



NEWCASTLE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

Lawrence Bettencourt, Jonita Elder, Robin Enos, William Kahrl, Eric Sprouse, Chief Kirk Kushen

NOTICE OF A REGULAR MEETING AND AGENDA May 16, 2018 @ 6:00 PM CHANGE OF LOCATION: **461 MAIN STREET, NEWCASTLE**

1. **CALL MEETING TO ORDER:** Pledge of Allegiance
2. **APPROVAL OF AGENDA:**
3. **APPROVAL OF MINUTES:**
 - (A) April 18, 2018 Meeting
4. **BILL APPROVAL AND FINANCIAL REPORT:**
 - (A) Monthly Expense Report and Financial update: April 2018
5. **CORRESPONDENCE:** Thank you letter from Sierra College for the donation of extrication equipment
6. **PUBLIC COMMENT:** (The Newcastle Fire Protection District Board of Directors has provided this period for members of the public to address the Board on items of interest to the public and which are applicable to the district. No action may be taken on any matter, which is not already on the agenda for consideration. Public comment will be limited to three (3) minutes per person, unless specifically authorized otherwise by the Chair).
7. **FIRE CHIEF KIRK KUSHEN'S REPORT:**
8. **NEWCASTLE PROFESSIONAL FIREFIGHTER'S ASSOCIATION REPORT:**
9. **BOARD COMMITTEE REPORTS:**
 - (A) Building Committee: New Fire station update
 - (B) Personnel Committee: MOU and Policies and Procedures
10. **INFORMATIONAL / NON-ACTION ITEMS:**
 - (A) Opportunity for no-cost Replacement of Engine 41 with upgrade to 2004 Placer Hills Engine pending Air Pollution Control District grant
 - (B) Fees for service: New Construction plan review, permits to operate, Fire/Life Safety inspections, false alarm calls
 - (C) Placer County Fire Districts Financial Stability Task Force update
11. **ACTION ITEMS:**
 - (A) Consider and Approve Resolution 2018-03 requesting Election Services by the County Clerk for a Board Member Election in November 2018
 - (B) Consider and Approve Resolutions 2018-04 and 2018-05 requesting collection of charges on tax roll for tax year 2018/2019 (Measure B and Measure F)
 - (C) Adjourn to Closed Session: Government Code § 54957.6(a) Labor Negotiations; Discussion of Memorandum of Understanding. Reconvene and report any Action taken in Closed Session
12. **DIRECTORS REPORTS:**
13. **MEETING ADJOURNED:**

Next regular Board meeting: Wednesday, May 16, 2018

Newcastle School District Office, 645 Kentucky Greens Way, Newcastle, CA. 95658

Newcastle Fire Protection District is committed to accommodate individuals with disabilities to participate in the public meeting process. If you have a special need to attend or participate in our public meetings, please contact our office at (916) 663-3323, in advance of the regular meeting so that we may make every reasonable effort to accommodate you.

Newcastle Fire Protection District
Minutes of Regular Board of Directors Meeting
Wednesday, April 18, 2018
645 Kentucky Greens Wy.
Newcastle, CA 95658

1. Call Meeting to Order

- a. Chairman Elder called the meeting to order at 6:00 p.m.
- b. VC Bettencourt led the Flag Salute.
- c. All Directors with the exception of Director Sprouse were present.
- d. Chief Kushen was absent due to illness.

2. Approval of Agenda

- a. VC asked that item 11 (b) be moved prior to item 10 so that the interested parties will not have to sit through the business portion of the meeting if they don't want to. Item 10 (b) will be moved ahead of 10 (a). VC Bettencourt made a motion to approve the revised agenda. Secretary Kahrl seconds the motion. Motion carries.

3. Approval of Minutes

- a. Secretary Kahrl made a motion to accept the minutes as presented. VC Bettencourt seconds the motion. Motion carries.

4. Bill Approval and Financial Report

- a. VC Bettencourt reported that NFPD has received a \$5k refund from FASIS (Workman's Comp. Carrier) for premium overpayment in FY 16/17.
- b. Chairman Elder made a motion to accept the financials as presented. Secretary Kahrl seconds the motion. Motion carries.

5. Correspondence

- a. None

6. Public Comment

- a. Resident Art Berliner reported that the NCA (Newcastle Community Association) Annual Celebration Day will be held on 5/6. He is hoping the Fire District will have a booth setup.
- b. Resident Stan Brown asked about all of the Cal Fire ads that have been popping up.
 - i. Chairman Elder stated that there will be a presentation later in tonight's agenda that will address that.
- c. Anthony Dorado, Director of the Nevada-Yuba-Placer Chapter of Cal Fire Local 2881 reported that the billboard and newspaper advertisements were planned over a year in advance. Mr. Dorado further explained his position and the Cal Fire Local's position as they relate to Placer County's current "Fire Districts Financial Stability Task Force". Mr. Dorado made it clear that he does not represent Cal Fire, he represents their "Labor".
 - i. Secretary Kahrl, speaking on behalf of the NCA, invited Cal Fire to have a booth at Celebration Day, also.

7. Fire Chief's Report (Captain Hickok reported on behalf of Chief Kushen)

- a. In March, there were 43 calls:
 - i. 26 Medical Aids
 - ii. 2 Vehicle Accidents
 - iii. 3 False Alarms
 - iv. 6 Fire Investigations
 - v. 2 Vegetation Fires

vi. 2 Public Assists

vii. 2 Cover Station

- 1) The funeral service for Auburn City Firefighter Trent Lindholdt is Friday, 4/27, 11:00 a.m. at Bayside Church.

8. Newcastle Professional Firefighter's Association

- a. Matt McCoy reported that MOU (Memorandum of Understanding) negotiations are currently in process and that the Professional Association will have a booth at Celebration Day.

9. Board Committee Reports

- a. Building Committee: New Fire Station Update

i. Director Bettencourt reported the following:

- 1) The Cal Trans fence has been put up.
- 2) Temporary fence for Monroe is up and they are happy with it.
- 3) We are waiting for the final invoices from Youngdahl and Mendez.
- 4) George Atterbury has submitted the "cleaned-up" electrical and mechanical plans.
- 5) The PG&E quote for the 3 phase transformer cannot be extended out any further. If we don't pay the quoted price (\$29,016.68) now, they will cancel the quote and we will have to re-apply. Prices have gone up significantly since we received our quote.

- b. Personnel Committee: MOU and Policies and Procedures

i. Secretary Kahrl reported that the MOU is on track. The labor reps. were well prepared. They have not been able to meet recently because of scheduling conflicts.

10. Informational/Non-Action Items

- a. Review and discuss the Ralph M. Brown Act §54953(b) regarding Teleconferencing.

i. Chairman Elder stated that the Board decides whether or not to allow teleconferencing. Previously, the Board has allowed it. However, there are certain rules which must be adhered to be in compliance with the Brown Act.

- 1) Copies of the applicable section of the Brown Act were included in the agenda document package.
- 2) The agenda must specify the physical location where the teleconferencing will take place from.
- 3) There currently is not anything in the Policies and Procedures regarding Teleconferencing. It is purely a Board decision.
- 4) Chairman Elder read the Brown Act requirements aloud.
- 5) Board members need to notify the Chairman that they will be absent from a meeting and provide the exact address of where they will be teleconferencing from. The Chairman will provide the information to Gillian for inclusion on the agenda. The information must be received by Friday prior to the meeting.

ii. Secretary Kahrl reminded the Board of the following:

- 1) Board bylaws were adopted on 5/23/2017.
- 2) The bylaws state that attendance at a Board meeting means being in your seat and ready to go by 6:00 p.m.
- 3) Teleconference is not sitting in your car or in a hotel room trying to make something into something it's not.

- 4) This is a "Chair" decision.
- iii. VC Bettencourt disagrees with Secretary Kahrl. You can teleconference from a hotel room. The door must be open and an agenda posted.
- iv. Chairman Elder thinks teleconferencing is disruptive.
- v. Director Enos asked if teleconferencing from inside his 5th wheel trailer is permissible.
 - 1) It was decided to consult with the District's Counsel about this.
- b. Peter Hills, President of the Placer Hills Board, gave a PowerPoint presentation regarding the ***State of the Fire Districts***.
 - i. General discussion after presentation.
 - 1) The project will be on the agenda for the May 22nd Board of Supervisors meeting. 9:00 a.m. at the *Domes*.
 - 2) Wear a red shirt to show support for the fire districts.
 - 3) The Taskforce will be looking for direction from the Supervisors on how to proceed, if that's what they want to do.
 - 4) Chairman Elder asked if it would help for the Board to write a letter in support of the fire districts to the Auburn Journal.
 - a. VC Bettencourt thinks that after the 5/22 meeting would be best. The County clearly knows there is an issue and is taking time to look at it.
 - 5) Chairman Elder thanked everyone who has worked on the project for all of their work.
- c. Review the Draft Budget for FASIS (Fire Agencies Self Insurance System).
 - i. FASIS was created in 1984 and was formed as a joint powers authority to be a viable and highly successful alternative to the commercial insurance market. FASIS currently consists of nearly two hundred fire and community services districts. Most of these members have participated and shared in FASIS since its inception.

11. Action Items

- a. Consider and Approve a Cost of Living Increase for the Special Tax Charges for Fiscal Year 2018/2019.
 - i. Resolution No. 2018-01, **Measure F** COLA increase of 3.6%.
 - 1) VC Bettencourt made a motion to accept Resolution #2018-01 that will increase the amount collected for Measure F by 3.6%. Secretary Kahrl seconds the motion.

a. Elder	AYE
b. Bettencourt	AYE
c. Kahrl	AYE
d. Sprouse	ABSENT
e. Enos	AYE
 - 2) Resolution is adopted.
 - ii. Resolution No. 2018-02, **Measure B** COLA increase of 3%.
 - 1) Secretary Kahrl made a motion to accept Resolution #2018-02 that will increase the amount collected for Measure B by 3%. Director Enos seconds the motion.

a. Elder	AYE
b. Bettencourt	AYE

- c. Kahrl AYE
- d. Sprouse ABSENT
- e. Enos AYE

2) Resolution is adopted.

- b. Consider and approve the Construction Manager Services Agreement with Tricorp Group Inc.
 - i. Director Enos reported that 4 firms had applied for the position.
 - ii. VC Bettencourt recommends Board approval of Tricorp Group Inc. then send contract to legal counsel to address section 16.4 prior to Board signatures.
 - iii. Chairman Elder is concerned about the 15 day payment requirement. The District's invoices are paid through Placer County so by the time the paperwork is prepared, the required Board signatures are obtained, the County cuts the check and the payment is received by the vendor, the 15 day requirement may be exceeded. A 30 day payment schedule would be better for the District.
 - iv. Director Enos asked Brian Topple from Tricorp if the 15 day payment requirement can be changed to 30 days so we don't incur the 10% late payment penalty. Mr. Topple said that they can "probably work with that".
 - v. Mr. Topple explained to the Board that section 16.4 of the contract would only be applicable if the District and Tricorp were in some kind of "adversarial" relationship. This is not the case, Tricorp is acting as an "agent" of the District to get the new station built.
 - vi. VC Bettencourt made a motion to approve the contract with Tricorp Group Inc. Director Enos seconds the motion. Motion carries unanimously with Directors present.
- c. Consider and vote for FASIS Board of Directors.
 - i. VC Bettencourt made a motion for the Board to cast a vote for Gary Grenfell from the South Placer Fire Board. Secretary Kahrl seconds the motion. Motion carries unanimously with Directors present.
- d. The Board adjourned at 7:55 p.m. into Closed Session: Government Code § 54957.6(a) Labor Negotiations.
 - i. Chairman Elder re-convened the Open Session at 8:42 p.m. Mrs. Elder reported that no action was taken. Instruction was given to the negotiations committee. VC Bettencourt will fill in for Director Enos on the Negotiations Committee for the next 2 months.

12. Directors Reports:

- a. None

13. Chairman Elder adjourned the meeting at 8:43 p.m.

Respectfully Submitted By:



Patrice Metz, Recording Secretary

NEWCASTLE FIRE DISTRICT APRIL 2018 PAYABLES

#	FUND	PAYEE	AMOUNT	DESCRIPTION
1002	Salaries		19,056.82	
1003	Extra help		780.00	
1005	Overtime		7,392.75	
1301	FICA		2,244.57	
1310	Emp. Group Ins	Employee Benefits	1,579.79	Payroll Deductions
1315	Workers Comp Ins	FASIS	6,082.00	
2051	Communication	AT&T	100.21	Phone
2051	Communication	Verizon Wireless	105.04	Cell phone
2051	Communication	Wave	119.90	Internet
2405	St. maint/supplies	Auburn Hardware	20.52	
2522	Other supplies	Life Assist	137.54	
2523	Office Supplies	Sierra Morning	50.00	Web service
2523	Office Supplies	US Bank Credit Card	101.11	Miscellaneous
2555	Professional Services	Metz	60.00	Board mtg
2770	Fuel/Lubricants	Dobbas	499.80	Diesel
2844	Training	Price, Cody	150.00	Intern Stipend
2844	Training	Redko, Danek	100.00	Intern Stipend
4456	New Fire Station	Youngdahl Consulting	2,400.50	Management
4456	New Fire Station	Youngdahl Consulting	1,200.00	Management

TOTAL MONTHLY EXPENSES

42,180.55

NEWCASTLE FIRE PROTECTION DISTRICT

2017 / 2018 Final Budget Sub Fund 360

DESCRIPTION	2016/2017	2017/2018	4/30/2018	83%
REVENUE:	ACTUAL	BUDGET	ACTUAL	%
6100 General Taxes	216,954.00	227,055.00	215,697.27	95.0%
6106 Railroad Unitary Property	216.00	231.00	220.39	95.4%
6107 Unitary Taxes	5,397.00	5,730.00	5,444.33	95.0%
6108 Property Tax Impounds	22.00	0.00		
6111 Unsecured Taxes	5,595.00	5,145.00	5,054.37	98.2%
6132 Redemption - General	-5.00	0.00	-1.75	
6140 Prior Unsecured	69.00	77.00	39.93	51.9%
6171 Current Supplemental Taxes	5,468.00	4,502.00	4,257.94	94.6%
6172 Parcel Taxes Measure F		151,080.00	143,494.57	95.0%
6172 Parcel Taxes Measure B		313,500.00	298,649.69	95.3%
6196 Prior Supplement Prop. Tax	8.00	15.00	10.53	70.2%
6950 Interest Income	9,210.00	5,000.00	7,031.98	140.6%
6957 R&T 5151 Interest Refunded	-68.00	0.00	-5.88	
7205 Homeowners Property Tax	1,843.00	1,780.00	1,555.55	87.4%
7326 Federal - Other	0.00	0.00		
7455 State Match	0.00	0.00		
8105 Special Tax - Measure B	305,870.00	See parcel tax		
8105 Special Tax - Measure F	144,914.00	See parcel tax		
8193 Other Svc's, Strike Team Deployments	0.00	0.00		
8215 Administrative Contract	0.00	0.00		
8746 Grants- Cal Fire	0.00	20,000.00		0.0%
8764 Other Misc.	3,671.00	2,500.00	6,465.45	258.6%

TOTAL REVENUE:	\$699,164.00	\$736,615.00	\$687,914.37	93.4%
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GENERAL RESERVES

2453 546000 Capital Assets		397,885.00	\$99,939.84	25.1%
2453 552000 Contingencies		52,618.00	\$52,618.00	100.0%
2455 Unassigned			\$22,200.24	
2453 546000 Assigned Capital Assets Fire Fees		100,000.00	\$100,000.00	100.0%

COMBINED TOTAL REVENUE		\$1,287,118.00	\$962,672.45	74.8%
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DESCRIPTION	2016/2017	2017/2018	4/30/2018	83%
SALARY & WAGES:	ACTUAL	BUDGET	ACTUAL	%
1002 Salaries and Wages	248,445.00	280,000.00	200,998.06	71.8%
1003 Extra Help (Pt. Time)	8,413.00	10,000.00	5,139.00	51.4%
1005 Overtime / Call Back	69,773.00	50,000.00	73,037.79	146.1%
1301 FICA 7.65%	27,056.00	30,000.00	23,163.32	77.2%
1310 Employee Grp. Ins.	14,869.00	20,000.00	18,653.01	93.3%
1315 Workers Comp. Ins.(.084%)	24,635.00	24,328.00	24,328.00	100.0%
1565 Emp. Ben. (other Agency)	0.00	0.00		

TOTAL SALARIES & WAGES:	\$393,191.00	\$414,328.00	\$345,319.18	83.3%
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NEWCASTLE FIRE PROTECTION DISTRICT

2017 / 2018 Final Budget Sub Fund 360

DESCRIPTION	2016/2017	2017/2018	4/30/2018	83%
OPERATIONS:	ACTUAL	BUDGET	ACTUAL	%
2017 Uniforms	7,524.00	6,000.00	5,670.33	94.5%
2051 Communications, Tel	4,127.00	5,000.00	4,303.01	86.1%
2140 Insur. Liab. & Gen	7,048.00	7,500.00	7,307.00	97.4%
2290 Equipment - Vehicles	17,504.00	20,000.00	11,042.56	55.2%
2405 Building & Impr. / New Building	2,759.00	10,000.00	20,486.93	204.9%
2422 Medical Oxygen	372.00	500.00	570.39	114.1%
2439 Dues, Subscriptions, & Memberships	385.00	500.00	360.00	72.0%
2456 Misc. (Special Exp.)	755.00	2,000.00	705.69	35.3%
2508 County Coll. Charges	4,508.00	4,650.00		0.0%
2511 Printing Costs	132.00	1,000.00		0.0%
2517 SB 2557 Co. Cost	4,656.00	4,475.00	3,922.10	87.6%
2522 Supplies (Equip. Misc.)	9,354.00	9,000.00	10,282.47	114.2%
2523 Office Supplies	1,277.00	2,000.00	1,862.18	93.1%
2528 Services / Admin. Contract	66,750.00	89,000.00	66,750.00	75.0%
2555 Consulting (Legal, Special Tax, etc)	18,342.00	20,000.00	7,415.00	37.1%
2556 County services payroll/Sunpro	650.00	750.00	1,728.00	230.4%
2770 Fuel & Lubricants	4,344.00	5,000.00	4,876.54	97.5%
2772 Other Contract Svcs.	0.00	0.00		
2821 Small Equipment (Grant)	0.00	40,000.00	10,705.13	26.8%
2831 Precinct Elections	4,494.00	0.00		
2840 Special Exp. / Strike Team	0.00	0.00		
2844 Training	480.00	2,000.00	1,597.66	79.9%
2939 Commission Reimbursements	2,025.00	2,200.00	1,025.00	46.6%
2965 Utilities	8,789.00	10,000.00	7,771.92	77.7%
3547 LAFCO Dues	535.00	445.00	442.43	99.4%
3785 Local Matching Funds (Grants)	0.00	0.00		
Total Services and Supplies	166,810.00	242,020.00	168,824.34	
4455 Fire Equipment	4,405.00	46,770.00	46,770.57	100.0%
4456 Buildings/site prep/plan changes	36,873.00	584,000.00	401,758.36	68.8%
TOTAL OPERATIONS:	\$208,088.00	\$872,790.00	\$617,353.27	70.7%
TOTAL EXPENSES: Salaries & Operations	\$601,279.00	\$1,287,118.00	\$962,672.45	74.8%
NET GAIN OF OPERATIONS		\$0.00	\$0.00	
RESERVES:				
2455 New Station Fund Balance	397,885.00	0.00	\$297,945.16	
2453,552000: ASSIGN-Contingencies	299,074.00	246,456.00	\$125,554.56	
2453, 514000 General Reserve	59,362.00	59,362.00	\$59,362.00	
TOTAL RESERVES	\$756,321.00	\$305,818.00	\$482,861.72	

Newcastle Fire Protection District

New Fire Station Estimated Phase One Site Work Expenses - May 10, 2018

Acct #	Account Title	Description	Contract Amount	Paid
4456	Gabe Mendez Inc.	Includes fencing, Sewer Work, Surveying Pot hole- Monroe Transmission	\$550,000.00	\$428,626.00
4456	*Placer County Engineering	Refundable Erosion Control(\$8000)	\$11,846.00	\$11,846.00
4456	Materials Testing/P.M.	Youngdahl Civil Engineers	\$30,000.00	\$32,998.00
4456	Contingency (5%)		\$27,500.00	\$22,445.00
4456	Civil Plan Printing	Sierra Office Systems		\$703.00
4456	Legal Notice	Sac Bee & Auburn Journal		\$3,410.00
4456	Bid Prep./Contract Review	Kronick, Muskovitz, Tiedemann		\$6,469.75
4456	Add. Archeological Work	Analytical Environmental Services		\$3,924.00
4456	Civil Changes	George Attebury - Civil Engineer		\$7,939.00
	Estimated Total		\$619,346.00	\$495,915.00
	Prepared:	L. Bettencourt 5/10/2018		

**NOTICE OF GOVERNING BOARD MEMBER ELECTION AND/OR
NOTICE TO SUBMIT MEASURE(S) TO A VOTE OF THE VOTERS**

Resolution No. 2018-03

RESOLUTION OF THE GOVERNING BODY OF THE

Newcastle Fire Protection District

DECLARING AN ELECTION BE HELD IN ITS JURISDICTION;
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE THIS ELECTION
WITH ANY OTHER ELECTION CONDUCTED ON SAID DATE;
AND
REQUESTING ELECTION SERVICES BY THE COUNTY CLERK.

WHEREAS, this District Governing Body orders an election to be held in its jurisdiction on
November 6, 2018; at which election the issue(s) to be presented to the voters shall be:

NOMINATION OF CANDIDATES FOR THE GOVERNING BODY

1. Said election shall be to fill a vacancy for the following Board Members(s) who resigned and/or whose term(s) expired:

Incumbent's Name	Division Number (if applicable)	Regular/Short Term
Eric Roy Sprouse		Regular
Robin Allen Enos		Regular

2. Said Directors for this District are elected in the following manner:

X At Large.

There are no divisions in the District; all voters within the District vote for all candidates.

____ By Division.

Districts are split into areas; only those voters residing in the area may vote for candidates who run in the area.

____ Qualified by Division-Elected at Large.

Directors must qualify to run by living in a specific division, but all voters within the District may vote on all candidates.

3. Said District has determined the following election particulars:

- The length of the Candidate Statement shall not exceed 200 words.
(Specify either 200 or 400 words)
- The cost of the Candidate Statement shall be paid by the **Candidate**.
(Specify Candidate or District)

MEASURE(S) TO BE SUBMITTED TO THE VOTERS (IF APPLICABLE)

(If this election is strictly for deciding one or more measures and no candidates are to be elected, please complete #4 through #6 below)

4. Said District _____ request that the following measure(s) be decided at this election.
(Specify does or does not)

- Said Governing Board orders the following measure(s) to be put to a vote of the residents of the District:

(See attached wording marked Exhibit(s) _____)

5. Said District has determined the following election particulars:

- In the case of a tie vote, the election shall be determined by **LOT**.
(Specify lot or runoff election)
- The County Clerk is **requested** to provide election services. If the District requests the Placer County Elections Office to provide election services, all applicable costs will be paid for by the District.
(Specify requested or not requested)

6. The District hereby certifies that (please check one):

There have been changes to the District boundary lines since our last election as shown on the attached map and/or legal description.

There have been no District boundary changes since our last election.

BE IT RESOLVED that the Board of Supervisors of the County of Placer is hereby requested to:

1. Consolidate the election with any other applicable election conducted on the same day;
2. Authorize and direct the County Clerk, at Governing Body expense, to provide all necessary election services.

This Resolution shall be considered a Notice of Election and Specification of Election Order if applicable.

PASSED AND ADOPTED by the Governing Body on _____, 20____.

AYES:

NOES:

ABSENT:

ATTEST: _____
SECRETARY OF THE BOARD

CHAIR OF THE BOARD

(Seal)

Updated January 8, 2018

QUICK REFERENCE CALENDAR FOR NOVEMBER 6, 2018 GENERAL ELECTION Candidate Calendar - Draft	
June 18 – July 21, 2018 (E-141 – E-108)	Candidate workshops conducted during this period (dates and locations to be scheduled).
July 16, 2018 (E-113)	Candidate-filing period begins.
July 30, 2018 (E-99)	Last day to file semi-annual campaign statements.
August 10, 2018 (E-88)	Close of regular candidate-filing period. This period is extended if an incumbent fails to file.
August 15, 2018 (E-83)	Close of extended candidate-filing period.
August 16, 2018 (E-82)	Random alphabet draw to be held at 11AM to determine the ballot order of candidates' names.
September 10, 2018 (E-57)	Write-in candidate-filing period begins.
September 27, 2018 (E-40)	Sample ballots may be mailed to voters.
October 8, 2018* (E-29)	First day to issue vote-by-mail ballots.
October 23, 2018 (E-14)	First day for conditional registration for this election.
October 23, 2018 (E-14)	Close of write-in candidate-filing period.
October 30, 2018 (E-7)	Last day to request vote-by-mail ballot by mail.
November 6, 2018	ELECTION DAY

*Date may be changed due to Columbus Day holiday.