LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT

M E M O R A N D U M

DATE: **AUGUST 13, 2019**

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 2018-19 ANNUAL BOARD & EMPLOYEE EXPENSE REPORT**

A. RECOMMENDATION

Receive and file the Fiscal Year 2018-19 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

Attachment 1: Fiscal Year 2018-19 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 2014 - 2015

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
5/8/18	9/5/18	Board Meeting									$100.00
5/14/18	9/5/18	Executive Committee Meeting									$100.00
7/16/18	9/5/18	Executive Committee Meeting									$100.00
8/20/18	9/5/18	Executive Committee Meeting									$100.00
8/28/18	9/5/18	Board Meeting									$100.00
9/25/18	10/17/18	AB 1234 Ethics Training									$100.00
10/9/18	10/17/18	Board Meeting									$100.00
11/13/18	11/28/18	Board Meeting									$100.00
12/3/18	12/26/18	Executive Committee Meeting									$100.00
12/11/18	12/26/18	Board Meeting									$100.00
1/14/19	2/6/19	Executive Committee Meeting									$100.00
1/22/19	2/6/19	Board Meeting									$100.00
3/18/19	4/3/19	Executive Committee Meeting									$100.00
3/26/19	4/3/19	Board Meeting									$100.00
4/23/19	5/1/19	Board Meeting									$100.00
5/10/19	6/12/19	AB 1661 Sexual Harrassment Training									$100.00
5/20/19	6/12/19	Executive Committee Meeting									$100.00
5/28/19	6/12/19	Board Meeting									$100.00
6/17/19	7/10/19	Executive Committee Meeting									$100.00
6/25/19	7/10/19	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
and
Fiscal Year 2014 - 2015

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
6/26/18	7/11/18	Board Meeting									$100.00
7/24/18	8/8/18	Board Meeting									$100.00
8/17/18	9/5/18	Ethics Training									$100.00
8/28/18	9/5/18	Board Meeting									$100.00
10/9/18	10/17/18	Board Meeting									$100.00
12/11/18	12/26/18	Board Meeting									$100.00
1/22/19	2/6/19	Board Meeting									$100.00
5/28/19	6/12/19	Board Meeting									$100.00
6/25/19	7/10/19	Board Meeting									$100.00
		Grand Totals	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$900.00**

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 2014 - 2015

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
6/26/18	7/11/18	Board Meeting									$100.00
12/11/18	12/26/18	Board Meeting									$100.00
1/22/19	2/6/19	Board Meeting									$100.00
5/28/19	6/12/19	Board Meeting									$100.00
6/25/19	7/10/19	Board Meeting									$100.00
		Grand Totals									**$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 2014 - 2015

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
4/23/19	5/1/19	Board Meeting									$100.00
1/22/19	5/29/19	Board Meeting									$100.00
2/26/19	5/29/19	Board Meeting									$100.00
3/26/19	5/29/19	Board Meeting									$100.00
5/28/19	6/12/19	Board Meeting									$100.00
6/25/19	7/10/19	Board Meeting									$100.00
		Grand Totals									**$600.00**

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 2014 - 2015

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
7/24/18	8/8/18	Board Meeting									$100.00
8/22/18	10/17/18	AB 1234 Ethics Training									$100.00
8/28/18	9/5/18	Board Meeting									$100.00
10/9/18	10/17/18	Board Meeting									$100.00
11/13/18	11/28/18	Board Meeting									$100.00
12/11/18	12/26/18	Board Meeting									$100.00
		Grand Totals									$600.00

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 2016 - 2017

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
6/26/18	7/11/18	Board Meeting									$100.00
7/16/18	8/8/18	Executive Committee Meeting									$100.00
7/24/18	8/8/18	Board Meeting									$100.00
8/20/18	9/5/18	Executive Committee Meeting									$100.00
8/28/18	9/5/18	Board Meeting									$100.00
10/9/18	10/17/18	Board Meeting									$100.00
11/5/18	11/28/18	Executive Committee Meeting									$100.00
11/13/18	11/28/18	Board Meeting									$100.00
12/3/18	12/26/18	Executive Committee Meeting									$100.00
12/11/18	12/26/18	Board Meeting									$100.00
12/12/18	1/23/19	ALA/LACSD Interface Committee Meeting									$100.00
1/14/19	2/6/19	Executive Committee Meeting									$100.00
1/22/19	2/6/19	Board Meeting									$100.00
2/19/19	3/20/19	Executive Committee Meeting									$100.00
2/26/19	3/20/19	Board Meeting									$100.00
3/6/19	4/3/19	AB 1234 Ethics Training									$100.00
3/18/19	4/3/19	Executive Committee Meeting									$100.00
3/26/19	4/3/19	Board Meeting									$100.00
4/15/19	5/1/19	Executive Committee Meeting									$100.00
4/23/19	5/1/19	Board Meeting									$100.00
5/20/19	6/12/19	Executive Committee Meeting									$100.00
5/28/19	6/12/19	Board Meeting									$100.00
6/17/19	7/10/19	Executive Committee Meeting									$100.00
6/25/19	7/10/19	Board Meeting									$100.00
		Grand Totals									$2,400.00

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 2014 - 2015

Employees

Date	Employee	Description	Employee Development	Misc.	Registration Fees	Airfare	Car Rental	Lodging	Meals	Public Trans.	Parking Fees	Uniforms	Fuel / Mileage	Total
7/1/18	Corwin Mossman	SBVC Tuition Reimbursement - Summer 2018	$419.39											$419.39
9/12/18	Brett Barkley	Mechanical Technologist Grade 3	$195.00											$195.00
9/12/18	Robert Lint	Electrical/Instrumentation Grade 4	$210.00											$210.00
9/17/18	Robert Martinez	Mechanical Technologist Grade 3	$195.00											$195.00
9/24/18	Sergio Loza	TNI Training Expenses					$228.35		$32.28		$20.00			$280.63
9/24/18	Kevin Maynard	CWEA Membership Dues	$188.00											$188.00
10/1/18	Francisco Izeta	Tri-State Seminar Expenses						$214.70	$56.89				$50.87	$322.46
10/1/18	Zach Holmes	Tri-State Seminar Expenses						$63.00	$59.94				$252.88	$375.82
10/1/18	Anthony Segura	Tri-State Seminar Expenses						$63.00	$92.36					$155.36
10/2/18	Magda Escalante	Tri-State Seminar Expenses						$107.35	$72.62				$240.89	$420.86
10/2/18	Robert Hallmark	Tri-State Seminar Expenses						$63.00	$131.98				$252.88	$447.86
10/3/18	Zach Holmes	Collection System Maintenance Grade 2	$180.00											$180.00
10/8/18	Kevin Maynard	Work Boots										$130.68		$130.68
10/9/18	John Sanchez	Tri-State Seminar Expenses						$63.00	$111.45				$238.17	$412.62
10/29/18	Jessica Brown	CalPERS Conference Expenses						$435.94	$161.08					$597.02
11/6/18	Sergio Loza	TNI Training Expenses					$111.30		$35.37		$48.00			$194.67
12/4/18	Anthony Segura	Work Boots										$150.00		$150.00
12/5/18	Christian Alls	Work Boots										$150.00		$150.00
12/14/18	Kevin Maynard	Water Distribution CEU	$125.00											$125.00
12/18/18	Mark Lopez	2018 HSA Overdeduction		$240.57										$240.57
1/4/19	Dakota Arizmendi	Water Treatment Operation	$182.53											$182.53

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 2014 - 2015

Date	Employee	Description	Employee Development	Misc.	Registration Fees	Airfare	Car Rental	Lodging	Meals	Public Trans.	Parking Fees	Uniforms	Fuel / Mileage	Total
1/6/19	Corwin Mossman	SBVC Tuition Reimbursement - Fall 2018	$782.53											$782.53
1/16/19	Sergio Loza	CWEA Lab Analyst 2 Exam	$180.00											$180.00
1/30/19	Robert Lint	Mechanical Grade 4	$210.00											$210.00
2/1419	Mary Pedersen	AFLAC Premium Reimbursement		$101.72										$101.72
2/14/19	Jared Yee	Maintenance Grade 2 Renewal & CWEA Membership	$373.00											$373.00
2/27/19	Matthew Brooks	Winter Boots										$169.95		$169.95
2/27/19	Hayley O'Kelly	Worker's Comp & Risk Management Training							$87.41				$82.01	$169.42
3/14/19	John Sanchez	Wastewater Grade 2 Education							$135.75					$135.75
3/27/19	Richard Pretzinger	CWEA Renewal & Membership	$275.00											$275.00
4/24/19	Kane Kennedy	Mechanical Technologist Grade 2	$200.00											$200.00
4/24/19	Sergio Loza	AC 2019 Seminar						$510.36	$130.27					$640.63
4/24/19	Curtis Vanderwoude	Water Distribution Grade 4 Exam	$130.00											$130.00
5/8/19	Dakota Arizmendi	Water Distribution Grade 2 Exam & Certification Fee	$145.00											$145.00
5/8/19	Isaac Whisner	Water Distribution Grade 2 Exam & Certification Fee	$145.00											$145.00
5/8/19	Jared Yee	Water Distribution Grade 2 Exam & Certification Fee	$145.00											$145.00
5/22/19	Travis Hale	CSM-1 Renewal & Membership	$275.00											$275.00
5/22/19	Jaime Hernandez	Water Distribution Grade 3 Exam & Certification Fee	$160.00											$160.00
5/22/19	Hayley O'Kelly	HR Strong & Admin Assistant Conferences							$17.09				$87.69	$104.78
6/5/19	Corwin Mossman	SBVC Tuition Reimbursement - Spring 2019	$712.99											$712.99
6/19/19	Christian Alls	CSM-2 Renewal & Membership	$280.00											$280.00
6/19/19	Andrew Bennett	CSM-1 Renewal & Membership	$275.00											$275.00
6/19/19	Sergio Loza	SBVC Tuition Reimbursement	$304.50											$304.50

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Fiscal Year 2014 - 2015

Date	Employee	Description	Employee Development	Misc.	Registration Fees	Airfare	Car Rental	Lodging	Meals	Public Trans.	Parking Fees	Uniforms	Fuel / Mileage	Total
6/19/19	Scott Schroder	UR Tuition Reimbursement - Project Management	$1,318.69											$1,318.69
Grand Totals			**$7,606.63**	**$342.29**	**$0.00**	**$0.00**	**$339.65**	**$1,520.35**	**$1,124.49**	**$0.00**	**$68.00**	**$600.63**	**$1,205.39**	**$12,807.43**

$12,807.43