

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

TO: Board of Directors ITEM: 7.D

FROM: Cynthia Allen, Administrative Services Manager
Patricia LeCavalier, Finance Administrator

DATE: October 3, 2023

SUBJECT: Public Official Reimbursement Report

Recommendation: Review reimbursements for Fiscal Year 2022-23

Policy Issues:

- California Government Code § 53065.5 requires special districts to disclose any reimbursement of at least \$100 for each individual charge paid to any employee or member of the governing body.
- An “individual charge” includes but is not limited to one meal, lodging for one day, transportation, or a registration fee.
- The disclosure requirement must be fulfilled by publishing the information and making it available for public inspection.

Resource Impact: All of these reimbursements are funded in the District’s annual budget for employee travel expense and Directors expense.

Discussion: Although only individual charges of \$100 or more are required to be disclosed, the District has chosen to disclose all costs incurred by employees and directors for travel, meals, lodging, and registration. This information is detailed on a computer printout which is available for public inspection at the District Office.

The following table lists the FY 2022-23 reimbursements subject to disclosure:

Date	Individual	Description	Amount
Sep-22	Barget	CSDA Conference - Meal, Incidental Reimbursement	562.00
Aug-22	Brooks	CSDA Conference - Meal Reimbursement	154.77
Apr-23	Cole	CRWA Expo - Meal, Incidental Reimbursement	216.00
Aug-22	Garner, M.	Tri-State Seminar - Mileage, Meals, Incidental Reimbursement	329.00
Apr-23	Garner, M.	CWEA Expo - Meal, Incidental Reimbursement	393.00
Sep-22	Heuring	Special District Leadership Academy - Mileage, Meal Reimbursement	453.76
Aug-22	Perez	Tri-State Seminar - Meals, Incidental Reimbursement	329.00
Dec-22	Quinlan	Water Operator Certificate Exam - Meal, Incidental Reimbursement	121.00
Aug-22	Stassi	CSDA Conference - Mileage, Meal Reimbursement	451.97
		Total	3,010.50

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