LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT

M E M O R A N D U M

DATE: **AUGUST 28, 2018**

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

FROM:

JESSICA BROWN, Finance Manager

CATHERINE CERRI, General Manager

SUBJECT: **CONSIDER RECEIVING AND FILING THE FISCAL YEAR 2017-18 ANNUAL BOARD & EMPLOYEE EXPENSE REPORT**

A. RECOMMENDATION

Receive and file the Fiscal Year 2017-18 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 payment made to the members of the Board of Directors.

D. FISCAL IMPACT

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

E. ATTACHMENTS

Attachment 1: Fiscal Year 2017-18 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 2017 - 2018

Board Member
Steve Boydston

Meeting Date	Check Issue Date	Description - Location	Registration Fees	Airfare / Baggage Fees	Lodging	Meals	Public Trans.	Parking Fees	Other	Mileage Amount	Total
6/27/17	7/12/17	Board Meeting									$50.00
12/12/17	12/27/17	Board Meeting									$50.00
2/12/18	3/7/18	Executive Committee Meeting									$50.00
2/27/18	3/7/18	Board Meeting									$50.00
3/27/18	4/4/18	Board Meeting									$50.00
4/10/18	5/16/18	Board Meeting									$50.00
4/13/18	5/16/18	Executive Committee Meeting									$50.00
		Grand Totals									**$350.00**

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 2017 - 2018

Board Member
Ryan Gross

Meeting Date	Check Issue Date	Description - Location	Registration Fees	Airfare / Baggage Fees	Lodging	Meals	Public Trans.	Parking Fees	Other	Mileage Amount	Total
8/9/17	8/23/17	Board Meeting									$50.00
11/14/17	12/13/17	Board Meeting									$50.00
12/12/17	12/27/17	Board Meeting									$50.00
2/13/18	4/4/18	Board Meeting									$50.00
3/27/18	4/4/18	Board Meeting									$50.00
4/10/18	5/16/18	Board Meeting									$50.00
5/8/18	5/30/18	Board Meeting									$100.00
5/22/18	5/30/18	Board Meeting									$100.00
		Grand Totals	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$500.00**

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 2017 - 2018

Board Member
Steve Keefe

Board Meeting Date	Check Issue Date	Description - Location	Registration Fees	Airfare / Baggage Fees	Lodging	Meals	Public Trans.	Parking Fees	Other	Mileage Amount	Total
9/26/17	10/4/17	Board Meeting									$50.00
11/14/17	12/13/17	Board Meeting									$50.00
1/9/18	2/7/18	Board Meeting									$50.00
1/23/18	2/7/18	Board Meeting									$50.00
2/13/18	3/7/18	Board Meeting									$50.00
2/27/18	3/7/18	Board Meeting									$50.00
5/22/18	5/30/18	Board Meeting									$100.00
		Grand Totals									**$400.00**

Lake Arrowhead Community Services District
Employee and Board Member Expenses Reimbursed by the District
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Fiscal Year 2017 - 2018

Board Member
John O'Brien

Board Meeting Date	Check Issue Date	Description - Location	Registration Fees	Airfare / Baggage Fees	Lodging	Meals	Public Trans.	Parking Fees	Other	Mileage Amount	Total
12/12/17	2/7/18	Board Meeting									$50.00
1/9/18	2/7/18	Board Meeting									$50.00
1/23/18	2/7/18	Board Meeting									$50.00
2/13/18	3/7/18	Board Meeting									$50.00
2/27/18	3/7/18	Board Meeting									$50.00
3/27/18	4/4/18	Board Meeting									$50.00
4/10/18	5/16/18	Board Meeting									$50.00
5/8/18	5/30/18	Board Meeting									$100.00
5/22/18	5/30/18	Board Meeting									$100.00
		Grand Totals									$550.00

Lake Arrowhead Community Services District
Employee and Board Member Expenses Reimbursed by the District
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Fiscal Year 2017 - 2018

Board Member
William Thompson

Board Meeting Date	Check Issue Date	Description - Location	Registration Fees	Airfare / Baggage Fees	Lodging	Meals	Public Trans.	Parking Fees	Other	Mileage Amount	Total
5/1/17	7/12/17	Board Meeting									$50.00
5/23/17	7/12/17	Board Meeting									$50.00
6/27/17	7/12/17	Board Meeting									$50.00
7/24/17	7/26/17	Board Meeting									$50.00
8/9/17	8/23/17	Board Meeting									$50.00
9/15/17	10/4/17	Executive Committee Meeting									$50.00
9/26/17	10/4/17	Board Meeting									$50.00
10/23/17	12/13/17	ALA/LACSD Interface Committee Meeting									$50.00
11/14/17	12/13/17	Board Meeting									$50.00
		Grand Totals									$450.00

Lake Arrowhead Community Services District
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Fiscal Year 2017 - 2018

Board Member
John Wurm

Board Meeting Date	Check Issue Date	Description - Location	Registration Fees	Airfare / Baggage Fees	Lodging	Meals	Public Trans.	Parking Fees	Other	Mileage Amount	Total
6/27/17	7/12/17	Board Meeting									$50.00
7/24/17	7/26/17	Board Meeting									$50.00
8/9/17	8/23/17	Board Meeting									$50.00
9/15/17	10/4/17	Executive Committee Meeting									$50.00
9/18/17	10/4/17	ASBCSD Membership Meeting									$50.00
9/26/17	10/4/17	Board Meeting									$50.00
11/14/17	12/13/17	Board Meeting									$50.00
12/12/17	12/27/17	Board Meeting									$50.00
1/9/18	2/7/18	Board Meeting									$50.00
1/16/18	2/7/18	Executive Committee Meeting									$50.00
1/23/18	2/7/18	Board Meeting									$50.00
2/12/18	3/7/18	Executive Committee Meeting									$50.00
2/27/18	3/7/18	Board Meeting									$50.00
3/19/18	4/4/18	Executive Committee Meeting									$50.00
3/27/18	4/4/18	Board Meeting									$50.00
4/10/18	5/2/18	Executive Committee Meeting									$50.00
4/16/18	5/2/18	Board Meeting									$50.00
5/8/18	5/30/18	Board Meeting									$100.00
5/14/18	5/30/18	Executive Committee Meeting									$100.00
5/22/18	5/30/18	Board Meeting									$100.00
		Grand Totals									$1,150.00

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 2017 - 2018

Employees

Date	Employee	Description	Employee Development	Misc.	Registration Fees	Airfare	Car Rental	Lodging	Meals	Public Trans.	Parking Fees	Uniforms	Mileage	Total
7/10/17	Robert Lukey	Electrical / Instrumentation Grade 4	$100.00											$100.00
7/19/17	Corwin Mossman	Water Treatment Operator Grade 2 Exam - Certification	$125.00											$125.00
7/19/17	Zachary Holmes	Collection Systems Maintenance Grade 1	$332.00											$332.00
8/7/17	Kyle Rose	Work Boots										$150.00		$150.00
8/9/17	Rick Pretzinger	Collection Systems Maintenance Grade 1	$265.00											$265.00
8/14/17	Rob Hallmark	Collection Systems Maintenance Grade 2	$260.00											$260.00
8/28/17	Matt O'Kelly	Cla-Val Training Expenses						$140.83						$140.83
8/28/17	Trevor Cory	Wastewater Treatment Plant Operator Grades 4/5 Math - Certification Review Class Expenses						$825.52	$59.45					$884.97
9/5/17	Sergio Loza	Wastewater Treatment Plant Operator Grade 1	$170.00											$170.00
9/18/17	Kevin Maynard	CWEA Membership Dues	$180.00											$180.00
9/27/17	Mica O'Connell	CWEA Environmental Compliance Inspector Grade 1	$160.00											$160.00
10/3/17	Corwin Mossman	Tri-State Conference Expenses							$106.88					$106.88
10/3/17	Robert Martinez	Tri-State Conference Expenses							$117.34					$117.34
10/5/17	Daniel Dressler	Water Distribution System Operation & Maintenance Class	$116.55											$116.55
10/4/17	Daniel Dressler	Tri-State Conference Expenses							$102.11				$241.82	$343.93
10/31/17	Kevin Maynard	Work Boots										$150.00		$150.00
11/2/17	Randa Beckham	Customer Service Training Expenses											$107.21	$107.21
11/3/17	Francisco Izeta	Work Boots										$113.39		$113.39
11/7/17	Travis Hale	Water Treatment Operator Grade 1 Exam - Certification	$105.00											$105.00
11/9/17	Robert Martinez	Water Treatment Operator Grade 1 Exam - Certification	$120.00											$120.00
11/9/17	Robert Martinez	Water Distribution Operator Grade 2 Exam - Certification	$145.00											$145.00

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Fiscal Year 2017 - 2018

Date	Employee	Description	Employee Development	Misc.	Registration Fees	Airfare	Car Rental	Lodging	Meals	Public Trans.	Parking Fees	Uniforms	Mileage	Total
11/9/17	John Sanchez	Collection System Maintenance Grade 1	$265.00											$265.00
11/21/17	Brett Barkley	CWEA Membership Dues	$180.00											$180.00
12/4/17	Zachary Holmes	Water Distribution Operator Grade 2 Exam - Certification	$145.00											$145.00
12/4/17	Christian Alls	Work Boots										$150.00		$150.00
12/5/17	Isaac Whisner	Work Boots										$150.00		$150.00
12/6/17	Andrew Bennett	Water Distribution Operator Grade 2 Exam - Certification	$145.00											$145.00
12/19/17	Sergio Loza	San Bernardino Valley College Fall 2017 Tuition	$223.50											$223.50
12/21/17	Trevor Cory	Winter Boots										$172.35		$172.35
12/28/17	Jeff Lewis	Wastewater Treatment Plant Operator Grade 2	$110.00											$110.00
1/2/18	Corwin Mossman	Mechanical Technologist Grade 1	$165.00											$165.00
1/4/18	Neil Orosco	Water Treatment Plant Opertaor Grade 2	$160.00											$160.00
1/10/18	Rick Pretzinger	Work Boots										$150.00		$150.00
1/18/18	Jeff Lewis	Water Distribution Operator Grade 4	$105.00											$105.00
1/22/18	Neil Orosco	Water Distribution Operator Grade 5	$105.00											$105.00
2/13/18	Ryan Sanchez	Collections System Maintenance Grade 1 Exam - Certification	$345.00											$345.00
2/27/18	Travis Hale	Wastewater Operator Grade 3 Training Hotel						$312.12						$312.12
2/27/18	Travis Hale	Wastewater Operator Grade 3 Training Expenses							$80.91				$98.21	$179.12
3/1/18	John Sanchez	Wastewater Treatment Plant Operator Grade 1	$140.00											$140.00
3/4/18	Kyle Rose	Wastewater Operator Grade 2 Training Expenses							$90.69				$83.06	$173.75
3/13/18	Mary Pedersen	ELAP Seminar Expenses					$118.11							$118.11
3/21/18	Russ Tolton	Collections System Maintenance Grade 2 / CWEA Dues	$270.00											$270.00
3/28/18	Robert Martinez	Collections System Maintenance Grade 2	$180.00											$180.00

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Date	Employee	Description	Employee Development	Misc.	Registration Fees	Airfare	Car Rental	Lodging	Meals	Public Trans.	Parking Fees	Uniforms	Mileage	Total
4/3/18	Isaac Whisner	Collections System Maintenance Grade 1	$332.00											$332.00
4/4/18	Mica O'Connell	Winter Jacket										$123.27		$123.27
4/12/18	Robert Lint	CWEA Dues	$180.00											$180.00
4/26/18	Isaac Whisner	Wastewater Collection 1 - San Bernardino Valley College	$177.50											$177.50
5/4/18	Kasey Brandenberger	Excel Training Expenses							$24.42				$86.11	$110.53
5/8/18	Kellie Terrett	Excel Training Expenses							$26.43				$95.38	$121.81
5/22/18	Mark Lopez	The Master's College 05/18 - 07/18 Tuition	$810.00											$810.00
5/30/18	Corwin Mossman	San Bernardino Valley College Spring 2018 Tuition	$611.40											$611.40
6/5/18	Sergio Loza	TNI Training Expenses					$271.81		$27.87		$36.00			$335.68
6/12/18	Corwin Mossman	Collection System Maintenance Grade 2	$180.00											$180.00
6/22/18	Ryan Lawler	CSU Sacramento Water Treatment Plant Operations Vol 1	$183.53											$183.53
6/25/18	Christian Alls	CWEA Dues	$180.00											$180.00
6/27/18	Tony Carricaburu	Mechanical Technologist Grade 3	$190.00											$190.00
6/30/18	Justin Houck	Water Treatment Operator Grade 2 Exam - Certification	$125.00											$125.00
		Grand Totals	**$7,586.48**	**$0.00**	**$0.00**	**$0.00**	**$389.92**	**$1,278.47**	**$636.10**	**$0.00**	**$36.00**	**$1,159.01**	**$711.79**	**$11,797.77**

$11,797.77