

MEMO

To: Board of Directors

From: Finance Manager

Subject: Annual Disclosure Report of Employee Reimbursements for Fiscal Year 2006-2007

Date: August 31, 2007

RECOMMENDATION:

It is recommended that the Board of Directors accept and file the Annual Disclosure Report of Employee Reimbursements for Fiscal Year 2006-2007.

BACKGROUND:

In accordance with Government Code Section 53065.5, each special district shall, at least annually, disclose and make available for public inspection, 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 for 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.

Pursuant to the San Lorenzo Valley Water District Board of Director's Policy Manual, said reimbursement information for the preceding fiscal year (July 1-June 30) shall be reviewed at the first Board of Directors meeting in September of each calendar year.

Staff has prepared the Annual Disclosure Report of Employee Reimbursements for Fiscal Year 2006-2007. See Attachment 1.

It is recommended that the Board of Directors accept and file the Annual Disclosure Report of Employee Reimbursements for Fiscal Year 2006-2007.

Karen Alvarez
Finance Manager

Attachment

**SAN LORENZO VALLEY WATER DISTRICT
REIMBURSEMENT DISCLOSURE REPORT (1)
FISCAL YEAR 2006/2007
JULY 1, 2006-JUNE 30, 2007**

Attachment 1

<u>DATE PAID</u>	<u>BOARD OF DIRECTORS/ EMPLOYEE</u>	<u>EVENT DATES</u>	<u>LODGING</u>	<u>MEALS</u>	<u>REGISTRATION</u>	<u>TRANSPORTATION</u>	<u>MISC. OTHER</u>	<u>TOTAL</u>	<u>DESCRIPTION</u>
7/13/2006	Don Long	7/6/2006					\$107.14	\$107.14	Uniform Purchase
8/17/2006	Brandon Barchi	07/08&08/04/06				\$30.44	\$90.00	\$120.44	Mileage and Fees pertaining to Notary license
8/24/2006	Brandon Barchi	08/14 & 08/16/06					\$159.16	\$159.16	Supplies and Fees pertaining to Notary license
10/19/2006	Brandon Barchi	10/12/2006				\$139.40	\$0.00	\$139.40	Mileage to/from SDRMA Training
10/19/2006	Ken Girouard	10/16&10/17/06	\$148.40	\$15.00		\$115.70		\$279.10	AWWA Seminar Expenses
11/2/2006	Betsy Herbert	10/01&10/24/06				\$189.13		\$189.13	Mileage to/from Switzer Retreat and Fish & Game
11/16/2006	Matthew Lombard	11/01&11/02/06				\$106.80		\$106.80	Mileage to/from TI Class
11/21/2006	Betsy Herbert	11/06&11/13/06				\$80.85	\$44.50	\$125.35	Travel to PUC/copies
2/8/2007	Rick Rogers	7/28/2006					\$130.00	\$130.00	Grade D4 Test
2/8/2007	Andy Robustelli	07/2/506					\$100.00	\$100.00	Grade D3 Test
3/15/2007	Betsy Herbert	03/08-03/09/07	\$230.07					\$230.07	CSDA Legal Symposium
4/26/2007	Detlef Adam	4/21/2007					\$175.29	\$175.29	Uniform purchase
5/3/2007	Brandon Barchi	4/26/2007				\$164.99		\$164.99	Mileage to EEOC Conference
5/10/2007	Joel Busa	5/3/2007					\$105.00	\$105.00	Treatment Operator certification
6/7/2007	Detlef Adam	5/23/2007	\$236.95			\$30.15		\$267.10	Mileage and lodging for seminar

NOTE:

1) Reimbursement Disclosure Report prepared pursuant to California Government Code Section 53065.5.