

# VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

## AGENDA MEMORANDUM

TO: Board of Directors ITEM: 7.E

FROM: Cynthia Allen, General Manager  
Patricia LeCavalier, Financial Services Manager

DATE: September 3, 2024

SUBJECT: Public Official Reimbursement Report

**Recommendation:** Review reimbursements for Fiscal Year 2023-24

### **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 expenses and Directors’ expenses.

**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 tables on the next page detail the FY 2023-24 reimbursements subject to disclosure sorted by both individual and conference.

Reimbursement by individual:

<b>Date</b>	<b>Individual</b>	<b>Conference</b>	<b>Amount</b>
<b>Nov-23</b>	Barget	ACWA/JPIA Conference Meal, Incidental Reimbursement	158.00
<b>Feb-24</b>	Cole	Smith & Loveless Pump School Meal, Incidental Reimbursement	153.00
<b>Aug-23</b>	Garner, M.	Tri-State Seminar Meals, Incidental Reimbursement	367.00
<b>Aug-23</b>	Gonzales	CSDA Conference Mileage, Meal Reimbursement	338.60
<b>Feb-24</b>	Perez	Smith & Loveless Pump School Meal, Incidental Reimbursement	153.00
<b>Aug-23</b>	Quinlan	Tri-State Seminar Meals, Incidental Reimbursement	367.00
<b>Aug-23</b>	Stassi	CSDA Conference Mileage, Meal Reimbursement	343.83
<b>Total</b>			<b>\$1,880.43</b>

Reimbursement by conference:

<b>Date</b>	<b>Conference</b>	<b>Individual</b>	<b>Amount</b>
<b>Nov-23</b>	ACWA/JPIA Conference Meal, Incidental Reimbursement	Barget	158.00
<b>Aug-23</b>	CSDA Conference Mileage, Meal Reimbursement	Gonzales	338.60
		Stassi	343.83
<b>Feb-24</b>	Smith & Loveless Pump School Meal, Incidental Reimbursement	Cole	153.00
		Perez	153.00
<b>Aug-23</b>	Tri-State Seminar Meals, Incidental Reimbursement	Garner, M.	367.00
		Quinlan	367.00
<b>Total</b>			<b>\$1,880.43</b>