

**CITY OF LAWRENCE  
UTILITY SERVICE BOARD  
MARCH 10, 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 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 25, 2020 regular meeting. Mr. Parnell moved to approve the Minutes and Ms. Boyd 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 \$302,616.38 and the Payroll Voucher in the amount of \$124,315.37. 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 discussed the items that were on the agenda. He then asked the Board if they would approve a change order for the 47<sup>th</sup> Street Water Main Relocation Project to increase the project by \$2,092.58 in order to keep the project moving forward. He would present the actual paperwork at the next Board meeting. The Board agreed and approved the change order verbally to allow the project to move forward and stay on schedule.

Ms. Boyd inquired about the billing issue. Ms. Salsbery stated that due to the holidays in December, customers' meter read date in December was adjusted due to holiday closings so that Cycle 1 customers ended up with a 3-week bill followed by a 5-week bill, which he believes is at the root of the complaints. In addition, the final phase of the 2017 water rate increase took effect January 1, 2020 so that consumption on or after January 1, 2020 would be billed at the new rate. Mr. Salsbery stated that he worked with staff to determine any potential changes in future billing cycles and there are none anticipated through the rest of 2020. Annual reviews of holiday closings and meter read dates will be performed so customers can be provided with advance notice messages on their bills and in the monthly *Lawrence Lift*.

**Unfinished Business:** There were none.

**New Business:** Mr. Hall requested a motion for approval of a Miscellaneous Services Agreement for 2020 for Professional Hydrogeologic Consulting Services with Peerless Midwest Inc. not to exceed \$5,200.00. 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 SRF Disbursement Form #87 to Wessler Engineering for \$438.00. 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 Midwest Mole Change Order No. 1 for the Franklin Road Water Main Relocation Project to extend project schedule to all for full closure of the road. Mr. Gingles moved to approve the motion and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 4-0.

Mr. Hall requested a motion for approval of Midwest Mole Change Order No. 2 for the Franklin Road Water Main Relocation Project to increase the project by \$9,200.00 to repair existing 15-inch storm sewer. 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 Midwest Mole Change Order No. 3 for the Franklin Road Water Main Relocation Project to increase the project by \$1,855.00 to replace broken 4-inch clay storm tile and connect to existing reinforced concrete pipe storm sewer. Mr. Parnell moved to approve the motion and Ms. Boyd seconded the motion. 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 \$475.68 due to a water backup sump pump leak at 10515 Hermosa Drive. Following discussion, Mr. Parnell moved to approve the motion and Mr. Gingles 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 \$335.89 due to a service line leak at 7822 East 46<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 \$293.44 due to a service line leak at 6564 Oaklandon Road. Mr. Gingles moved to approve the motion and Ms. Boyd seconded the motion. The motion was unanimously approved by a vote of 4-0.

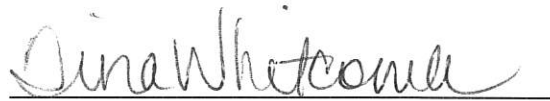
**Remonstrations of Ratepayer Dispute Regarding Disconnect Notice:** There were none.

**Citizen Comments:** There were none.

There being no further business to come before the Board, the meeting was adjourned at 5:50 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.*