

**CITY OF LAWRENCE Utility Service Board February 23, 2016 Regular Meeting Public Assembly Room**

**Members Present:**  Steven Hall, David Parnell, Terry Gingles, Dale Tekippe & Regina Marsh.

**Staff Present:**  Mayor Steve Collier, Deputy Mayor/Controller Jason Fenwick, Scott Salsbery, Tina Whitcomb, and Cathy Retmier.

**Also Present:** Jim Gutting, Corporation Counsel; five members from the community.

**Chairman Hall** called the meeting to order at 5:29 p.m. and announced a quorum.

**Mr. Hall distributed the February 8 minutes.** Ms. Marsh made the motion to approve the minutes. Mr. Gingles seconded the motion and it carried unanimously. Mr. Hall announced the recovery of the December 29, 2015 minutes, but said they could not be approved by members who were not present at the time. He noted they would be added to the permanent USB files.

**Mr. Hall presented the Payment of Claims** in the amount of $232,096.28and $10,000. All five members signed the document from Mr. Fenwick. Mr. Parnell forwarded the motion to approve the payment of claims; Mr. Gingles seconded; and it passed unanimously.

**Utility Superintendent Report:** Mr. Hall asked Mr. Salsbery to give the report. Mr. Salsbery referred to the attached report and outlined it. Ms. Marsh asked questions about engineering cancellations in the report and Mr. Salsbery responded and assured the board there would be no lapse in water service as a result of ending the engineering relationships in the report.

**Unfinished Business:**

1. Mr. Gutting said Mr. Fenwick and Mr. Salsbery had met with Crowe Horwath and asked Mr. Fenwick to report on the meeting. Mr. Fenwick reported the information for the engagement agreement is still being gathered; he hopes it will be ready for board approval in the next two months to enable the rate study to take place since only partial studies have been done in 2012 and 2014.
2. Mr. Gutting said the Curry litigation is on-going and explained there have been a couple of claims to the city as a result of the Sumac Lane issue last month. He said the insurance company has denied the claims, but believes the city will provide information for the two homeowners as they try to recover their losses with their homeowners’ insurance.
3. Mr. Hall noted and congratulated Mr. Gutting on the news of his first grandchild’s birth earlier today. Mr. Gutting thanked him and expressed his pleasure at the birth of his granddaughter.

New Business

1. Mr. Hall introduced the MI Homes/covenant approval for parcel #4045050 (10305 Colville Lane). Ms. Marsh noted it was not in the packet, the recording secretary apologized and said they would be included for future meetings. Mr. Parnell motioned for acceptance. Mr. Tekippe seconded the motion and it passed unanimously.
2. Mr. Salsbery explained the American Structurepoint contract and request for approval to assist the Utility to be forward-thinking and to plan for the various impacts development has to the Utility. He cited Lift Station 402’s Diversion Project as an example of work that will be needed going forward. The board asked several questions and Mr. Salsbery provided answers. He explained it is not a new project. Mr. Parnell motioned for the master contract and Task #1 to be accepted. Mr. Tekippe seconded the motion. The motion passed 4-0 with Ms. Marsh abstaining.
3. Mr. Hall said Mr. Solenberg has accepted a position in another town and is no longer employed by the City of Lawrence USB. He said he does not yet have a written resignation, but Mr. Hall sent a letter to Mr. Solenberg confirming this. While the board agreed several steps will be needed to be taken before a new superintendent is named, Mr. Tekippe motioned for Mr. Salsbery to be named Interim Superintendent to allow for the Utility to function properly. Mr. Parnell seconded the motion. The motion passed unanimously.

**Mr. Hall asked for account adjustments.** Ms. Retmier reported three adjustments totaling $1042.08.

The addresses Ms. Retmier reported were:

7826 E. 46th Street $296.19

12117 Laurelwood $253.51

7731 Indian Lake Road $492.38

She recommended they be approved and explained they fell into the normal protocol for adjustments. She said all three had proof of repair, site evaluation, and were based upon a three month average consumption. Mr. Parnell made the motion to approve the adjustments, Mr. Gingles gave the second, and the motion passed unanimously.

**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. Parnell motioned for **adjournment** at 6:02 p.m. Mr. Tekippe seconded and the motion passed unanimously.

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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.*