



**CITY OF LAWRENCE
Utility Service Board
November 13, 2018/5:30 p.m.
Regular Meeting
Public Assembly Room**

Members Present: Steve Hall, Dave Parnell, Terry Gingles, and Tracy Boyd

Staff Present: Controller Jason Fenwick, Corporation Counsel David Johnson, Utilities Superintendent Scott Salsbery, and Utilities Purchasing Manager

Also Present: one member of the community

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

Mr. Hall asked for a motion to approve the October 23, 2018 minutes; Mr. Parnell provided it and Ms. Boyd gave the second; they were approved 4-0.

Mr. Hall presented the Payment of Claims in the amount of \$373,079.88. The presented vouchers were for \$111,451.32. Ms. Boyd moved to approve the payment of claims; Mr. Parnell provided the second. The motion passed unanimously.

Utility Superintendent Report: Mr. Hall asked Mr. Salsbery to give the Superintendent's Report. Mr. Salsbery said the utility would be seeking approval of items listed on the agenda. He said Change Order #7 is identical in scope to the work that was completed for RWTP Well #2; this change order is for Well #1 at the same cost. Mr. Salsbery said the Shrewsbury agreement is for the water main replacement on Franklin Road. He said the board will discuss and hopefully approve the 2019 budget, which was distributed at the last meeting. Mr. Salsbery said the roll-out of the online bill pay has been successful in the last month. He said there are over 1,500 residents utilizing this new service and he plans to place kiosks at the Utility Office and the Government Center for further convenience to customers. He is investigating groceries and banks as other possible locations for the kiosks. He said the meeting with property owners to discuss easements on November 9 went smoothly and LU answered questions from residents. He said they plan to offer a second session in January. Mr. Salsbery said LU is working to replace the old radio system in the LU trucks and the hand-held devices they currently use. He said the timing is important due to the new MECA update so that all vehicles will be outfitted with this safety communication device. Ms. Boyd asked how many trucks need the equipment. Mr. Salsbery said 13-14 trucks, plus the hand-helds. Mr. Gingles thanked Mr. Salsbery and Mr. Fenwick for the thorough budget presentation and for the time allotted for the USB to study the proposed budget. He asked about page 19's capital improvement budget and how priorities for various projects are made. Mr. Salsbery said LU uses the 20-year master plan developed by Wessler Engineering. Mr. Fenwick said the capital improvement fund would not be depleted in any one year; and said it would be important to maintain a balance in the fund for emergency contingencies in the future.

Old Business: There was none.

New Business:

1. Mr. Hall asked for a motion to approve Change Order #7 with Graves Plumbing for \$18,635. Mr. Gingles gave the motion and Mr. Parnell stated the second; the motion carried unanimously.
2. Mr. Hall asked for a motion to approve the Shrewsbury engagement contract for \$73,000 on Franklin Road. Ms. Boyd offered the motion and Mr. Parnell provided the second. The motion carried, 4-0.
3. Mr. Hall asked for a motion to approve the covenant for 4933 Penoyer Lane. Mr. Parnell gave the motion and Mr. Gingles stated the second; the motion carried unanimously.
4. Mr. Hall asked for a motion to approve 2019 Budget as presented October 23. Mr. Parnell offered the motion and Mr. Gingles stated the second. Mr. Hall asked Mr. Salsbery if the improvements would eventually lead to an adjustment in the PILOT. Mr. Fenwick said it will, but not this budget year. He anticipates a marginal decrease for the PILOT amount for the proposed 2020 budget. The motion passed 4-0.

Mr. Hall asked for 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, Ms. Boyd stated a motion for adjournment at 5:49 p.m.; Mr. Parnell provided the second and the motion passed 4-0.

Steve Hall, President

Julie Kukolla, Recording Secretary

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