



Costa Mesa Sanitary District

...an Independent Special District

Memorandum

To: Board of Directors
From: Wendy Davis, Finance Manager
Date: September 22, 2016
Subject: Annual Report of Expenses – Fiscal Year 2015-16

Summary

California Government Code requires special districts to disclose, at least annually, any reimbursement paid by the District of at least \$100 for each individual charge for services or products received by a Board Member or Staff. The Annual Report of Expenses for Fiscal Year 2015-16 is provided as Attachment A of this report.

Staff Recommendation

Staff recommends that the Board of Directors accept the Annual Report of Expenses for the Fiscal Year 2015-16.

Analysis

Section 53065.5 of the California Government Code states that "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." Attached is the Annual Report of Expense for the Fiscal Year 2015-16.

Strategic Plan Element Goal

7.0 Finance

Objective: To ensure the short and long-term fiscal health of the District.

Strategy: The District will forecast and plan revenue and expenditures and maintain appropriate reserves and investments to provide financial resources to fund current and planned operations and projects.



Protecting our community's health and the environment by providing solid waste and sewer collection services.

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Legal Review

Not applicable.

Environmental Review

Subject activity is exempt from the requirements of the California Environmental Quality Act (CEQA) (Public Resources Code Section 21000 et. seq.). Section 15300.4 of CEQA allows an agency while establishing its own procedures “to list those specific activities which fall within each of the exempt classes”, and the District has adopted “CEQA Guidelines and Implementing Procedures” that state on page 6 ““Projects” does not include C. Continuing administrative or maintenance activities.”

Financial Review

It is the policy of the District to encourage and promote training and educational opportunities for all District employees so that the services they render to the District may be made more effective. Attendance at educational seminars, conferences and meetings by Board Members and/or Staff are also encouraged to monitor new legal requirements and technological advancements in the solid and wastewater industries. The reimbursement of approved training, travel and other work related expenses are dictated by the CMSD Employee Handbook, Policy 2.4 and the Operations Code, Section 3.01.090; Conferences, Travel and Expenses. The \$2,921.94 of reimbursements reported on Attachment A have met the requirements outlined above.

Public Notice Process

Copies of this report are on file and will be included with the entire agenda packet for the September 22, 2016 regular Board of Directors meeting at District Headquarters and on District’s website www.cmsdca.gov

Alternative Actions

Refer the matter back to staff.

**Costa Mesa Sanitary District
Annual Report of Expenses
Fiscal Year 2015-16**

Attachment A

<u>Directors</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
Perry	Mileage/Meals CSDA Conference- La Quinta, January 2016	<u>\$ 180.55</u>	\$ 180.55
Schafer	Lodging, CSDA Board Meeting- Sacramento, January 2016	<u>191.61</u>	191.61
Ferryman	Meals/Transportation CSDA Conference- Monterey, September 2016 Meals/Mileage CSDA Conference- La Quinta, January 2016	277.66 <u>185.44</u>	463.10
Ooten	Meals/Mileage CSDA Conference- La Quinta, January 2016	<u>186.51</u>	186.51
Scheafer	Mileage CSDA Conference- Monterey, September 2015 Mileage CSDA Conference- La Quinta, January 2016 and Local Meetings	410.55 <u>145.80</u>	556.35
<u>Staff</u>			
Blakely	Purchase/Safety Work Boots	<u>150.00</u>	150.00
Bojarski	Meals/Transportation CALPELRA Conference- Monterey October 2015 Mileage PARMA Conference- Indian Wells, February 2016	228.84 <u>124.20</u>	353.04
Gomez	Purchase/Safety Work Boots, Registration: Effective Utility Leadership Practices	<u>259.56</u>	259.56
Hickman	Purchase/Safety Work Boots	<u>113.39</u>	113.39
Joseph	Purchase/Safety Work Boots	<u>150.00</u>	150.00
Ortiz	Purchase/Safety Work Boots	<u>150.00</u>	150.00
Pham	Meals/Transportation MMASC Conference- Indian Wells, October 2015	<u>167.83</u>	167.83
Total		<u>\$ 2,921.94</u>	<u>\$ 2,921.94</u>