



# Costa Mesa Sanitary District ... an Independent Special District

Memorandum

Item Number: 11

**To:** Board of Directors

**From:** Scott Carroll, General Manager

**Date:** 11/20/2014

**Subject:** Annual Report of Expenses – Fiscal Year 2013-14

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## Annual Report of Expenses – Fiscal Year 2013-14

Item Number: 11

### **Recommendation/Notes:**

Recommendation: That the Board of Directors receive and file this report.

### **Summary**

California Government Code Section 53065.5 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 the fiscal year 2013-14 is provided as Attachment A.

### **Staff Recommendation**

That the Board of Directors receive and file this report.

### **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." The total expenses reported on the Annual Report of Expenses for the Fiscal Year 2013-14 was \$12,798.24.

### **Strategic Element & Goal**

This item supports achieving the objective and strategy of Strategic Element No. 7.0, *Finance*, which states:

**“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 investment to provide financial resources to fund current and planned operations and projects.”*

**Legal Review**

Not applicable.

**Environmental Review**

Preparing the annual compliance report is not a project under CEQA because it has no effect on the environment, and the reconstruction program being referred to is categorically exempt under the California Environmental Quality Act (CEQA) (Public Resources Code Section 21000 et. seq.) under Section 15301 Existing Facilities as “Class 1 consists of the ... maintenance ... of existing public or private structures”, as further described in Section (b) as “Existing facilities of both investor and publicly-owned utilities used to provide .... sewerage ...”

**Financial Review**

The total amount of reimbursements paid to Board and Staff members for the fiscal year 2013-14 was \$12,798.24

**Public Notice Process**

Copies of this report are on file and will be included with the entire agenda packet for the November 20, 2014 regular Board of Directors meeting at District Headquarters and on District’s website.

**Alternative Actions**

Refer the matter back to staff

ATTACHMENTS:

Description	Type
Annual Report of Expenses, Fiscal Year 2013-14	Backup Material

**Costa Mesa Sanitary District  
Annual Report of Expenses  
Fiscal Year 2013-14**

<u>Directors</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
Ferryman	Transportation/Meals/Lodging CSDA Conference- Monterey, September 2013	\$ 620.01	
	Transportation/Meals/Lodging SWANA Conference- Monterey, March 2014	<u>\$ 414.23</u>	\$ 1,034.24
Ooten	Transportation/Meals/CSDA Conference- Monterey, September 2013	\$ 174.42	
	Mileage/Meals CSDA Conference- Palm Springs, January 2014	<u>\$ 158.59</u>	\$ 333.01
Perry	Mileage/Meals/Lodging CASA Conference- San Diego, August 2013	\$ 736.62	
	Mileage/Meals/Lodging CSDA Conference- Monterey, September 2013	\$ 881.78	
	Mileage/Meals/CSDA Conference- Napa, November 2013	\$ 529.69	
	Mileage/Meals/CSDA Conference- Palm Springs, January 2014	\$ 168.48	
	Mileage/Meals/SWANA Conference- Monterey, March 2014	<u>\$ 496.00</u>	\$ 2,812.57
Schafer	Meals/Lodging CASA Conference- San Diego, August 2013	<u>\$ 529.13</u>	\$ 529.13
Scheafer	Mileage/Meals/Lodging CASA Conference- San Diego, August 2013	\$ 739.88	
	Mileage/Meals/CSDA Conference- Monterey, September 2013	\$ 557.59	
	Lodging CSDA Conference- Monterey, September 2013	\$ 646.98	
	Transportation/Meals/CSDA Conference- Napa, November 2013	\$ 188.77	
	Transportation/Meals/Lodging CSDA Committee- Sacramento, January 2014*	\$ 706.10	
	Transportation/Meals/Lodging SWANA Conference- Monterey, March 2014	<u>\$ 608.57</u>	\$ 3,447.89
<b><u>Staff</u></b>			
Arreola	Purchase/Safety Work Boots	<u>\$ 135.00</u>	\$ 135.00
Cano	Mileage/CWEA Conference-Morro Bay, July 2013*	<u>\$ 274.59</u>	\$ 274.59
Middenway	Mileage/Technical Training for Clerks- Riverside, September 2014	\$ 273.46	
	Purchase/FastStone Software	\$ 154.00	
	Mileage/Technical Training for Clerks- Riverside, March 2014	<u>\$ 268.80</u>	\$ 696.26
Pham	Mileage/Meals/SWANA Conference- Monterey, March 2014	<u>\$ 138.25</u>	\$ 138.25
Tran	Mileage/Parking/GFOA Training- Long Beach, January 2014	\$ 162.91	
	Mileage/Meals/Lodging- CSMFO Conference- Palm Springs, February 2014	\$ 566.44	
	Transportation/Meals/Lodging Springbrook Conference- Portland, April 2013	\$ 1,098.75	
	Transportation/Meals/Lodging/GFOA Conference- Minneapolis, May 2014	<u>\$ 1,569.20</u>	\$ 3,397.30
<b>Total</b>		<u>\$ 12,798.24</u>	<u>\$ 12,798.24</u>

\* District is reimbursed for expenses by other agency.