

MOJAVE AIR AND SPACE PORT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: July 18, 2017 Time: 2:00 p.m.
Location: Board Room
1434 Flightline, Mojave, California

AGENDA

1. Call to Order

- A. Pledge of Allegiance
- B. Roll Call
- C. Approval of Agenda

2. Community Announcements

Members of the audience may make announcements regarding community events.

3. Consent Agenda

All items on the consent agenda are considered routine and non-controversial, and will be approved by one motion unless a member of the Board, staff, or public requests to move an item to Business Items.

- A. Minutes of the Regular Board Meeting on June 20, 2017
- B. Minutes of the Special Board Meeting on July 11, 2017
- C. Check Register Dated July 14, 2017

4. Action Items

- A. Digital FM Radio Upgrade
- B. CalPERS Unfunded Liability Payment
- C. Resolution to Approve Fixed Asset Policy

5. Reports

- A. Financial Report
- B. CEO/GM Report
- C. Board Committees
- D. Board of Directors: This portion of the meeting is reserved for board members to comment on items not on the agenda

6. Public Comment on Items Not on the Agenda

Members of the public may make comments to the Board on items not on the agenda.

7. Closed Session

- A. Existing Litigation (Govt Code 54956.9(a): *Soest v MASP, Roth v. MASP, MASP v. Continuous Quality Electric*)
- B. Potential Litigation: (Govt Code 54956.9(a): One Case)
- C. Real Property Negotiations (Govt Code 54956.8):
 - 1. Property: Bldg. 68
Parties: MASP, Flight Test Aerospace
Negotiator: CEO, General Counsel
Terms: lease term / proposals
 - 2. Property: Hangars 948, 954, 955
Parties: MASP, Jeff Pontious
Negotiator: CEO, General Counsel
Terms: lease term/proposals
 - 3. Land Acquisitions
Parties: MASP
Negotiator: CEO, General Counsel
Terms: Purchase Price
 - 4. Property: Bldg.155
Parties: MASP, Robert Stack
Negotiator: CEO, General Counsel
Terms: Purchase Price
- D. Potential Threats to Public Services (Govt Code 54957):
Consultation with security staff

8. Closed Session Report

Adjournment

This Agenda was posted on July 14, 2017 by Jason.

ADA Notice: Persons desiring disability-related accommodations should contact the District no later than forty-eight hours prior to the meeting. Persons needing an alternative format of the agenda because of a disability should notify the District no later than seventy-two hours prior to the meeting. All inquiries/requests can be made by phone at (661) 824-2433, in person at 1434 Flightline, Mojave, CA, or via email to carrie@mojaeairport.com.

Copy of Records: Copies of public records related to open session items are available at the administrative office of the District at 1434 Flightline, Mojave, CA.

Public Comments: Members of the public may comment on items on the agenda before the Board takes action on that item, or for closed session items, before the Board goes into closed session. Comments on items not on the agenda, and over which the Board has jurisdiction, may be made under "Public Comments on Items not on the Agenda," but the Board may not take action on any issues raised during this time. All comments by members of the public are limited to three minutes.

MISSION STATEMENT

**FOSTER AND MAINTAIN OUR RECOGNIZED AEROSPACE PRESENCE WITH A
PRINCIPLE FOCUS AS THE WORLD'S PREMIER CIVILIAN AEROSPACE TEST CENTER
WHILE SEEKING COMPATIBLY DIVERSE BUSINESS AND INDUSTRY**



BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING ON JUNE 20, 2017

1. CALL TO ORDER

The meeting was called to order on Tuesday, June 20, 2017, at 2:00 p.m. by President Evans in the Board Room at Mojave Air and Space Port located at 1434 Flightline, Mojave, California.

A. Pledge of Allegiance: Director Balentine led those assembled in the Pledge of Allegiance.

B. Roll Call:

Directors present: Allred, Balentine, Deaver, Evans, and Parker

Directors absent: None

Others present: CEO Drees, Director of Planning Wojtkiewicz, Director of Administration Rawlings, Director of Operations Himes, and District Counsel Navé

C. Approval of Agenda: Upon motion by Director Parker, seconded by Director Deaver, the Board voted unanimously to approve the agenda.

2. COMMUNITY ANNOUNCEMENTS

Cathy Hansen announced Plane Crazy Saturday. John Joyce announced the opening of the new elementary school in Rosamond.

3. CONSENT AGENDA

Upon motion by Director Allred, seconded by Director Parker, the following Consent Agenda was unanimously approved.

A. Minutes of the Regular Board Meeting on June 6, 2017



4. ACTION ITEMS

A. A Resolution of the Board of Directors of Mojave Air and Space Port Requesting the Biennial Consolidation of Future Elections

Counsel Nave presented the resolution. Motion to approve by Director Balentine, second by Director Deaver, and unanimously approved.

B. Static Display Mock-ups

CEO Drees presented the contracts to paint the aircraft. Motion to award the contract to C. Martin by Director Balentine, second by Director Deaver, and unanimously approved.

C. Director Attendance at Legislative Hearing

CEO Drees presented information on the committee hearing regarding AB 171. Motion to authorize members of the Board to attend the hearing by Director Balentine, second by Director Parker, and unanimously approved.

D. SDRMA Election

CEO Drees presented the candidates for the SDRMA board election. Motion to vote for the incumbents by Director Parker, second by Director Deaver, and unanimously approved.

E. Air Traffic Control Contract

CEO Drees presented the proposals to provide air traffic control services. Motion to authorize the CEO to finalize a contract with Clancy JG for 3 years by Director Deaver, second by Director Parker, and unanimously approved.

F. Security Services Contract

CEO Drees presented the proposals to provide security services. Motion to authorize the CEO to finalize a contract with Securitas for 3 years by Director Balentine, second by Director Allred, and unanimously approved.

G. Building 70 Roof Repair

CEO Drees presented the bids to do roof repair for building 70. Motion to award the contract to T&G Construction Services, Inc., by Director Parker, second by Director Allred, and unanimously approved.

H. Crack Sealing Expenditure

CEO Drees presented the bid for crack sealant from Environmental Concepts. Motion to approve the purchase by Director Parker, second by Director Deaver, and unanimously approved.



AIR AND SPACE PORT

5. REPORTS

A. CEO/GM Report

CEO Drees presented the written CEO report and discussed the NTPS Flight Test Camp, SETP conference, and status of FAA grants.

B. Board Committees

There were no reports.

C. Board of Directors

Director Deaver reported on his attendance at the GAVEA conference.

6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None

7. CLOSED SESSION

A. **Existing Litigation:** *Soest v. MASP and Roth v. MASP; MASP v. Continuous Quality Electric.*

B. **Real Property Negotiations:** Flight Test Aerospace, Building 68

C. **Real Property Negotiations:** Jeff Pontius, Hangars 948, 954, 955

D. **Potential Threats to Public Services**

8. CLOSED SESSION REPORT

The Board was updated on the status of security threats to the airport, and discussed the *Soest, Roth, and CQE* matters, negotiation with FTA regarding building 68, and the status of hangars 948, 954, and 955. No other items were discussed.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 4:05 p.m.

David Evans, President

ATTEST

Jimmy R. Balentine, Secretary



BOARD OF DIRECTORS

MINUTES OF THE SPECIAL MEETING ON JULY 11, 2017

1. CALL TO ORDER

The meeting was called to order on Tuesday, July 11, 2017, at 2:00 p.m. by President Evans in the Board Room of Building 1 at Mojave Air and Space Port, Mojave, California.

A. Pledge of Allegiance: Director Allred led those assembled in the Pledge of Allegiance.

B. Roll Call:

Directors present: Allred, Balentine, Deaver, Evans, and Parker

Directors absent: None

Others present: CEO Drees

C. Approval of Agenda: Upon motion by Director Parker, seconded by Director Balentine, the Board voted unanimously to approve the agenda.

2. CLOSED SESSION

A. Personnel Evaluation: CEO

B. Potential Litigation: One case

8. CLOSED SESSION REPORT

In closed session, the Board conducted an evaluation of the CEO's performance, and discussed one case of potential litigation. No action was taken.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 4:00 p.m.

David Evans, President

ATTEST

Jimmy R. Balentine, Secretary

Date: Friday, July 14, 2017
 Time: 09:32AM
 User: CARRIE

Mojave Air & Space Port
Check Register - Standard
 Periods: 12-17 Through 01-18 As of: 7/14/2017

Page: 1 of 1
 Report: 03630.rpt
 Company: EKAD

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: EKAD										
Acct / Sub:	101000		1200							
055730	CK	7/14/2017	1288 W. M. Lyles Co.	01-18	038467	VO	1	6/30/2017	0.00	74,177.90
055730	CK	7/14/2017	1288 W. M. Lyles Co.	01-18	038468	VO	1 - Retention	6/30/2017	0.00	3,904.10
055731	CK	7/14/2017	1960 Special District Risk Mgmt.	01-18	038471	VO	60187	5/12/2017	0.00	35,563.91
Check Total										78,082.00
										113,645.91

Check Count: 2

Acct Sub Total: 113,645.91

Check Type	Count	Amount Paid
Regular	2	113,645.91
Hand	0	0.00
Electronic Payment	0	0.00
Void	0	0.00
Stub	0	0.00
Zero	0	0.00
Mask	0	0.00
Total:	2	113,645.91

Company Disc Total	0.00	Company Total	113,645.91
---------------------------	-------------	----------------------	-------------------

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Jason Buck, Director of Technology
SUBJECT: Handheld Radio Upgrade
MEETING DATE: July 18, 2017

Background:

As part of our on-going security assessment, we have identified our analog FM radios as a concern in the areas of safety, security, and compatibility. We propose transitioning to digital radios.

Our current radios pose a battery burn hazard due to exposed battery connectors, are not secure transmit/receive capable, allowing un-authorized users to listen and transmit on our frequencies, are five year old, refurbished models no longer in production. Regarding compatibility, Virgin Galactic, Virgin Orbit, The Spaceship Company, Scaled, and Stratolaunch have transitioned to digital radios. Of note, Virgin Galactic transitioned to our requested model and sourced from the recommended vendor, SC Communications. Finally, digital offers a wider range of options and security that we can benefit from.

1. Increased Transmission Range
2. Secured Broadcasting
3. Common Equipment will allow better communication to Tenants Test-Sites
4. Better Frequency Utilization giving us Additional Channels to use

Impacts:

Fiscal: The cost to replace the existing analog infrastructure is \$46,750.00 and \$400.00 to update the FCC license.

Environmental: None

Legal: None

Recommended Action:

Approve \$47,150 purchase of SC Communications Inc., complete FM digital radio system and FCC licensing.

SC Communications Inc

Estimate

Date	Estimate #
7/5/2017	6448

(661) 831-0191
 www.sc-comm.com
 5303 Woodmere Drive

Name / Address
Mojave Air & Space 1434 Flight Line Mojave, CA 93501

Rep	Project
ANO	

Description	Qty	Rate	Total
Portable Radios XPR 3300E 136-174 5W NKP CFS WIFI	39	380.00	14,820.00T
PROGRAMMING AND FCC CHECK OF RADIOS	39	25.00	975.00
Gold Series 2-wire surveillance kit w/inline full size PTT/Mic with SL300 adaptor	8	25.00	200.00T
Basic Acoustic Tube, Gold Series Ear Option	8	13.00	104.00T
Portable Radios w/ Display XPR 7550E 136-174 5W FKP GNSS GOB CFS BT WIFI	10	790.00	7,900.00T
IMPRES Remote Speaker Microphone with 3.5mm Earjack, Noise Cancelling - Intrinsically Safe (FM)	5	96.00	480.00T
PROGRAMMING AND FCC CHECK OF RADIOS	10	25.00	250.00
DISCOUNT-Motorola Special Order 10 XPR7000 Radios and Trade in 10 Radios		-1,200.00	-1,200.00
Mobile Radios XPR 5550E 136-174M 25W GOB BT/GNSS/WIFI CD	13	712.00	9,256.00T
PROGRAMMING AND FCC CHECK OF RADIOS	13	25.00	325.00
Mobile Radios with Remote Head XPR 5550E 136-174M 25W GOB BT/GNSS/WIFI CD	4	712.00	2,848.00T
KIT,MOTOTRBO REMOTE MNT ADAPTOR KIT	4	110.00	440.00T
KIT,CABLE,MOTOTRBO REMOTE 3 METER	4	55.00	220.00T
PROGRAMMING AND FCC CHECK OF RADIOS	4	25.00	100.00

THIS QUOTE IS BASED ON THE FOLLOWING

This quotation is provided to you for information purposes only and is not intended to be an offer or a binding proposal. If you wish to purchase the quoted products, SC Communications, Inc. will be pleased to provide you with our standard terms and conditions of sale (which will include the capitalized provisions below), or alternatively, receive your purchase order which will be acknowledged. Thank you for your consideration of Motorola products. Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes. Purchaser will be responsible for shipping costs, which will be added to the invoice. Prices quoted are valid for sixty (60) days from the date of this quote. Unless otherwise stated, payment will be due within thirty days after invoice. Invoicing will occur concurrently with shipping.

Subtotal
Sales Tax (7.5%)
Total

Signature _____

SC Communications Inc

Estimate

(661) 831-0191
 www.sc-comm.com
 5303 Woodmere Drive

Date	Estimate #
7/5/2017	6448

Name / Address
Mojave Air & Space 1434 Flight Line Mojave, CA 93501

Rep	Project
ANO	

Description	Qty	Rate	Total
Repeater SLR 5700 136-174M 1-50W	2	2,260.00	4,520.00T
PROGRAMMING AND FCC CHECK OF RADIOS	2	100.00	200.00
Accessories			
Universal Rapid Six Bank Charger-MOT15	4	399.00	1,596.00T
7.5 Watt External Speaker	2	48.00	96.00T
Desktop Microphone XPR	4	120.00	480.00T
FREIGHT-Waived		0.00	0.00T
All these prices are based on radio quantities. This quote does not include replacing coax, antenna or connectors for vehicles or repeaters. Should SC Communications find equipment needing to be replaced additional charges will apply			

THIS QUOTE IS BASED ON THE FOLLOWING

This quotation is provided to you for information purposes only and is not intended to be an offer or a binding proposal. If you wish to purchase the quoted products, SC Communications, Inc. will be pleased to provide you with our standard terms and conditions of sale (which will include the capitalized provisions below), or alternatively, receive your purchase order which will be acknowledged. Thank you for your consideration of Motorola products. Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes. Purchaser will be responsible for shipping costs, which will be added to the invoice. Prices quoted are valid for sixty (60) days from the date of this quote. Unless otherwise stated, payment will be due within thirty days after invoice. Invoicing will occur concurrently with shipping.

Subtotal	\$43,610.00
Sales Tax (7.5%)	\$3,136.46
Total	\$46,746.46

Signature _____

SC Communications Inc

Estimate

(661) 831-0191
 www.sc-comm.com
 5303 Woodmere Drive

Date	Estimate #
7/6/2017	6451

Name / Address
Mojave Air & Space 1434 Flight Line Mojave, CA 93501

Rep	Project
ANO	

Description	Qty	Rate	Total
MODIFICATION OF LICENSE CALL SIGN WPUQ283	1	400.00	400.00

THIS QUOTE IS BASED ON THE FOLLOWING

This quotation is provided to you for information purposes only and is not intended to be an offer or a binding proposal. If you wish to purchase the quoted products, SC Communications, Inc will be pleased to provide you with our standard terms and conditions of sale (which will include the capitalized provisions below), or alternatively, receive your purchase order which will be acknowledged. Thank you for your consideration of Motorola products. Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes. Purchaser will be responsible for shipping costs, which will be added to the invoice. Prices quoted are valid for sixty (60) days from the date of this quote. Unless otherwise stated, payment will be due within thirty days after invoice. Invoicing will occur concurrently with shipping.

Subtotal	\$400.00
Sales Tax (7.5%)	\$0.00
Total	\$400.00

Signature _____

Moto	Units	Hytera Equivelent	Location
Motorola XPR 3300E	39	PD602G-U1	Calit.
Motorola 2 wire surveillance kit for XPR 3300E	8	EAN22	Calit.
Motorola XPR 7550E	10	PD682G-U1	Calit.
Motorola Noise cancelling Shoulder Mic for XPR 7550E	5	SPM-2100-H8	Calit.
Motorola XPR 5550E	17	MD782G-U1	Calit.
Motorola Faceless kit for XPR 5550E	17	RCC04	Calit.
Motorola SLR 5700 Repeater	2	RD982SU-1	Calit.
Motorola Rapid six bank charger for XPR 3300E	4	MCA08	Calit.
Motorola External speaker for XPR 5550E	2	SM09D1	Calit.
Motorola Desktop Microphone for XPR 5550E	4	SM10A1	Calit.

Budget Estimate For HYTERA Equipment

Equipment Total From HYTERA
Sales Tax and Shipping Not Shown
Delivery 14 days programmed.
Factory Lab, Factory Service Center, Trainir
*TRBO is not accepted by State of Californi
Extended 5 year warranty on HYTERA radic

Warranty	Current Stock		
36M	Yes	\$389.00 ea.	\$15,171.00
36M	Yes	\$57.00 ea.	\$456.00
36M	Yes	\$479.00ea.	\$4,790.00
36M	Yes	\$84.00ea.	\$420.00
36M	Yes	\$519.00ea.	\$8,823.00
36M	Yes	\$229.00ea	\$3,893.00
36M	Yes	\$3,872.00ea	\$7,744.00
36M	Yes	299.00ea	\$1,196.00
36M	Yes	\$57.00ea.	\$114.00
36M	Yes	\$82.00ea.	\$328.00

\$42,935.00

3,220.13

\$46,155.13

rg, Warehouse and Engineering located in Los Angeles, California.
 a Office of The Governor as type accepted due to closed standard.
 is only \$3,060.00



AIR AND SPACE PORT

STAFF MEMORANDUM

TO: Board of Directors
FROM: Carrie Rawlings
SUBJECT: CalPERS Unfunded Liability Payment
MEETING DATE: 7/18/2017

Background:

Annual Unfunded Accrued Liability as of the June 30, 2015 Actuarial Valuation is due for our CalPERS pension plan. Annual payment is \$244,158 for miscellaneous, \$28,896.00 for safety and PEPRAs miscellaneous \$59.00. Total due for FY 17-18 is \$273,113.00. We have the option of paying monthly which would total \$283,169.40 for all plans.

Recommended Action:

Approve one-time payment of \$273,113.00 to CalPERS for our annual payment for a savings of \$10,056.40, which was included in the annual budget for FY 17-18.



P.O. Box 942715 Sacramento, CA 94229-2715
 888 CalPERS (or 888-225-7377) | Fax: (800) 959-6545
www.calpers.ca.gov

California Public Employees' Retirement System

July 01, 2017

Mojave Air and Space Port
 Carrie M. Rawlings
 1434 FLIGHTLINE
 MOJAVE, CA 93501

Business Unit: 1900
 CalPERS ID: 4129706773
 Invoice Number 100000014994907
 Invoice Date: July 01, 2017
 Payment Due Date: July 31, 2017

Description	Amount				
<p>Annual Unfunded Accrued Liability as of the June 30, 2015 Actuarial Valuation for Rate Plan Identifier 1089.</p> <p>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability Contribution Amount.</p> <p>Your agency's monthly amount due toward the Unfunded Accrued Liability is:</p> <table data-bbox="198 1050 617 1113"> <tr> <td>Amount</td> <td>Due Date</td> </tr> <tr> <td>\$21,095.72</td> <td>July 31, 2017</td> </tr> </table> <p>If you would like to prepay the entire Annual Payment toward your Plan's Unfunded Accrued Liability, you can submit the Annual Lump Sum Prepayment amount of \$244,158.00 to the invoice number above by July 31, 2017 instead of the monthly amount listed.</p> <p>Please refer to the June 30, 2015 Actuarial Valuation report for the details of this calculation. Reports are available at CalPERS On-Line or by visiting MyCalPERS.CA.GOV.</p> <p>Unfunded Accrued Liability contributions are to be paid in full by the payment due date each month. Payments that are not received in full on or before this date will be assessed interest on the total outstanding balance due (Public Employees' Retirement Law § 20572 (b)). Please note that this monthly statement is a demand for payment in accordance with Public Employees' Retirement Law § 20572 (a).</p> <p>For questions concerning your invoice, please call our CalPERS Customer Contact Center at 888 CalPERS (or 888-225-7377) and ask to be referred to the Financial Office.</p>	Amount	Due Date	\$21,095.72	July 31, 2017	
Amount	Due Date				
\$21,095.72	July 31, 2017				
Total Due	\$21,095.72				

California Public Employees' Retirement System
www.calpers.ca.gov



P.O. Box 942715 Sacramento, CA 94229-2715
 888 CalPERS (or 888-225-7377) | Fax: (800) 959-6545
www.calpers.ca.gov

California Public Employees' Retirement System

July 01, 2017

Mojave Air and Space Port
 Carrie M. Rawlings
 1434 FLIGHTLINE
 MOJAVE, CA 93501

Business Unit: 1900
 CalPERS ID: 4129706773
 Invoice Number 100000014994917
 Invoice Date: July 01, 2017
 Payment Due Date: July 31, 2017

Description	Amount				
<p>Annual Unfunded Accrued Liability as of the June 30, 2015 Actuarial Valuation for Rate Plan Identifier 1090.</p> <p>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability Contribution Amount.</p> <p>Your agency's monthly amount due toward the Unfunded Accrued Liability is:</p> <table data-bbox="198 1050 617 1113"> <tr> <td>Amount</td> <td>Due Date</td> </tr> <tr> <td>\$2,496.63</td> <td>July 31, 2017</td> </tr> </table> <p>If you would like to prepay the entire Annual Payment toward your Plan's Unfunded Accrued Liability, you can submit the Annual Lump Sum Prepayment amount of \$28,896.00 to the invoice number above by July 31, 2017 instead of the monthly amount listed.</p> <p>Please refer to the June 30, 2015 Actuarial Valuation report for the details of this calculation. Reports are available at CalPERS On-Line or by visiting MyCalPERS.CA.GOV.</p> <p>Unfunded Accrued Liability contributions are to be paid in full by the payment due date each month. Payments that are not received in full on or before this date will be assessed interest on the total outstanding balance due (Public Employees' Retirement Law § 20572 (b)). Please note that this monthly statement is a demand for payment in accordance with Public Employees' Retirement Law § 20572 (a).</p> <p>For questions concerning your invoice, please call our CalPERS Customer Contact Center at 888 CalPERS (or 888-225-7377) and ask to be referred to the Financial Office.</p>	Amount	Due Date	\$2,496.63	July 31, 2017	
Amount	Due Date				
\$2,496.63	July 31, 2017				
Total Due	\$2,496.63				

California Public Employees' Retirement System
www.calpers.ca.gov

my|CalPERS 2263



P.O. Box 942715 Sacramento, CA 94229-2715
 888 CalPERS (or 888-225-7377) | Fax: (800) 959-6545
www.calpers.ca.gov

California Public Employees' Retirement System

July 01, 2017

Mojave Air and Space Port
 Carrie M. Rawlings
 1434 FLIGHTLINE
 MOJAVE, CA 93501

Business Unit: 1900
 CalPERS ID: 4129706773
 Invoice Number 100000014994926
 Invoice Date: July 01, 2017
 Payment Due Date: July 31, 2017

Description	Amount				
<p>Annual Unfunded Accrued Liability as of the June 30, 2015 Actuarial Valuation for Rate Plan Identifier 26553.</p> <p>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability Contribution Amount.</p> <p>Your agency's monthly amount due toward the Unfunded Accrued Liability is:</p> <table border="0" data-bbox="196 1050 617 1113"> <tr> <td>Amount</td> <td>Due Date</td> </tr> <tr> <td>\$5.10</td> <td>July 31, 2017</td> </tr> </table> <p>If you would like to prepay the entire Annual Payment toward your Plan's Unfunded Accrued Liability, you can submit the Annual Lump Sum Prepayment amount of \$59.00 to the invoice number above by July 31, 2017 instead of the monthly amount listed.</p> <p>Please refer to the June 30, 2015 Actuarial Valuation report for the details of this calculation. Reports are available at CalPERS On-Line or by visiting MyCalPERS.CA.GOV.</p> <p>Unfunded Accrued Liability contributions are to be paid in full by the payment due date each month. Payments that are not received in full on or before this date will be assessed interest on the total outstanding balance due (Public Employees' Retirement Law § 20572 (b)). Please note that this monthly statement is a demand for payment in accordance with Public Employees' Retirement Law § 20572 (a).</p> <p>For questions concerning your invoice, please call our CalPERS Customer Contact Center at 888 CalPERS (or 888-225-7377) and ask to be referred to the Financial Office.</p>	Amount	Due Date	\$5.10	July 31, 2017	
Amount	Due Date				
\$5.10	July 31, 2017				
Total Due	\$5.10				

California Public Employees' Retirement System
www.calpers.ca.gov

my|CalPERS 2263

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors

FROM: Carrie Rawlings

SUBJECT: Fixed Asset Policy

MEETING DATE: July 18, 2017

Background:

The District currently does not have a fixed asset policy in Admin Code, but has indicated in previous financial statements that our assets with an individual cost of more than \$500 are capitalized. This low threshold creates a significant cost accounting burden that staff believes does not provide a commensurate benefit. In preparing for our FY 16-17 audit we would like to adopt the attached Resolution on Fixed Asset policy for assets acquired after July 1, 2016. Also attached for your review is the administrative regulations that the District will follow if the new fixed asset policy is adopted.

Recommended Action:

Approve the Resolution for the Fixed Asset Policy.

RESOLUTION NO.

A RESOLUTION OF THE BOARD OF DIRECTORS
OF MOJAVE AIR AND SPACE PORT
ADOPTING A POLICY REGARDING FIXED ASSETS

Whereas, Mojave Air and Space Port (the "District") acquires, uses, maintains, and disposes of fixed assets;

Whereas, the District desires to adopt a policy to better account for and control its fixed assets;

Now, therefore, be it resolved that the Board of Directors of Mojave Air and Space Port as follows:

1. The "Fixed Asset Policy" attached hereto as Exhibit 1, and incorporated herein by reference, is adopted by the District's Board of Directors.
2. This "Fixed Asset Policy" shall supersede any existing policies regarding fixed assets to the extent there is a conflict.

PASSED, APPROVED AND ADOPTED on July 18, 2017.

David Evans, President

ATTEST:

Jimmy R. Balentine, Secretary

(SEAL)

EXHIBIT 1

Fixed Assets Policy

1. The Mojave Air and Space Port will maintain records of fixed asset acquisition that will:
 - a. Enable reporting of fixed assets and accumulated depreciation in conformity with generally accepted accounting principles.
 - b. Enable administrators to account for and control all assets under their care.
 - c. Assist administrators in planning and providing proper equipment for operations by furnishing such data as useful life, location, and condition.
 - d. Aid administrators in determining insurable values and in securing insurance appraisals.
 - e. Aid administrators in substantiating loss in the event of fire, theft, or other catastrophe.
 - f. Encourage employees and others to better discharge their responsibilities in the care and use of the district's equipment.
2. The General Manager or designee shall establish procedures for managing fixed assets that satisfy the objectives of this policy. The General Manager shall establish capital and accounting thresholds that define those assets that are considered "capital" for depreciation purposes and "noncapital" for accounting control purposes.
3. Fixed assets that no longer have operational value due to obsolescence, lack of need, excess maintenance cost, damage, or loss may be disposed of with Board approval in conformity with requirements established in law. Gain or loss on the disposition will be recorded in conformity with generally accepted accounting procedures.

**MOJAVE AIR AND SPACE PORT
ADMINISTRATIVE REGULATION**

Fixed Assets

1. Capitalization Threshold

- a. A fixed asset is any tangible or intangible asset purchased for use in the day-to-day operations of the district from which an economic benefit will be derived over a period greater than one year and has a value of \$5,000 or more. Fixed assets include, but are not limited to, items of property and equipment such as buildings, office furniture, fixtures, computers, software, and real property rights.
- b. Fixed assets will be recorded at historical cost in conformity with generally accepted accounting procedures. Depreciation or amortization will be recorded on the straight line basis giving due consideration to the assets' useful lives.

2. Accounting Threshold

- a. Any asset purchased for use in the day-to-day operations of the district from which an economic benefit will be derived over a period greater than one year and has a value of \$500 but less than \$5,000 will be considered a noncapitalized asset.
- b. Depreciation and amortization will not be recorded. However, adequate records will be maintained for noncapitalized assets throughout their useful lives to support claims for loss and to support operational planning.

3. Improvements vs. Maintenance

- a. Maintenance costs enable the serviceability of existing fixed assets within their original useful lives. Costs incurred maintaining fixed assets are not recorded as new fixed assets or increases to the carrying cost of existing fixed assets. Such costs are recorded as repairs and maintenance.
- b. Improvements are costs incurred that extend an existing fixed asset's useful life, increase its efficiency, or add new capabilities. Improvements will be recorded as new fixed assets and are depreciated using useful lives appropriate to the improvements. Costs of improvements include all materials and labor whether separately stated or not.

4. Construction

- a. Constructed asset costs meeting the capitalization threshold will be recorded as fixed assets whether built in

**MOJAVE AIR AND SPACE PORT
ADMINISTRATIVE REGULATION**

whole or in part by contractors or by force account labor. All materials costs will be included along with contract labor. This includes items such as architectural, engineering, legal, consulting, project management from outside sources, etc. Force account labor will not be charged to the asset.

5. Capitalized Interest

- a. Interest cost incurred from borrowings to finance construction of assets is capitalized. The value is based on the total interest expense less total interest income earned on any related interest-bearing investments. Capitalized interest is calculated from the date of the borrowing to the date the asset is placed into service.

6. Custody and Control

- a. Fixed (capital) and noncapital assets shall be designated for use by department. The managers of the designated departments are responsible for establishing appropriate procedures to safeguard their assets from premature damage or loss and to monitor the assets' conditions and make recommendations for maintenance, improvement, disposal, and/or replacement.

7. Inventory

- a. An annual inventory of fixed assets shall be undertaken using procedures developed by the Director of Administration or designee.

8. Fixed Asset Disposal

- a. Fixed assets that no longer have operational value due to obsolescence, lack of need, excess maintenance cost, damage, or loss may be disposed of with Board approval in conformity with requirements established in law. Gain or loss on the disposition will be recorded in conformity with generally accepted accounting procedures.

**Mojave Air & Space Port
Treasurer's Report
For the month ended May 31, 2017**

	County			Total
	General	Treasury	LAIF	
Beginning Balance	<u>\$ 2,121,807.00</u>	<u>\$ 2,221,939.79</u>	<u>\$ 4,890,155.54</u>	<u>\$ 9,143,526.44</u>
Receipts:				
Operating Revenues	694,001.26	-	-	694,001.26
Interest Income	87.56	-	-	87.56
Tax Proceeds	-	13,330.80	-	13,330.80
Total Receipts	<u>694,088.82</u>	<u>13,330.80</u>	<u>-</u>	<u>707,419.62</u>
Expenditures:				
Operating Expenses	(736,850.58)	-	-	(736,850.58)
Project Expenses	-	-	-	-
Total Expenditures	<u>(736,850.58)</u>	<u>-</u>	<u>-</u>	<u>(736,850.58)</u>
Transfers:				
Between General and County Treasury	-	-	-	-
Between General and LAIF	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Balance	<u>\$ 2,079,045.24</u>	<u>\$ 2,235,270.59</u>	<u>\$ 4,890,155.54</u>	<u>\$ 9,114,095.48</u>

The Mojave Air & Space Port unencumbered cash is on deposit bearing interest at various rates, in accordance with the District's Investment Policy.

Mojave Air & Space Port
Statement of Revenues and Expenses

2016 - 2017

	May	Actual to Date
Operating revenue		
Fuel sales & services		
Fuel Sales	\$328,015.	\$2,966,677.
Fuel Services	\$6,348	\$56,567
Fuel sales & services total	\$334,363	\$3,023,244
Rents & leases		
Rents & Leases-Bldgs	\$158,662	\$1,747,142
Rents & Leases-Ground	\$197,609	\$2,321,354
Rents & Leases-Hangars	\$36,134	\$339,656
Rents & Leases-Terminal Bldg	\$2,507	\$24,199
Rents & leases total	\$394,912	\$4,432,351
Airport services		
Rental Security	\$19,356	\$207,727
Location Access Fees	\$10,175	\$79,407
Equipment Rental	\$150	\$10,340
Event Center Rental Fees	-	\$15,260
Fire Dept Reimbursement	\$1,331	\$18,265
Security Reimbursement	\$3,301	\$22,395
Tower Reimbursement	\$1,266	\$29,902
Aircraft Storage Fees	\$1,073	\$11,954
Other Airport Services	\$980	\$13,954
Airport services total	\$37,632	\$409,204
Other revenue		
Interest Income	\$88	\$41,519
Finance Charge-Past Due Accts	(\$7)	\$6,641
Gift Shop Sales	\$465	\$4,287
Other Revenue	\$966	\$49,571
Other revenue total	\$1,512	\$102,018
Total operating revenue	\$768,419	\$7,966,817
Cost of goods sold		
Cost of Fuel	\$155,800	\$1,550,922
Cost of Merchandise	-	\$4,384
Total cost of goods sold	\$155,800	\$1,555,306
Operating profit	\$612,619	\$6,411,511

Mojave Air & Space Port
Statement of Revenues and Expenses

2016 - 2017

	<u>May</u>	<u>Actual to Date</u>
Operating expense		
Operations		
Operations personnel		
Salaries	\$25,696	\$286,657
Statutory Benefits	\$1,139	\$24,324
Employee Benefits	\$11,778	\$153,556
Operations personnel total	<u>\$38,613</u>	<u>\$464,537</u>
Other operations expenses		
Prof. Services-Security	\$27,062	\$251,877
Prof. Services-Tower Operators	\$19,914	\$224,187
Prof. Services-Engineer	\$11,740	\$116,832
Prof. Services-Construction Mgmt	\$4,875	\$59,442
Other Outside Services	\$42	\$36,948
Other Expense	\$269	\$2,472
Other operations expenses total	<u>\$63,902</u>	<u>\$691,758</u>
Operations total	<u>\$102,515</u>	<u>\$1,156,295</u>
Maintenance		
Maintenance personnel		
Salaries	\$38,424	\$371,507
Statutory Benefits	\$556	\$26,338
Employee Benefits	\$20,569	\$265,078
Maintenance personnel total	<u>\$59,549</u>	<u>\$662,923</u>
Repairs & maintenance		
Repairs & Maintenance-Auto	\$390	\$13,358
Repairs & Maintenance-Bldg & Grounds	\$65,012	\$576,357
Repairs & Maintenance	\$16	\$11,395
Repairs & Maintenance-Equipment	\$11,409	\$95,723
Tools	\$397	\$2,067
Repairs & maintenance total	<u>\$77,224</u>	<u>\$698,900</u>
Other maintenance expenses		
Auto/Equipment Fuel	\$2,523	\$27,690
Permits & Fees	\$100	\$17,961
Rents & Leases	\$2,475	\$42,607
Other maintenance expenses total	<u>\$5,098</u>	<u>\$88,258</u>
Maintenance total	<u>\$141,871</u>	<u>\$1,450,081</u>

Mojave Air & Space Port
Statement of Revenues and Expenses
2016 - 2017

	<u>May</u>	<u>Actual to Date</u>
General & administrative		
G&A personnel		
Salaries	\$51,341	\$607,595
Statutory Benefits	\$856	\$28,029
Employee Benefits	\$49,735	\$614,985
G&A personnel total	\$101,932	\$1,250,609
Telephone & utilities		
Telephone - Communications	\$5,305	\$55,292
Utilities-Electric	\$8,408	\$106,489
Utilities-Gas	\$826	\$9,684
Utilities-Refuse	\$1,173	\$18,707
Utilities-Water	\$6,092	\$103,237
Telephone & utilities total	\$21,804	\$293,409
Other G&A expense		
Dues & Subscriptions	-	\$43,230
Office	\$7,114	\$116,415
Small Equipment/Software	\$7,850	\$88,182
Employee Training	-	\$15,844
Events	-	\$5,953
Hangar 79 Lease Agreement	\$6,654	\$135,543
Insurance	-	\$267,708
Outside Services-Consulting	\$5,329	\$131,431
Prof. Services-Auditors	-	\$25,000
Prof. Services-Legal	\$10,201	\$78,804
Travel, Meals & Lodging	(\$387)	\$33,722
Tuition Assistance Program	-	\$4,833
Uniforms	\$270	\$5,158
Other G&A expense total	\$37,031	\$951,823
General & administrative total	\$160,767	\$2,495,841
Marketing		
Promotional Items	-	\$256
Sponsorships	\$2,500	\$11,140
Advertising	\$468	\$5,569
Marketing-Other	-	\$17,300

Mojave Air & Space Port
Statement of Revenues and Expenses
2016 - 2017

	May	Actual to Date
Marketing total	\$2,968	\$34,265
Operating expense total	\$408,121	\$5,136,482
Excess (deficit) of operating revenue over operating expense	\$204,498	\$1,275,029
Non-operating revenue and expense		
Non-operating revenue		
KC Taxes	\$13,331	\$614,217
Federal/State Grants	\$17,838	\$160,686
Non-operating revenue Total	\$31,169	\$774,903
Non-operating expense		
California City Grant	-	\$50,000
Non-operating Expense Total	-	\$50,000
Excess (deficit) of non-operating revenue over non-operating expense	\$31,169	\$724,903
Excess (deficit) of total revenue over total expense	\$235,667	\$1,999,932
Accrual basis to cash basis difference	(\$57,909)	\$94,692
Cash balance - beginning	\$9,005,628	\$7,841,238
Cash balance after excess (deficit) of total revenue over total expense	\$9,183,386	\$9,935,862
Capital expenditure plan		
FAA Projects	-	\$145,589
Equipment	\$10,222	\$167,997
Infrastructure Projects	\$57,246	\$171,832
Tenant Retention Projects	\$14,951	\$25,849
Property Investments	-	\$323,628
Capital expenditure plan total	\$82,419	\$834,895
Cash balance - ending	\$9,100,967.	\$9,100,967.

Mojave Air & Space Port Fuel Inventory Report

Mojave Air & Space Port

JET A		
Beginning Inventory	81,505	
Gallons Delivered		
Gallons Purchased	77,528	
Defuels	-	
Total Gallons Delivered	77,528	
Gallons Pumped		
Gallons Sold	87,813	
Refuels	-	
Tank farm/Line truck sumps	60	
Delivery Samples	50	
Total Gallons Pumped	87,923	
Ending Inventory	71,110	
Physical Check	71,398	
Inventory Value at	2.08	\$148,507.84

AVGAS		
Beginning Inventory	15,133	
Gallons Delivered		
Gallons Purchased	-	
Gallons Pumped		
Gallons Sold	4,691	
Tank farm/Line truck sumps	5	
Delivery Samples	-	
Total Gallons Pumped	4,696	
Ending Inventory	10,437	
Physical Check	10,372	
Inventory Value at	4.16	\$43,147.52

LUBRICANTS		
Beginning Inventory	326	
Quarts Purchased	0	
Quarts Sold	0	
Ending Inventory	326	
Physical Check	326	
Aeroshell 100; 100W; 15/50 Multi		
88 @ \$5.95; 121 @ \$6.02; 117 @ \$6.68		\$1,272.42

PRIST		
Beginning Inventory	117	
Cans Purchased	0	
Cans Sold	0	
Ending Inventory	117	
Physical Check - Cans	117	
Physical Check - Bulk	6	
117 CANS @ \$7.40; 6 (5) Gallons @ 120.15		\$1,586.70

UNLEADED FUEL		
Beginning Inventory	873.0	
Gallons Purchased	593.0	
Gallons Used	615.0	
Ending Inventory	851.0	
Physical Check	853.0	
Inventory Value at	\$2.65	\$2,259.60

DIESEL FUEL		
Beginning Inventory	946.0	
Gallons Purchased	291.0	
Gallons Used	368.0	
Ending Inventory	869.0	
Physical Check	853.0	
Inventory Value at	\$2.38	\$2,029.29

May 2017 Fuel Inventory \$198,803.37

May Gallons Sold 92,504
Year to Date 792,684

Mojave Air & Space Port

Customers Over 90 Days Past Due

Customer Name	1-30 Days	31-60 Days	61-90 Days	90+ Days	TOTAL	Comments
Continuous Quality Industrial	184.77	155.65	167.67	1,107.29	1,615.38	Sent Statements - working with legal
REM	2,094.27	2,094.27	2,094.27	17,130.88	23,413.69	Last payment received 4/28/17- proceeding with additional notices
XCOR	10,931.34	10,931.34	10,931.34	10,931.34	43,725.36	Working with tenant on payment arrangements
TOTALS	184.77	155.65	16.00	29,169.51	68,754.43	
 Aged AR as of 6/30/2017	 122,819.81	 38,084.75	 28,189.74	 29,169.51	 218,263.81	

Mojave Air and Space Port - Invoice Summary

Mojave Fitness Center

	March	April	May	June	July	August	September	October	November	December
Total Income	\$ -	\$ 8,925.24	\$ 18,291.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ 15,348.15	\$ 18,828.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
Net Income	\$ -	\$ (6,422.91)	\$ (537.44)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MEMBERSHIPS		523	538	0	0	0	0	0	0	0
New Members		60	34	0	0	0	0	0	0	0
Cancelled Members		-22	19	0	0	0	0	0	0	0
Net Change		38	15	0	0	0	0	0	0	0
Notes for board:										
<u>APRIL:</u>										
A 1 time payment of \$836.67 was paid by Virgin Galactic for 5 annual pilot memberships										
<u>MAY:</u>										
A 1 time payment of \$10,000 was paid by Virgin Galactic for their employees to get a discounted rate										

MOJAVE

AIR AND SPACE PORT

CEO REPORT

TO: MASP Board of Directors
FROM: Karina Drees
MEETING DATE: July 18, 2017

Updates

- I continue to meet with FAA Airports representatives to keep up to date on AIP funding possibilities. A group from HQ in Washington DC is planning a visit this summer.
- AB 171 is currently on hold until we can exhaust all options to find a suitable funding mechanism. I am speaking with bond counsel and an investment banker to identify leaseback options.

Authorized Payments

- See check register dated June 30 2017, total payments: \$205,670.08.

Discussion Items

- We have completed plans for the event center parking lot. Paving is required by the county. We will have bids returned by July 25 and will present a recommendation to the Board during the August 1 meeting.
- We budgeted \$3M to improve roads around the airport, including the perimeter roads. Before we can move forward with a major project on the northern road, we need to work on a solution for the southern road to ensure we do not interrupt access to the test sites. We are exploring a concrete-mix option that would be much less expensive than asphalt and appears will be a sustainable option for this alternate route. We expect to have options to present August 1.
- Several of our flightline customers are running out of parking. I have engaged Kern Asphalt to provide some engineering work on the dirt area behind hangar 61, which would provide between 90-145 spaces, depending on how much paving is completed. This parking lot would serve multiple customers and not require them to complete their own paving.

MOJAVE

AIR AND SPACE PORT

CEO REPORT

- The Mojave Unified School District is considering a curriculum that would help provide pre-employment training to the employers in Mojave, including airport companies. I am in the process of identifying the companies and key points of contact who can serve on a committee to help shape the training plan. The intent would be for the committee to meet quarterly so the school district can implement the curriculum in the fall of 2018. Directors Parker and Balentine intend to be involved on the committee.
- The Board adopted revised District bylaws last fiscal year. We will bring written policies to the Board for consideration with the intent of completing the administrative code update by the end of the fiscal year. Counsel has completed drafts for two policies: Ethics and Rules for Board Meetings. We request the Directors request any changes to these policies in order to vote on August 1.
- I would like the Board to consider adopting a new health policy for employees hired after July 1, 2017. Currently, the District is obligated to pay 100% of health benefits of a retiree who puts in 5 years of service with CalPERS. We have an option to adopt a vesting schedule, which is attached to this report.

	Current Policy	New Policy
Maximum Benefit	100% coverage	Vesting Schedule
Minimum years, PERS	5	10
Minimum years, MASP	0	5

- I would like the Board to consider altering our tuition reimbursement requirements and benefit amount. Below is a comparison of the current and proposed policies. An educated workforce can assist the changing needs of our organization. Increasing the benefit amount will incentivize employees to pursue additional education that will benefit the District.

	Current Policy	New Policy
Maximum Benefit	\$5,000	\$10,000
Undergrad Grade	C or above	B or above
Graduate Grade	B or above	B or above
Payment	Prepaid to Employee	Prepaid to Institution, or Reimbursement to Employee

Date: Friday, June 30, 2017
 Time: 06:00PM
 User: LCALICA

Mojave Air & Space Port

Page: 1 of 7
 Report: 03630.rpt
 Company: EKAD

Check Register - Standard Periods: 11-17 Through 12-17 As of: 6/30/2017

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: EKAD										
Acct / Sub: 055670	101000 CK	6/30/2017	1200 0109 AT&T	12-17	038367	VO	34122793/0617	6/7/2017	0.00	126.72
055670	CK	6/30/2017	0109 AT&T	12-17	038368	VO	23831139/0617	6/7/2017	0.00	126.72
055670	CK	6/30/2017	0109 AT&T	12-17	038451	VO	82438219146/JUN	6/20/2017	0.00	141.57
055670	CK	6/30/2017	0109 AT&T	12-17	038452	VO	82433413389/JUN	6/20/2017	0.00	546.89
055670	CK	6/30/2017	0109 AT&T	12-17	038453	VO	82425977755/JUN	6/20/2017	0.00	136.61
055670	CK	6/30/2017	0109 AT&T	12-17	038454	VO	82423366431/JUN	6/20/2017	0.00	271.36
									Check Total	1,349.87
055671	CK	6/30/2017	0139 All Weather, Inc	12-17	038426	VO	63949	6/14/2017	0.00	21,169.08
055672	CK	6/30/2017	0141 Advertising For Humanity	12-17	038363	VO	MOJ-EXP01	6/27/2017	0.00	584.81
055673	CK	6/30/2017	0158 Ameripride Uniform Services	12-17	038411	VO	2100608988	6/9/2017	0.00	94.96
055673	CK	6/30/2017	0158 Ameripride Uniform Services	12-17	038412	VO	2100610522	6/16/2017	0.00	179.50
055673	CK	6/30/2017	0158 Ameripride Uniform Services	12-17	038413	VO	2100608987	6/9/2017	0.00	217.37
055673	CK	6/30/2017	0158 Ameripride Uniform Services	12-17	038414	VO	210610521	6/16/2017	0.00	166.79
									Check Total	658.62
055674	CK	6/30/2017	0187 AFLAC	12-17	038407	VO	554850/MAY 2017	6/15/2017	0.00	882.98
055675	CK	6/30/2017	0215 Allied Universal Security Services	12-17	038364	VO	7066134	6/8/2017	0.00	5,385.41
055675	CK	6/30/2017	0215 Allied Universal Security Services	12-17	038365	VO	7079854	6/15/2017	0.00	5,489.31
055675	CK	6/30/2017	0215 Allied Universal Security Services	12-17	038366	VO	7066135	6/8/2017	0.00	511.88
055675	CK	6/30/2017	0215 Allied Universal Security Services	12-17	038449	VO	7095890	6/22/2017	0.00	540.31
055675	CK	6/30/2017	0215	12-17	038450	VO	7095889	6/22/2017	0.00	5,101.44

Date: Friday, June 30, 2017
 Time: 06:00PM
 User: LCALICA

Mojave Air & Space Port

Page: 1 of 7
 Report: 03630.rpt
 Company: EKAD

Check Register - Standard Periods: 11-17 Through 12-17 As of: 6/30/2017

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Allied Universal Security Services										
055676	CK	6/30/2017	0216 Arrow Engineering Services, Inc.	12-17	038464	VO	176620053117	6/26/2017	0.00	11,472.00
055677	CK	6/30/2017	0234 Banyan	12-17	038432	VO	1618201	6/19/2017	0.00	132.98
055678	CK	6/30/2017	0287 Brown Armstrong Accountancy Corp.	12-17	038408	VO	238007	5/28/2017	0.00	1,581.40
055679	CK	6/30/2017	0350 Clark's Pest Control	12-17	038427	VO	0200910258/JUN	6/20/2017	0.00	44.00
055679	CK	6/30/2017	0350 Clark's Pest Control	12-17	038428	VO	0200922714/JUN	6/20/2017	0.00	44.00
055679	CK	6/30/2017	0350 Clark's Pest Control	12-17	038429	VO	0200972309/JUN	6/20/2017	0.00	45.00
055679	CK	6/30/2017	0350 Clark's Pest Control	12-17	038430	VO	021058810/JUN	6/20/2017	0.00	61.00
Check Total										194.00
055680	CK	6/30/2017	0396 CDW Government	12-17	038369	VO	JFB3413	6/14/2017	0.00	1,149.95
055680	CK	6/30/2017	0396 CDW Government	12-17	038455	VO	JHF7639	6/23/2017	0.00	1,138.45
Check Total										2,288.40
055681	CK	6/30/2017	0410 Dynamic Science, Inc.	12-17	038409	VO	119	6/8/2017	0.00	19,913.63
055682	CK	6/30/2017	0422 Direct TV	12-17	038370	VO	31682718054/GYM	6/19/2017	0.00	250.09
055682	CK	6/30/2017	0422 Direct TV	12-17	038456	VO	31725779018	6/25/2017	0.00	1,433.11
Check Total										1,683.20
055683	CK	6/30/2017	0492 Dream Merchants International	12-17	038415	VO	AR 062487	6/1/2017	0.00	110.59
055684	CK	6/30/2017	0518 Elevation Corp. Health, LLC	12-17	038401	VO	5404/05-17	5/31/2017	0.00	537.44
055685	CK	6/30/2017	0582	12-17	038457	VO	217198	6/22/2017	0.00	20,463.30

Date: Friday, June 30, 2017
 Time: 06:00PM
 User: LCALICA

Mojave Air & Space Port

Page: 1 of 7
 Report: 03630.rpt
 Company: EKAD

Check Register - Standard Periods: 11-17 Through 12-17 As of: 6/30/2017

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Environmental Concepts										
055686	CK	6/30/2017	0784 Greenshine New Energy	12-17	038402	VO	PG170628MA	6/28/2017	0.00	16,456.29
055687	CK	6/30/2017	0807 Cornelius Hughes	12-17	038433	VO	HASMAT TRAINING	6/19/2017	0.00	141.45
055688	CK	6/30/2017	0819 Reliable Air Conditioning	12-17	038386	VO	17573	6/8/2017	0.00	398.00
055689	CK	6/30/2017	1005 Pacific Telemanagement Svcs.	12-17	038441	VO	922139/07-17	6/1/2017	0.00	53.00
055690	CK	6/30/2017	1043 Jim's CB & Radios	12-17	038410	VO	10131402	5/8/2017	0.00	41.51
055690	CK	6/30/2017	1043 Jim's CB & Radios	12-17	038434	VO	10131971	6/23/2017	0.00	75.06
Check Total										116.57
055691	CK	6/30/2017	1103 Kern Co. Waste Management	12-17	038405	VO	1475485-IN	5/26/2017	0.00	230.84
055692	CK	6/30/2017	1127 Kern Co. Auditor-Controller	12-17	038374	VO	FY 17-18 LAFCO	6/12/2017	0.00	3,192.00
055693	CK	6/30/2017	1154 Kieffe & Sons Ford	12-17	038381	VO	29501	6/27/2017	0.00	1,350.00
055694	CK	6/30/2017	1200 L & L Construction	12-17	038375	VO	W/E 6/4/17	6/4/2017	0.00	1,050.00
055694	CK	6/30/2017	1200 L & L Construction	12-17	038376	VO	W/E 6/25/17	6/25/2017	0.00	1,125.00
055694	CK	6/30/2017	1200 L & L Construction	12-17	038431	VO	W/E 6/18/17	6/18/2017	0.00	975.00
Check Total										3,150.00
055695	CK	6/30/2017	1254 Lincoln Nat'l Life Ins. Co.	12-17	038446	VO	3477412009/0717	6/9/2017	0.00	655.76
055696	CK	6/30/2017	1326 Medford Construction, Inc.	12-17	038458	VO	1752	6/29/2017	0.00	18,968.00

Date: Friday, June 30, 2017
 Time: 06:00PM
 User: LCALICA

Mojave Air & Space Port

Page: 1 of 7
 Report: 03630.rpt
 Company: EKAD

Check Register - Standard Periods: 11-17 Through 12-17 As of: 6/30/2017

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
055697	CK	6/30/2017	1335 Merriman Hurst & Associates, Inc.	12-17	038416	VO	14149	6/16/2017	0.00	2,500.00
055698	CK	6/30/2017	1364 Karl's Hardware Mojave	12-17	038444	VO	MAY 2017	5/30/2017	0.00	1,590.67
055699	CK	6/30/2017	1403 Nelms Surveying	12-17	038384	VO	152512-5	6/14/2017	0.00	1,722.80
055700	CK	6/30/2017	1406 Napa Auto Parts	12-17	038377	VO	868399	6/8/2017	0.00	51.47
055700	CK	6/30/2017	1406 Napa Auto Parts	12-17	038378	VO	868436	6/9/2017	0.00	122.73
055700	CK	6/30/2017	1406 Napa Auto Parts	12-17	038379	VO	868633	6/13/2017	0.00	1,132.69
055700	CK	6/30/2017	1406 Napa Auto Parts	12-17	038380	VO	868659	6/14/2017	0.00	125.31
055700	CK	6/30/2017	1406 Napa Auto Parts	12-17	038382	VO	868673	6/14/2017	0.00	40.71
055700	CK	6/30/2017	1406 Napa Auto Parts	12-17	038383	VO	868724	6/15/2017	0.00	37.55
								Check Total		1,510.46
055701	CK	6/30/2017	1436 Porter Concrete Construction	12-17	038445	VO	4298	6/30/2017	0.00	8,235.00
055702	CK	6/30/2017	1625 Paychex	12-17	038417	VO	16507862	6/6/2017	0.00	660.00
055703	CK	6/30/2017	1639 ProActive Work Health Services	12-17	038460	VO	1141-38350	6/15/2017	0.00	35.00
055704	CK	6/30/2017	1653 Power Machinery Center	12-17	038465	VO	X61674	6/22/2017	0.00	271.27
055704	CK	6/30/2017	1653 Power Machinery Center	12-17	038466	VO	X61585	6/22/2017	0.00	1,553.80
								Check Total		1,825.07
055705	CK	6/30/2017	1670 Praxair	12-17	038459	VO	77864327/JUN	6/21/2017	0.00	239.64
055706	CK	6/30/2017	1800	12-17	038385	VO	0306624	6/12/2017	0.00	978.83

Date: Friday, June 30, 2017
 Time: 06:00PM
 User: LCALICA

Mojave Air & Space Port

Page: 1 of 7
 Report: 03630.rpt
 Company: EKAD

Check Register - Standard Periods: 11-17 Through 12-17 As of: 6/30/2017

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
			RSI Petroleum							
055707	CK	6/30/2017	1880 David Russell	12-17	038448	VO	GEN CONSULT/MAY	5/30/2017	0.00	11,740.00
055708	CK	6/30/2017	1925 Sparkletts	12-17	038392	VO	13703338061517	6/15/2017	0.00	803.04
055709	CK	6/30/2017	1952 So. Calif. Edison	12-17	038389	VO	2395077167/JUNE	6/20/2017	0.00	402.71
055709	CK	6/30/2017	1952 So. Calif. Edison	12-17	038390	VO	2340063106/JUN	6/20/2017	0.00	2,282.07
055709	CK	6/30/2017	1952 So. Calif. Edison	12-17	038391	VO	2395597974/JUN	6/23/2017	0.00	175.87
									Check Total	2,860.65
055710	CK	6/30/2017	1954 The Gas Company	12-17	038371	VO	16561545001/JUN	6/15/2017	0.00	81.20
055710	CK	6/30/2017	1954 The Gas Company	12-17	038372	VO	10289363938/JUN	6/15/2017	0.00	54.26
055710	CK	6/30/2017	1954 The Gas Company	12-17	038373	VO	07111545997/JUN	6/15/2017	0.00	58.68
									Check Total	194.14
055711	CK	6/30/2017	1984 SSD Systems	12-17	038387	VO	441003-S	6/7/2017	0.00	238.70
055712	CK	6/30/2017	1990 State Board of Equalization	12-17	038393	VO	00027409788	6/13/2017	0.00	93.16
055713	CK	6/30/2017	2006 Sierra Rail Services, LLC	12-17	038388	VO	171206/0617	6/11/2017	0.00	492.20
055714	CK	6/30/2017	2036 T&G Construction Services, Inc.	12-17	038394	VO	060917	6/9/2017	0.00	16,560.00
055715	CK	6/30/2017	2056 Travelers	12-17	038442	VO	5855J2204/07-17	6/12/2017	0.00	1,157.00
055716	CK	6/30/2017	2114 2Brothers Mobile Detailing	12-17	038418	VO	615	6/7/2017	0.00	220.00

Date: Friday, June 30, 2017
 Time: 06:00PM
 User: LCALICA

Mojave Air & Space Port

Page: 1 of 7
 Report: 03630.rpt
 Company: EKAD

Check Register - Standard Periods: 11-17 Through 12-17 As of: 6/30/2017

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period		Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
				To Post	Closed						
055717	CK	6/30/2017	2136 UNUM LIFE INSURANCE	12-17		038443	VO	0558036001/0717	6/9/2017	0.00	1,641.20
055718	CK	6/30/2017	2230 Verizon Wireless	12-17		038435	VO	9787399596	6/12/2017	0.00	938.90
055719	CK	6/30/2017	2313 Waxie Sanitary Supply	12-17		038395	VO	150570	6/8/2017	0.00	1,192.75
055719	CK	6/30/2017	2313 Waxie Sanitary Supply	12-17		038396	VO	76755171	6/12/2017	0.00	130.72
Check Total											1,323.47
055720	CK	6/30/2017	2333 Wojtkiewicz~Kevin	12-17		038397	VO	FAA CONF	6/15/2017	0.00	45.00
055721	CK	6/30/2017	3002 Guy R. Aday	12-17		038404	VO	17143NX2918	5/10/2017	0.00	124.99
055722	CK	6/30/2017	3003 Johansen, Lennora	12-17		038398	VO	5705918	6/15/2017	0.00	656.00
055723	CK	6/30/2017	3030 Valenzuela, Sonia	12-17		038438	VO	299553	6/16/2017	0.00	812.40
055723	CK	6/30/2017	3030 Valenzuela, Sonia	12-17		038439	VO	821266	6/15/2017	0.00	69.60
055723	CK	6/30/2017	3030 Valenzuela, Sonia	12-17		038463	VO	003213	6/20/2017	0.00	69.60
Check Total											951.60
055724	CK	6/30/2017	3080 Edmonds~Mike	12-17		038403	VO	9502/052317	5/23/2017	0.00	115.00
055725	CK	6/30/2017	3220 Hatfield~Ray	12-17		038436	VO	2623/061317	6/13/2017	0.00	617.00
055726	CK	6/30/2017	3820 Teeter~Sara	12-17		038437	VO	5070722	6/23/2017	0.00	448.00
055727	CK	6/30/2017	3864 Rawlings~Carrie	12-17		038399	VO	09292Z	6/13/2017	0.00	98.00
055728	CK	6/30/2017	4000 Fang D.D.S.~Ted Y. T.	12-17		038461	VO	9179/0620	6/20/2017	0.00	104.00

Date: Friday, June 30, 2017
 Time: 06:00PM
 LCALICA
 User:

Mojave Air & Space Port

Page: 1 of 7
 Report: 03630.rpt
 Company: EKAD

Check Register - Standard Periods: 11-17 Through 12-17 As of: 6/30/2017

Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
055729	CK	6/30/2017	4008 Jones, DDS~Michael B.	12-17	038400	VO	69613/060617	6/6/2017	0.00	94.00
055729	CK	6/30/2017	4008 Jones, DDS~Michael B.	12-17	038462	VO	69776/0615	6/15/2017	0.00	94.00
Check Total										188.00
Acct Sub Total:										205,670.08
Check Count:		60								

Check Type	Count	Amount Paid
Regular	60	205,670.08
Hand	0	0.00
Electronic Payment	0	0.00
Void	0	0.00
Stub	0	0.00
Zero	0	0.00
Mask	0	0.00
Total:	60	205,670.08

Company Disc Total	0.00	Company Total	205,670.08
---------------------------	-------------	----------------------	-------------------

BOARD POLICY 100

ETHICS AND CONFLICT OF INTEREST CODE

Article I. Conflict of Interest Code

Section 1-1.01. Conduct

Officers and employees shall disclose potential conflicts of interest, and shall not participate in decisions that could materially affect a financial interest.

Section 1-1.02. Definitions

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (“FPPC”), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 1-1.03. Disclosure Code

The Political Reform Act (Government Code section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate a conflict of interest code. The Fair Political Practices Commission has adopted a regulation – 2 California Code of Regulations 18730 – that contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of the District by reference. This section, and those designating officials and employees, and establishing economic disclosure categories, shall constitute the conflict of interest code of the District.

Section 1-1.04. Designated Positions

(a) Designated employees. The persons holding positions listed below are designated employees. It has been determined these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests. These persons shall make the disclosures for the specified disclosure categories as defined below:

<u>Designated employees</u>	<u>Disclosure categories</u>
1. Members of Board of Directors	1, 2, 3
2. General Manager/CEO	1, 2, 3
3. Chief Operating Officer	1, 2, 3
4. Director of Administration	2, 3
5. Director of Marketing and Business Development	2, 3
6. General Counsel	1, 2, 3

7. Consultants – as determined by General Manager

(b) Consultants. Consultants, within the meaning of the Political Reform Act, who participate in decisions or provide information, advice, recommendation, or counsel that could affect financial interests shall file Statements of Economic Interests for all categories. If the General Manager determines a consultant performs a range of services limited in scope and not requiring full disclosure, the General Manager shall prepare a written description of the consultant's duties and a statement of the extent of the disclosure requirements. The General Manager's determination shall be a public record.

Section 1-1.05. Disclosure Categories

(a) The following categories are established for conflict of interest disclosure:

Category 1. Persons in this category shall disclose all interests in real property within the District's jurisdiction. The definition for "interests in real property," as used herein, is found in the Political Reform Act.

Category 2. Persons in this category shall disclose all income from (including gifts and loans) and investments in businesses that are doing business with the District, or have done business with the District within the preceding two years, that manufacture, provide or sell services and/or supplies of a type used by the District and associated with the job assignment of designated positions assigned this disclosure category. The definitions for "income" and "gift," as used herein, are found in the Political Reform Act.

Category 3. Persons in this category shall disclose all businesses in which the designated employee as an owner, director, trustee or designated employee holds a position of management.

(b) The disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

Section 1-1.06. Place of Filing

(a) Board; General Manager. The Board of Directors and General Manager shall submit a statement of economic interest with the General Manager, or his/her designee. The District shall make and retain a copy of all statements filed by its Board Members and General Manager, and forward the originals of such statements to the Clerk of the Board of Supervisors of Kern County.

(b) Others. Designated employees shall submit a statement of economic interest with

the General Manager, or his/her designee. The District shall retain the originals of statements for all other designated positions, including consultants, named in the conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction pursuant to Government Code section 81008.

Section 1-1.07. Time of Filing

(a) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to Board confirmation, 30 days after being nominated or appointed.

(b) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Service Member's Civil Relief Act, the deadline for the annual statement of economic interests is 30 days following his or her return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status.

(c) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 1-1.08. Periods Covered by Statements of Economic Interests

(a) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable interests for the specified disclosure categories in section 1-5 herein held on the date of assuming office or, if subject to Board appointment, income received during the 12 months prior to the date of assuming office or the date of being appointed.

(b) Contents of Annual Statements. Annual statements shall disclose any reportable interests for the specified disclosure categories in section 1-5 held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the Code or the date of assuming office, whichever is later.

(c) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable interests for the specified disclosure categories in section 1-5 held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 1-1.09. Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission (Form 700) and contain the information required therein.

ARTICLE II. ETHICAL CONDUCT

Section 1-2.01. Conduct

Directors, officers, employees, and consultants are expected to conduct business in conformance with the highest ethical considerations, including the Political Reform Act, Government Code section 1090 (contract conflict of interests), and other applicable state and federal laws.

Section 1-2.02. Honoraria; Gifts

(a) No designated employee of the District shall accept any honorarium from any source if the employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

(b) No designated employee of the District shall accept gifts with a total value of more than the limit set by the FPPC in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

Section 1-2.03. Loans

(a) No elected officer shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the District.

(b) No elected officer shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the District or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(c) This section shall not apply to the following:

(1) Loans made to the campaign committee of an elected officer or candidate for elective office;

(2) Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons; provided, the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section;

(3) Loans from a person which, in the aggregate, do not exceed Five Hundred Dollars (\$500) at any given time; and

(4) Loans made, or offered in writing, before January 1, 1998.

(d) (1) Except as set forth in subdivision (b), no elected officer of the District shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan, the amount of the payments, and the rate of interest paid on the loan.

(2) This section shall not apply to the following types of loans:

a. Loans made to the campaign committee of the elected officer;
b. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons; provided, the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section; and

c. Loans made, or offered in writing, before January 1, 1998.

(3) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(e) Personal Loans.

(1) Except as set forth in subdivision (b), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

a. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired;

b. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

(i) The date the loan was made;

(ii) The date the last payment of \$100 or more was made on the

loan; and

(iii) The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months.

(2) This section shall not apply to the following types of loans:

a. A loan made to the campaign committee of an elected officer or a candidate for elective office;

b. A loan that would otherwise not be a gift as defined in this title;

c. A loan that would otherwise be a gift as set forth under subdivision 1, but on which the creditor has taken reasonable action to collect the balance due;

d. A loan that would otherwise be a gift as set forth under subdivision 1, but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift based on this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations; and

e. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(3) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 1-2.04. Disqualification

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable, materially financial effect, distinguishable from its effect on the public generally, on the official, or a member of his or her immediate family or on:

(a) Any business entity in which the designated employee has a direct or indirect investment worth \$2,000 or more;

(b) Any real property in which the designated employee has a direct or indirect interest worth \$2,000 or more;

(c) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating \$500 or more in value provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made;

(d) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts in excess of the limit in 2 CCR 18940.2 provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 1-2.05. Disclosure of Disqualifying Interest

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 1-2.06. Assistance of the Commission and Counsel

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 and Regulations 18329 and 18329.5, or from the attorney for his or her agency; provided, nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 1-2.07. Violations

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal, and civil sanctions provided in the Political

Reform Act, Government Code sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code sections 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003 of the Government Code.

BOARD POLICY 2.00

RULES OF CONDUCT FOR BOARD MEETINGS

Section 2-1.01. General Policy

Meetings of the District's Board of Directors, standing committees, and advisory bodies shall be conducted in conformance with the Brown Act, Government Code section 54950, et seq.

Section 2-1.02. Definitions

"Advisory body" means a decision-making or advisory body created by formal action of the Board. A committee composed solely of less than a quorum of Board members is an advisory body only if the committee has continuing jurisdiction or meets pursuant to a schedule fixed by the Board.

"Ad hoc committee" means a committee composed of less than a quorum of Board members created for a specific purpose of limited duration with no decision-making authority.

"Board" means the District Board of Directors.

"Legislative body" means the Board, a standing committee, or an advisory committee, but not an ad hoc committee.

"Meeting" means any congregation of a majority of the members of the Board, a committee, or an advisory body at the same time and location, including teleconference location as permitted by Government Code section 54953, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.

"Meeting" does not include: individual contacts between members and any other person; attendance at a conference or similar gathering open to the public involving discussions of issues of interest to the public generally by public agencies specifically, if members do not discuss District business; attendance at open and publicized meetings addressing topics of community concern by someone not associated with the District, if members do not discuss District business; or attendance at social or ceremonial events, if members do not discuss District business.

"Member" means a director of the District.

Meetings of the Board, committees, and advisory bodies shall be held within the District, except to comply with State or Federal law or court order, to inspect real property or personal property which cannot be moved, to meet with another public agency at the other agency on multi-agency matters; to discuss legislative or regulatory matters with State or Federal officials, to discuss matters relating to a District facility, or to consult with legal counsel at counsel's office if so doing will result in a reduction in legal fees associated with the meeting.

Section 2-1.03. Meetings

(a) Regular meetings. The Board shall set the date and time for regular meetings from time to time. Unless otherwise specified in the notice, regular meetings shall be held at the District's administrative offices located at 1434 Flightline, Mojave, California.

(b) Special meetings. Special meetings may be called by the President, a majority of members, or the General Manager upon twenty-four hours' written notice delivered to each member, to each local newspaper of general circulation and radio or television station that has requested notice in writing, and by posting on the District's website.

(c) Emergency meeting. An emergency meeting may be called without twenty-four hour notice or agenda if necessary due to disruption or threatened disruption of District facilities by work stoppage or crippling disaster or other activity severely impairing public health or safety as determined by a majority of the members.

(d) Time and Place. Each committee and advisory body may establish a time and place for regular meetings, and may call special meetings in the same manner as the Board.

(e) Adjournment. A meeting may be adjourned to another time by the Board, by less than a quorum, or by the Board secretary if no members are present. An adjourned regular meeting is a regular meeting for all purposes if a copy of the order of adjournment is posted in a conspicuous place at or near where the meeting was held within 24 hours of the adjournment. If the adjourned meeting is held more than five days after the regular meeting, a new agenda shall be posted.

(f) Prohibited meetings. A majority of members shall not communicate, directly or indirectly, outside of a properly notice meeting to discuss or deliberate any item of business within the subject matter jurisdiction of the District, except as provided by the Brown Act.

Section 2-1.04. Notice and Agenda

(a) Posting, content. An agenda of a meeting shall be posted in a conspicuous place open to the public, and on the District's website. The agenda shall include the date, time, and location of the meeting, and a brief description of each item to be discussed. The agenda shall be available in formats appropriate for those with a disability. The agenda shall be posted at least 72 hours before a regular meeting and 24 hours before a special meeting. For an emergency meeting, a local newspaper of general circulation and radio or television station that has requested notice shall be notified of the meeting at least one hour prior to the emergency meeting.

(b) Public comment. The agenda shall include the opportunity for the public to address the Board prior to taking action on any matter. The agenda for regular and adjourned regular meetings shall include the opportunity for the public to address the Board on matters within the jurisdiction of the District but not on the agenda.

(c) Comment on items not on the agenda. No action shall be taken on matters not shown on the posted agenda, except members may briefly respond to statements made or questions

posed during public comment; request clarification; provide a reference to staff or other resources for factual information; request staff to report back to the Board at a subsequent meeting or direct staff to place a matter of business on a future agenda.

(d) Adding items. The legislative body may add matters to the agenda upon a majority finding an emergency exists or upon at least a two-thirds vote finding there is a need to take immediate action and the need for action came to the attention of the District subsequent to the posting of the agenda. If only three directors are present, the finding of the need for action shall be by unanimous vote.

(e) New taxes or assessments. Meetings to consider new or increased general tax or assessment shall be preceded by at least forty-five days notice as specified by law.

(f) Notice. Notice of the meeting and agenda packet shall be mailed to any person who makes a written request and pays a fee for the actual cost of providing the materials.

Section 2-1.05. Closed Session

(a) Matters. The Board may conduct a closed session to consider only those matters allowed under the Brown Act, including:

- (1) A license or permit application;
- (2) Real property negotiations;
- (3) Pending or potential claims or litigation;
- (4) Threats to public services or facilities;
- (5) The appointment, promotion or job performance of employees;
- (6) Charges levied against an employee;
- (7) Establish the District's position concerning employee negotiations; or

(b) Action. Action may be taken in closed session when necessary to avoid prejudice to the District and allowed by law. Action taken in closed session and the vote, abstention, or absence of each member shall be publicly reported as follows:

(1) Approval of an agreement concluding real estate negotiations shall be reported after the agreement is final, as follows:

If the Board's approval renders the agreement final, the Board shall report approval and the substance of the agreement in open session at the public meeting when the closed session is held.

If the final approval rests with the other party to the negotiations, the District shall disclose the approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the District of its approval.

(2) Approval given to counsel to defend, or seek or refrain from seeking appellate review or relief, or to enter as an amicus curiae in any form of litigation shall be reported in open session at the public meeting when the closed session is held. The report shall identify, if known, the adverse party or parties and the substance of the litigation. In the case of approval given to initiate or intervene in an action, the announcement need not

identify the action, the defendants, or other particulars, but shall specify the direction to initiate or intervene in an action has been given and the action, the defendants, and the other particulars shall, once formally commenced, be disclosed to any person upon inquiry, unless to do so would jeopardize the District's ability to effectuate service of process one or more unserved parties, or would jeopardize its ability to conclude existing settlement negotiations to its advantage.

(3) Approval given to counsel for a settlement of pending litigation, at any stage prior to or during a judicial or quasi-judicial proceeding shall be reported after the settlement is final, as follows:

If the Board accepts a settlement offer signed by the opposing party, the Board shall report acceptance and identify the substance of the agreement in open session at the public meeting when the closed session is held.

If final approval rests with some other party to the litigation or with the court, the District shall disclose the approval, and identify the substance of the agreement upon inquiry by any person when the settlement becomes final.

(4) Disposition reached as to claims discussed in closed session shall be reported in the same manner as the settlement of pending litigation.

(5) Action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee shall be reported at the public meeting when the closed session is held. Such report shall identify the title of the position and specify any change in compensation. However, a report of dismissal or of non-renewal of an employment contract shall be deferred until the first public meeting following the exhaustion of the employees administrative remedies.

(6) Approval of an agreement concluding labor negotiations shall be reported after the agreement is final and has been accepted or ratified by the other party. The report shall identify the item approved and the other party or parties to the negotiation.

(c) Reports. Reports required by this section may be made orally or in writing. The Board shall provide to any person who has submitted a written request to the Board within twenty-four hours of the posting of the agenda, or to any person who has made a standing request for all documentation as part of a request for notice of meetings, if the requester is present at the time the closed session ends, copies of any contracts, settlement agreements, or other documents finally approved or adopted in the closed session.

2-1.05. Record of Proceedings

(a) The Secretary shall record minutes showing action taken by in open session of a meeting. The minutes shall be available for public inspection when approved. If meetings are recorded on audio tape, the tape shall be available for public inspection for at least thirty days on a tape player provided by District before the tape is erased.

(b) Any person attending an open meeting may record the proceeding on audio or video media unless the recording cannot continue without noise, illumination, or obstruction of view constituting a persistent disruption of proceedings.

(d) After completing a closed session, counsel shall prepare a confidential memorandum stating the purpose of the closed session and the action taken, if any. This memorandum is confidential and shall be filed in the office of the General Manager.

Section 2-1.04. Rules of Conduct

(a) The affirmative vote of a majority of members present is necessary for the Board to take action. The Board shall take action by motion or resolution. Motions and resolutions may be adopted on voice vote, but roll call shall be taken if requested by any director or required by law.

(b) The District may use video conferencing to receive public comment or testimony and for deliberations of the Board. If video conferencing is used, the agenda shall be posted at all video conference locations and reasonable rules shall be adopted to protect the statutory and constitutional rights of the parties and the public appearing before the Board.

(c) If any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Members of the news media not participating in the disturbance shall be allowed to attend the session. The Board may establish a procedure for re-admitting individuals not responsible for willfully disturbing the orderly conduct of the meeting.

(e) The Board shall not prohibit public criticism of the policies, procedures, programs or services of the District or of the acts or decisions of the Board. However, no privilege or protection is hereby conferred for expression beyond that otherwise provided by law.

Subject: CalPERS HealthVesting CG 22893

Date: Thursday, February 23, 2017 at 11:22:01 AM Pacific Standard Time

From: Eldridge, Laura

To: Carrie Rawlings

Facts on GC 22893

Public agencies can choose to establish a vesting schedule under GC 22893. This would require the agency to submit a separate *vesting resolution*. Public agencies that adopt a vesting resolution will match the vesting formula set for state employees. This vesting schedule would apply to employees hired on or after the effective date of your vesting resolution. However, once each year an employer may allow any employee hired before the election of GC 22893 the opportunity to individually elect to be subject to its provisions.

The vesting formula for public agencies:

1. Establishes a specific schedule of CalPERS (retirement) service credit that an employee must meet in order to receive the employer health contribution upon retirement; and
2. Prescribes a minimum employer health contribution for the post-retirement vesting calculation. This contribution is referred to as the *100/90 formula* and is as follows:

100/90 Formula Amounts			
	Single	Two Party	Family
2017	\$707	\$1,349	\$1,727
<i>GC 22871: The 100/90 formula is based on the four health plans with the largest number of state employee enrollments and it is established on 100 percent of the weighted average of the health benefit plan premiums for annuitants enrolled for self alone and 90 percent of the weighted average of the health plans for family members.</i>			

Based on their years of PERS service, annuitants would be eligible to receive a percentage of the 100/90 formula amounts from the employer as follows:

Credited Years of PERS Service (5 of which must be performed at your agency)	Percentage of Contribution
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20+	100%
<i>Example: In 2011, an individual retiree with 15 years of service (at least 5 of which was performed at the agency) would receive \$406.50, 75% of the 100/90 formula amount of \$542 (Single).</i>	

Note: The above 100/90 formula amounts become the minimum contribution to be paid by the employer. Agencies can choose to establish higher contribution amounts (of which, eligible retirees will receive 50-100% of these amounts depending on their years of CalPERS service).

Public agencies without a vesting resolution do not establish an amount of CalPERS service credit in which an employee must perform at your agency. One retirement requirement is that the employee has to have five years of CalPERS service credit to qualify, but without a vesting resolution, this credit can be earned at your agency, any other CalPERS agency, or a combination at your CalPERS-agency and another CalPERS-agency.