

LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT

MEMORANDUM

DATE: AUGUST 25, 2020

TO: BOARD OF DIRECTORS
Lake Arrowhead Community Services District

FROM: JOHN O'BRIEN, Finance Manager
CATHERINE CERRI, General Manager

SUBJECT: CONSIDER RECEIVING AND FILING THE
FISCAL YEAR 2019-20 ANNUAL BOARD &
EMPLOYEE EXPENSE REPORT

A. RECOMMENDATION

Receive and file the Fiscal Year 2019-20 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. 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. ENVIRONMENTAL IMPACT

None.

F. ATTACHMENTS

- Fiscal Year 2019-20 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
Fiscal Year 2019 - 2020

Board Member
Steve Boydston

Meeting Date	Check Issue Date	Description - Location	Airfare /		Meals	Public Trans.	Parking Fees	Other	Mileage Amount	Total
			Registration Fees	Baggage Fees						
7/15/19	8/21/19	Executive Committee Meeting								\$100.00
8/13/19	8/21/19	Board Meeting								\$100.00
8/27/19	10/2/19	Special Board Meeting								\$100.00
9/24/19	10/2/19	Board Meeting								\$100.00
10/14/19	10/30/19	Executive Committee Meeting								\$100.00
10/22/19	10/30/19	Board Meeting								\$100.00
11/4/19	11/27/19	Executive Committee Meeting								\$100.00
11/12/19	11/27/19	Board Meeting								\$100.00
12/2/19	12/24/19	Executive Committee Meeting								\$100.00
12/10/19	12/24/19	Board Meeting								\$100.00
1/13/20	2/5/20	Executive Committee Meeting								\$100.00
1/28/20	2/5/20	Board Meeting								\$100.00
2/10/20	4/1/20	Executive Committee Meeting								\$100.00
3/16/20	4/1/20	Executive Committee Meeting								\$100.00
3/24/20	4/1/20	Board Meeting								\$100.00
4/20/20	5/13/20	Executive Committee Meeting								\$100.00
4/28/20	5/13/20	Board Meeting								\$100.00
5/18/20	6/10/20	Executive Committee Meeting								\$100.00
6/15/20	7/8/20	Executive Committee Meeting								\$100.00
6/23/20	7/8/20	Board Meeting								\$100.00
		Grand Totals								\$2,000.00

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 2019 - 2020

**Board Member
 Robert Morris**

Board Meeting Date	Check Issue Date	Description - Location	Registration Fees	Airfare / Baggage Fees	Lodging	Meals	Public Trans.	Parking Fees	Other	Mileage Amount	Total
8/13/19	8/21/19	Board Meeting									\$100.00
9/24/19	10/2/19	Board Meeting									\$100.00
9/30/19	10/30/19	ALA/LACSD Interface Committee Meeting									\$100.00
10/22/19	10/30/19	Board Meeting									\$100.00
11/12/19	11/27/19	Board Meeting									\$100.00
12/10/19	12/24/19	Board Meeting									\$100.00
1/28/20	2/5/20	Board Meeting									\$100.00
3/24/20	6/10/20	Board Meeting									\$100.00
4/28/20	6/10/20	Board Meeting									\$100.00
5/26/20	6/10/20	Board Meeting									\$100.00
		Grand Totals									\$1,000.00

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 2019 - 2020

Employees

Date	Employee	Description	Employee Development	Misc.	Registration Fees	Airfare	Car Rental	Lodging	Meals	Public Trans.	Parking Fees	Uniforms	Fuel / Mileage	Total
7/3/19	Robert Hallmark	Membership Renewal & Gr 2 Collection	\$280.00											\$280.00
7/3/19	Jeff Lewis	Reimbursement for Steel Toe Work Boots										\$140.39		\$140.39
7/3/19	Natalie Potter	Education Reimbursement - Servant Leadership	\$1,500.00											\$1,500.00
7/17/19	Gustavo Albarran	D1 Water Distribution Exam	\$162.53											\$162.53
7/17/19	Christian Alls	Water Treatment Operation	\$164.53											\$164.53
7/31/19	Gustavo Albarran	CWEA Membership & Collection Gr 1	\$358.00											\$358.00
7/31/19	Scott Schroder	Education Reimbursement - Project Management 302	\$1,282.05											\$1,282.05
8/15/19	Richard Pretzinger	CWEA Collection Gr 1 & SWRCB D 2 Renewal	\$217.00											\$217.00
8/28/19	Andrew Bennett	Tri-State Seminar Mileage & Meals							\$94.41				\$249.40	\$343.81
8/28/19	Florencio Burciaga	Steel Toe Work Boot										\$150.00		\$150.00
8/28/19	Russ Tolton	SWCRB D2 Renewal & 12 CE Hours	\$180.00											\$180.00
8/28/19	Isaac Whisner	Tri-State Seminar Mileage & Meals							\$155.46				\$251.72	\$407.18
9/25/19	Gil Acosta	Work Boot										\$150.00		\$150.00
9/25/19	Dakota Arizmendi	CWEA Membership & Renewal	\$188.00											\$188.00
9/25/19	Corwin Mossman	Certification & Exam	\$215.00											\$215.00
9/25/19	Isaac Whisner	Collection Maintenance Gr 2	\$185.00											\$185.00
10/23/19	Nicole Barnett	Casell Conference Mileage, Parking & Meals							\$85.35		\$90.00		\$264.48	\$439.83
10/23/19	Kathleen Brandenberger	Caselle Conference Mileage & Meals							\$69.67				\$286.52	\$356.19
10/23/19	Kellie Terrett	Caselle Conference Mileage & Meals							\$46.71				\$264.48	\$311.19

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 Fiscal Year 2019 - 2020

Date	Employee	Description	Employee Development	Misc.	Registration Fees	Airfare	Car Rental	Lodging	Meals	Public Trans.	Parking Fees	Uniforms	Fuel / Mileage	Total
6/17/20	Zach Holmes	WTPO Gr 2	\$124.55											\$124.55
Grand Totals			\$9,548.45	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$606.03	\$0.00	\$150.00	\$541.97	\$1,755.08	\$12,801.53

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