

**CITY OF LAWRENCE
UTILITY SERVICE BOARD
NOVEMBER 27, 2018 – 5:30 PM
Regular Meeting
George Keller Public Assembly Room**

Members Present: Tracy Boyd (arrived at 5:33 p.m.), Terry Gingles, Steven Hall, David Parnell and Dale Tekippe

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

Staff Present: Utilities Superintendent Scott Salsbery and Director of Operations Paul Wanner

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 November 13, 2018. Mr. Parnell moved to approve the Minutes and Mr. Tekippe seconded the motion. Mr. Hall asked for a correction to the Minutes to state that Corporation Counsel Johnson was not present at the meeting. The motion was unanimously approved by a vote of 4-0.

Mr. Hall presented the payment of Claims in the amount of \$778,217.92 and the Payroll Voucher in the amount of \$109,901.58. Mr. Tekippe 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 stated that T-Mobile will be out soon with a crane to get their antenna re-mounted on the Oaklandon Tower. The Utility would then be able to focus on the restoration with the subcontractor.

The Utility continues to work on water projects. He stated that Shrewsbury completed a mailing to customers regarding the 62nd Street and Carroll Road projects to secure easements.

He then stated that in 2019 the Utility will be working on additional water main projects in the area west of Franklin Road. The Utility will continue sewer main and manhole rehabilitation project along with Lift Station 19, which should be ready for bidding. The Utility will also narrow down additional sewer main/manhole areas and will target high inflow and infiltration areas.

The Utility turned in a purchase order request for the MECA two-way radios.

He then pointed out the new payment kiosk in the lobby of the Government Center and stated that there was also one in the lobby at the Utilities Operations Building. He stated that the Utility will approach other area businesses, like grocery stores, banks, etc. to see about installing additional payment kiosks.

Mr. Parnell asked about pricing of each kiosk. Mr. Salsbery stated that each one cost about \$800.00. Ms. Boyd apologized for being a little late. She then suggested to see if a kiosk could be installed at Walmart due to their hours. Mr. Salsbery confirmed Walmart was one of the locations in mind.

Mr. Salsbery advised the Board that the Utilities' float tied for first place at the "A Lawrence Christmas" festival on Saturday, November 24th. Pictures from the festival can be found on the City's website.

Old Business: There was none.

New Business:

1. Mr. Hall asked for a motion to approve SRF Disbursement Request Form #56 for Graves Plumbing Company, Inc. for Construction Activity per Pay Application #14 and #15 for \$185,253.00. Mr. Parnell made a motion for approval and Mr. Gingles seconded the motion. The motion was unanimously approved by a vote of 5-0.
2. Mr. Hall asked for a motion to approve SRF Disbursement Request Form #57 for Glenroy Construction Company, Inc. for Construction Activity per Pay Application #3 for \$44,519.00. Mr. Parnell made a motion for approval and Mr. Gingles seconded the motion. The motion was unanimously approved by a vote of 5-0.
3. Approval of SRF Disbursement Request Form #58 for Wessler Engineering for Engineering Services for \$19,855.00. Mr. Tekippe made a motion for approval and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 5-0.
4. Approval of Resolution No. 4, 2018 – approving the lease of the hydro-excavator from Jack Doheny Companies. Mr. Gingles made a motion for approval and Mr. Parnell seconded the motion. Mr. Gingles asked if this was a lease that was being re-approved or if it is a new lease. Mr. Salsbery explained that the Utility will be trading in one of the Vactors as it in at the end of its 5-year lease. Instead of leasing another Vactor, the Utility will enter into a 5-year lease for a hydro-excavator. The motion was unanimously approved by a vote of 5-0.
5. Approval of the Preliminary Engineering Report (PER) Amendment for additional work for Well 10. Mr. Tekippe made a motion for approval and Mr. Parnell seconded the motion. Ms. Boyd asked for clarification and Mr. Salsbery addressed her concerns. The motion was unanimously approved by a vote of 5-0.

Account Adjustments: There were none.

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. Tekippe moved to adjourn the meeting and Mr. Parnell seconded the motion. The motion was unanimously approved by a vote of 5-0. The meeting ended at 5:43 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.