

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF MANCHESTER WATER DISTRICT

September 24, 2018

REGULAR MEETING

- 1.0* Board Chair Steve Pedersen called the special meeting of the Manchester Water District Board of Commissioners (Board) to order at 10:55 a.m. Commissioners James Strode and Paul Drotz were also present. District staff members in attendance were Erin Civilla, Accounting Specialist; and Scott Wolf, Operations Foreman. Dennis O'Connell, General Manager was present via speakerphone. There were no public guests.
- 2.0 **General Manager Extended Absense Plan** – The meeting was called to address who would be signing the Spring Street Workshop building contract on the District's behalf. At the September 11, 2018 regular Board meeting, four sealed bids were presented for consideration for the Spring Street Workshop Building Phase. Chinook Contractors was lowest bidder, and the Board authorized the General Manager to enter into a services agreement once qualifications, and completeness of bid packet, were confirmed.
- A "pre-construction" meeting was scheduled for Tuesday, September 25, 2018 to meet the representatives from Chinook Contractors and to sign the contract documents. Unfortunately, during the week of September 17, 2018, the General Manager was injured in an accident and was not going to be able to attend the contract signing meeting.
- Since the Board had approved the General Manager to sign the contract, there was concern that the project would be on hold until he was able to be present for a meeting. The General Manager assured the Board and Staff that he would make the necessary accommodations to sign the contract and return the documents to Staff before the scheduled meeting.
- No alternate staff member was chosen to sign the contract documents. The General Manager will work with staff to manage any documents that may need his signature. The Board wished the General Manager well and asked him to keep them up-to-date on his recovery.
- 3.0 **Public Comment** – No public comment was offered.
- 4.0 **Future Meeting Dates**
- 4.1 September 25, 2018, 5:30 p.m. – Special Planning Meeting, Operations Complex
 - 4.2 October 9, 2018, 5:30 p.m. – Regular Meeting, Manchester Library
 - 4.3 October 23, 2018, 5:30 p.m. – Special Planning Meeting, Operations Complex

5.0* **Adjournment**

There being no further business to come before the Board, the Commissioners moved to adjourn the meeting at 11:25 a.m.


Steve Pedersen, Chairman


James Strode, Secretary


Paul Drotz, Commissioner