



**CITY OF LAWRENCE
Utility Service Board
May 23, 2017/5:30 p.m.
Regular Meeting
Public Assembly Room**

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

Staff Present: Controller Jason Fenwick, Utilities Superintendent Scott Salsbery, and Utilities Business Manager Cathy Retmier

Also Present: Jim Gutting Corporation Counsel to the Utility and two members 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 May 9 minutes; Mr. Parnell provided it and Mr. Gingles gave the second; they were approved 4-0.

Mr. Hall presented the Payment of Claims in the amount of \$365,383.95. The presented vouchers were \$108,983.37. Mr. Parnell moved to approve the payment of claims; Ms. Boyd provided the second. The motion passed 4-0.

Utility Superintendent Report: Mr. Hall asked Mr. Salsbery to give his report. Mr. Salsbery said his report includes the numbers that were not available on his last report. He said the pre-bid meetings May 12 went well and he's looking forward to the bid opening June 1. He looks forward to good, competitive bids. Mr. Salsbery reported his management team is working to rollout the new e-billing feature for customers which will provide more access and convenience to customers. They are also working to update the website content for LU.

Old Business: Mr. Hall reminded the board of the June 1 Special Meeting at 5:30 to open bids in the PAR. Mr. Gutting said the SRF paperwork is on track to close in June, as previously discussed.

New Business:

1. Mr. Hall asked for a motion to approve the covenants for Lot #60, 5832 Buskirk Drive and Lot #65, 6547 Haddix Court. Mr. Parnell offered the motion and Mr. Gingles provided the second. It passed unanimously.

Mr. Hall asked for Account Adjustments:

Ms. Retmier said there was one adjustment, for \$2382.02 at 9927 Alexia. She said the repair has been verified and recommends approval. Mr. Parnell motioned to approve the adjustment. Ms. Boyd offered the second and the motion passed 4-0. A discussion took place between the board members about timelines and how long customers can allow a leak to exist. Ms. Retmier explained customers are allowed only one adjustment per calendar year and she said it is verified the water did not enter the sewer. Mr. Gutting said the adjustment allows USB to assist customer's sewer bill, but does not impact

the water side of the bill. Ms. Retmier said LU sends letters to consumers if a suspected leak exists. They receive them for three months. Adjustments are made for residential customers only; commercial accounts are not adjusted.

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, Mr. Parnell motioned for adjournment at 5:48 p.m.; Ms. Boyd seconded the motion and it passed 4-0.

Steven 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.