

**CITY OF LAWRENCE Utility Service Board April 12, 2016/5:30 p.m. Regular Meeting Public Assembly Room**

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

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

**Also Present:** Maura Hoff, City Attorney; three members from the community.

**Chairman Hall** called the meeting to order at 5:31 p.m. and announced a quorum.

**Mr. Hall distributed the March 22 minutes.** Mr. Tekippe said the resolution numbers needed to be changed to reflect the actions taken and provided the correct numerical sequence; Julie will correct them. Ms. Marsh requested she be sent Resolution 1,2,3; Julie will send them. Mr. Tekippe motioned to accept the minutes with the stated changes; Mr. Parnell seconded the motion and it passed 5-0.

**Mr. Hall presented the Payment of Claims** in the amount of $259,381.02. The $113,655.16 payroll voucher was presented; five members signed the documents from Mr. Fenwick. Mr. Gingles 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 the punch list issues with the 79th Street Station are resolved. He said BLN has submitted their final invoice for engineering work on the Indian Creek Diversion project. Mr. Salsbery said the Spring Water Main Flushing began early due to some high iron complaints; it began April 11. He also said the LU management staff has begun work on the 2015 Water Audit.

**Unfinished Business:** there was none.

**New Business**

1. Mr. Parnell motioned for the 11 Stoepplewerth covenant requests to be accepted; Mr. Tekippe seconded the motion. The motion passed 5-0.
2. Mr. Parnell motioned for two David Weekly covenant requests to be accepted; Mr. Gingles seconded the motion and it passed unanimously.
3. The Sumac Lane issues were tabled until the next USB meeting.
4. Mr. Parnell motioned for Resolution 4, authorizing a 3% salary increase for LU employees, per the 2015 directive of the Common Council be accepted; Ms. Marsh seconded the motion. Ms. Marsh asked Mr. Salsbery how many people are employed by LU. He replied 37. Resolution 4 passed unanimously.
5. Ms. Retmier presented the Annual Identity Theft Report for acceptance. Mr. Parnell motioned for acceptance of Appendix A’s Identity Theft Plan; Mr. Gingles seconded; and 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.

There being no further business to come before the Board, Mr. Parnell motioned for **adjournment** at 5:57 p.m.; Mr. Gingles 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.*