

HOUSATONIC VALLEY COUNCIL OF ELECTED OFFICIALS

162 Whisconier Road, Brookfield, CT 06804
Phone 203.775.6256; Fax 203.617-4726; www.hvceo.org

HVCEO MEETING AGENDA

Please Note Date, Location and Time

DATE: THURSDAY - 11/20/2014

LOCATION: WILTON TOWN HALL

238 Danbury Road (Rt. 7) Wilton, CT (203) 563-0100

TIME: HVCEO MEETING TO BEGIN AT APPROXIMATELY 1:30 P.M.,
FOLLOWING THE SECOND MEETING OF THE WESTERN CONNECTICUT
COUNCIL OF GOVERNMENTS, WHICH BEGINS AT 12:30 P.M. - SAME LOCATION

A BUFFET LUNCH WILL BE AVAILABLE FROM 12:00 TO 12:30 P.M.

Chairman Bethel First Selectman Matthew Knickerbocker;
Vice Chairman Sherman First Selectman Clay Cope; Secretary-Treasurer Ridgefield First Selectman Rudolph Marconi;
Bridgewater First Selectman Curtis Read; Brookfield First Selectman William Tinsley; Danbury Mayor Mark Boughton;
New Fairfield First Selectman Susan Chapman; New Milford Mayor Patricia Murphy;
Newtown First Selectman Patricia Llodra; Redding First Selectman Julia Pemberton

1. CALL TO ORDER

Determine Quorum; Pledge of Allegiance; Public Comment;

2. ADMINISTRATIVE ITEMS

- 2a. Meeting Minutes from 10/23/2014, Item 2a.
- 2b. Financial Statement for 10/2014, Item 2b.
- 2c. Director's Report, Item 2c.
- 2d. Transportation Improvement Program Amendments, (provided at meeting)

3. HOUSATONIC VALLEY METROPOLITAN PLANNING ORGANIZATION (HV-MPO)

- 3a. Discuss Continuation of HVCEO's MPO Functions by way of the HV-MPO
- 3b. Consider Election of HV-MPO Officers

4. HVCEO's 2014 REGIONAL BIKE PLAN

Request for Endorsement of HVCEO's 2014 Regional Bike Plan. (see plan at- <http://www.hvceo.org>)

5. MUNICIPAL STORM WATER REGULATIONS (MS4)

CT DEEP 12/17/2014 Public Hearing- HVCEO Response

6. STILL RIVER WATERSHED MANAGEMENT PLAN- UPDATE

Report by Housatonic Valley Association Staff.

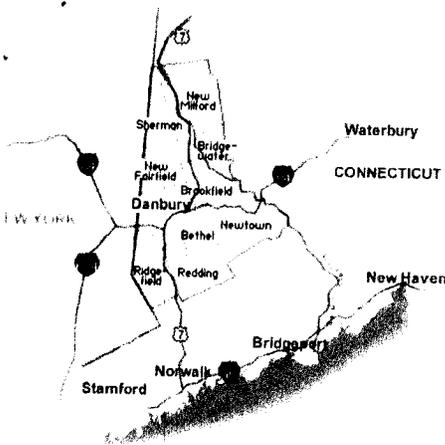
7. TICK BORNE ILLNESS PREVENTION TASK FORCE

Update provided by Task Force Chairman Jerry Murphy

8. EMERGENCY MANAGEMENT

Appointment of HVCEO Representative to DEMHS Region 5 REPT Subcommittee

9. OTHER BUSINESS, ADJOURNMENT



RECEIVED

2014 NOV 13 P 12:09

TOWN OF BETHEL
TOWN CLERK

HVCEO 10/2014 FINANCIAL STATEMENT

A. DIRECT COSTS	BUDGET 2014-2015	TRANS- FERRED MONTH NOTES	TRANS- FERRED YTD	ADJUSTED BUDGET 2014-2015	PREV. EXPEND YTD	EXPEND MONTH	EXPEND YTD	UN- EXPEND YTD	YTD % EXPEND
A1. Rent	\$12,000.00	\$0.00	\$0.00	\$12,000.00	\$3,000.00	\$1,000.00	\$4,000.00	\$8,000.00	33.33
A2. Utilities	11,500.00	0.00	0.00	11,500.00	8,402.03	273.68	8,675.71	2,824.29	75.44
A3. Phone & Internet	7,800.00	0.00	0.00	7,800.00	1,847.02	616.28	2,463.30	5,336.70	31.58
A4. Cleaning Services	3,500.00	0.00	0.00	3,500.00	850.00	290.00	1,140.00	2,360.00	32.57
A5. Office Supplies	7,500.00	0.00	0.00	7,500.00	432.32	428.69	861.01	6,638.99	11.48
A6. Equipment Costs	9,200.00	0.00	0.00	9,200.00	0.00	0.00	0.00	9,200.00	0.00
A7. Copier Costs	13,700.00	0.00	0.00	13,700.00	2,155.28	1,264.29	3,419.57	10,280.43	24.96
A8. Office Ins.	3,315.00	0.00	0.00	3,315.00	3,000.00	0.00	3,000.00	315.00	90.50
A9. Postage and Federal Express	4,000.00	0.00	0.00	4,000.00	598.11	600.00	1,198.11	2,801.89	29.95
A10. Pub. and Subscriptions	7,000.00	0.00	0.00	7,000.00	205.40	0.00	205.40	544.60	27.39
A11. Legal and Notice	3,500.00	0.00	0.00	3,000.00	0.00	462.20	462.20	2,537.80	15.41
A12. Audit	13,000.00	0.00	0.00	13,000.00	7,100.00	3,000.00	10,100.00	2,900.00	77.69
A13. Memberships	3,675.00	0.00	0.00	3,675.00	225.00	0.00	225.00	3,450.00	6.12
A14. Miscellaneous	7,000.00	0.00	0.00	7,000.00	1,147.58	530.38	1,677.96	5,322.04	23.97
Total	\$99,940.00	\$0.00	\$0.00	\$99,940.00	\$28,962.74	\$8,465.52	\$37,428.26	\$62,511.74	37.45
B. PERSONNEL OVERHEAD									
B1. Travel & Conference	7,000.00	0.00	0.00	7,000.00	577.69	52.08	629.77	6,370.23	9.00
B2. Disab & Health Insurance	75,000.00	0.00	0.00	75,000.00	13,905.39	3,986.93	17,892.32	57,107.68	23.86
B3. Wrk Comp/Bond & Liability	4,500.00	0.00	0.00	4,500.00	1,914.00	353.00	2,267.00	2,233.00	50.38
B4. Soc Security Tax	22,017.00	0.00	0.00	22,017.00	5,406.10	1,249.10	6,655.20	15,361.80	30.23
B5. Unemployment Tax	1,635.00	0.00	0.00	1,635.00	37.12	151.29	188.41	1,446.59	11.52
B6. SEP Pension	23,023.00	0.00	0.00	23,023.00	5,653.44	0.00	5,653.44	17,369.56	24.56
Total	\$133,175.00	\$0.00	\$0.00	\$133,175.00	\$27,493.74	\$5,792.40	\$33,286.14	\$99,888.86	24.99
C. PERSONNEL									
C1. JC: Executive Director	100,359.00	0.00	0.00	100,359.00	17,498.48	0.00	17,498.48	82,860.52	17.44
C2. DH: Interim Exec. Director	84,627.00	0.00	0.00	84,627.00	22,891.51	8,363.26	31,254.77	53,372.23	36.93
C3. GB: GIS Manager	51,246.00	0.00	0.00	51,246.00	12,811.50	4,270.50	17,082.00	34,164.00	33.33
C4. CA: Office Manager	17,087.00	0.00	0.00	17,087.00	4,271.70	1,423.90	5,695.60	11,391.40	33.33
C5. JH: Financial Manager	24,021.00	0.00	0.00	24,021.00	6,005.16	2,001.76	8,006.92	16,014.08	33.33
C6. HVCEO Term Life	4,100.00	0.00	0.00	4,100.00	3,884.08	0.00	3,884.08	215.92	94.73
C7. PT Health Savings Plan	10,000.00	0.00	0.00	10,000.00	9,943.04	56.96	10,000.00	0.00	100.00
C8. Personnel Wages-Merger Adj	6,334.05	0.00	0.00	6,334.05	6,241.73	0.00	6,241.73	92.32	98.54
Total	\$297,774.05	\$0.00	\$0.00	\$297,774.05	\$83,547.20	\$16,116.38	\$99,663.58	\$198,110.47	33.47
D. CONTRACT SERVICES									
D1. Labor Contracts Analysis	3,500.00	0.00	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00
D2. HART Transit Planning	15,000.00	0.00	0.00	15,000.00	0.00	1,389.91	1,389.91	13,610.09	9.27
D3. Plans and Projects	34,654.54	0.00	0.00	34,654.54	0.00	450.00	450.00	34,204.54	1.30
D4. Health Dept.-Consultant	35,409.88	0.00	0.00	35,409.88	4,557.81	1,187.50	5,745.31	29,664.57	16.23
D5. Health Dept.-ESF8 Services	6,600.00	0.00	0.00	6,600.00	3,600.00	0.00	3,600.00	3,000.00	54.55
D6. FEMA Hazard Mitigation Plan	95,440.00	0.00	0.00	95,440.00	41,190.00	0.00	41,190.00	54,250.00	43.16
D7. Tick Illness Education Fund	3,062.50	0.00	0.00	3,062.50	217.50	0.00	217.50	2,845.00	7.10
D8. Ridgefield TOD Plan	256,250.00	0.00	0.00	256,250.00	0.00	0.00	0.00	256,250.00	0.00
D9. LOTCIP Engineering Reviews	76,697.50	0.00	0.00	76,697.50	0.00	0.00	0.00	76,697.50	0.00
D10. Shelter Study	49,249.63	0.00	-15,000.00	34,249.63	7,973.44	562.50	8,535.94	25,713.69	24.92
D11. Brookfield Rt 202 Plan	49,990.00	0.00	0.00	49,990.00	7,802.47	8,055.12	15,857.59	34,132.41	31.72
D12. Merger Activities	100,154.00	0.00	0.00	100,154.00	11,326.86	200.00	11,526.86	88,627.14	11.51
D13. WCEDA Website	0.00	0.00	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00
Total	\$726,008.05	\$0.00	(\$15,000.00)	\$711,008.05	\$76,668.08	\$11,845.03	\$88,513.11	\$622,494.94	12.45
E. GRAND TOTAL	\$1,256,897.10	\$0.00	(\$15,000.00)	\$1,241,897.10	\$216,671.76	\$42,219.33	\$258,891.09	\$983,006.01	20.85

HVCEO

Housatonic Valley
Council of Elected
Officials
www.hvceo.org

Item-2b

DRAFT

10/23/2014 MINUTES OF THE HVCEO MEETING AT RIDGEFIELD TOWN HALL

ATTENDANCE

Bethel..... First Selectman Matthew Knickerbocker, Chair
Bridgewater.... First Selectman Curtis Read
Brookfield..... First Selectman William Tinsley
Danbury..... Mayor Mark Boughton
New Fairfield... First Selectman Susan Chapman
New Milford..... Mayor Patricia Murphy
Newtown..... First Selectman Patricia Llodra
Redding..... First Selectman Julia Pemberton
Ridgefield..... First Selectman Rudy Marconi, Secretary-Treasurer
Sherman..... Absent

Richard Schreiner of HART, Stephanie Scavelli of HART, Fred Hurley Newtown Public Works Director, a Danbury resident, Jonathan Chew, and from the staff of the Housatonic Valley Council of Elected Officials (HVCEO) Candy Acquanita, Josephine Harvey, George Blake and David Hannon.

CALL TO ORDER AND PUBLIC COMMENT

Call to Order: The meeting was called to order at 2:05 P.M. by Chairman Matt Knickerbocker.

Opportunity for General Public Comment: HVCEO staff member Candy Acquanita informed the Council of Danbury resident Lynn Waller's successful surgery.

Opportunity for Public Comment on the draft 2015-2018 HVCEO Transportation Improvement Program (TIP) and draft 2015-2018 Statewide TIP and their associated draft Air Conformity documentations: There was no public comment.

ADMINISTRATIVE ITEMS

Minutes: After review and discussion and on a motion made by Rudy Marconi and seconded by Pat Llodra, the minutes of the meeting of 9/18/2014 were unanimously approved.

Financial Report: The financial statement for 9/2014 was then reviewed. Then on a motion made by Rudy Marconi and seconded by Pat Llodra, the financial statement was unanimously approved.

Director's Report: There was a brief discussion concerning the process of merging the HVCEO projects described in the Director's Report into the project activities to be undertaken by the newly created Western CT Council of Governments (WCCOG).

Increase Financial Manager Hours: The Director described the need to temporarily increase the hours of the part time Financial Manager position to accomplish the many

added activities required to facilitate the financial and administrative operations of the newly established WCCOG. There was a discussion on this topic, followed by a motion made by Curtis Read and seconded by Pat Llodra to expand the hours of the Financial Manager's position by up to 5 hours per week through 08/30/2015, while maintaining the part time status of the position. The motion was unanimously approved.

A motion was then made by Julie Pemberton and seconded by Rudy Marconi and unanimously approved to add an agenda item to consider the rehiring of Jonathan Chew, HVCEO's former Director. There was discussion on the need to fill the vacant staff position of Deputy Director to facilitate transportation planning activities. Then, after further discussion, a motion was made by Pat Llodra and seconded by Pat Murphy to rehire Jonathan Chew to the position of Deputy Director of the MPO through December 31, 2014.

2015-2018 TRANSPORTATION IMPROVEMENT PROGRAM

The Director provided a description of the federally mandated process to identify and endorse all transportation projects proposed by HVCEO and CT DOT that will contain an element of federal funding. This cooperative process between HVCEO and CT DOT is mandated to take place every three years. This process includes opportunities for the public to review and comment on proposed transportation projects and programs.

There was a review of proposed projects contained in HVCEO's TIP and the opportunity for the MPO to add and modify projects through an amendment process. There was discussion of the STIP/TIP development and air conformity assessment process.

Then on a motion made by Rudy Marconi and seconded by Pat Llodra, all present voted to endorse the following resolutions: 1) the Statement of Conformity of Draft TIP with the Clean Air Act for Limiting Particulate Matter; 2) the Statement of Conformity of Draft TIP with the Clean Air Act for Limiting Ozone Pollution in the Tri-State Area; 3) the Statement of Conformity of Draft TIP with the Clean Air Act for Limiting Ozone Pollution in Greater CT Area; 4) the Resolution Endorsing the draft HVCEO TIP and the draft CT DOT STIP for FFY 2015 - FFY 2018; and, 5) the Recertification of the HVCEO Transportation Planning Program.

ENDORSEMENT OF A TOD GRANT APPLICATION BY THE TOWN OF BETHEL

Chairman Knickerbocker provided members with a description of the Town of Bethel's ongoing efforts to foster the creation of transit oriented development (TOD) land uses in the vicinity of the Bethel Train Station on the Danbury Branch commuter rail line. The Town desires to further these efforts by preparing a detailed TOD plan for this area that would include public and private participation.

The Town has prepared an application to the CT Office of Policy and Management (CT OPM) to secure grant funding to help fund this planning process. The CT OPM grant application requires endorsement by the affected regional planning organization, which would include the HVCEO and the WCCOG. Then on a motion made by Pat Llodra and seconded by Mark Boughton, all present voted to endorse the Town of Bethel's application to CT OPM's Transit-Oriented Development Grant Program.

DISCUSSION OF CT DEEP PROPOSED REVISIONS TO MUNICIPAL STORMWATER REGULATIONS (MS4)

There was a discussion, led by Newtown Public Works Director Fred Hurley, on the potential financial burdens that are likely to be experienced by municipalities if the currently proposed revisions to the State's municipal stormwater regulations are implemented.

Members commented on their frustration at CT DEEP's unwillingness to describe and quantify any reductions to water pollution in CT that may be derived as a result of the

State's current stormwater regulations. Members also commented on CT DEEP's preparation of the proposed regulations without involving municipal interests in a cooperative manner.

Members suggested that changes to existing CT DEEP stormwater regulations should be based on scientific data of anticipated benefits to be derived by regulatory revisions, and done in cooperation with those expected to implement and pay for the proposed revisions. The HVCEO area's Public Works Directors and Town Engineers will work with the Connecticut Conference of Municipalities in preparing "talking points" to be used by area officials participating in the 12/17/2014 CT DEEP public hearing on proposed changes to municipal stormwater regulations (MS4).

ANNUAL HVCEO LEGISLATIVE BREAKFAST

Members discussed a proposed listing of topics for discussion with area legislators. Curtis Read proposed an additional topic that would focus on State regulations affecting regional school districts, in light of declining school enrollments.

Members discussed the possibility of having a WCCOG meeting with area legislators and the possibility of changes to the meeting format. Mark Boughton volunteered to work with WCCOG members to assess the possibility of making changes to the meeting timing, location and format and to report back to the Council. Members accepted Mark Boughton's offer of assistance.

TICK BORNE ILLNESS PREVENTION TASK FORCE

There was no report.

EMERGENCY MANAGEMENT

There was no report.

OTHER BUSINESS AND ADJOURNMENT

There being no further business, a motion to adjourn was made by Pat Murphy and seconded by Pat Llodra. All present voted in favor of the motion. The meeting was adjourned at 2:55 P.M.

HVCEO/MPO ACTIVITIES & PROJECTS - MONTHLY UPDATE

11/20/2014

Item-2c

<u>MPO ACTIVITIES</u>	<u>Status</u>	<u>Budget</u>	<u>Funding Source</u>
NEWTOWN SIDEWALK PROJECT	Construction cost estimates updated. Initiated QBS process to hire Project Engineer/Construction Manager.	Approximately \$500,000	HV-MPO TIP Project. 80% Federal funding 20% local funding
BRANCHVILLE TOD PLAN	Project Study Committee being formed. Project Scope of Work and Fee Proposal under review. Fifteen month project period.	\$256,000	HV-MPO TIP Project. Federal/Ridgefield/HVCEO
BROOKFIELD- LOWER RT 202 TRANSPORTATION IMPROVEMENT PLAN	Plan for capacity, intersection, safety, and Complete Streets improvements. Draft Curb-Cut Management Plan, Complete Streets Plan, & intersection improvement plans reviewed. Project completion 12/2014.	Approximately \$50,000	HV-MPO TIP Project. Federal \$\$ through CT DOT
LOTICIP (Local Transportation Capital Improvement Program)	HV-MPO approved projects submitted to CT DOT. All have received CT DOTs preliminary approval. Most are in different stages of CT DOT engineering design review leading-up to project bid packages. Reviewed CT DOT ROW/Easement process.	\$2,684,000 Annually	CT DOT/Municipal
HV-MPO's TIP (Transportation Improvement Program- Federal \$)	Preparation of HV-MPO 2015-2018 TIP completed & adopted at the HV-MPO 10/23/2014 meeting.	\$73,000,000 currently programmed (Fed/State\$\$) for construction. More in the pipeline.	All of HV-MPO's TIP projects involve Federal funding, typically 80%.
REGIONAL BIKE PLAN	HART updated draft. On HVCEO's website for review. Discussed at 10/1 TIP public info meeting. On 11/20/2014 HV-MPO meeting agenda for adoption.	\$20,000	Federal \$\$ through CT DOT
UPDATE OF CT DOT's 5 YEAR CAPITAL FUNDING PLAN	Review of CT DOT's proposed 5 Year Capital Funding Plan, as it affects HV-MPO's desired projects in process.	Future transportation projects funding allocations developed as part of this project planning process.	Involves future Federal & State funding allocations for transportation projects.
HV-MPO REGIONAL TRANSPORTATION PLAN UPDATE	Federal Mandate - Prepare a long range transportation plan (2015-2040) for the region. Draft being prepared. Involves public review, CT DOT & FHWA/FTA review, modification, approvals & HV-MPO adoption.	HV-MPO Staff	HV-MPO
CT DOT MUNICIPAL TRANSPORTATION GRANT PROGRAMS	HART staff manages the processing of the following CT DOT municipal grant programs: "5310-Van Grant;" "13b-38bb Grant" provides supplemental funding for municipal transportation programs for seniors and residents with disabilities. HV-MPO staff manage the processing of the annual CT DOT Local Road Accident Reduction Program.	HART and HV-MPO Staff	HV-MPO
"LOCAL COORDINATED HUMAN SERVICE TRANSPORTATION PLANNING" LOCHSTP	Federal Mandate - HART staff prepares HV-MPO's LOCHSTP plan and the identification of projects to be funded through the Federal Transit Administration that will improve the delivery of transportation services (primarily transit) for the elderly and disabled, & provide jobs access.	HART Staff \$15,000	Federal \$\$ through CT DOT
HVCEO/CT DOT UNIFIED TRANSPORTATION PLANNING WORK PROGRAM (UPWP)	Federal Mandate. Update description of transportation plans, programs & projects prepared, developed, and managed by the HV-MPO.	HV-MPO Staff	Federal \$\$ through CT DOT

HVCEO PROJECTS AND ACTIVITIES UPDATE

11/20/2014

<u>HVCEO Projects/Activities</u>	<u>Status</u>	<u>Budget</u>	<u>Funding Source</u>
WEBSITE FOR WESTERN CONNECTICUT ECONOMIC DEVELOPMENT ALLIANCE	WCCOG Website Development Team met on 11/5/2014 to discuss message content, regional branding (for marketing the message) and next steps.	\$25,000	HVCEO
FEMA HAZARD MITGATION PLANS (HMP)	Drafts under review for HVCEO's towns that currently have no HMPs. Responding to FEMA's recent global changes to plan content requirements.	\$165,000	DEMHS/FEMA \$126,250; HVCEO \$41,250 (staff & cash)
HVCEO DEMHS PARTICPATION	On-going: Participation in DEMHS Region 5 REPT activities: regional participation in statewide DEMHS exercises, annual update of equipment resource typing, annual update of municipal/regional custodial data collection, submission of municipal MOAs, distribution of DEMHS equipment (iPads...), video conferencing setup & maintenance.	Approximately \$15,000 annually	DEMHS Pass-thru of Federal Homeland Security Grant Funding
CERT "Community Emergency Response Team"	Regional Point of Contact for processing of municipal applications for grant funding for CERT training and equipment.	\$6,000 annually	DEMHS Pass-thru of FEMA Grant Funding
HVCEO EMERGENCY SHELTER STUDY	Draft "Concept of Operations" plan prepared for care provided by municipalities to residents "requiring additional assistance" during a major emergency. HVCEO RFP for Vendor Stand-by of equipment and personnel for municipal use issued. No on-going financial obligations to HVCEO.	\$60,000	HVCEO and HVCEO Public Health Emergency Planning Committee
HVCEO STAFF SUPPORT FOR REGIONAL ORGANIZATIONS	Staff provide ongoing support for several HVCEO area organizations associated with a variety of municipal functions and regional concerns. These include Housatonic Valley Public Health Emergency Planning Committee, HVCEO Emergency Management Directors, HV Police Chiefs, Association of Public Works Officials and Town Engineers, Tick Borne Illness Prevention Taskforce, BLAST, Fairfield County Deer Management Alliance.	HVCEO acts as a fiduciary for several organizations.	Numerous Sources of Funds
HVCEO REGIONAL SEPTAGE HAULER PERMITS	Staff administer the annual permitting process for the 7 towns that utilize the Danbury Sewage Treatment Plant.	HVCEO Staff	HVCEO

HVCEO PROJECTS AND ACTIVITIES UPDATE - Continued

11/20/2014

<u>HVCEO Projects/Activities</u>	<u>Status</u>	<u>Budget</u>	<u>Funding Source</u>
HVCEO ANNUAL LABOR REPORT	HVCEO contracts with Pullman & Comley to prepare an annual comparison of municipal bargaining unit agreements and hosts a seminar for CEO's, and municipal Finance and HR staff.	\$4,000	HVCEO
ANNUAL TRAINING ON THE PREVENTION OF SEXUAL HARASSMENT	Staff work with Cheryl Reedy, who conducts an annual training session for municipal staff on the prevention of sexual harassment in the workplace.	HVCEO Staff & \$500	HVCEO
UPDATE OF HVCEO REGIONAL PLAN OF CONSERVATION AND DEVELOPMENT	Staff prepare the State mandated Plan of Conservation and Development for the HVCEO region.	HVCEO Staff	HVCEO
MINICIPAL ZONING REFERRALS	State mandated regional review of municipal zoning changes to regulations or zones within 500 feet of a municipal boundary. Ongoing staff process.	HVCEO Staff	HVCEO
GEOGRAPHIC INFORMATION SYSTEM	Assistance provided to municipalities with GIS materials. Initiating new project for aerial photography, topography and planimetric information for all HVCEO municipalities.	HVCEO Staff Time & \$936,000 OPM Grant	Federal \$\$ through CT DOT for Staff and new OPM Project Grant
ADMINISTRATION OF HVCEO TITLE VI PROGRAM	Staff actions to ensure HVCEO's compliance with mandated Federal Title VI regulations. Update due 12/2014	HVCEO Staff	HVCEO
HVCEO WEBSITE	Ongoing. Hosting of HVCEO and regional information.	HVCEO Staff & \$1,700	HVCEO
HVCEO FINANCIAL MANAGEMENT AND HUMAN RESOURCE ADMINISTRATION	Accounting System, Payroll, Manage 8 HVCEO Contracts, Quarterly Reporting, Fiduciary for HVCEO Regional Organizations, Administration of HR Activities & Benefits, Procurement of Supplies and Services, Preparation of Monthly Financial Reports, Manage HVCEO Audit Process, Establishment of WCCOG.	HVCEO Staff	HVCEO
OFFICE MANAGEMENT	Ongoing activities include, preparations for HVCEO monthly meetings- agenda mailings, head counts, lunch preparations, HVCEO office communications- mailings and e-mails, printing and assembly of HVCEO reports, preparations for meetings of HVCEO subgroups- Health, EMD, DPW, Police, & HVCEO project committees, maintenance of office supplies...	HVCEO Staff	HVCEO
HVCEO-SWRPA MERGER ACTIVITIES	Coordination with SWRPA staff & assistance provided to the Merger Committee to facilitate merger process.	HVCEO Staff & \$100,000	HVCEO and OPM