

**CITY OF LAWRENCE  
UTILITY SERVICE BOARD  
NOVEMBER 9, 2022 – 5:00 PM  
Regular Meeting  
George Keller Public Assembly Room**

**Members Present:** Tracy Boyd, Steven Hall, David Parnell, and Dale Tekippe

**Members Present via Zoom:** None

**Members Absent:** Zachary Brown

**Others Present:** Recording Secretary Tina Whitcomb

**Staff Present:** Utilities Superintendent Scott Salsbery

**Other Staff Present:** None

Chairman Steven Hall called the meeting to order at 5:00p.m. and announced a quorum.

Mr. Hall requested a motion to approve the Minutes from the October 25, 2022 regular meeting. 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 to approve the payment of Claims for \$1,253,791.28, which included the Payroll Voucher for \$172,736.36. Mr. Parnell moved to approve the motion and Mr. Tekippe 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 reviewed the agenda items and stated that all on-going projects are moving forward. (A copy of the Superintendent's Report is attached for record-keeping purposes.)

**Unfinished Business:** There was none.

**New Business:** Mr. Hall requested approval of the meeting dates for 2023. Ms. Boyd moved to approve the motion and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 4-0.

**Account Adjustments:** There was none.

**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 5:05 p.m. by Mr. Parnell and was seconded by Mr. Tekippe. The motion was unanimously approved by a vote of 4-0.

  
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Steven Hall, Chairman

  
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Tina Whitcomb, Recording Secretary

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



**November 8, 2022 – Superintendent’s Report**

**ADMIN UPDATE:**

The Utility management is set to begin budget preparation for 2023 this week.

The 52<sup>nd</sup> Street tower project has started, and the tower is now drained and off-line until the project is completed. The meter change-out project is underway and making good progress.

The final close out of the Water Treatment Plant projects (Phase II Contract A) will occur later this month. Once we have concluded that we will look at scheduling a formal “Grand Opening” type event.

We are anticipating some additional costs for Construction Admin and Inspection services on our Phase II Contract B water main replacement project from our extending the project time due to delays in receiving parts and materials as well as adding additional work scope.

**Operational Data: October Totals**

The Operations portion of the bi-weekly report will be omitted while Director of Operations is out on medical leave.

**BILLING ADJUSTMENTS: None**