular meeting. Mr. Parnell moved to approve the Minutes and Mr. Gingles 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 \$690,272.78 and the Payroll Voucher in the amount of \$165,912.23. Mr. Parnell moved to approve the claims and payroll voucher and Mr. Gingles 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 discussed the items that were on the agenda. He then gave a status update on the following projects: Franklin Road, Elmhurst Lift Station Basin Sewer Improvements, Brookhaven Water Main Project and the 47<sup>th</sup> Street Water Main Project.

Mr. Salsbery then consulted with the Board about authorization for Utility Management to sign all construction project documents except for those documents affecting the contract price or number of days for completion, such as the project contract and any project change orders. He said that this would expedite the issuance of Notice to Proceed, field changes and other documents that do not affect the cost of the project but are necessary to keep the project moving forward on schedule. Following discussion and consultation with Mr. Fenwick, the Board voiced their approval.

**Unfinished Business:** There were none.

**New Business:** Mr. Hall requested a motion for approval of Change Order No. 3 for 47<sup>th</sup> Street Water Main Improvements to increase the project by \$51,180.00. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 4-0.

Mr. Hall requested a motion for approval of Engineering and Environmental On-Call Services with Christopher B. Burke Engineering, LLC for a certified arborist. Following discussion, Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. Following discussion, the motion was unanimously approved by a vote of 4-0.

**Account Adjustments:** Mr. Hall requested a motion for a sanitary sewer adjustment in the amount of \$736.24 due to a service line leak at 6284 Mercyside Circle. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 4-0.

Mr. Hall requested a motion for a sanitary sewer adjustment in the amount of \$789.74 due to a slab line leak at 12323 East 75<sup>th</sup> Street. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 4-0.

Mr. Hall requested a motion for a sanitary sewer adjustment in the amount of \$576.57 due to the irrigation and backflow device freezing and bursting at 10966 Echo Springs Circle. Mr. Gingles moved to approve the motion and Mr. Parnell 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:** Mr. Gingles asked how many customers have signed up for the paperless billing. Mr. Salsbery estimated that there have been around 5,000 to 6,000 signups, which is about 1/3 of the customers. It is his hope that over the next few years that there will be about 80% participation.

There being no further business to come before the Board, the meeting was adjourned at 6:02 p.m. by unanimous vote of the Board.



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.*