

**CITY OF LAWRENCE Utility Service Board March 8, 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:** Maura Hoff, City Attorney; six members from the community.

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

**Mr. Hall distributed the February 23 minutes.** Ms. Marsh made the motion to approve the minutes. Mr. Parnell seconded the motion and it carried unanimously.

**Mr. Hall presented the Payment of Claims** in the amount of $366,005.89. The $127,735.42 payroll voucher was presented; all five members signed the documents from Mr. Fenwick. Mr. Parnell forwarded the motion to approve the payment of claims; Ms. Marsh 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. He said Well #14 (1990’s Indian Lake well) is being repaired and we have obtained PO’s for the work. Once the electrical repair work is completed the well will be cleaned and it is our hope to have it back on-line by May in time for the spring/summer high demand season. He said the 79th Street Lift Station punch list is still not complete and he reported the Sewer Utility Vactor Truck is in need of approximately $12,000 in repairs but the PO has not been processed yet.

**Unfinished Business:** There was none.

**New Business**

1. Mr. Salsbery said the London Witte contract would be presented later this month.
2. Mr. Salsbery fielded questions about the Wessler contract and the first three task orders it included. Mr. Tekippe motioned for contract and first three task orders be accepted. Mr. Parnell seconded the motion. The motion passed 5-0.
3. Mr. Salsbery answered questions and welcomed an American Structurepoint representative, Cindy, to answer questions about the scope and design of its proposals. The board asked for ASI to structure its task orders in a format that includes a definition of scope, completion times, work products, and spreadsheets to be used as tools for Mr. Salsbery as well as a delineated “compensation not to exceed” for each task order. Cindy said ASI would be happy to provide the format requested. Ms. Hoff recommended to Chairman Hall the board could maintain the work schedule and desired outcome in the next two weeks by continuing work under the existing ASI contract. In the meantime, ASI will provide a new proposal later this month in the requested format. Mr. Tekippe motioned and Ms. Marsh seconded for the ASI task orders to be tabled until the next meeting. The motion passed 5-0.

**Mr. Hall asked for account adjustments:** there were none.

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

**Citizen comments**: There were none. Ms. Marsh requested to speak. She thanked the LU staff who were present for their good work and commended them for providing a fair and easy-to-use process for citizens to use.

There being no further business to come before the Board, Mr. Gingles motioned for **adjournment** at 6:01 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.*