

**CITY OF LAWRENCE**

**Utility Service Board**

**October 25, 2016/5:30 p.m. Regular Meeting Public Assembly Room**

**Members Present:** Steve Hall**,** Dale Tekippe, and Terry Gingles

**Staff Present:**  Mayor Steve Collier, Controller Jason Fenwick, Utility Superintendent Scott Salsbery, Deputy Controller Jason Streeter, Utilities Purchasing Manager Tina Whitcomb

**Also Present:**  Corporation Counsel Jim Gutting

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

**Mr. Hall asked for approval of the October 11, 2016 minutes.** Mr. Tekippe moved to accept the minutes; Mr. Gingles seconded the motion. The motion passed 3-0.

**Mr. Hall presented the Payment of Claims** in the amount of $423,910.76. The presented vouchers were $113,747.71. Mr. Gingles moved to approve the payment of claims; Mr. Tekippe provided the second. The motion passed unanimously.

**Utility Superintendent Report:** Mr. Hall asked Mr. Salsbery to give his report. He said the written report outlines the projects underway and that everything is running smoothly at the utilities. He added there is no update on the Christopher Burke contract, as the engineers are continuing to work on it and they are “forging ahead on all fronts.”

**New Business:**

1. Mr. Hall said there are three new covenant approvals:

4934 Chip Shot Lane, the Greens at Winding Ridge Lot 114

4941 Chip Shot Lane, the Greens at Winding Ridge Lot 129

5004 Chip Shot Lane, the Greens at Winding Ridge Lot 110

Mr. Tekippe motioned for covenant approval to be made and Mr. Gingles seconded the motion. The motion passed 3-0.

1. Mr. Fenwick presented each board member with a copy of the financial report for the water and sanitary sewer. For his summary of the water utility, he referenced page 2 and gave a summary of the funds. Mr. Tekippe made a motion to transfer $377,374.00 from the water operating fund to the water capital improvement fund. Mr. Gingles provided the second. The motion passed 3-0. Mr. Hall requested Julie to send the booklets to Mr. Parnell and Ms. Marsh through the U.S. Postal system so they would have access to the reports before the next meeting. Mr. Fenwick said digital updates would be sent each month in the future.
2. Mr. Fenwick referred to page 12 of the booklet and provided a summary of the sanitary sewer’s finances. Mr. Tekippe moved to transfer $600,198.00 from the sewer operating fund to the sewer capital improvement fund, Sewer SRF Fund, and the Sewer ’09 Bond Proceeds Fund. Mr. Gingles seconded the motion and it passed unanimously.
3. Mr. Hall said an email had been distributed to the members about the Election Day conflict on November 8. The board unanimously agreed to meet November 9 at 5 p.m. in the PAR. Julie will post this notification on the bulletin board and website.

**Mr. Hall asked for Account Adjustments:**  There were none

**Remonstration 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.Gingles motioned for **adjournment** at 5:50 p.m.; Mr. Tekippe seconded the motion and it passed 3-0.

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*These minutes are not intended to be verbatim. They are a summary of discussions held, with the exception of the motions.*