

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
District Office
772 E Chesapeake Drive, Shelton, WA 98584
August 16, 2018 1:00 P.M.

MEETING PACKET

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda (pgs. 2-4)
6. Minutes

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2018-16
 - Payroll Voucher PR 2018-01, in the amount of \$8,818.18
 - July Financial Report (pgs. 5-7)
9. Manager's Report (pg. 8)

BUSINESS:

10. TMG Quote, WWTP Chlorination System Repair (pg. 9)
11. Evolution Controls Quote, SCADA Systems Preventative Maintenance (pg. 10 + Attachment)
12. WWTP Chlorine and pH Analyzer Quotes
13. Staff Education/Travel Requests: (pgs. 11-12)
 - Mont Jeffreys, Cross-Connection Control Seminar
 - Mont Jeffreys, Domestic Waste Water II Certification Test
 - Jeff Palmer, Water Distribution Manager II & Water Treatment Plant Operator I Certification Tests
 - Jeff Palmer, Cross-Connection Control Specialist I Certification Test
 - David Carnahan, Domestic Waste Water I Certification Test
 - David Carnahan, Water Distribution Manager II Certification Test
 - David Carnahan, Washington Association of Sewer and Water Districts (WASWD) Fall Conference
14. AAS Out-of-Scope Work
15. 2019 Budget Schedule (pg. 13)
16. September/October Newsletter Topics

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
August 2, 2018
District Office, 772 E Chesapeake Drive, Shelton, WA 98584

MINUTES

PRESENT: President R. Scarola, Secretary A. Hospador, Commissioner D. McNabb, General Manager (GM) D. Carnahan, Accounting and Administrative Services Manager (AAS) M. Carnahan, Wastewater Treatment Plant Operator (WWTPO) J. Palmer.

CALL TO ORDER: The meeting was called to order at 1:00 pm.

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- FROM: Financial Services, Mason County RE: Revised Accounts Payable Calendar
- FROM: Subscriber RE: Thanks for GM's personal service
- FROM: Hartstene Pointe Maintenance Association RE: Total burn ban

PRESENT AGENDA: The agenda for the August 2, 2018 regular meeting was presented. Commissioner Scarola requested the addition of the introduction of the new WWTPO following the approval of the meeting minutes. GM requested the addition, under Business, of Well 4 Bid Solicitation to General Contractors. Commissioner *McNabb moved to adopt the agenda as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES: The minutes of the July 19, 2018 Regular Meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

INTRODUCE NEW WWTPO: The GM officially introduced the District's newest hire, the Wastewater Treatment Plant Operator, Jeff Palmer. Mr. Palmer previously served the District in the day-to-day operations of the plant as a contractor with MDG Wastewater and Water Services, and he also worked at the plant as an employee of Mason County prior to the District's formation. He has been impressed with how far the plant has come since Mason County managed it, and he is excited to come on board as an employee of the District. Mr. Palmer is also certified in drinking water and will be able to provide additional backup to the Water Distribution Manager.

REPORTS:

Commissioner Reports:

- Commissioner McNabb: reported he and the GM are continuing to work on the asset management plan and are putting together a presentation to the Board which may also be considered to be included in the presentation at the District's Annual Meeting.
- Commissioner Hospador: presented an article titled "Greensboro faces costly sewer, water repairs."

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- Commissioner Scarola:
 - Reported that he is utilizing the GM's Google Calendar for the District, which is very useful. He encouraged the other commissioners to also use it.
 - Discussed the additional work the AAS is doing to assist the District through the transition from contractor-based operations and management to hiring employees, including Human Resources management, benefits administration, payroll setup, etc. He requested the AAS provide an estimate of the additional time that is being spent performing the additional tasks for additional compensation consideration.
 - Reported that RCW 57 states only districts with 5,000 or more customers can offer health and/or life insurance to its commissioners.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2018-15, in the amount of \$19,282.30, was presented. *Commissioner Hospador moved to approve Voucher 2018-15. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

Manager's Report: The GM reported on the ongoing projects and operations of the District.

Meeting recessed at 2:10 pm. Meeting reconvened at 2:15 pm.

BUSINESS:

Resolution 2018-10 Increasing the General Manager's Spending Authorization Limit: Presented. *Commissioner Hospador moved to adopt Resolution 2018-10 Increasing the District General Manager's Spending Authorization Limit. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Well 1/Well 4 Generator Selection: The GM presented his recommendation for a stationary generator for the Well 1 site, the Generac Protector 30,000-Watt, at an estimated cost of \$9,700. Commissioner Scarola discussed additional research he has conducted on the generator options, and concurred with the GM on his recommendation. *Commissioner Hospador moved to approve the selection of the Generac Protector 30,000-Watt (Lp) generator for the Well 1 site. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.* The GM will seek quotes for the unit and quotes for installation.

Authorize WWTP0 Evergreen Rural Water of WA (ERWOW) Fall Conference Registration: The District's WWTP0 has requested authorization to attend the final day of the ERWOW Fall Conference, at a registration cost of \$85. The GM and the Water Distribution Manager will attend only the first two days, so the District will have continual coverage. *Commissioner Hospador moved to authorize the WWTP0 attendance of the final day of the Evergreen Rural Water of WA Fall Conference and the \$85 registration fee. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Schedule Board Retreat: The GM proposed scheduling a Board Retreat in September. Potential dates and discussion items were proposed and discussed. *Commissioner Scarola moved to schedule a Board retreat for September 12. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Approve Well 4 Bid Solicitation to General Contractors: The GM discussed the difficulty the District has encountered attempting to solicit bids for each individual part of the Well 4 project. He proposed soliciting bids from general contractors for the project as a whole. *Commissioner McNabb moved to authorize solicitation of contractors for bids for the Well 4 project. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Commissioner McNabb moved to adjourn. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting was adjourned at 3:00 pm.

Respectfully Submitted By:

Signature

Name and Title

Approved at the Regular Meeting of the Board on: _____

Hartstene Pointe Water Sewer District

Profit & Loss

July 2018

	<u>Jul 18</u>
Ordinary Income/Expense	
Income	
Non-Operating Revenue	816.86
Operating Revenue	<u>52,929.72</u>
Total Income	53,746.58
Expense	
534 · Water Expenditures	15,510.74
535 · WW Treatment Expenditures	10,421.78
538 · Combined W/S Expenditures	<u>15,779.01</u>
Total Expense	<u>41,711.53</u>
Net Ordinary Income	<u>12,035.05</u>
Net Income	<u><u>12,035.05</u></u>

Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual January through July 2018

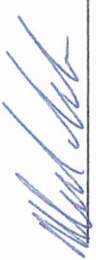
	Jan - Jul 18 (58.33% of Year)	Total 2018 Budget	\$ Over (Under) Total Budget	% of Total Budget
Ordinary Income/Expense				
Income				
Non-Operating Revenue	174,435.93	177,471.00	-3,035.07	98.29%
Operating Revenue	369,986.91	642,762.00	-272,775.09	57.56%
Total Income	<u>544,422.84</u>	<u>820,233.00</u>	<u>-275,810.16</u>	<u>66.37%</u>
Expense				
534 · Water Expenditures	128,537.03	469,197.91	-340,660.88	27.4%
535 · WW Treatment Expenditures	86,082.69	210,291.40	-124,208.71	40.94%
538 · Combined W/S Expenditures	91,315.31	142,493.00	-51,177.69	64.08%
Total Expense	<u>305,935.03</u>	<u>821,982.31</u>	<u>-516,047.28</u>	<u>37.22%</u>
Net Ordinary Income	<u>238,487.81</u>	<u>-1,749.31</u>	<u>240,237.12</u>	<u>-13,633.25%</u>
Net Income	<u><u>238,487.81</u></u>	<u><u>-1,749.31</u></u>	<u><u>240,237.12</u></u>	<u><u>-13,633.25%</u></u>

(6)

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

July 2018

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 · Ecology Reserve	38,940.76	-	57.20	38,997.96	57.20
050 · DWSRF Loan Reserve	61,932.39	-	6,934.10	68,866.49	6,934.10
070 · USDA Revenue Bond Reserve	22,894.80	-	360.93	23,255.73	360.93
Total Reserve Funds	123,767.95	-	7,352.23	131,120.18	7,352.23
Unreserved Funds					
EFT Account - Columbia Bank	1,567.30	(17,731.83)	47,525.29	31,360.76	29,793.46
Petty Cash Account	1,532.27	(821.34)	1,103.62	1,814.55	282.28
Xpress Deposit Account	2,918.20	(24,688.85)	35,731.98	13,961.33	11,043.13
010 · Operating Fund	80,000.00	-	-	80,000.00	-
<i>Operating Investment Fund</i>					
010 · Operating Fund - Other	62,132.92	(72,760.23)	72,214.87	61,587.56	(545.36)
Total 010 · Operating Fund	142,132.92	(72,760.23)	72,214.87	141,587.56	(545.36)
065 · Capital Project Account	74,754.45	(5,999.40)	-	68,755.05	(5,999.40)
Total Unreserved Funds	222,905.14	(122,001.65)	156,575.76	257,479.25	34,574.11
Committed Funds					
020 · Water/Sewer Committed Fund					
Asset Replacement Fund	21,540.00	-	-	21,540.00	-
Capital Improvement Fund					
<i>I&I Repair</i>	49,540.00	-	-	49,540.00	-
<i>Reservoir Repair</i>	150,000.00	-	-	150,000.00	-
Total Capital Improvement Fund	199,540.00	-	-	199,540.00	-
Risk Management Fund	137,763.55	(30,000.00)	527.06	108,290.61	(29,472.94)
Total 020 · Water/Sewer Committed Fund	358,843.55	(30,000.00)	527.06	329,370.61	(29,472.94)
Total Committed Funds	358,843.55	(30,000.00)	527.06	329,370.61	(29,472.94)
Total Funds	705,516.64	(152,001.65)	164,455.05	717,970.04	12,453.40


 Acct. & Admin. Services Mgr. Date 8/13/18
 Audit Commissioner Date

I hereby certify that the above statement is true.

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
August 16, 2018

Human Resources

I have several good resumes for the District Clerk position. I will be scheduling interviews for the week of the 20th of August.

Water

Both wells are still being pushed pretty hard to keep up with the demand. Water usage is high. Averaging about 80,000 gallons per day.

Well 1/4 Replacement

I've sent out some requests for quotes to general contractors for the Well 4 project. I am following up with them and will hopefully have quotes in hand for the board to approve at the first meeting in September.

Sewer Collection

Nothing new to report.

Waste Water Treatment

Estimated completion time for Cl2 Upgrade at the Wastewater Treatment plant is 12 weeks according to RH2. In the meantime, I have scheduled repairs to be made to the current chlorination system by TMG on the 20th of August.

Our older SCADA computer went down. I'm waiting on a quote from Nick at Evolution Controls on a duplicate of our primary computer so that we can establish some redundancy.

Flohawks came out to haul sludge this week, and we plan to clean one of the basins in late September, which may require another haul.

Customer Service

A customer complained of a chloramine smell at 607 E Barbary. I had Mont flush the meter box which should help.

General District Business

I have scheduled our board retreat for the 12th of August in the Johns Prairie room at the main PUD 3 building on John's Prairie Rd. I have the room reserved from 9AM to 4PM. That way I have time for set up and tear down.

Holman Land Survey came out on Monday the 13th and surveyed our property at the plant. They will deliver maps to me as soon as they are finished and record with the county ASAP.

Submitted by David Carnahan

August 10th, 2018
REVISED QUOTATION

David Carnahan
Hartstene Pointe Water & Sewer District
772 E Chesapeake Drive
Shelton, WA 98584

David

The following pricing is our estimate to have our technician come out to do the following in regard to your wastewater chlorine gas system:

- Install Rebuild Kit on (1) S10K 5" Rotameter
- Install Rebuild Kit on (1) Auto-Switchover Vacuum Regulator
- Evaluate tubing in chlorine room – replace if necessary
- Evaluate leak detectors - replace (1) CL2 Sensor
- Ensure no gas leaks are present
- Final inspection of gas system for potential danger points
- Travel to/from jobsite

TOTAL ESTIMATE: \$2,764 (Freight Included)

- *Does not account for extra trips that may be necessary
- *Assumes equipment is in rebuildable condition
- *Includes rebuild kit part pricing on rotameter & vacuum regulator
- *Sales Tax NOT Included - Estimated at \$234.94
- *Does NOT Include \$80 Prevailing Wage Filing Fee - this will be billed separately.

Total =
\$3,078.94

Terms & Conditions of Sale:

- F.O.B.: Destination
- Payment Terms: Net 30 Days
- This price is in effect for 60 days.
- Submittals, if required, will be provided 2-3 weeks after receipt of all technical data at T M G Services.
- Delivery will be made in approximately 4-6 weeks after receipt of order and/or approvals and resolution of all necessary technical data at T M G Services.
- Manufacturers' standard warranties apply to all equipment and components listed on this quotation.
- Customer is responsible for off-loading all merchandise at its point of destination.
- Quotation prices do not include any sales taxes or any other taxes that may apply.
- This quotation is limited to the products and/or services as listed and excludes any item or service not specifically listed.
- Installation excludes any concrete work, drilling penetrations through roof or walls, sub-grade work and drilling of metal pipe for sample/injection point connections. Also, excludes any electrical wiring and/or interconnects. However, TMG will assist electrician in locating wiring landing points if they are on site at time of installation. Contractor to assist TMG personnel in placement of the heavier equipment items.

Thank you again for the opportunity to quote this project. If you have any questions or need further information please contact me.

Regards,

Jeff Harmon
TMG Services, Inc.

Evolution Controls, LLC

AUTOMATION DESIGN, FABRICATION, CONSULTING, PROGRAMMING, TESTING, TRAINING, SUPPORT AND SERVICE

Snohomish, WA 425-359-5322

CLIENT: Hartstene Point Water & Sewer District

Date: August 13, 2018

PROJECT: Preventative Maintenance and Annual Support 2018

Project #: 1101-1801

Task	Multiplier	Description	Hours	Rate 1	Rate 2	Total Labor	Hardware (Inc. Tax)	Total
				\$100	\$110			
1	PROJECT MANAGEMENT, COORDINATION, PLANNING							
	4	Project Management	2.00	8.0		\$800		
	4	Hardware/Components Research & Procurement	1.00	4.0		\$400		
	1	Follow-Up Reports & Documentation with Recommended Spare Parts List	4.00	4.0		\$400		
	2	Travel (Round Trip)	5.00	10.0		\$1,000		
	<u>Hardware</u>							
		Spare Parts Inventory Restock (TBD)						
			Task Total	26.0		\$2,600.00		\$2,600.00
2	SCADA & WWTP Preventative Maintenance							
	1	Hardware Inspection & Correction	3.00	3.0		\$300		
	1	Instrumentation Integrity Inspection & Correction	1.00	1.0		\$100		
	1	Critical Alarm Testing	1.00	1.0		\$100		
	1	Software Inspection & Correction	1.00	1.0		\$100		
	1	Documentation & Miscellaneous	2.00	2.0		\$200		
	1	Install Upgraded Gigabit VPN Router and Ethernet Switch, Configure, and Test	4.00	4.0		\$400		
	<u>Hardware</u>							
		Batteries for desktop UPS (For SCADA/Network Devices)	8.50%				\$54.25	
		Gigabit Network Router And Ethernet Switch	8.50%				\$542.50	
			Task Total	12.0		\$1,200.00	\$596.75	\$1,796.75
3	Well 1 & Well 2 Preventative Maintenance							
	1	Hardware Inspection & Correction	1.00	1.0		\$100		
	1	Instrumentation Integrity Inspection & Correction	1.00	1.0		\$100		
	1	Critical Alarm Testing	1.00	1.0		\$100		
	1	Software Inspection & Correction	1.00	1.0		\$100		
	1	Documentation & Miscellaneous	2.00	2.0		\$200		
	<u>Hardware</u>							
		UPS Battery Replacement Kits for DC UPSs (4 total)	8.50%				\$108.50	
			Task Total	6.0		\$600.00	\$108.50	\$708.50
4	Reservoir & Booster Preventative Maintenance							
	1	Hardware Inspection & Correction	0.50	0.5		\$50		
	1	Instrumentation Integrity Inspection & Correction	0.50	0.5		\$50		
	1	Critical Alarm Testing	0.50	0.5		\$50		
	1	Software Inspection & Correction	0.50	0.5		\$50		
	1	Documentation & Miscellaneous	2.00	2.0		\$200		
	<u>Hardware</u>							
	1	UPS Battery Replacement Kits for DC UPSs (2 total)	8.50%				\$54.25	
			Task Total	4.0		\$400.00	\$54.25	\$454.25
5	Sewage Lift Stations Preventative Maintenance							
	3	Hardware Inspection & Correction	0.50	1.5		\$150		
	3	Instrumentation Integrity Inspection & Correction	0.50	1.5		\$150		
	3	Critical Alarm Testing	0.50	1.5		\$150		
	3	Software Inspection & Correction	0.50	1.5		\$150		
	3	Documentation & Miscellaneous	0.50	1.5		\$150		
	3	UPS Hardware Installation and Testing	1.00	3.0		\$300		
	3	Programming for adding UPS Monitoring/Alarms to PLCs, SCADA, & WIN-911	2.00	6.0		\$600		
	<u>Hardware</u>							
		New AC UPSs (3 total)	8.50%				\$1,953.00	
		Batteries for New UPSs (6 total)	8.50%				\$347.20	
			Task Total	16.5		\$1,650.00	\$2,300.20	\$3,950.20
6	Miscellaneous Tasks and Hardware (Annual Budget Estimate)							
	1	Operator Requests (Customization, Wish List, etc....)	4.00	4.0		\$400		
			Task Total	4.0		\$400.00		\$400.00
				<u>Hours</u>		<u>Total Labor</u>	<u>Total Hardware (Inc. Tax)</u>	<u>Grand Total</u>
Total:				68.5		\$6,850.00	\$3,059.70	\$9,909.70

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MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: MICEAL CARNAHAN, ACCOUNTING AND ADMINISTRATIVE SERVICES MANAGER
SUBJECT: STAFF EDUCATION/TRAVEL REQUESTS
DATE: AUGUST 14, 2018
CC: DAVID CARNAHAN, GENERAL MANAGER

Detailed below are staff training and certification testing requests for the Board's consideration:

1. Mont Jeffreys, Cross-Connection Control Seminar: Mont has requested authorization to attend the Cross Connection Control Seminar on October 17th in Tacoma. His attendance would grant CEUs to allow him to maintain his Cross-Connection Control Specialist certification, which is required for the District's water system.
 - Class registration fee: \$110
 - Estimated travel costs: \$58.86 (108 miles @ 54.5 cents/mile) + \$6 toll
 - Total estimated cost: \$174.86

2. Mont Jeffreys, Domestic Waste Water II Certification Test: Mont is requesting approval to take his WW II certification test. This certification would allow Mont to operate the wastewater treatment plant, providing redundancy and backup to the District's Wastewater Treatment Plant Operator (WWTPO), Jeff Palmer. The test would be scheduled at Mont's and the District's convenience. The nearest testing center is in Lakewood.
 - Application and exam fees: \$150
 - Estimated travel costs: \$65.40 (120 miles @ 54.5 cents/mile) + \$6 toll
 - Total estimated cost: \$221.40

3. Jeff Palmer, Water Distribution Manager II & Water Treatment Plant Operator I Certification Tests: Jeff is requesting approval to take his WDM II and WTPO I certification tests, which would allow him to operate all aspects of the water system, providing redundancy and backup to the District's Water Distribution Manager, Mont Jeffreys. The test could be scheduled at Jeff's and the District's convenience. The nearest testing center is in Lakewood.
 - Application and exam fees: \$287
 - Estimated travel costs: \$65.40 (120 miles @ 54.5 cents/mile) + \$6 toll
 - Total estimated cost: \$358.40

4. Jeff Palmer, Cross-Connection Control Specialist I Certification Test: Jeff is requesting approval to take his CCS I certification test, which along with the WDM II and WTPO I, would make him fully compliant with all of the District's water system certification requirements. The test could be scheduled at Jeff's and the District's convenience. The nearest testing center is in Lakewood.
 - Application and exam fees: \$151
 - Estimated travel costs: \$65.40 (120 miles @ 54.5 cents/mile) + \$6 toll
 - Total estimated cost: \$222.40

5. David Carnahan, Domestic Waste Water I Certification Test: David is requesting approval to take his WW I certification test, which would allow him to provide backup to the District's WWIPO. The test could be scheduled at David's and the District's convenience. The nearest testing center is in Lakewood.
 - Application and exam fees: \$150
 - Estimated travel costs: \$65.40 (120 miles @ 54.5 cents/mile) + \$6 toll
 - Total estimated cost: \$221.40
6. David Carnahan, Water Distribution Manager II Certification Test: David is requesting approval to take his WDM II certification test, which would allow him to which would allow him to operate all aspects of the water system, providing additional redundancy and backup to the District's Water Distribution Manager, Mont Jeffreys. The test could be scheduled at David's and the District's convenience. The nearest testing center is in Lakewood.
 - Application and exam fees: \$187
 - Estimated travel costs: \$65.40 (120 miles @ 54.5 cents/mile) + \$6 toll
 - Total estimated cost: \$358.40
7. David Carnahan, Washington Association of Sewer and Water Districts (WASWD) Fall Conference: Reg Hearn, GM of the Grays Harbor Water District, recommended David attend the WASWD Fall Conference, as it is a good opportunity to network with other districts, and there are many informative sessions over course of the 3-day conference. It will take place September 19th – 21st at the Centennial Hotel in Spokane. The GM would miss the 2nd regular meeting in September.
 - Registration fee: \$475 (if registered by August 29th, \$510 after the 29th)
 - Estimated lodging and travel costs: \$650
 - Hotel: \$275 (2 nights @ Centennial Hotel)
 - Travel: \$375 (688 miles @ 54.5 cents/mile)
 - Total estimated cost: \$1,125

The total estimated cost of all of these requests, not including staff time, is \$2,680. The amount remaining in the Training/Travel budget for 2018 is \$770.

MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: MICEAL CARNAHAN, ACCOUNTING AND ADMINISTRATIVE SERVICES MANAGER
SUBJECT: PROPOSED 2019 BUDGET SCHEDULE
DATE: AUGUST 14, 2018
CC: DAVID CARNAHAN, GENERAL MANAGER

Budget season is fast approaching. Here is a proposed schedule for the 2019 Budget:

- Thursday, October 4, 2018 Regular Meeting:
 - Discuss five year Capital Improvement Plan
- Thursday, October 18, 2018 Regular Meeting:
 - Review 2018 3rd Quarter Financial Report
 - GM and AAS present Preliminary 2019 Budget
- Thursday, October 25, 2018 Special Meeting, 10:00 am: Budget Work Session to prepare Proposed 2019 Budget
- Thursday, November 1, 2018 Regular Meeting:
 - Make final adjustments to Proposed 2019 Budget;
- Thursday, November 8, 2018 Special Meeting, 1:00 pm: Work Session to review presentation for Annual Meeting/2019 Budget Hearing
- Saturday, November 10, 2018 Special Meeting, 10:00 am at HPMA Clubhouse: Annual Meeting/2019 Budget Hearing
- Thursday, November 15 Regular Meeting, 1:00 pm:
 - Review and prepare response to comments/questions received at the Annual Meeting/Budget Hearing;
 - Adopt Final 2019 Budget
- November 30: County's due date for submission of Final 2019 Budget