

**LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT**

**M E M O R A N D U M**

**DATE:** August 23, 2016

**TO:** BOARD OF DIRECTORS  
Lake Arrowhead Community Services District

**FROM:**   
CATHERINE CERRI, Interim General Manager

**SUBJECT:** CONSIDER RECEIVING AND FILING THE FISCAL  
YEAR 2015/2016 ANNUAL BOARD & EMPLOYEE  
EXPENSE REPORT

**A. RECOMMENDATION**

Receive and file the Fiscal Year 2015/2016 Annual Board and Employee Expense Report.

**B. REASON FOR RECOMMENDATION**

The District is legally required to annually disclose any reimbursements paid in the preceding fiscal year that are at least one hundred dollars for each individual charge. In the interest of full disclosure, the District also annually provides a listing of reimbursements and payments made to members of the Board of Directors.

**C. BACKGROUND INFORMATION**

Per Government Code 53065.5 each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

In the interest of full disclosure, the District also annually provides a listing of reimbursements and payments made to the members of the Board of Directors. FPPC Regulation 18705.5 considers remuneration of at least \$250 per year to be material.

**D. FISCAL IMPACT**

There is no fiscal impact related to the receiving and filing of this report.

**E. ATTACHMENTS**

Attachment 1: Fiscal Year 2015/2016 Annual Board and Employee Expense Report

Lake Arrowhead Community Services District  
 Employee and Board Member Expenses Reimbursed by the District  
 Expenses Incurred by Employees on Behalf of the District  
 and  
 Fiscal Year 2015 - 2016

**Board Member  
 Steve Boydston**

Description - Location		Registration Fees	Airfare / Baggage Fees	Lodging	Meals	Public Trans.	Parking Fees	Other	Mileage Amount	Total
7/28/15	Board Meeting									\$50.00
8/25/15	Board Meeting									\$50.00
9/8/15	Board Meeting									\$50.00
10/27/15	Board Meeting									\$50.00
11/10/15	Board Meeting									\$50.00
12/8/15	Board Meeting									\$50.00
12/15/15	Board Meeting									\$50.00
1/12/16	Board Meeting									\$50.00
3/8/16	Board Meeting									\$50.00
4/12/16	Board Meeting									\$50.00
4/25/16	ALA Directors Meeting									\$50.00
5/24/16	Board Meeting									\$50.00
6/14/16	Board Meeting									\$50.00
<b>Grand Totals</b>										<b>\$650.00</b>

Lake Arrowhead Community Services District  
 Employee and Board Member Expenses Reimbursed by the District  
 Expenses Incurred by Employees on Behalf of the District  
 and  
 Fiscal Year 2015 - 2016

**Board Member  
 Ryan Gross**

Description - Location		Registration Fees	Airfare / Baggage Fees	Lodging	Meals	Public Trans.	Parking Fees	Other	Mileage Amount	Total
7/28/15	Board Meeting									\$50.00
8/25/15	Board Meeting									\$50.00
10/8/15	Groundwater Development Ad Hoc Committee									\$50.00
10/27/15	Board Meeting									\$50.00
11/10/15	Board Meeting									\$50.00
12/8/15	Board Meeting									\$50.00
1/12/16	Board Meeting									\$50.00
3/8/16	Board Meeting									\$50.00
4/12/16	Board Meeting									\$50.00
6/14/16	Board Meeting									\$50.00
	<b>Grand Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$500.00</b>

Lake Arrowhead Community Services District  
 Employee and Board Member Expenses Reimbursed by the District  
 Expenses Incurred by Employees on Behalf of the District  
 and  
 Fiscal Year 2015 - 2016

**Board Member  
 Steve Keefe**

Description - Location		Registration Fees	Airfare / Baggage Fees	Lodging	Meals	Public Trans.	Parking Fees	Other	Mileage Amount	Total
8/25/15	Board Meeting									\$50.00
9/8/15	Board Meeting									\$50.00
11/10/15	Board Meeting									\$50.00
12/8/15	Board Meeting									\$50.00
12/15/15	Board Meeting									\$50.00
2/9/16	Board Meeting									\$50.00
4/12/16	Board Meeting									\$50.00
5/24/16	Board Meeting									\$50.00
6/14/16	Board Meeting									\$50.00
<b>Grand Totals</b>										<b>\$450.00</b>

Lake Arrowhead Community Services District  
 Employee and Board Member Expenses Reimbursed by the District  
 Expenses Incurred by Employees on Behalf of the District  
 and  
 Fiscal Year 2015 - 2016

**Board Member  
 William Thompson**

Description - Location		Registration Fees	Airfare / Baggage Fees	Lodging	Meals	Public Trans.	Parking Fees	Other	Mileage Amount	Total
7/28/15	Board Meeting									\$50.00
8/25/15	Board Meeting									\$50.00
10/8/15	Groundwater Development Ad Hoc Committee									\$50.00
10/8/15	SWF Use Ad Hoc Committee									\$50.00
10/27/15	Board Meeting									\$50.00
11/10/15	Board Meeting									\$50.00
12/8/15	Board Meeting									\$50.00
12/15/15	ALA/LACSD Interface Committee									\$50.00
12/15/15	Board Meeting									\$50.00
2/9/16	Board Meeting									\$50.00
3/8/16	Board Meeting									\$50.00
3/22/16	Board Meeting									\$50.00
4/7/16	Board Meeting									\$50.00
4/12/16	Board Meeting									\$50.00
5/24/16	Board Meeting									\$50.00
<b>Grand Totals</b>										\$750.00

Lake Arrowhead Community Services District  
 Employee and Board Member Expenses Reimbursed by the District  
 Expenses Incurred by Employees on Behalf of the District  
 and  
 Fiscal Year 2015 - 2016

**Board Member  
 John Wurm**

Description - Location		Registration Fees	Airfare / Baggage Fees	Lodging	Meals	Public Trans.	Parking Fees	Other	Mileage Amount	Total
7/28/15	Board Meeting									\$50.00
8/25/15	Board Meeting									\$50.00
9/8/15	Board Meeting									\$50.00
10/8/15	SWF Use Ad Hoc Committee									\$50.00
10/27/15	Board Meeting									\$50.00
11/10/15	Board Meeting									\$50.00
12/15/15	ALA/LACSD Interface Committee									\$50.00
12/15/15	Board Meeting									\$50.00
1/12/16	Board Meeting									\$50.00
2/9/16	Board Meeting									\$50.00
3/8/16	Board Meeting									\$50.00
3/22/16	Board Meeting									\$50.00
4/7/16	Board Meeting									\$50.00
4/12/16	Board Meeting									\$50.00
4/25/16	ALA Directors Meeting									\$50.00
5/24/16	Board Meeting									\$50.00
6/14/16	Board Meeting									\$50.00
<b>Grand Totals</b>										\$850.00

Lake Arrowhead Community Services District  
Employee and Board Member Expenses Reimbursed by the District  
Expenses Incurred by Employees on Behalf of the District  
Fiscal Year 2015 - 2016

Employees

Date	Employee	Description	Employee Development	Misc.	Registration Fees	Airfare	Fuel	Lodging	Meals	Public Trans.	Parking Fees	Uniforms	Mileage	Total
7/9/15	Tim McIntire	Mechanical Technician Grade 2 Renewal / CWEA Dues	\$260.00											\$260.00
7/14/15	Kevin Maynard	Distribution Certificate Review Class	\$350.00											\$350.00
7/21/15	Leo Havener	07/15 Fuel Reimbursement					\$300.00							\$300.00
8/3/15	Trevor Cory	Wastewater Treatment Plant Operator Grade 2	\$230.00											\$230.00
8/3/15	Robert Hallmark	Collection System Maintenance Grade 2 Renewal / CWEA Dues	\$240.00											\$240.00
8/5/15	Sergio Loza	Wastewater Treatment Plant Operator Grade 1 Exam	\$140.00											\$140.00
8/11/15	Francisco Izeta	Water Distribution II - SBVCC Tuition	\$168.00											\$168.00
8/24/15	Jaime Hernandez	Water Distribution II - SBVCC Tuition	\$158.00											\$158.00
8/24/15	Steve Papp	Collection System Maintenance Grade 3 / CWEA Dues	\$245.00											\$245.00
9/5/15	Alan Clanin	Work Boots										\$100.00		\$100.00
9/1/15	Al Edwards	Collection System Maintenance Grade 2 Renewal / CWEA Dues	\$240.00											\$240.00
9/15/15	Al Edwards	Work Boots										\$100.00		\$100.00
9/21/15	Kevin Maynard	CWEA Dues	\$164.00											\$164.00
9/24/15	Tim McIntire	Tri-State Expenses			\$95.00		\$40.50	\$394.24	\$85.83					\$615.57
9/24/15	Russ Tolton	Tri-State Expenses							\$100.15				\$246.59	\$346.74
9/28/15	Scott Schroder	Tri-State Expenses			\$95.00			\$168.00	\$95.21				\$255.30	\$613.51
9/29/15	Mary Pedersen	Water Distribution Gr D1 - Bacteriological Disease II CEU Class	\$270.00											\$270.00
10/6/15	Corwin Mossman	Work Boots										\$100.00		\$100.00
10/7/15	Kyle Rose	Work Boots										\$100.00		\$100.00
10/9/15	Richard Pretzinger	Work Boots										\$100.00		\$100.00
10/17/02	Daniel Dressler	Work Boots										\$100.00		\$100.00



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Date	Employee	Description	Employee Development	Misc.	Registration Fees	Airfare	Fuel	Lodging	Meals	Public Trans.	Parking Fees	Uniforms	Mileage	Total
10/21/15	Gil Acosta	Work Boots										\$100.00		\$100.00
10/22/15	Kyle Rose	Tri-State Expenses						(\$42.00)	\$36.65				\$283.48	\$278.13
11/5/15	Francisco Izeta	Water Distribution Operator Grade 2	\$145.00											\$145.00
11/30/15	Nathan Porter	Collection System Maintenance Grade 2	\$170.00											\$170.00
12/2/15	Trevor Cory	Wastewater Treatment Plant Operator Grade 3 Exam	\$350.00											\$350.00
12/4/15	Eric Noyes	Water Distribution Operator Grade 1 - Water Use Efficiency Grade 1 Workshop Fees	\$495.00											\$495.00
12/16/15	Kevin Maynard	Distribution System Basics Class	\$299.99											\$299.99
12/22/16	Robert Lukey	CWEA Dues	\$164.00											\$164.00
12/23/16	Alan Clanin	Wastewater Treatment Plant Operator Grade 3	\$300.00											\$300.00
12/26/16	Kyle Rose	Water Treatment 1 Tuition SBVC	\$175.50											\$175.50
12/31/16	Sergio Loza	Math 942 Tuition SBVC	\$178.00											\$178.00
1/11/16	Robert Lint	Work Boots										\$100.00		\$100.00
1/13/16	Brett Barkley	Collection System Maintenance Grade 1	\$319.00											\$319.00
1/21/16	Robert Lukey	Work Boots										\$100.00		\$100.00
1/26/16	Alan Clanin	Plant Maintenance Tech Gr 4	\$260.00											\$260.00
1/28/16	Corwin Mossman	Collection System Maintenance Grade 1	\$319.00											\$319.00
2/16/16	Curtis Vanderwoude	Water Treatment Operator Grade 4	\$105.00											\$105.00
2/25/16	Jeff Lewis	Water Treatment Plant Operation Class	\$114.68											\$114.68
2/29/16	Sergio Loza	Lab Analyst Grade 1	\$155.00											\$155.00
3/8/16	Mark Lopez	CWEA Dues	\$164.00											\$164.00
3/16/16	Travis Hale	Wastewater Exam II Prep Class Expenses							\$117.06				\$96.23	\$213.29
3/16/16	Philip Jagt	Wastewater Exam II Prep Class Expenses							\$162.33					\$162.33

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Date	Employee	Description	Employee Development	Registration							Public Trans.	Parking Fees	Uniforms	Mileage	Total
				Misc.	Fees	Airfare	Fuel	Lodging	Meals						
3/22/16	Justin Houck	Collection System Maintenance Grade 1	\$319.00												\$319.00
3/30/16	Jaime Hernandez	CWEA Dues	\$164.00												\$164.00
4/25/16	Kevin Maynard	Water Distribution Operator Grade 2	\$145.00												\$145.00
5/8/16	Corwin Mossman	Small Water System Operations Class - CSU Sacramento	\$119.68												\$119.68
5/31/16	Robert Martinez	Work Boots										\$100.00			\$100.00
6/1/16	Sergio Loza	Spring Semester Tuition - SBVC	\$448.50												\$448.50
6/2/16	Travis Hale	Work Boots										\$100.00			\$100.00
6/9/16	Robert Martinez	Water Distribution System Operational Maintenance Class	\$115.68												\$115.68
6/27/16	Jeff Lewis	Water Treatment Operator Grade 4	\$130.00												\$130.00
6/27/16	Neil Orosco	Water Treatment Operator Grade 3	\$100.00												\$100.00
6/28/16	Robert Lukey	Electrical & Instrumentation Technician Grade 4	\$195.00												\$195.00
6/30/16	Brett Barkley	Water Treatment Plant Operator Grade 2 Exam and Cert Fee	\$125.00												\$125.00
6/30/16	Alan Clanin	Water Distribution System Operational Maintenance Class	\$118.68												\$118.68
6/30/16	Tim McIntire	Mechanical Technician Grade 4 / CWEA Dues	\$260.00												\$260.00
<b>Grand Totals</b>			<b>\$8,419.71</b>	<b>\$0.00</b>	<b>\$190.00</b>	<b>\$0.00</b>	<b>\$340.50</b>	<b>\$520.24</b>	<b>\$597.23</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,100.00</b>	<b>\$881.60</b>	<b>\$12,049.28</b>	