

**CITY OF LAWRENCE Utility Service Board February 8, 2016 Regular Meeting Public Assembly Room**

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

**Staff Present:**  Mayor Steve Collier, City Clerk Kathy Walton, Deputy Mayor/Controller Jason Fenwick, Scott Salsbery, Tina Whitcomb, Cathy Retmier, Kim Fannin and Shawn Fugate.

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

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

**Mr. Hall distributed the January 26 minutes.** Mr. Parnell made the motion to approve the minutes. Mr. Gingles seconded the motion and it carried unanimously.

**Mr. Hall presented the Payment of Claims** in the amount of $369,359.69. All five members signed the document from Mr. Fenwick. Mr. Tekippe forwarded the motion; Mr. Gingles seconded; and it passed unanimously. Purchase Orders were signed and approved by all five members. Mr. Parnell forwarded the motion and Mr. Tekippe 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 highlighted the issue of “Schedule C” with the City of IDPW; the Sumac water line break; and upcoming information regarding the fleet of vehicles for the department. He said more information would be available later this month. He said there was no unusual occurrences and “it was business as usual.”

**Unfinished Business:**  There was none.

**New Business:** Mr. Hall suggested a rate study would be in order for the utility and said Crowe Horwath had been contacted preliminarily. Mr. Gutting said the CPA firm could provide a fee for engagement letter to the USB. Mr. Hall asked the board for a directive after discussion, noting it was not a vote to raise rates, but to obtain a fact finding study. Mr. Parnell said it is in the best interest of the USB to obtain the facts. Mr. Tekippe said he believed the last study was in 2008 and the rates were last raised in 2009. Mr. Tekippe made the motion to engage Crowe Horwath on a study of the utility’s rates and Mr. Parnell seconded; the motion passed unanimously.

**Mr. Hall asked for account adjustments.** Ms. Retmier reported two adjustments totaling $1003.31. She recommended both be approved and explained they fell into the normal protocol for adjustments. Mr. Parnell made the motion, Mr. Gingles gave the second, and the motion passed unanimously.

**Remonstration of Ratepayer Dispute Regarding Disconnect Notice:** there were none.

Citizen **comments**: Carlton Curry addressed the board and said the last rate study was in 2009.

There being no further business to come before the Board, Mr. Tekippe motioned for **adjournment** at 5:47 p.m. Mr. Parnell 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.*