

MOJAVE AIR AND SPACE PORT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: March 20, 2018

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 Action Items.

- A. Minutes of the Regular Board Meeting on March 6, 2018

4. Action Items

- A. GIS Software Equipment Purchase
- B. Aircraft Painting Contract
- C. Runway 12/30 Maintenance Contract
- D. 17/18 Audit Review
- E. Resolution - Personnel Policy

5. Reports

- A. CEO/GM Report
- B. Board Committees
- C. 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): *Soest v MASP, Roth v. MASP, MASP v. Continuous Quality Electric, MASP v. Keller, XCOR Bankruptcy*
- B. Potential Litigation (Govt Code 549569): one case

8. Closed Session Report

Adjournment

This Agenda was posted on March 16, 2018 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@mojaveairport.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 MARCH 6, 2018

1. CALL TO ORDER

The meeting was called to order on Tuesday, March 6, 2018, at 2:00 p.m. by President Evans in the Board Room at Mojave Air and Space Port, Mojave, California.

A. Pledge of Allegiance: Director Deaver 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, COO Himes, Director of Administration Rawlings, and District Counsel Navé

C. Approval of Agenda: Upon motion by Director Parker, seconded by Director Deaver, the Board voted unanimously to add the EnerSource agreement to the agenda as an action item that arose subsequent to posting the agenda and requiring immediate action, and to approve the agenda.

2. COMMUNITY ANNOUNCEMENTS

David Euzarraga commented on an apartment complex being developed by his company in Rosamond.

3. CONSENT AGENDA

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

A. Minutes of the Regular Board Meeting on February 20, 2018

4. ACTION ITEMS

A. SDRMA Workers Compensation Resolution

CEO Drees presented the resolution affirming that Directors and volunteers are part of the District's workers compensation policy. Upon motion by Director Balentine, seconded by Director Allred, the Board voted unanimously to approve the updated budget.

B. The Spaceship Co. – Building 14 Lease

CEO Drees presented the TSC lease for building 14. Upon motion by Director Deaver, seconded by Director Parker, the Board voted unanimously to approve the lease.

C. Virgin Orbit – Building 139 Lease

CEO Drees presented the VO lease for building 139. Upon motion by Director Balentine, seconded by Director Allred, the Board voted unanimously to approve the lease.

D. Edison Easement – Scaled Building 78

CEO Drees presented the easement for SCE to building 78. Upon motion by Director Parker, seconded by Director Deaver, the Board voted unanimously to approve the easement.

E. Renewal – Cal Fire – Federal Excess Property Agreement

CEO Drees presented the renewal to the Cal Fire agreement for the District to receive excess property. Upon motion by Director Balentine, seconded by Director Allred, the Board voted unanimously to approve the renewal.

F. EnerSource Agreement

CEO Drees discussed the need to retain EnerSource for further runway studies. Upon motion by Director Parker, seconded by Director Deaver, the Board voted unanimously to approve the contract extension.

5. REPORTS

A. Financial Report. Dir. of Administration Rawlings presented the January financial report.

B. CEO/GM Report

CEO Drees presented the CEO report, and discussed the status of the fitness center and audit.

C. Board Committees

There were no committee reports.

D. Board of Directors

Director Deaver commented on Plane Crazy Saturday.

6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

There were no public comments.

7. CLOSED SESSION

A. Existing Litigation: *Soest v. MASP; Roth v. MASP; MASP v. Continuous Quality Electric; MASP v. Pontius; MASP v. Keller; XCOR bankruptcy.*

B. Potential Litigation: One case

8. CLOSED SESSION REPORT

Counsel and the Board discussed the *Soest, Roth, Keller, and XCOR* matters. Counsel and the Board discussed one case of potential litigation, and upon motion by Director Parker, seconded by Director Deaver, authorized counsel to file an unlawful detainer action against REM.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 2:48 p.m.

David Evans, President

ATTEST

Jimmy R. Balentine, Secretary

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Jason Buck, Director of Technology
SUBJECT: GIS System Phase 2 (Software)
MEETING DATE: March 20, 2018

Background:

The Technology and Planning Departments are submitting a GIS System deployment plan for Board consideration to enable MASP to benefit from an airport-wide GIS/CAD (Geospatial Information System) (Computer Aided Drafting) System that would allow staff to quickly and easily access airport infrastructure mapping for planning, locating and maintaining infrastructure.

The plan is broken into three phases:

- Phase 1 was approved and completed by purchasing the hardware to run and store the data.
- Phase 2, **presented today**, includes acquiring the software from a vendor that specializes in airport infrastructure, mapping and the operating system for the server hardware.
- Phase 3 will include the data population, deployment and training for the GIS/CAD System.

There are two platforms we can consider: ArcGIS and Mapguide Opensource. We received two bids:

GDMS (Mapguide OpenSource):	\$37,016
Geographic Resource Solutions (ESRI ArcGIS):	\$46,200

ArcGIS would require our Planning department to maintain two sets of records. Mapguide will integrate with our current AutoCAD system. Staff recommends purchasing the GDMS system.

Impacts:

Fiscal: \$37,016 budgeted dollars
Environmental: N/A
Legal: N/A

Recommended Action:

Approve the \$37,016 in software costs to complete Phase 2 of the project.



Geographic *Data & Management* Solutions

A California Corporation

February 13, 2018

Job No. 2017-1009R7E

Mojave Air & Space Port
Attn: Jason Buck
1434 Flightline
Mojave, CA 93501

RE: Infrastructure Mapping System (GIS)
Mojave Air & Space Port, Mojave, CA

We appreciate the opportunity to submit a proposal for the development of a mapping and Geographic Information System (GIS) for Mojave Air & Space Port (MASP).

Project Approach for Developing GIS and First Phase of Data Development

General

To keep costs down we are recommending the use of reasonably priced products and to utilize existing software and expertise. The value of a mapping system is directly related to the number of people that can use and benefit from the system. To make sure the information is readily available we propose the use of an in-house server that provides the mapping to users in a web browser similar to accessing a website. This requires only one license of software and can be used by many users through a private internal website.

Software

To provide the web interface to the mapping system we recommend Map Guide Open Source, or MGOS. This product is free to use and scalable to serve the expected number of users. For desktop users we recommend AutoCAD Map & ESRI ArcGIS. These tools are for the power user to view and edit data. Editing is typically restricted to one or two users. AutoCAD Map works very well for engineers since they are very familiar with AutoCAD. AutoCAD Map is also very good to integrate plans that have been created in AutoCAD. Some users may not know AutoCAD or prefer to use ArcGIS. ArcGIS is very good for developing wall maps and exhibits, but also can be used for editing. We propose using GISquirrel to edit spatial data with ArcGIS. Since ArcGIS wants you to purchase expensive solutions to store data GISquirrel will give us editing capability at an affordable price. To store the system data, the lifeblood of the system, we recommend using Microsoft SQL Server an industry standard database. The last piece of the puzzle is Adobe Cold Fusion that will read the SQL Server database and develop beautiful reports of detailed asset information within a web browser like Google Chrome.

42140 Tenth Street West
Lancaster, CA 93534-7004

Voice: 661.949.1025
Fax: 661.949.9775

Web: www.gdms-1.com
e-mail: gdms@gdms-1.com

- By hovering the cursor over map features attribute information will display next to the cursor using a desktop PC
- Interactively zoom in, out, and pan around the map
- View backgrounds from Google Earth, Bing Maps, Open Street Map, and MASP aeriels.
- Plot hardcopy maps (Desktops)
 - 8-1/2" x 11", 11" x 17" & 24" x 36" maps (Others can be added later)
 - Add title, north arrow, scale bar and control scales
 - Commercial base layers (Google Earth, Bing Maps, etc.) will not plot
 - MASP aeriels can plot
- Measure sub-distances and total distances on the map (Desktop)
- Calculate areas of user created figures on the map (Desktop)
- Display Google Street View and navigate using Street View functionality or by moving a magnifier icon on map (Desktop)
- Layers of data can be turned on and off to control display of data and assets

Typical GIS Layers

In the example below for Westside School District you can see the list of layers in the legend for infrastructure data that can be turned on and off as necessary to access what you are looking for.

Example GIS Interface

In this example we developed a web based system for Ojai Valley Sanitary District to aid with the visualization of facility data and customer information. User has selected a mainline graphically and the system displays the mainline properties and can pop up maintenance, photographs or as-built information. The maintenance information is stored in a separate maintenance system database developed by others, but is accessed from the GIS application.

The screenshot displays a GIS web application interface. At the top, there are navigation and toolbars including 'Base Layers', 'Google StreetView', 'Printing', 'Searches', 'Refresh', 'Distance', 'Area', 'Maptip', 'Select', 'Clear Selection', 'Pan', 'Zoom Rectangle', and 'Zoom'. A legend on the left shows layers like 'Census blocks', 'Parcels - FOG', and 'ERU > 1'. The main area features a map with a green line representing a mainline. A table titled 'Mainline Master WO Report' is overlaid on the map, listing work orders with columns for Mainline ID, Closed Date, Next Due Date, Asset Plan, Description, and User. Below the map, a 'Mainline Report' table provides detailed technical data for the selected mainline. A search box on the left allows for address lookup, and a task list is also visible.

Mainline ID	Closed Date	Next Due Date	Asset Plan	Description	User
R-31-31 to R-31-32	12/31/1997		Jet Rodding	3 Year Cleaning	Cleaning Crew
R-31-31 to R-31-32	07/16/1990		Jet Rodding	3 Year Cleaning	Cleaning Crew
R-31-31 to R-31-32	07/17/1990		Jet Rodding	3 Year Cleaning	Cleaning Crew
R-31-31 to R-31-32	11/22/1990		Jet Rodding	3 Year Cleaning	Cleaning Crew
R-31-31 to R-31-32	03/12/1996	02/21/1995	Jet Rodding	3 Year Cleaning	Cleaning Crew
R-31-31 to R-31-32	03/03/1997	03/12/1997	Jet Rodding	3 Year Cleaning	Cleaning Crew

Mainline ID	Size	Type	Critical Rating	Length (ft)	US Invert Elevation (ft)	DS Invert Elevation (ft)	Slope	Year Built	As Built Reference	WinCAN Report	CCTV Inspections	Master WO
R-31-31 to R-31-32	8.0	HDPE	2	367.50	751.17	747.50	0.00929	1926	U-26-572	R-31-31-R-31-32		

<u>Workstation Software GIS Setup</u>	270
• Coordinate with MASP for System Preferences	
• Install AutoCAD Map Network Deployment Package from Server to workstation (at MASP Site if Req'd)	540
• Setup AutoCAD Map Template for Display, Editing & Accessing GIS Data	1,080
o Setup SQL Server Database Linkage	
o Setup AutoCAD Map Project and Symbology for Editing, and Display of all infrastructure	
• QA/QC Testing & Administration	540
Desktop Workstation Software & Setup	\$ 6,463

Server Software & Setup

This section assumes that all server setup can be performed off-site at AESI/GDMS site using remote access applications such as LogMeIn. We will need appropriate credentials on the server to install, configure, and test software, data and applications. If we are required to setup everything on-site it will increase costs. All web applications assume Google Chrome Web Browser is being used. Software costs do not include any tax, but may be required.

Server Software

- | | |
|-------------------------------------|-------|
| • Map Guide Open Source | \$ 0 |
| • Adobe Cold Fusion Server Standard | 1,875 |

Server Software Package Installation

- | | |
|---|-----|
| • Install Microsoft Internet Information Server | 203 |
| • Install Adobe Coldfusion Standard | 203 |
| • Install Map Guide Open Source | 270 |
| • Install Map Guide Maestro (GIS Layer creation studio) | 203 |
| • Install & Setup AutoCAD Map License Manager for Workstations Software | 270 |
| • Test Server Installations | 270 |

Workstation Software Package Setup on Server 405

- Create AutoCAD Map 3D Deployment Package (for rapid workstation installations. Requires a share drive/location)

Setup GIS on Server (For Web Browser Viewing)

- | | |
|--|-----|
| • Design/Create SQL Database & Tables | 270 |
| • Create GIS Website using Internet Information Server (IIS) | 405 |

Lights

- Extract and create light points from the aerial layer 270
- Generate light ID field for unique ID's 135
- Create GIS map layer in SQL Server Spatial format 135

Tanks

- Extract and create tanks from the aerial layer 135
- Generate tank ID field for unique ID's 135
- Create GIS map layer in SQL Server Spatial format 68

Fence

- Extract and create fence lines from the aerial layer 135
- Generate fence ID field for unique ID's 135
- Create GIS map layer in SQL Server Spatial format 68

Valves

- Extract and create off-site valves from the aerial layer 135
- Generate valve ID field for unique ID's 135
- Create GIS map layer in SQL Server Spatial format 68

Lane Striping

- Extract and create lane striping lines from the aerial layer 135
- Generate lane striping ID field for unique ID's 135
- Create GIS map layer in SQL Server Spatial format 68

Culverts

- Extract and create culverts from the aerial layer 135
- Populate culvert ID field for unique ID's 135
- Create GIS map layer in SQL Server Spatial format 68

Flag Poles

- Extract and create flag poles from the aerial layer 135
- Generate flagpole ID field for unique ID's 135

• Yearly GIS system interface updates and maintenance for web interface	2,080
• AutoCAD Map 3D 2017 – multiuser annual desktop subscription Floating License Model	1,883
• ArcGIS Desktop Basic Subscription	800
Software Updates & Support \$	8,003

Guidance

We will adhere to a hybrid of Autodesk and ESRI GIS standards for data development. All data will be able to be exported to a variety of formats as needed.

Project Summary

Project Scoping, Kick Off & Status Meetings	\$ 810
Desktop Workstation Software & Setup	6,463
Server Software & Setup	15,274
Integrate Data into GIS System	8,779
Training	5,690
Project Totals \$	37,016

Software Updates & Support (yearly)	8,003
-------------------------------------	-------

Project Schedule

The GIS data development phase will begin with notice to proceed and is expected to take approximately 3 to 4 weeks. The next step will be to get started on the full implementation of the GIS system. We would expect that 6 to 8 weeks would be required for integrating project data and GIS application customization. At that point we would present the system on our internal web server for proof of concept. After finishing touches have been made the next step would be to assist MASP to acquire and setup server hardware & software, workstation software and implement the system at MASP. Once the system is up and running the final stage would be training.

Customized Applications Software

The application programming and customization created for the GIS site is for MASP's sole use. No transfer or alternative use of these applications is permitted without the consent of GDMS.

I have read the above conditions, accepted this proposal and with my signature below I authorize the work.

Signature

Date

Printed Name

Title

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees, GM
SUBJECT: Static Display Aircraft
MEETING DATE: March 20, 2018

Background:

Last June the Board approved a bid to repaint the static aircraft at the front entrance. The selected vendor delayed the project and ultimately was unable to complete the work. We are bringing this back for consideration with three new bids.

As a reminder, we intend to wash and paint the static aircraft at our entrance. We intend to restore the CV-990 to its original colors. The F4 is owned by the Air Force and we intend to keep the same paint scheme: gray and orange.

We received three new bids:

Polychrome Construction	\$84,000
WM B. Saleh Co	\$89,910
T&G Construction	\$160,680

We recommend selecting the low bidder: Polychrome Construction. Work is required to be completed by April 30, 2018 and will require a DIR number.

Impacts:

Fiscal: \$84,000 Budgeted dollars
Environmental: None
Legal: None

Recommended Action:

Authorize the GM to finalize the contract with Polychrome Construction.



March 9, 2018

Mel Langford
Board of Directors
Mojave Air and Spaceport Board
1434 Flightline
Mojave, California
93501.

RE: Display Plane Painting

BID PROPOSAL

Dear Mr. Langford,

Submitted herewith is our proposal for the Exterior Painting of the Static Display Planes, F-4 Phantom and Convair 990. This Bid is based on the specification documents and directive we received at the job walk on February 20th 2018. This quote includes all material, labor and bonds.

Total price of this bid is: \$ 84,000.00

Thank you for the opportunity in letting us bid on this project:

Regards,

Marios Polychronas
Cell: 818-324-7235
polychrome@socal.rr.com
DIR #1000020697
<http://www.Polychromepainting.com>



Wm. B. SALEH CO.
DISTINCTIVE PAINTING

BAKERSFIELD OFFICE:
2361 Cepheus Court
Bakersfield, CA 93308
Phone: 661-393-8842
Fax: 661-393-8138

PROPOSAL / CONTRACT

Date: 3/9/2018

To: MEL LANGFORD
MOJAVE AIR & SPACE PORT
1434 FLIGHTLINE ROAD
MOJAVE, CA 93501

Subject Job: REPAINTING OF TWO DISPLAY AIRCRAFT

We propose to furnish at the above job all labor, materials, equipment, supervision, Workers' Compensation Property Damage and Liability Insurance necessary to complete in a thoroughly workmanlike manner all the work described below.

SCOPE OF WORK:

PROVIDE PAINTING OF TWO DISPLAY AIRCRAFT PER SPECIFICATIONS INCLUDING MULTIPLE COLORS, GRAPHICS AND SIGNAGE AS INDICATED IN THE BID DOCUMENTS.

PRICING IS BASED ON PREVAILING WAGES POSTED BY THE DEPARTMENT OF INDUSTRIAL RELATIONS (SEE DIR # BELOW).

PRICING TO INCLUDE THE FOLLOWING:

- PRESSURE WASHING AND DEGREASING OF ALL SURFACES TO BE PAINTED IN ACCORDANCE WITH SSPC-SP1
- HAND TOOL OR POWER TOOL SURFACES TO REMOVE ALL LOOSE AND PEELING PAINT IN ACCORDANCE WITH SSPC-SP-2 & SP3
- MASK ALL SURFACES NOT TO BE PAINTED.
- APPLY ONE PRIME COAT OF US COATINGS RUST GRIP 2300 TO ACHIEVE 1.0 – 2.0 MILS DFT.
- APPLY ONE FINISH COAT OF US COATINGS URE GRIP 3000 HS VOC TO ACHIEVE 3.0 – 5.0 MILS DFT.
- PAINT ACCENT COLORS AND STRIPING PER DRAWING.
- PAINT SIGNAGE AND LOGOS PER DRAWING.
- UNMASK AIRCRAFT AND CLEAN ALL AREAS OF DEBRIS.

NOTES:

1. ELECTRICAL POWER TO BE PROVIDED BY OTHERS.
2. WATER CONNECTION TO BE PROVIDED BY OTHERS.
3. WM. B. SALEH CO. TO PROVIDE RESTROOM FACILITIES FOR OUR EMPLOYEES
4. SOME PORTIONS OF THE WORK MAY BE PERFORMED DURING THE NIGHT TIME DUE TO WINDY CONDITIONS AND HEAT.
5. PERFORMANCE BOND IS INCLUDED IN THIS PRICING.

TOTAL BID AMOUNT FOR BOTH AIRCRAFT: \$89,910.00

STATE LICENSE NO. 268108

DIR Public Works Registration Number: 1000001869

Wm. B. SALEH Co. : 
Terry W. Osburn, Vice President / General Manager

TERMS: This proposal must be accepted within 30 days of the date hereof to become a valid contract.



T&G Construction Services, Inc.
4360 Cloud Nine Ave Mojave, CA 93501
Ph. 661-824-2038 Fax 661-824-3418
LIC#962580

Proposal: 31218

DATE: 3/12/18

Attention:

Mel Langford
Construction Manager
mlangford@mojaveairport.com
Cell: 661-810-2710

Job Description:

Painting of two static display plans at MASP

Scope of Work

1. Protect all asphalt, walks, mechanical equipment, windows, surrounding structures from overspray, splatter & debris.
2. Hydro wash exterior surfaces of two display planes, remove all debris.
3. Detail caulk voids, gaps, connections points as specified on job spec's.
4. Apply one coat of metal surface primer/sealer. Inspect for voids.
5. Thoroughly apply two coats of two-part exterior specialty coatings to comply with assigned specification instructions and details.
6. Follow paint schemes provided at job walk.
7. Inspect all work for accuracy and detailed coverage.
8. Clean up, remove all painter's debris.
9. Perform Quality control final inspection. Clean up, remove all debris.

Material/Labor: \$141,000.00
Profit/Overhead: \$15,000.00
3% Bond fee: \$4,680.00
Total with bond: \$160,680.00



CV-990: PAINT CONCEPTS

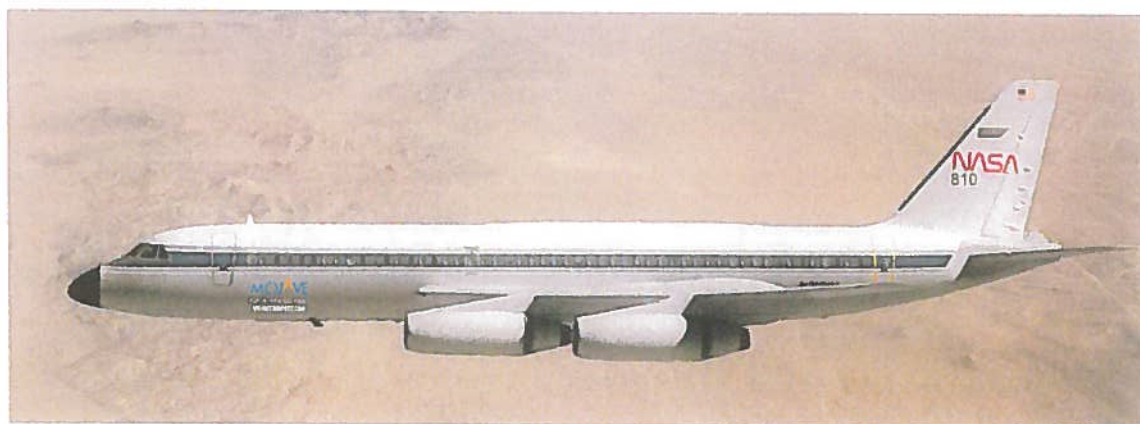
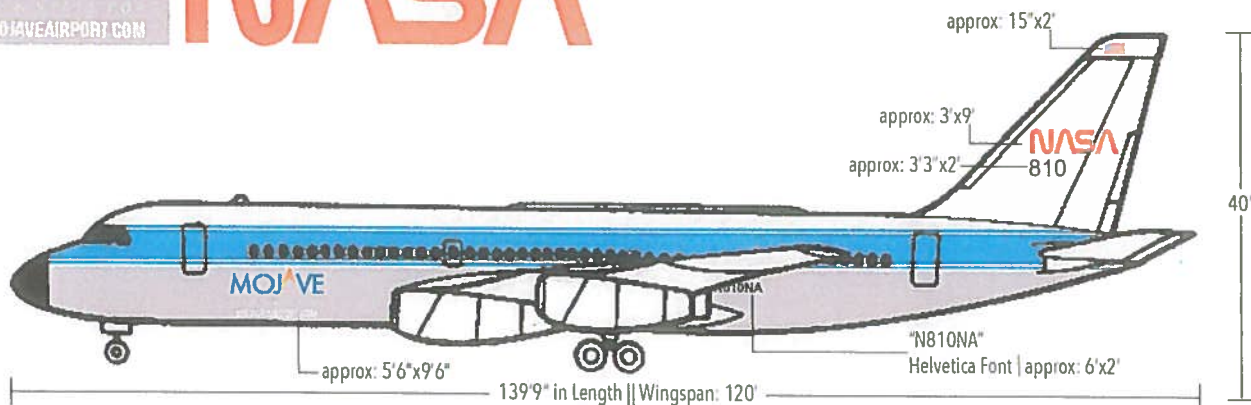
R: 35
G: 97
B: 166

R: 207
G: 62
B: 56

R: 181
G: 181
B: 181

R: 35
G: 49
B: 132

R: 238
G: 135
B: 5



MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees, GM
SUBJECT: Runway 12/30 Maintenance
MEETING DATE: March 20, 2018

Background:

Runway 12/30 is in need of maintenance. The center line needs to be repainted and we would like to remove the rubber deposits at either end of the runway. In addition, we will repaint the numbers, aim bars and threshold bars.

We reached out to MEC, CalStripe and Superior Painting for quotes. We received bids from MEC and CalStripe. Superior did not respond to our requests for quote. Other companies in southern California were contacted, but do not travel this far north.

The base bids received are as follows:

MEC: \$147,617.00
CalStripe: \$145,879.80

With the additional painting work, the bids are adjusted as follows:

MEC: \$179,488.00
CalStripe: \$264,629.80

After receiving some of our pavement analysis results, we are expecting to make some runway improvements in the next two years. Therefore, staff believes the additional painting work will not be a worthy investment. We recommend completing the work included in the base bid at this time.

Impacts:

Fiscal: \$145,879.80 budget infrastructure improvement dollars
Environmental: None
Legal: None

Recommended Action:

Approve the CalStripe base bid for \$145,879.80.

Project:

ITEM #	QTY	UNITS	DESCRIPTION	UNIT \$	TOTAL
1	1	LS	Mobilization	\$10,000.00	\$ 10,000.00
2	240000	SF	Rubber Removal Via Self Contained Ultra High Pressure Waterblaster (No Testing, Treatment, or Hazardous Disposal Is Necessary or Included)	\$0.06	\$ 14,400.00
3	61315	SF	Re-Install Runway Centerline, Aiming Points, and Threshold Markings Per Previously Existing Configuration (FAA TT-P-1952F Type ■ Paint Only, No Reflective Media)	\$0.50	\$ 30,657.50
			Price Includes Prevailing Wage, Weekend & Night Work		\$ -
					\$ -
					\$ -
					\$ -
					\$ -
			TOTAL BASE BID		\$ 55,057.50
Runway Center Line OPTIONS					
4	12878	SF	Install 6 Inch Black Border On Runway Center Line, Aiming Points, and Threshold Markings	\$0.35	\$ 4,507.30
5	61315	SF	Remove 85% Loose and Chipping Paint From Runway Centerline Via Ultra High Pressure Water Prior to Re-Painting	\$0.95	\$ 58,249.25
6A	61315	SF	Use FAA TT-B-1325D Type I Reflective Media (7 LBS Per Gallon)	\$0.05	\$ 3,065.75
6B	61315	SF	Use FAA TT-B-1325D Type ■ Reflective Media (10 LBS Per Gallon)	\$0.45	\$ 27,591.75
7	1	LS	Item #5 Solid and Liquid Debris Containment, Testing, and Disposal Off Site (Treat Waste As Potentially Hazardous)	\$25,000.00	\$ 25,000.00
					\$ -
					\$ -
Runway Edge Line OPTIONS					
8	75000	SF	Remove 85% Loose and Chipping Paint From Runway Edge Line Via Ultra High Pressure Water Prior to Re-Painting	\$0.75	\$ 56,250.00
9	75000	SF	Re-Install Runway Edge Line Per Previously Existing Configuration (FAA TT-P-1952F Type ■ Paint Only, No Reflective Media)	\$0.45	\$ 33,750.00
10A	75000	SF	Use FAA TT-B-1325D Type I Reflective Media (7 LBS Per Gallon)	\$0.05	\$ 3,750.00
10B	75000	SF	Use FAA TT-B-1325D Type ■ Reflective Media (10 LBS Per Gallon)	\$0.45	\$ 33,750.00
11	1	LS	Item #8 Solid and Liquid Debris Containment, Testing, and Disposal Off Site (Treat Waste As Potentially Hazardous)	\$25,000.00	\$ 25,000.00
					\$ -
			Price Assumes Work To Be Performed In Consecutive Days of Work in Conjunction With Base Bid Up To 12 Hours Per Shift		\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -

Notes:



2040 East Steel Road, Colton Ca 92324
Phone: (909) 884-7170 Fax (909) 884-7106
Fax: (909) 884-7106 Cell: (916) 212-3240
General Engineering Class A CA # 685387
Signatory to Laborers Union Local 1184
DIR #1000001100
ESTIMATOR: Ryan Israel

SUBCONTRACT QUOTATION

Revised

March 15, 2018

BID DATE / TIME: 03/08/2018 @ 2:00pm

PROJECT OWNER: Mojave Air and Space Port

PROJECT DESCRIPTION: Runway 12-30 Rubber Removal and Centerline Refurbishment

ADDENDA ACKNOWLEDGED: 0

1. Cal Stripe Inc.'s subcontract proposal is good for 60 days only. Prices are based on Plans & Specifications available at bid time including all addenda.
2. If this proposal is accepted, it is to be incorporated as an exhibit to the Contract or purchase order. A signed purchase order, or subcontract is required prior to commencement of any work associated with this proposal. A baseline schedule, complete set of plans and specs (including special provisions) will be provided with the subcontract agreement.
3. Owner to provide monthly progress payments for all completed work in accordance with the bid pricing schedule. Monthly progress payments must be received in full by Cal Stripe no later than 30 calendar days after the Owner receives Request For Payment. Retention percentage on monthly progress payments to be no greater than 10 Percent. Full retention to be released no later than thirty (30) days after completion of Cal Stripe's stage, phase or permanent work.
4. All changes to the original scope of work or proposed extra work must be directed by the Owner in writing prior to Cal Stripe performing this work. No extra work or additional work will be performed without written authorization.
5. Any required Testing, Engineering, Design, Permits, Licenses or Applications, and the like to be provided by the Owner if not specifically included below.
6. If the Owner requires a bond, the Owner shall pay for the cost of the bond. Cal Stripe's bond rate is 1.5 %. Calstripe carries \$5,000,000.00 of insurance coverage only. Additional coverage's required by the Owner to be paid by the Owner.
7. For the purpose of this Subcontract Quotation one (1) move-in is considered to be a period of consecutive eight (8) hour days of continuous work, not including weekends and holidays. Any discontinuities in this period, other than weekends and holidays, or for our own convenience, will be charged as an additional move-in at the Addition move-in charge stated below.
8. Traffic control plans are not included. All lane closure requests are to be submitted by the Prime contractor.
9. Cal Stripe requires the work area to be unobstructed by other operations while stripe removal and stripe installation is being performed.
10. A baseline schedule and written notification is required a minimum of 30 calendar days prior to the commencement of work and for each additional move-in.

Additional Terms

- A. The following materials and services are included in this quote: Paint Stripe Installation [x] Paint Surface Prep- Remove Loose & Chipping Paint [x] Paint Removal Debris Testing and Containment As Hazardous Waste [x] Temporary Striping [no] Traffic Control [no] Runway Closure X's Supply, Install or Maintain [no] Barricades [no] Traffic Control Plans [no] NOTAM's [no] Survey [no] Sweeper [no] 9 Hour Minimum Allowable Working Shift on Runway Per Shift [x] Crack Fill Protection and/or Replacement [no]
- B. [1] Total move-ins included in this quote for Rubber Removal, Paint Removal, and Paint Installation. Additional move in charge \$ 10,000.00
- C. Traffic control is not included in this quote.



Demolition / Environmental Remediation

Proposal Number: DB-976

Proposal Date: 03-12-18

Main Office (Contracts):
PO Box 278, Edwards AFB, CA 93523

Estimating Office: NORTHERN
Estimator: DALE

Customer: Mojave Air & Space Port - Kevin Wojtkiewicz
Address: 1434 Flightline
City: Mojave, CA

Facility / Location: Mojave Air port

Proposal Title: **Rubber Deposit Removal / Runway Markings Cleaning**
(Revision #2)

Main Statement of Work

To furnish all labor, materials, equipment and liability insurance necessary to:

Removal and disposal of approx. 240,000 sf of existing rubber deposits on the main runway as well as the cleaning and removal of all loose and flaking paint material off of the entire center-line, edge lines, number markings, threshold bars/stripes and aiming point striping material in preparation for new striping.

All work to be performed as per industry standards and all federal, state and local regulations.

All waste to be properly containerized, sampled and disposed of per waste profile.

Base Scope Includes:

- Mobilization
- Rubber removal: remove and dispose of approx. 240,000 sq ft of existing rubber deposits
- Proper disposal of rubber and any paint that needs to be removed prior to repainting.
- Paint 18" center line, numbers 12 and 30, aim bars, threshold bars with FAA approved reflective paint and black borders where necessary.

Revised Base Price: \$147,617.00

Optional Scope Includes:

- White edge markings
- Chevrons and runway arrows at the end of both 12 and 30

Revised Optional Price: \$31,871.00

Exclusions:

Proposal Cost: \$ 179,488.00

Specific Conditions:

The following addendums are acknowledged to the extent that they are applicable to this proposal:

0

This proposal and the associated full price includes the following number of maximum site mobilizations.

1

Additional site mobilizations will be charged at the following rate:

Note: Any damage to finished surfaces, due to environmental containment work is beyond the control of MEC and any required repairs / repainting, IS NOT included in this proposal pricing.

Mec, Inc. retains all rights to salvage and equipment value. Price includes the submittal of a general environmental work plan only. This scope does not extend to performing work for any other trades except what is specifically identified above.

General Conditions:

Payment:

- 1 Prices quoted herein do not provide for retention.
- 2 Nothing in resulting subcontract shall require the Subcontractor to continue performance, if timely payments are not made to Subcontractor for suitably performed work.
- 3 Late payments will be subject to all collection costs plus interest at 1.5% per month at the maximum allowed by law, whichever is greater.

Indemnification / Liability:

- 4 Nothing in resulting subcontract shall require MEC, Inc. to be liable for consequential and / or indirect damages.
- 5 No back charge or claim of the Contractor for services shall be valid except by an agreement in writing with the Subcontractor before the work is executed, except in the case that the Subcontractor fails to meet any requirement of the subcontract agreement.

Other Contract Language:

- 6 MEC, Inc. retains all rights allowed by law. Subcontract shall not require Subcontractor to waive any legal rights. 7 Termination of any agreement resulting from this proposal, for convenience of the Contractor is strictly prohibited, unless agreed to in writing by an authorized MEC, Inc. representative.
- 8 This proposal shall be incorporated as an Exhibit of any subcontract or purchase order for work contained here-in. Notwithstanding, anything to the contrary contained in any Subcontract, the General Contract, the General Terms and Conditions and / or any other Contract Document related hereto, the MEC, Inc. proposal attached to the contract as an Exhibit incorporated into the contract shall supersede any such inconsistent or contrary. In the event of a partial acceptance of the work proposed, a revised proposal would be provided for incorporation into the agreement document.
- 9 Any and all work performed by MEC, Inc. and ordered (verbally or written) by the Contractor prior to mutually signing an agreement including initialing all changes shall be governed by this proposal.
- 10 The prices quoted herein are bid as a package. Partial acceptance will be cause for price changes and no retention shall be withheld.
- 11 MEC, Inc. retains the right to refuse to perform extra work at force account.
- 12 For each day that MEC, Inc. cannot work, due to any scheduled scope of work or area not being ready, each day will each count as a single mobilization.

Payment to be made as follows: Net 30 Days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors

FROM: Carrie Rawlings

SUBJECT: Audit Review

MEETING DATE: March 20, 2018

Background:

The District received an engagement letter from Brown Armstrong to complete our 2017-2018 audit. Brown Armstrong completed our audit for FY 2016-2017.

Impacts:

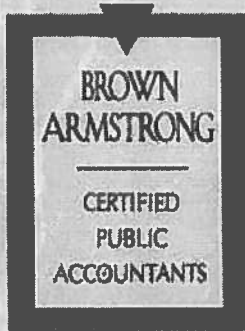
Fiscal: \$24,650 budgeted dollars

Environmental: None

Legal: None

Recommended Action:

Accept the proposal from Brown Armstrong to complete our 2017-2018 audit as presented in their engagement letter.



BROWN ARMSTRONG

Certified Public Accountants

March 13, 2018

To the Board of Directors and Karina Drees, CEO
Mojave Air and Space Port
1434 Flight Line
Mojave, California 93501

Dear Board of Directors and Ms. Drees:

We are pleased to confirm our understanding of the services we are to provide Mojave Air and Space Port (the District) for the year ended June 30, 2018. We will audit the Statements of Net Position, Revenues and Expenses, Changes in Net Position and Cash Flows, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by accounting principles generally accepted in the United States of America and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of the District's Proportionate Share of the Net Pension Liability (CalPERS)
- 3) Schedule of Contributions (CalPERS)
- 4) Schedule of Funding Progress - OPEB

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when

BAKERSFIELD OFFICE

(MAIN OFFICE)

4200 TRILIXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE
EAST SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

LAGUNA HILLS OFFICE

23272 MILL CREEK DRIVE
SUITE 255
LAGUNA HILLS, CA 92653
TEL 949.652.5422

STOCKTON OFFICE

5250 GLAREMONT
AVENUE
SUITE 150
STOCKTON, CA 95207
TEL 209.451.4833

REGISTERED with the Public Company
Accounting Oversight Board and
MEMBER of the American Institute of
Certified Public Accountants

To the Board of Directors and Karina Drees, CEO
Mojave Air and Space Port
March 13, 2018
Page Two

considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Directors of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial

To the Board of Directors and Karina Drees, CEO
Mojave Air and Space Port
March 13, 2018
Page Three

reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by auditing standards generally accepted in the United States of America.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under American Institute of Certified Public Accountants (AICPA) professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve

To the Board of Directors and Karina Drees, CEO
Mojave Air and Space Port
March 13, 2018
Page Four

compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with accounting principles generally accepted in the United States of America; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits,

To the Board of Directors and Karina Drees, CEO
Mojave Air and Space Port
March 13, 2018
Page Five

attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the appropriate recipients; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Brown Armstrong Accountancy Corporation and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the federal agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Brown Armstrong Accountancy Corporation personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulators. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

To the Board of Directors and Karina Drees, CEO
Mojave Air and Space Port
March 13, 2018
Page Six

We expect to begin our audit in the first week of June 2018, and expect to issue our reports no later than October 31, 2018. Andrew J. Paulden is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$24,650. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

All disputes under this agreement shall be submitted to mediation. Each party shall designate an executive officer empowered to attempt to resolve the dispute. Should the designated representatives be unable to agree on a resolution, a competent and impartial third party acceptable to both parties shall be appointed to mediate. Each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceedings shall be commenced under this agreement until at least 60 days after the mediator's first meeting with the involved parties. In the event that the dispute is required to be litigated, the court shall be authorized to assess litigation costs against any party found not to have participated in the mediation process in good faith.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comments, and subsequent peer review reports and letters commend received during the period of contract. Our peer review report dated January 29, 2016, accompanies this letter.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION


By: Andrew J. Paulden

AJP:nda:jav

Enclosure

Pfx Engagement/S4219/6/30/18 Audit/PSR-02-1/Audit Engagement Letter-Draft

To the Board of Directors and Karina Drees, CEO
Mojave Air and Space Port
March 13, 2018
Page Seven

RESPONSE:

This letter correctly sets forth the understanding of Mojave Air and Space Port.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



System Review Report

To the Shareholders of
Brown Armstrong Accountancy Corporation
and the National Peer Review Committee of the AICPA

We have reviewed the system of quality control for the accounting and auditing practice of Brown Armstrong Accountancy Corporation (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended October 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based upon our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Brown Armstrong Accountancy Corporation applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended October 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Brown Armstrong Accountancy Corporation has received a peer review rating of *pass*.

Weaver and Tidwell, LLP
WEAVER AND TIDWELL, L.L.P.

Dallas, Texas
January 29, 2016

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Karina Drees, GM
SUBJECT: Personnel Policy
MEETING DATE: March 20, 2018

Background:

We are requesting the Board vote to approve the updated personnel policy, which includes a revised list of District approved positions. Much of the language previously in the personnel policy is included in the employee handbook, which specifies some of the employee policies and benefits.

The Personnel Policy is the latest update to our administrative code. Once adopted, the only policy remaining is the Operations Policy, which we are targeting to submit in April.

Impacts:

Fiscal: None
Environmental: None
Legal: None

Recommended Action:

Adopt the resolution for the Personnel Policy.

RESOLUTION NO.

A RESOLUTION OF THE BOARD OF DIRECTORS
OF MOJAVE AIR AND SPACE PORT
ADOPTING BOARD POLICY 300 CONCERNING
THE DISTRICT'S PERSONNEL POLICY

Whereas, Mojave Air and Space Port (the "District") employs persons for the administration and operation of its airport and spaceport;

Whereas, the District desires to adopt a policy establishing a District Personnel Policy;

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

1. Board Policy 300, "Personnel Policy," attached hereto as Exhibit 1, and incorporated herein by reference, is adopted by the District's Board of Directors.
2. Board Policy 300 shall supersede any existing District policies regarding personnel policies to the extent there is a conflict.

PASSED, APPROVED AND ADOPTED on March 20, 2018.

David Evans, President

ATTEST:

Jim Balentine, Secretary

(SEAL)

EXHIBIT 1

POLICY 300 - PERSONNEL

ARTICLE 1. EMPLOYEE POSITIONS AND BENEFITS

Section 3-1.01 General

This Article describes terms and conditions of employment. The District's Employee Handbook contains a more complete description of the terms, conditions and benefits of employment with the District.

Section Positions Authorized

(a) The following full-time positions are authorized:

CEO/General Manager	Fire Fighter
Director of Planning	Security Chief
Director of Operations	Assistant Security Chief
Director of Administration	Maintenance Supervisor
Director of Fuels	Maintenance II
Director of Technology	Maintenance I
Facilities Manager	Contracts Manager
Fire Chief	Administrative Assistant II
Deputy Fire Chief	Administrative Assistant I
Assistant Fire Chief	

(b) The following part-time positions are authorized:

Fire Fighter	Maintenance - Temporary
Maintenance - Fueler	Administration/Intern – Temporary

Section 3-1.02 Compensation

(a) Employees shall be paid biweekly on Fridays.

(b) Monthly minimum and maximum salaries for full-time authorized positions are:

<u>FULL TIME</u>	<u>COMPENSATION</u>	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
CEO/General Manager	12,500	25,000
Director of Planning	6,667	14,000
Director of Operations	6,667	12,500
Director of Administration	5,490	8,700

Director of Fuels	5,490	8,700
Director of Technology	5,490	8,700
Facilities Manager	4,144	7,000
Fire Chief	4,144	7,000
Deputy Fire Chief	4,144	6,500
Assistant Fire Chief	4,144	6,500
Fire Fighter	3,471	6,250
Security Chief	4,144	6,250
Assistant Security Chief	2,080	5,000
Maintenance Supervisor	4,144	6,250
Maintenance II	3,471	6,000
Maintenance I	2,080	5,000
Contracts Manager	4,144	6,000
Administrative Assistant II	4,144	6,000
Administrative Assistant I	2,080	5,000

(c) Salaries for part-time employees are as follows:

<u>POSITION (Part-Time)</u>	<u>HOURLY RATE</u>
Fire Fighter	\$ 20.00 – 30.00
Maintenance – Fueler	14.00 – 20.00
Maintenance – Temporary	11.00 – 20.00
Administrative – Temporary/Intern	11.00 – 20.00

(d) Wages shall be paid according to State and Federal Law.

Section 3-1.03 Change in Compensation

(a) The General Manager may recommend compensation changes based on merit. The General Manager may increase the salary of an employee once annually by not more than 5% per month or \$100 per month, whichever is greater, as a reward for outstanding service. The General Manager shall notify the Board within twenty days after granting such a merit raise.

(b) The board may authorize changes in compensation based on cost-of-living.

Section 3-1.04 Benefits

(a) **Vacation.** Persons employed by the District, other than temporary or part-time employees, are entitled to a paid vacation as specified in the Employee Handbook. Time off for vacation shall be scheduled with the General Manager so vacations will not conflict with the work schedule. An employee may use vacation benefits on consecutive or non-consecutive days with the supervisor's permission.

(b) **Sick Leave.** Employees shall receive sick leave in accordance with law as specified in the Employee Handbook.

(c) **Retirement and Disability.** The District is a member of the California Public Employees Retirement System, and provides retirement and permanent disability benefits in accordance with its CalPERS contract, as explained in greater detail in the Employee Handbook.

(d) **Health, Dental and Optical Plan.** Permanent, full-time officers and employees, including directors, and their dependents shall be eligible for membership in the District's group health plan, including medical, dental, optical, and audiology. The Employee Handbook shall specify the requirements and costs, if any, for employee participations in these benefits.

(e) **Life Insurance.** Permanent full-time employees receive the life insurance benefits of the District's health and accident insurance plan in an amount and form as from time to time established by the Board.

Section 3-1.05 Leave Without Pay

An employee may request time off without pay in lieu of receiving any benefits provided. Such time off without pay may also be requested even though benefits as herein provided would not otherwise accrue. The supervisor and General Manager shall approve or disapprove the request in their sole discretion.

Section 3-1.06 Expenses

(a) Officers or employees required to use personal vehicles on District business by action of the Board or the General Manager shall be reimbursed at the rate permitted by the IRS for reimbursement. Officers or employees shall file a claim for such reimbursement on a form established by the General Manager, not later than 30 days after the accrual of the claim.

Section 3-1.07 Probationary Periods

Regular appointments, including promotional appointments, shall be for a probationary period of six months. During the probationary period, the employee may be removed without cause, and without the right of an appeal or hearing.

Section 3-1.08 Discrimination

No person employed or seeking employment with the District, shall be employed, promoted, discharged, reduced, suspended or in any way favored or discriminated against because of political opinions or affiliation, race, color, creed, sex, age, national origin, physical or medical disability, or handicap.

Section 3-1.09 Nepotism

Except as expressly provided herein, nepotism is prohibited. The District will not prohibit the employment of members of an immediate family in the same department or administrative

unit, if the family member is not participating in making recommendations or decisions required by the job to affect the appointment, retention, work assignments, demotion, salary, or working conditions of another family member. For the purposes of this section, the term "immediate family" shall mean mother, mother-in-law, father, father-in-law, spouse, son, daughter, brother, sister, grandparent, grandchild, son-in-law, daughter-in-law, uncle or aunt.

Section 3-1.10 **Jury Duty**

Permanent, full-time employees shall be given a leave of absence for service on a petite jury. The employee shall be paid regular district salary during such jury service if the employee endorses jury fee, but not expense reimbursement, to the district.

ARTICLE 2. EMPLOYEE DISCIPLINE

Section 3-2.01 **Discharge, Reduction and Suspension**

(a) Whenever the General Manager believes that it may be in the best interest of the District to discharge, reduce, or suspend an employee, the General Manager shall provide the employee with an unsigned written statement, setting forth the basis for such preliminary determination and invite the employee to present a statement contesting the facts alleged in the preliminary notice or the conclusions stated therein. The amount of time given to the employee to respond shall be determined on a case-by-case basis after giving due consideration to the length of the employee's service, the gravity of the charges, and the proposed action. No advance notice need be given to any employee when an emergency exists for such action.

(b) The General Manager may discharge, reduce, or suspend an employee for good cause after having complied with subparagraph (a) of this section. Notice of such action shall be given in writing and shall be served on the employee. The notice shall state the nature of the action taken and a summary of the reasons for such action.

Section 3-2.02 **Appeal**

An employee who has been discharged, reduced in rank, or suspended for longer than ten working days, may appeal the action to the Board by notifying the General Manager and the Board within fifteen day after receipt of the notice required above.

Section 3-2.03 **Hearing**

Upon receipt of an appeal from an employee, the Board shall set a date for hearing. The Board may sit *en banc* or assign the matter to one or more directors to hear and decide the appeal. The Board, or the hearing officer, may compel the attendance of witnesses to testify under oath.

MOJAVE

AIR AND SPACE PORT

CEO REPORT

TO: MASP Board of Directors
FROM: Karina Drees
MEETING DATE: March 20, 2018

Updates

- We are trying to complete a number of project to benefit the airport customers and users by the end of the fiscal year. The static display improvement and runway 12/30 painting will make noticeable improvements on both sides of the airport.
- Rich Fauble retired as fire chief February 28 and Joe Hughes was promoted from assistant fire chief to fire chief. We have a new assistant fire chief starting April 2. Benny Valadez recently retired from Edwards Air Force Base. We are fortunate to keep his expertise in the region and look forward to Benny starting with MASP.
- We anticipate hiring another fire/operations expert in the coming weeks and a new Director of Planning to eventually replace Dave Russell. The new personnel will make the MASP capabilities much more robust and enable us to better serve our customers.
- I approved an emergency repair to our AWOS system. The visibility sensor defaulted suddenly and All Weather, our equipment contractor, was unable to complete the work timely. I approved an expedite request, which will push the cost over \$25,000.

Discussion Items

- Along with the Personnel Policy included in today's Board packet for approval, we are submitting the updated employee handbook for review. We anticipate bringing this back to the Board for approval April 3. In addition to some updates to reflect updated California laws, we are recommending some changes to existing policies.

Authorized Payments

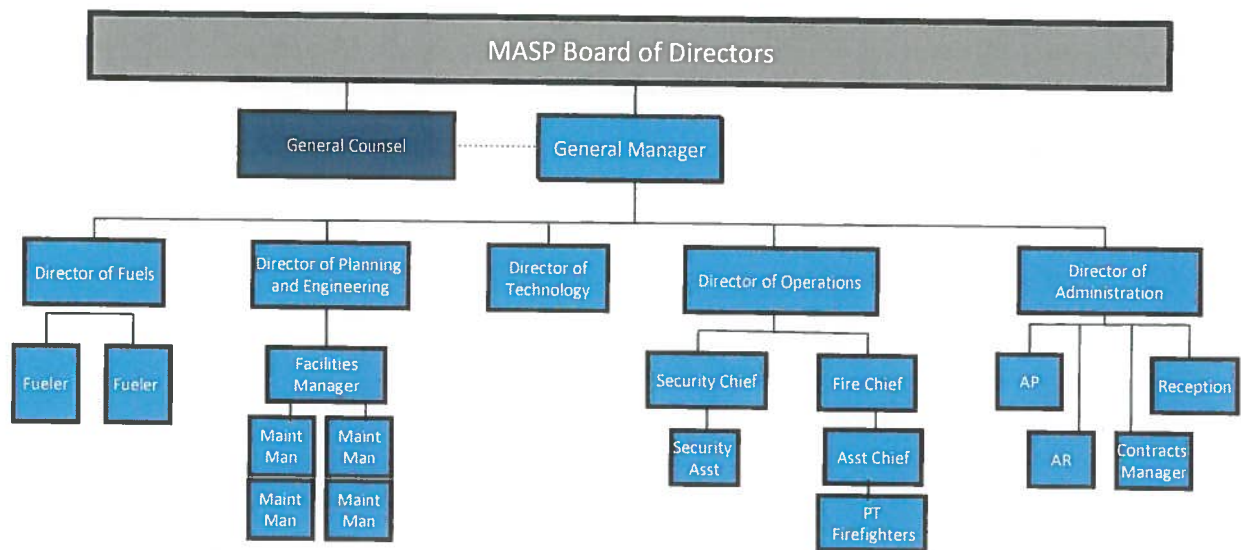
Check Register dated: 03/09/18:	\$109,178.32
EFTs:	<u>\$190,678.74</u>
Total:	\$299,857.06



Employee Handbook

Rev. March 2018

Table of Contents



CHAPTER 1. GENERAL

1.1 Purpose and Scope

Mojave Air and Space Port (formerly known as East Kern Airport District) (“District”) owns and operates the Mojave Airport and Mojave Spaceport. It is the first facility to be licensed in the United States for horizontal launches of reusable spacecraft and has become a world renowned as the flight research center for General Aviation and commercial space flight hosting the latest and most advanced aeronautical designs. More than forty (40) companies engaged in light industrial to highly advanced aerospace design, flight test and research, to heavy rail industrial make Mojave a true economic engine providing over 2,000 jobs for the East Kern Region. Our success in achieving these responsibilities depends on efficient and skilled teamwork among all members of the staff. This handbook sets the framework for employment with the District.

The Employee Handbook is supplemental to those employment terms and conditions contained in the District’s Board Policies. If any provision of this handbook is contrary to the Board Policy, the Board Policy is the governing and final authority on such matters. Finally, the District may, but is not required to, enter into written employment agreements with employees. Where this handbook and a written employment agreement signed by the District contradict, the written agreement controls.

1.2 Changes

Apart from those policies required by law, District may change employment policies or practices at any time without further notice. This handbook may be amended only by the District’s Board of Directors.

1.3 Distribution

This handbook and amendments shall be distributed to regular, Full-time employees. Temporary or Part-time employees shall be given copies of the handbook, or portions thereof, as determined by the General Manager.

CHAPTER 2. CONDITIONS OF EMPLOYMENT

2.1 General

Terms and conditions of employment are set forth in this chapter except where the District and an employee have entered into a written employment agreement. No implied or unwritten employment terms or conditions exist.

2.2 Equal Employment Opportunity

The District is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, sexual orientation, age, religion, creed, physical or mental disability, physical handicap, medical condition, marital status, veteran status or other basis prohibited by law. The District makes reasonable accommodation for handicapped and disabled persons.

2.3 Definitions

Unless otherwise apparent from context, the following terms are defined for the purposes of this Handbook:

District means Mojave Air & Space Port.

Board means the Board of Directors of the District.

Introductory Employee means an employee who has not yet completed the introductory period.

Regular Employee means an employee who has completed the introductory period.

Temporary Employee means an employee who is hired for a specific project or determinate period, usually six months or less.

Part-time Employee means an employee routinely working less than 128 hours per month.

Full-time Employee means an employee routinely working at least 160 hours per month.

Exempt Employee means an employee who is exempt from the overtime pay requirements of the Fair Labor Standards Act.

Nonexempt Employee means an employee who is covered by the overtime provisions of the Fair Labor Standards Act.

Year of service means a period of one calendar year of continuous work from the date an employee commences work.

Dependent means the spouse and unmarried, dependent children eligible for coverage under the District's group health plan.

Executive staff means the CEO/GM, Director of Operations, Director of Administration, Director of Technology, Director of Planning and Director of Fuels.

2.4 Positions Authorized

The District may engage regular and part-time employees. The status of an employee shall be determined and documented before work commences.

2.5 New Hires

(a) Offers of employment are contingent on verification of an employee's right to work in the United States. Before the first day of work, a prospective employee shall provide original documents verifying the right to work and sign a verification form required by federal law. If the employee cannot verify the right to work in the United States, the District may be obligated to terminate employment.

(b) Employees are introductory employees for the first six (6) months of employment. During this period, an employee will have an opportunity to learn their new position and see whether they wish to continue their employment. The District will use this period to determine if the employee is able to meet the District's expectations.

(c) Employees who drive vehicles must possess a valid Drivers' License and must remain insurable under the District's insurance policy. Employees will be requested to enroll in the Pull-Notice Program with the DMV. The District reserves the right to examine at any time the driving record of an employee whose job function requires him/her to for the District. All employees who are required to possess a valid driver's license must immediately notify Human Resources, of any suspension, revocation, or administrative withdrawal of their driver's license upon such loss. Such employees shall not, under any circumstances, operate a motor vehicle for the District when their driver's license is under suspension, revocation, or administrative withdrawal, or at any time they do not possess a valid driver's license. If an employee operates a motor vehicle for the District without meeting the proper statutory license requirements or fails to notify Human Resources of loss of license as required here under, he/she may be disciplined up to and including termination.

(d) Introductory periods may be extended for business reasons, because of permitted time off taken by the employee or to further evaluate the employee.

(e) During the introductory period, and the entire course of employment, employees are at-will employees. Successful completion of the introductory period is not a guarantee of continued employment.

2.6 Outside Employment

An employee's position with the District is their primary work responsibility. So they can do their best work, employees are requested not to work full time for another employer while employed with the District.

2.7 Personnel Records

(a) The District keeps a personnel file on each employee. The contents of the file, except for

letters of reference, and certain other limited kinds of information, are open for an employee's inspection at reasonable times and at reasonable intervals upon request. An employee may make copies of certain papers from their file. Employees must notify the Director of Administration if they wish to see or copy their personnel file.

(b) Employees must keep the District informed in writing of their current address and telephone number. An employee may desire to inform the District of personal changes, such as marital status or changes in the number of dependents, so their records and benefits are kept up to date.

(c) The District will keep personnel records private. However, there are certain times when information may be given to persons outside the District. These are:

- (1) in response to a subpoena, court order, or order of an administrative agency;
- (2) in a lawsuit, grievance, or arbitration in which the employee and the District are parties;
- (3) to administer employee benefit plans;
- (4) to a health care provider;
- (5) to a prospective employer or other person requesting a verification of an employee's employment, but only if (a) an employee gives the District a written release allowing information to be given, or (b) the District is providing only the dates of employment, last or present job title, and the fact of employment.

CHAPTER 3. WAGES AND HOURS

3.1 Compensation

(a) Compensation shall be established when the employee is hired.

(b) Compensation is based on actual hours worked. An employee who works eight (8) hours or less in a workday, or forty (40) hours or less in a workweek, shall be compensated at the regular hourly rate.

(c) Regular working hours for permanent employees consist of five consecutive days, forty hours per week, or eight hours per day. A split shift consists of work by permanent employees for five non-consecutive days, forty non-consecutive hours per week, or eight non-consecutive hours per day.

(d) Full time employees, other than employees exempt under FLSA, who work in excess of their assigned work week, or 8 hours in a day shall be paid at a rate of 1.5 times the regular rate of pay for such excess work.

(e) Part-time/temporary employees shall be paid at the rate of 1.5 times the normal hourly rate for work in excess of forty hours per week, or eight hours per day.

(f) Full-time employees upon completion of his/her normal daily work schedule or shift assignment, any employee required by the District to return to work, without prior notification, shall be compensated for at least two (2) hours of work at the appropriate rate of pay and may be required to put in two (2) hours of work time for compensation.

(g) Part-time/temporary employees

(1) Same Day Call Out – When an employee is called in for same day duty, he shall receive 8-hour minimum regardless of actual hours worked, or if the work day is cancelled.

(2) Scheduled Shift – When employee is scheduled to work there is a 4-hour minimum and if the work is cancelled on the day they are scheduled to work, he shall receive 4 hours of pay.

(h) Overtime shall be approved in advance by the General Manager.

(i) A non-exempt employee may receive, in lieu of overtime compensation, compensating time off (CTO) at a rate of not less than one and one-half hours for each hour of employment for which overtime compensation is required by law.

(1) The District will provide CTO under the following conditions:

(A) Pursuant to a written agreement entered into between the District and employee before the performance of the work in which the employee requests CTO in lieu of overtime compensation.

(B) The employee has not already accrued CTO in excess of forty-five (45) hours.

(C) The employee is regularly scheduled to work no less than 40 hours in a workweek.

(2) (A) An employee may not accrue more than 45 hours of CTO. Any employee who has accrued 45 hours of CTO shall, for any additional overtime hours of work, be paid overtime compensation.

(B) If compensation is paid to an employee for accrued CTO, the compensation shall be paid at the regular rate earned by the employee at the time the employee receives payment.

(3) An employee who has accrued CTO authorized to be provided under subdivision (i)(1) shall, upon termination of employment, be paid for the unused CTO at a rate of compensation not less than the average regular rate received by the employee during the last three years of the employee's employment, or the final regular rate received by the employee, whichever is higher.

- (4) (A) An employee who has accrued CTO authorized to be provided under subdivision (i)(1) shall use that time by the end of the fiscal year in which it was earned. An employee who requests the use of CTO shall be permitted to use the time within a reasonable period after making the request, if the use of the CTO does not unduly disrupt the operations of the District.
- (B) Upon the request of an employee, the District shall pay overtime compensation in cash in lieu of CTO for any CTO that has accrued for at least two pay periods if exigent circumstances exist and it is approved by the Board.
- (c) For purposes of determining whether a request to use CTO has been granted within a reasonable period, the following factors shall be considered:
- (i) The normal schedule of work.
 - (ii) Anticipated peak workloads based on past experience.
 - (iii) Emergency requirements for staff and services.
 - (iv) The availability of qualified substitute staff.

(5) This section shall not apply to any employee exempt from the overtime provisions of California law.

3.2 Pay Periods and Pay Days

(a) Wages shall be paid on a bi-weekly schedule. Paychecks will include regular and overtime pay for all time worked during the previous pay period.

(b) If an employee's vacation falls on a payday, the employee's check will be held until their return, unless prior arrangements have been made.

3.3 Rest and Meal Breaks

An employee working three hours or more may take a ten-minute break. An employee working five hours or more may take a ten-minute break and an hour lunch break. An employee working seven hours or more may take two ten-minute breaks and an hour lunch break. Ten-minute breaks are compensated as hours worked. An employee working during any portion of their lunch break will be compensated for the work at the regular hourly rate. However, if their hours exceed 40 hours in a workweek, they will be paid time and a half for hours over 40. Firefighters and Security personnel are considered mission essential and will be compensated with pay for a ½ hour working lunch period.

3.4 Work Schedule

The normal work week is Monday through Friday. Shift schedules vary by position. Each

employee is expected to report to work soon enough to start the job at the beginning of the workday. If an employee requests a change in their work schedule, the District will consider the request and may make the change. Firefighters and Security personnel shifts are set to meet mission requirements.

3.5 Payroll Deductions

(a) Federal and state laws require the District withhold taxes from an employee's wages. These are federal income tax, California income tax, Federal Insurance Contributions Act (FICA, also known as social security and Medicare), and California State Disability Insurance (SDI).

(b) An employee must inform the Director of Administration of a change in the number of the exemptions or marital status for federal or state income tax withholding purposes.

(c) The District will comply with wage garnishment orders. A garnishment will reduce an employee's take-home pay.

3.6 Timekeeping

(a) Time cards are prepared electronically for each pay period by the employee or manager/supervisor, and are to be approved after the close of the pay period by the employee and manager/supervisor. It is important for employees to keep accurate time cards and submit when they are due. A time card is a legal document and must not be tampered with. Completing a time card for a fellow employee or falsifying one's own time card is dishonest and may lead to immediate discharge.

(b) Mandatory employee meetings count as hours worked. If an employee is required by the District to attend educational or training activities, the employee will be compensated at the regular hourly rate for their attendance time.

(c) Each employee must immediately notify the Director of Administration if a payroll check does not reflect time worked during the pay period.

3.7 Expense Reimbursement

(a) The District may require employees to use their vehicles on District business or may provide use of a District vehicle for District business. When travel is authorized by the District, an employee shall be paid reasonable and necessary reimbursement for all expenses in connection with District business.

(b) Officers and employees shall be entitled to reimbursement for authorized use of their privately-owned vehicles in the conduct of business, at the mileage reimbursable rate set by the Internal Revenue Service.

(c) Expenses shall be submitted with an expense report. All receipts for purchases made on

behalf of the District must be included with the report. Detailed information must be included in the report for mileage reimbursement.

(d) Automobile rental expenses shall be approved in advance by a member of the executive staff. Airfare reimbursement shall be at coach rate, if available. Taxi fares are reimbursable only if shuttle service is not readily available.

(e) When an employee is authorized by a member of the executive staff to incur a reimbursable meal expense, the employee shall submit paid receipts or other evidence the expense has been incurred. In the absence of paid receipts, the amount of reimbursement shall not exceed \$25.00 per day.

(f) When an employee is authorized by a member of the executive staff to incur a reimbursable lodging expense, the employee shall submit paid receipts or other evidence that the expense has been incurred. An employee may receive an advance on anticipated lodging expenses based on published rates. The advance shall be reconciled with actual expenditures within thirty (30) days following the activity.

(g) If expenses are incurred as a result of a permanent assignment, requests for reimbursement shall be submitted to the District at the end of the month during which the expense was incurred. If expenses are incurred as a result of an *ad hoc* assignment, the reimbursement request shall be submitted to the District prior to the next regular Board meeting following the activity.

3.8 Holidays

(a) The District shall remain open except on the following holidays:

- New Year's Day (January 1st);
- Memorial Day (The last Monday in May);
- Independence Day (July 4th);
- Labor Day (The first Monday in September);
- Thanksgiving Day and the following Friday;
- Christmas Day (December 25th); and
- 3 Floating Holidays.

(b) If a holiday falls on Saturday, it will be observed the preceding business day. If a holiday falls on Sunday, it will be observed on Monday. If a holiday falls on a Tuesday or Thursday, the District shall determine when it shall be observed. Holidays that fall during a scheduled vacation do not count as a vacation day.

(c) Regular full-time employees shall be paid their regular salaries for each holiday if the employee does not work. Regular full-time employees authorized to work on a holiday shall be paid at 1.5 times the regular rate of pay for the hours worked, and the regular rate of pay for hours not worked.

(d) Part-time, non-salaried employees shall not be paid for holidays if the employee does not work. If a part-time employee works on a holiday, the employee will be compensated at the regular rate, unless the employee works overtime.

CHAPTER 4. BENEFITS

4.1 Eligibility for Benefits

The District provides the following employee benefits when the conditions have been met.

4.2 Vacation Pay

(a) Regular, full-time employees receive, upon completion of twelve (12) months of service, one (1) workweek of paid vacation. After completion of two years of service, regular, full-time employees shall earn two (2) workweeks of paid vacation. After completion of five years of service, regular, full-time employees shall earn three (3) workweeks of paid vacation. After completion of fifteen (15) years of service, regular, full-time employees shall earn four (4) workweeks of paid vacation. Vacation benefits do not accrue when a full-time employee is on leave for any reason other than vacation or a District holiday.

(b) The scheduling of an employee's vacation is based on the District's operational needs and the requests for vacation and leaves of absence of other employees. All vacation requests must be approved in advance by a member of the executive staff. If there is a conflict in requests for time off, the person with the most seniority will be given preference. The District will also consider operational needs.

(c) An employee may decline to use up to seven days of accrued vacation in any year and add the unused amount of vacation to the next year's vacation entitlement. The General Manager may allow an employee to carry vacation over for longer than two years not to exceed 240 hours if the employee is unable to take vacation for the convenience of the District. Unused vacation time may be cashed out by an employee exigent circumstances upon approval by the Board of Directors.

(d) An employee may take a paid vacation before accruing paid vacation time only with the written consent of the General Manager. If an employee takes a vacation without earning vacation pay and without consent, the employee will not be paid, or if the employee is, non-exempt employees will be "docked" for such time, i.e.: the hours spent on vacation will be deducted from the employee's next

paycheck. If an employee takes more vacation time than accrued and leaves the District, the amount of unearned vacation time taken will be deducted from the employee's final paycheck.

(e) Vacation benefits are not earned when an employee is on a leave of absence or suspended. If an employee becomes ill on vacation, the employee cannot use sick leave.

(f) Part-time employees who become regular, full-time employees shall complete twelve (12) months of full-time service before earning one (1) workweek of paid vacation days. Vacation pay accrues at the same rate for all regular, full-time employees.

4.3 Sick Leave and Disability Payments

(a) Persons employed full-time by the District for at least 30 days in a Twelve-Month Period are eligible for sick leave as follows: sick leave shall accrue at the rate of 1.0 hours of paid leave for each pay period up to a maximum of 80 hours. Upon retirement, full-time employees with at least five (5) years but less than ten (10) years of service shall be paid for fifty percent (50%) of accumulated unused sick leave, and full-time employees with ten (10) or more years of service shall be paid for one hundred percent (100%) of accumulated unused sick leave, paid at the employee's salary rate at the time of retirement. Except as expressly provided in this section 4.3(a), unused sick leave is not compensable at termination of the employment with the District.

(b) Persons employed part time, temporary, and per diem (collectively, "Part Time") by the District for at least 30 days in a Twelve-Month Period are eligible for three days or twenty-four hours of sick leave as follows: paid sick leave shall accrue at the rate of one hour for every 30 hours worked. Part Time employees may carry over six days or forty-eight hours of sick leave but may not use more than three days or twenty-four hours in a Twelve-Month Period regardless of the amount carried over. Unused sick leave will not be paid out at the termination of a Part Time employee's employment with District.

(c) "Twelve-Month Period" means: (1) July 1 to June 30 for those persons employed by the District on July 1, 2015, or (2) the twelve-month period from their date of hire for those hired after July 1, 2015. If an employee's employment with the District is terminated and that employee returns to work for the District within twelve months of the termination, that employee's sick leave shall be restored as it was at termination.

(d) Sick leave may be taken 90 days after commencement of employment by the District (sick leave "probationary period") or 30 days of actual work, whichever is later. Sick leave may be used for preventive care or care of an existing health condition of an employee or the employee's spouse, domestic registered partner, child, parent, grandparent, grandchild, or sibling. Sick leave may also be used by employees who are the victim of domestic violence, sexual assault, stalking. Full-time employees may use sick leave for bereavement leave, but not to exceed five days in a Twelve-Month Period.

(e) Employees may use paid sick leave upon oral or written request. If the need is foreseeable the employee must give the District reasonable advance notice, but where the need is unforeseeable an employee must give notice as soon as practicable.

(f) If an employee is hospitalized or out sick for more than seven (7) calendar days for an

injury or illness not work-related, the employee should apply for State Disability Insurance (SDI) benefits. These benefits will be coordinated with sick pay.

(g) Sick leave may be used when adverse weather conditions create difficulty for employees to report to work or make it advisable for employees to leave the workstation early. Employees who anticipate problems with transportation are encouraged to exercise personal judgment concerning road safety in their areas.

(h) An employee may carry-over sick leave to the following year, but an employee will not be paid for unused sick leave while employed with the District.

(i) Under the California Family Rights Act of 1993 (CFRA), if an employee has more than twelve (12) months of service with the District and has worked at least 1,250 hours in the 12-month period before the date the employee would like to begin leave, the employee may have a right to an unpaid family care or medical leave. This leave may be up to 12 weeks in a 12-month period for the birth, adoption, or foster care placement of the employee's child or for the employee's own serious health condition or the serious health condition of the employee's child, parent or spouse. If possible, the employee must provide at least 30 days advance notice of a foreseeable event. For events that are not foreseeable, the employee must notify the District, at least verbally as soon as the employee knows of the need for the leave. Failure to comply with these rules is grounds for, and may result in, deferral of the requested leave until the employee complies. The District may require a certification from a health care provider before allowing a leave for pregnancy or the employee's own serious health condition, or certification from the health care provider of the employee's child, parent, or spouse who has a serious health condition before allowing a leave to take care of the family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule. The basis minimum duration of leave for birth, adoption or foster care is two weeks, and the employee must conclude the leave within one year of such event. Taking CFRA leave may impact certain benefits and seniority.

(j) If an employee has worked for the District for at least one year and for 1,250 hours over the past twelve (12) months, the employee may be eligible for unpaid leave under the Family and Medical Leave Act (FMLA). Under the FMLA, leave is available (1) to care for the employee's child after birth, or placement for adoption or foster care, (2) to care for the employee's spouse, son or daughter, or parent who has a serious health condition, or (3) for a serious health condition that makes the employee unable to perform the employee's job. The employee must provide 30- days advance notice when the leave is foreseeable. The District requires a medical certification to support a request for leave due to a serious

health condition and may require a second or third opinion at District expense, and a fitness for duty clearance before return to work. Health insurance will be maintained under the group plan during leave. Employees will not be discriminated against for taking such leave, and employees taking such leave will retain the benefits they accrued prior to taking such leave. If you have any questions concerning leave, or require forms, please see the General Manager.

4.4 Continued Benefits

(a) Permanent, full-time officers and employees are eligible for participation in the retirement program through the Public Employees' Retirement System (P.E.R.S.). Eligibility for participation in the program shall be determined on the basis of the contract between P.E.R.S. and the District. Employees hired prior to prior to January 1, 2013 are considered classic members for Miscellaneous and Safety. Employees hired after January 1, 2013 will receive retirement benefits calculated under the PEPRA 2013, The California Public Employees' Pension Reform Act of 2013.

(b) Employees hired prior to October 1, 2017 that reach retirement age and who have been an active member of P.E.R.S. for at least five (5) years and their dependents are eligible for continued participation in the District's group medical plan. Employees hired after October 1, 2017 will be eligible for health benefits based on the resolution with CalPERS vesting schedule. The District shall pay the cost of such coverage. The District shall pay the cost of dental/optical benefits for retired officers and employees and their dependents in the same manner and to the same extent as active full-time employees.

4.5 Health, Dental and Optical Plan

(a) Permanent, full-time officers and employees, including directors, and their dependents shall be eligible for membership in the District's group health plan. Membership shall commence at the earliest date permitted by the plan. Except for benefits provided to former employees, health plan membership shall cease at termination of employment or office holding. The District will pay up to the following amounts monthly for the cost of group health plan membership:

- (1) \$725.00 for an employee only;
- (2) \$1,377.00 for an employee with one dependent; and
- (3) \$1,766.00 for an employee with more than one dependent.

The District shall reimburse each employee for the deductible portion of the employee's group health plan, not to exceed \$500.00 per individual or family group per year. The employee shall present written proof satisfactory to the General Manager that such costs have been incurred before such reimbursement is paid.

(b) Permanent full-time officers and employees, including directors, and their dependents shall be eligible for dental, optical, and audiology plan reimbursement. The employee or director shall be reimbursed up to \$1,500.00 per fiscal year for dental and or optical expenses incurred by the employee,

director and each eligible dependent. Unused annual allowances may not be carried over to subsequent years and will not be paid out as cash.

(c) As used herein, the term "dependent" refers to an officer's or an employee's spouse and dependent unmarried children up to the age specified by federal or state law (currently, 26 years old), dependents as defined by law for full-time students, and dependent children regardless of age who are physically or mentally incapacitated. Documentation is required from school to verify full-time status. Dental coverage for children applies only up to 23 years of age for full-time students.

4.6 Life Insurance

Permanent full-time employees receive the life insurance benefits of the District's health and accident insurance plan in an amount and form as form to time established by the Board.

4.7 Short and Long-Term Disability

Permanent full-time employees receive short and long-term disability benefits in the event the employee goes on leave of absence.

4.8 Workmen's Compensation Insurance

All employees shall receive the benefit of Workers' Compensation Insurance as provided by law.

4.9 Tuition Assistance Program

(a) The objective of the tuition assistance program is to encourage employees to plan and direct their career and personal development and increase their skill base for work with the District, the tuition assistance program provides financial aid and paid leave for educational courses and programs in accordance with the following procedures.

(b) All full-time employees with six-months or more of service with the District are eligible to participate in the tuition assistance program.

(c) Acceptable Courses and Programs:

- Basic reading, writing, English language, and arithmetic courses;
- Courses or programs to maintain or improve skills required in the employee's current job, or next higher-level job to which the employee aspires;
- Courses or programs relevant to or required for a skill, license, certification, or degree appropriate to the individual's career development and the District's need for the particular craft;
- Specific degree programs, including GED, Associate, Bachelors, and graduate degrees in all areas relevant to the District's operations; and
- Test preparation classes for promotional examinations within the District.
- Acceptable Educational Institutions include accredited postsecondary institutions,
- certified correspondence schools and other institutions, organizations, or individuals approved by the District.
- The District will pay 100% of tuition costs (including Registration, books and laboratory fees) for acceptable course(s) or program(s) up to the maximum of Ten Thousand dollars (\$10,000), in the District's sole discretion, per eligible employee in any fiscal year.

- The \$10,000 maximum benefit is available to employees who wish to further their education within their current work field at the District. If employees wish to pursue education not related to their current work field at the District, the maximum benefit is \$5,000.
- Tuition payments will be made directly to the educational institution or reimbursed to the employee upon completion of the course or program.
- Employee is required to bring in proof of the final grade of the course or program taken. If the employee does not show proof of the final grade within 60 days of completion of course, he or she will be required to reimburse the District, either by personal check or by payroll deduction, in full all funds paid by District.
- Employee will be required to have a grade of “B” or above for undergraduate and graduate degree programs, and a passing grade (e.g. “D” or higher) for all other courses. If employee does not achieve the required grade, he or she will be required to reimburse the District in full for funds paid by District.
- Employees receive regular wages and benefits when participating in any of the two following leave arrangements:
- Personal Time Off: employees may rearrange their regular working hours to schedule a course or programs;
- Short-term leave: employee may request up to five days leave per year to
- complete a specific educational activity during working hours.

(d) Procedure for Applying for Financial Assistance:

- The employee completes a payment request form available from Administration.
- The form is submitted to the employee’s immediate supervisor who reviews and forwards it to the General Manger with a recommendation.
- The General Manger reviews, recommends, and forwards the request to Administration.
- If either the supervisor or General Manager disapproves the request, or the course or institution are unacceptable, Administration will meet with employee, to work out an alternative course of study.
- If approved by both the supervisor and General Manager, Administration confirms course(s) and institution eligibility.
- Upon completion of an academic term, the employee shall submit his or her academic transcript to Administration who will confirm compliance with this policy and forward the request to the accounting department to submit payment to the institution or reimbursement to the employee.

(e) Procedures for Applying for Educational Leave

- Personal Time Off: the employee arranges with his or her immediate supervisor a modified work schedule.
- Short-term leave requests must be approved by supervisor and General Manager.

4.10 Changes in Policy

The District reserves the right to cancel or change the benefits it offers to its employees.

CHAPTER 5. JOB PERFORMANCE

5.1 Evaluations

(a) The District may review the job performance of employees. The purposes of the evaluations are:

- (1) to evaluate the strengths and weaknesses of the employee's work;
- (2) to communicate these to the employee; and
- (3) to set future performance goals.

(b) Employees are encouraged to ask specific questions and to comment about their evaluation. Employees may offer written comments on the evaluation form. The employee may obtain a copy of the completed form. A good performance evaluation does not guarantee a pay raise, because pay increases may not occur every year, nor is a good evaluation a promise of continued employment.

5.2 Attendance and Absences

(a) Attendance is a basic indicator of an employee's performance. An employee must report to work on time. If an employee cannot come to work, or will be more than a few minutes late, the employee must inform a member of the Executive Staff of expected arrival time.

(b) Excessive absences, failure to report absences on time, and/or tardiness will lead to discipline, up to and including discharge. Absences are excessive if they occur frequently, or if they show a pattern. Absences immediately before or after a holiday and weekends are suspect. Frequent absences for minor complaints such as a headache or stomachache are also suspect.

CHAPTER 6. UNPAID LEAVES OF ABSENCE

6.1 Approved Leaves of Absence

(a) The General Manager may grant unpaid leaves of absence for the convenience of the employee. An employee's introductory period is extended by the number of days of absence. Temporary employees are not eligible for a leave of absence.

(b) Except as required by law, the District cannot guarantee the employee's position will be open upon return from an extended leave of absence. If the position has been filled or eliminated the District will try to find the employee a comparable position.

(c) Unpaid leaves of absence will be permitted for medical leave and non-occupational disability conditions.

(d) The District requires written proof from a licensed doctor that the employee's disability

has started or ended before allowing the employee to take a leave or return from leave to assume full or modified duties with limitations. The employee must provide the following information as soon as known: (1) how long the employee expects to be on disability leave; (2) a doctor's certificate, or other medical proof acceptable to the District, showing the expected dates of the employee's disability; and (3) regular updates at least every week regarding the employee's medical status and the date the employee expects to return to work. Applications for leaves of absence for disability because of pregnancy or childbirth should be submitted at least two weeks before the start date of such leave, if possible.

6.2 Pregnancy Disability Leave

(a) Under the California Fair Employment and Housing Act (FEHA), if an employee is disabled by pregnancy, childbirth or related medical conditions, they may be eligible to take a pregnancy disability leave. An employee affected by pregnancy or a related medical condition, may also be eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties if the transfer is medically advisable. The District will treat pregnancy disability the same as other disabilities of similarly situated employees. This affects whether leave will be paid or unpaid.

(b) The pregnancy disability leave is for up to four (4) months (or 88 workdays for a full-time employee) per pregnancy for actual disability caused by your pregnancy, childbirth or related medical conditions. The pregnancy disability leave does not need to be taken in one continuous period of time but can be taken on an as-needed basis. Time off needed for prenatal care or morning sickness may not be covered by your pregnancy disability leave. An employee should consult their physician to obtain certification that the situation is covered by pregnancy disability leave.

(c) The employee may be required to obtain a certification from a health care provider confirming either pregnancy disability or the medical advisability for a transfer. The certification should include:

- (1) the date disability due to pregnancy commences or the date of the medical advisability for transfer;
- (2) the probable duration of the period(s) of disability or the period(s) for the advisability of the transfer; and
- (3) a statement that, due to the disability, the employee is unable to work or to perform any one or more of the essential functions of the position without undue risk to the employee, the successful completion of the pregnancy or to other persons, or a statement that, due to the pregnancy, the transfer is medically advisable.

(d) At the employee's option, accrued vacation or other accrued time off may be used as part of pregnancy disability leave before taking unpaid leave. The employee may be required to use available sick leave. An employee may also be eligible for State Disability Insurance for the unpaid portion of leave.

6.3 Medical Leave: Occupational Disability

If an employee is injured at work, the employee may be placed on Workers Compensation until: (1) a recognized medical professional certifies the employee is allowed to resume all of the duties of the employee's former position; (2) the employee is unable to come back to work in their position (i.e., the employee's condition is permanent and stationary); or (3) the employee resigns, quits, or otherwise indicates they are not going to return to their job.

6.4 Military Service

Employees are eligible for military leaves of absence. The specific terms and nature of their right to return to their job after a military leave is governed by law.

6.5 Jury Duty

Employees absent for service on petit jury shall be paid regular district salary by endorsing the jury fees, less mileage payments, to the District.

6.6 Witness Duty

An employee who is called to answer a subpoena as a witness in an official capacity shall be compensated at his /her regular rate of pay for all hours of absence from work due to answering the subpoena and provided the employee shows proof of the subpoena and deposits witness fees received for the hours, exclusive of mileage, with the District.

An employee subpoenaed to appear in court in a manner unrelated to his/her official capacity as a District employee shall be permitted time off without pay, or the employee may choose to use accrued vacation for this purpose.

6.7 Voting Time

(a) If a voter does not have sufficient time outside of working hours to vote at a statewide election, the voter may, without loss of pay, take off enough working time that, when added to the voting time available outside of working hours, will enable the voter to vote.

(b) If an employee anticipates taking more than two hours off for voting, the employee should notify the appropriate supervisor of this need. The time off for voting shall be only at the beginning or the end of the regular working shift, whichever allows the most free time for voting and the least time off

from the regular working shift, unless otherwise mutually agreed.

(c) If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the employer at least two working days' notice that time off for voting is desired, in accordance with this section.

CHAPTER 7. DISTRICT RULES STRICTLY ENFORCED

7.1 General

(a) Work rules are necessary to good management, employee safety, effective work and fairness. Listed below are examples of unacceptable conduct. Because it is not possible to list every possible form of unacceptable conduct, there may be other conduct not listed that is contrary to the District's interest and is also not allowed.

(b) The District expects high quality work from its employees and expects employees to conduct themselves in a businesslike manner. If discipline is necessary, it may take the form of an oral warning, a written warning, suspension without pay, demotion, reduction in pay, or discharge, at management's discretion. A negative performance evaluation will count as a written warning. The District has the right to determine what discipline is appropriate. There is no standard series of disciplinary steps the District must follow. In certain circumstances, an employee's conduct may lead to immediate discharge.

7.2 Violations for Which an Employee May Be Discharged

The following conduct may result in immediate discharge without warning:

(a) Malicious or willful destruction or damage to District property or supplies, or to the property of another employee, customer or visitor;

(b) Stealing or removing without permission District property or property of another employee, customer or visitor;

(c) Acts of dishonesty, including obtaining employment with the District by lying or giving false or misleading information, falsifying any employment documents or records, including the employee's or a co-worker's time records, and other acts of dishonesty;

(d) Bringing or possessing firearms, weapons or other hazardous or dangerous devices or substances onto District property without proper authorization;

(e) Possession, use, or sale of alcoholic beverages or illegal drugs on District property, or reporting for work under the influence of alcohol or illegal drugs;

- (f) Insubordination, including improper conduct toward a supervisor, or refusal to perform tasks assigned by a supervisor;
 - (g) Fighting on District property;
 - (h) Harassing, threatening, intimidating, or coercing a supervisor or another employee;
 - (i) Giving the District's products away free of charge, or at a discount, to any person, or in violation of the District's policies;
 - (j) Pleading guilty to or being convicted of any crime other than a minor traffic violation; and
 - (k) Failure to follow District procedures for maintaining the confidentiality of the District's proprietary information.
- (l) Any violation for which an employee may be disciplined may, in appropriate cases, result in discharge

7.3 Violations for Which An Employee May Be Disciplined

The following conduct will result in discipline. The type of discipline will depend on how serious the violation is and the specific facts and circumstances of the conduct. Discipline includes oral or written warnings, suspension, or discharge:

- (a) Unsatisfactory job performance;
- (b) Not following an established safety rule;
- (c) Tardiness or excessive absence from work or work area, including taking too long for lunch and break periods;
- (d) Leaving the District's premises or the employee's job during working hours without notifying the employee's supervisor and obtaining permission;
- (e) Horseplay or any other action that is dangerous to others, or to District property, or that disrupts work;
- (f) Smoking in areas where "No Smoking" signs are posted;
- (g) Working unauthorized overtime or failing to submit time records or overtime records;
- (h) Use of abusive or vulgar language;
- (i) Carelessness or negligence in doing their job;
- (j) Using District equipment without permission;
- (k) Possessing or removing District or employee property, food, or other items without permission;
- (l) Sleeping while on duty;

- (m) Abuse of sick leave; and
- (n) Inappropriate appearance or grooming
- (o) Failure to notify a supervisor when unable to report to work, or unreported absences of three (3) consecutive scheduled workdays; and
- (p) Prohibited discrimination, harassment, retaliation or failure to investigate discrimination or harassment, or violation of any other state or federal workplace laws.

7.4 Personnel Safety, and Security

The work environment must be safe and secure, and free from harassment. Employees must act in a professional manner toward fellow employees, customers and members of the community. To maintain confidentiality of appropriate District information, it is important employees follow District's rules regarding premises dress, safety, and security.

7.5 Employee's responsibility

(a) Safety is a vital concern with the District and is one of the employee's most important responsibilities. Following the District's Injury Illness Prevention Program and all safety policies/procedures to the letter is essential. If an employee sees an unsafe condition, the employee must report it to their Immediate Supervisor or a member of the Executive Staff. The employee must also report all accidents, no matter how minor. The employee must also learn the location of the nearest first aid kit, fire extinguishers, and exits.

(b) The District requires all equipment and machinery be in proper working order and safe to work with at all times. If any equipment or machinery breaks down, do not use it until a qualified technician makes sure it is repaired and safe.

(c) Employees should not try to fix broken equipment or machinery themselves. Employees should notify their Immediate Supervisor of any equipment breakdown as soon as it happens. If the breakdown requires emergency repairs, a member of the Executive Staff will try to deal with the emergency situation as soon as possible.

(d) From time to time the District conducts formal safety training. An employee's attendance at safety training sessions is mandatory.

7.6 Computer Use

(a) Use of the District's computers is restricted to employees. Any non-employee use of the computers is prohibited unless prior authorization is given. Employees are prohibited from changing in any way the setup and structure of the computer network.

(b) The District's computer, voicemail, e-mail and facsimile systems may not be used for the conduct of personal business. Messages and files should be limited to the conduct of business. In addition, the District's computers and electronic data systems may not be used to: (1) solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations without the permission of the District; and (2) send or receive copyrighted materials, trade secrets, proprietary information, financial information or similar material without prior authorization. The District reserves the right to review, audit and/or disclose any message or file composed, sent, or received within its computers or its systems. Passwords for any District electronic data systems are confidential and may not be shared with unauthorized persons. (c) Employees are prohibited from using any District computer or electronic data systems in any manner that may reasonably be considered offensive or disruptive to another employee or violates any law.

7.7 On-the-Job Injuries

(a) If an employee is injured on the job, the employee must get medical treatment immediately. If necessary, an ambulance should be called. If the injury is less serious, the supervisor must make arrangements to have the employee taken to the doctor.

(b) If an employee is injured while performing their job, they may be covered by the District's workers' compensation insurance. The employee must report the injury to their Immediate Supervisor/Business Operations Director as quickly as possible, no matter how minor, and even if the employee does not need medical treatment. The Immediate Supervisor will make a report of the injury as soon as possible after the injury happens and provide a copy to the Business Operations Director. Claims for workers' compensation benefits should be made to the Business Operations Director.

7.8 Life-Threatening Diseases

The District is committed to keeping the work environment healthy and safe for all employees, and has established these rules that employees should follow if an employee or a co-worker has or contracts a life-threatening illness:

(a) The District will treat life-threatening illnesses the same as other illnesses in terms of employee policies and benefits.

(b) If an employee has or contracts a life-threatening illness, the employee will be allowed to keep working, as long as: (a) the employee can meet the District's performance standards with a reasonable accommodation; (b) the illness does not actually endanger the health or safety of other employees or customers; and (c) the employee will not make their illness significantly worse by

continuing to work.

(c) An employee may not refuse to work because they are afraid of contracting a non-contagious life-threatening illness from a co-worker, the employee may be subject to discipline or discharge. Employees may not harass or otherwise discriminate against a co-worker who has a life-threatening illness. Employees who refuse to work with, or who harass or discriminate against any employee with a life-threatening illness, will be disciplined, up to and including discharge.

(d) In this manual, "life-threatening illness" includes cancer, heart disease, Lou Gehrig's disease, AIDS and other illnesses of a severely degenerative nature.

7.9 Substance Abuse Policy

The District subscribes to federal and state law goals for a "drug free" workplace for the protection of employees and the public. The District prohibits the manufacture, distribution, possession, sale, purchase, exchange, negotiation for sale or purchase, or use of controlled substances in the workplace. Employees will not report for work, stand-by, or call-out duty, when under the influence of alcohol, drugs, or controlled substances. As used in this policy, "controlled substances" does not include lawful use of prescription drugs which do not impair essential job functions.

An employee shall not be at work, or at any site where District work is or will be performed, drive a vehicle on District business, or operate any District equipment, with any amount of illegal drugs or alcohol in his or her system which, under the generally accepted standards applied by industrial safety consultants or hygienists, could be considered sufficient to impair the employee's ability to perform his or her job safely, efficiently or productively. Impairment which could constitute a disciplinary offense need not reach the level of impairment required for a criminal conviction for use of controlled substances or driving under the influence. For example, in the case of alcohol consumption, the .04% standard stated in California Vehicle Code § 23153 for determining driving under the influence by commercial vehicle operators would constitute impairment. Similar standards applied to commercial vehicle operators for impairment by other substances will apply. Employees may not report to work under the influence of illegal drugs. An employee with a lesser amount of alcohol or an impairing legal controlled substance in his or her system may also be considered impaired if, in the opinion of an industrial safety consultant or hygienist, such amount was in fact impairing under the circumstances. Consumption of alcohol on the job, possession of open containers of alcohol on the job, or the ingestion or possession of impairing controlled substances or illegal substances while on the job shall constitute per se violations for which termination is authorized. Any conduct on the job that constitutes, or knowingly aids and abets in the

manufacture, distribution, dispensing, transfer, or sale of controlled substances to any person, or that constitutes the provision of alcohol to a minor, shall constitute a per se violation of this policy for which termination is authorized.

When an employee is placed on medication from a health care provider licensed by the State of California to prescribe medications, which may impair his or her ability to perform essential job functions, that employee must immediately notify his or her manager before returning to work. The District reserves the right to require employees to provide proof that any prescribed medication will not impair the employee in the performance of normal duties and will not create an unsafe environment for other District employees or the public. For purpose of this policy a prescribed medication which is not prescribed for the subject employee is an “illegal drug.”

An employee may seek counseling or treatment for alcohol or substance abuse privately, or through a District health insurance provider. An employee who voluntarily discloses a substance abuse problem will not be disciplined solely based on the above-described drug or substance abuse if the employee voluntarily agrees to a certified rehabilitation program and testing and remains in compliance with this policy.

An employee reasonably suspected of violating this policy, and who has not disclosed a substance abuse problem, will be requested to submit to substance testing which may require the employee to provide a sample of urine, saliva, or blood for chemical analysis. Any unreasonable refusal by the employee to submit to such testing may result in disciplinary action, up to and including termination. Reasonable suspicion exists when significant and observable changes in employee performance, appearance, behavior, speech, etc., provide reasonable suspicion of being under the influence of drugs and/or alcohol. A refusal to consent will not be deemed to be “reasonable” unless the employee had a right to refuse to give such consent under applicable state or federal law.

No employee should consider any vehicle, desk, locker, toolbox or other facility, equipment or property of the District to be his or her “private” property. The District may conduct unannounced searches of District vehicles, desks, lockers, toolboxes, facilities, equipment computers and District property for illegal drugs or alcohol, or other unlawful contraband or unlawful use of equipment. Employees who do not cooperate during such searches will be considered to be insubordinate.

Searches of employees and their personal property may be conducted when there is reasonable suspicion that an employee is in violation of this policy. Any refusal to submit to a search could result in

disciplinary action, up to and including termination.

Violation of this policy may result in the following, depending on the severity of the violation:

1. An employee testing positive for a controlled substance will be immediately placed on leave and may be required to complete a certified rehabilitation program approved by the District. The employee will be offered a “Last Chance Agreement” detailing terms under which the employee may be allowed to return to work following successful completion of a rehabilitation program. Failure of the employee to complete the program and required conditions (which may include follow-up testing) will result in immediate termination.
2. Any employee testing positive for a controlled substance within one year following rehabilitation will be terminated immediately.

Any employee involved in the manufacture, distribution, or sale of a controlled substance, whether or not such action occurred at the workplace, or found to have provided a controlled substance to another employee, will be terminated. Employees who have been made a conditional offer of employment must submit to and pass a drug-screening test. Offers of employment are conditional and subject to the passing of a drug screen for prohibited substances. Failure of an applicant to pass or to submit to the drug screen will result in the applicant’s disqualification for employment.

1. Employees must provide, within twenty-four (24) hours of a request, verification of a current valid prescription for any potentially impairing drug or medication identified when a drug screen/test is positive. The prescription must be in the employee’s name.
2. Employees must notify their supervisor of any arrest or conviction under a criminal drug statute within five (5) working days of the arrest or conviction. (Disciplinary action shall not be taken based solely on the arrest, however, disciplinary action may be taken based upon the failure to notify); and
3. Failure of an employee to comply with this policy or failure to consent to “for cause” and/or pre-placement testing will result in termination or withdrawal of employment offer. Any attempt to adulterate, dilute, or substitute a test specimen is a “refusal-to-test.”
4. Employees shall be advised in writing of the District’s Alcohol and Drug Abuse Policy and Program. Selected managers and supervisors shall attend at least one hour of training on alcohol misuse and at least one hour of training on controlled substances misuse, to include the following issues:

Employee Assistance Programs (“EAP”)

- i) Alcohol and drug abuse recognition, symptoms and effects.
 - ii) Methods of identifying and helping employees who might be suffering from personal problems that could signal possible alcohol or drug problems.
 - iii) Methods of referring employees who may be subject to the effects of alcohol and/or drugs to the EAP.
- District policies and procedures related to handling employees who appear to be under the influence.
 - Documentation of observations and impressions of persons who show effects of alcohol and/or illegal drugs and reasonable suspicion.
 - Alcohol and drug testing policy, rules, procedures, and safeguards.
 - Benefit programs and alternatives available.
 - Safety aspects of alcohol or drug problems in both work and social environment.
 - Training shall be at District expense.

Testing Requirements/Definitions:

- (a) Pre-employment testing: As a pre-qualification to assuming any position, prospective employees who have received and accepted a conditional offer of employment are required to provide a body substance sample (saliva, blood, or urine) for drug testing. This occurs in conjunction with the pre-employment medical examination.
- (b) Fitness-for-Duty or Reasonable Suspicion Testing: Testing may be required if significant and observable changes in employee performance, appearance, behavior, speech, etc., provide reasonable suspicion of being under the influence of drugs and/or alcohol. If reasonable suspicion exists, the employee will be referred to a medical professional for evaluation. The medical professional will evaluate the employee, and, based on the evaluation, determine whether a test for drugs and/or alcohol shall be administered.
- (c) Accident or Incident: Testing may be required when an accident or incident occurs which nature creates reasonable suspicion of impairment of ability or judgment due to alcohol or drugs. Post-accident alcohol tests shall be administered within eight (8) hours following an accident. A post-accident drug test shall be administered within thirty-two (32) hours following an accident.

An “accident” is defined as an incident involving a vehicle where, as a result of damage:

- a vehicle must be transported away from the site of the accident; or

- a vehicle cannot depart from the site in its usual manner without some repair and/or maintenance; or
- a vehicle can depart from the site in its usual manner but will later require some repair and/or maintenance for safe operation; and/or
- bodily injury occurs to the driver and/or another individual(s):
 - * which requires medical attention to said driver and/or another individual; and/or
 - * which results in death.

(d). “Legal Drug” includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they are prescribed or manufactured.

(e). “Illegal Substance” means any drug which is not legally obtainable, or which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not being used for prescribed purposes.

(f). An employee is “Under the Influence” of an illegal substance, alcohol, or legal substance that interferes with an employee’s ability to perform their essential duties, if any measurable amount of a substance, or a metabolite of that substance, is detected in the employee’s circulatory system through a blood analysis, urine screen, or saliva test.

General Information / Process:

- (a) District will make every effort to protect the confidentiality of drug and/or alcohol test results.
- (b) Non-Compliance with a supervisor’s request to submit to a fitness for duty test and/or drug or alcohol test under these policies, noncompliance with a supervisor’s request that the employee leave the work area, or any other reasonable request designed to safeguard the quality of care, the working environment and/or safety of the workplace, the employees or the public, is viewed as insubordination and is subject to appropriate disciplinary action.
- (c) Negative test results warrant re-instatement and pay for the time off work, unless other factors warrant termination or discipline, such as an admission of current illegal drug use or poor performance.
- (d) Violation of any aspect of this policy may lead to corrective action, up to and including immediate termination of employment. Such violation may also have legal consequences.
- (e) All test results will be reviewed by an appropriate licensed medical professional to ensure the positive results are not caused by legitimate use of prescription medication.
- (f) Test results are not revealed to outside agencies or employees unless required by legal process

including licensing agencies, unless the information is placed at issue in a formal dispute between the employer and employee, to the extent necessary to administer an employee benefit plan (such as a health insurance plan), or where the information is needed by medical personnel to treat an employee during an emergency when the employee is unable to authorize disclosure. (31 C.F.R. 56.20(c).)

- (g) An employee suspecting another employee is under the influence, or smells of alcohol, is obligated to inform that employee's supervisor of his/her suspicion

7.10 Employee's Appearance & Dress Standards

All District employees are expected to dress appropriately for their duty environment and maintain good grooming habits and personal hygiene. Failure to maintain personal grooming, hygiene, and/or the wearing of any clothing that interferes with or disrupts the work environment or does not present a professional image within the office setting, is unacceptable.

(a) Employees are expected to report for work in neat, clean attire that presents a professional image. Examples of clothing that do not present a professional image include but are not limited to clothing that exposes the midriff or undergarments.

(b) The District will provide pants, shirts, and laundry service for full-time employees working in the Maintenance or Fire Department. If an employee does not feel the uniform provider can supply appropriate uniform pants, the employee can obtain permission from the Supervisor to provide, maintain, and launder his/her own pants. The District will reimburse the employee for the cost of pants in an amount not to exceed \$60.00 per fiscal year.

The District will report to CalPERS annually at the end of the fiscal year total uniform compensation, not to exceed \$750.00, paid to employees hired by Mojave Air & Space Port on or before December 31, 2012, or who are defined as CalPERS Classic Members.

(c) Employees required to wear boots in Maintenance and Fire Department shall be reimbursed for the actual cost of acquiring safety boots in an amount not to exceed \$80.00 per fiscal year.

(d) Any employee who comes to work in clothing that does not meet the above standards will be required by his or her supervisor to take immediate corrective action, which may include being asked to go home and change into appropriate attire. Leave without pay will be charged for time away from work.

7.11 Use of District Property

Employees are expected to use the District's property only for business purposes. This means personal telephone calls should be kept to a minimum, and employees should discourage friends and relatives from calling during business hours, unless there is an emergency. Personal long-distance telephone calls are prohibited. Personal use of District supplies is to be kept to a minimum. When an employee leaves the District's employ, the employee must return all keys, documents, manuals and correspondence belonging to the District.

7.12 Harassment

(a) Verbal, physical, visual and sexual harassment of co-workers, co-employees and members of the public is absolutely forbidden. Harassment can take many forms. Employees must be sensitive to the feelings of others and must not act in a way that might be considered harassment by someone else. A few examples of prohibited harassment (for illustrative purposes only) are:

- (1) Verbal (racial, sexual or ethnic jokes and insults);
- (2) Physical (sexually suggestive or unwelcome touching, or obscene gestures); and
- (3) Visual (insulting cartoons, sexually suggestive or lewd pictures or photographs).

(b) Sexual harassment may consist of unwelcome sexual advances, deprecating sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

(c) If an employee thinks they or one of their co-workers has been the victim of harassment, the employee must report the incident and the names of the persons to a member of the executive staff immediately. The incident will be investigated. If an employee does not report harassment, it cannot be investigated. Cooperation is crucial. There will be no retaliation against any employee by the District for making a complaint of sexual harassment.

(d) To accommodate the unique nature of harassment complaints, the following informal process is provided to resolve such a complaint at the earliest possible time:

- (1) Employees wishing to complain of harassment should inform their immediate supervisor and the General Manager of the grievance, preferably in writing. The employee shall inform only the General Manager if the complaint is directed against the immediate supervisor. The employee shall inform the president of the Board if the complaint is directed against the General Manager.
- (2) The General Manager after receiving notification of the complaint shall obtain a written statement by the immediate supervisor, assist in the interviewing of the

accused parties and witnesses, and ensure the investigation is thorough and rapid.

(e) The District wishes to know of any complaint alleging harassment as soon as possible after it occurs. A formal grievance must be filed within thirty (30) working days of the date of notification of the results of the informal process. The General Manager after receiving the complaint may extend the filing deadline if the employee does not file a formal grievance within the time limits.

(f) The General Manager after receiving the complaint shall expedite and direct the investigation of the grievance and review information collected to determine whether the alleged conduct constitutes harassment by considering the record as a whole and the totality of the circumstances, including the nature of the verbal, physical or visual harassment and the context in which the alleged incidents occurred and recommend, in writing, appropriate action as soon as administratively possible, but no longer than thirty (30) calendar days from receipt of a complaint.

(g) If the decision of the General Manager is not satisfactory to the employee, the employee may appeal to the Board by filing a written request within ten (10) days of the notice of the decision.

(h) The General Manager shall provide a written report to the Board on harassment complaints and the results of the informal process and grievance review.

(i) The Board shall consider a request for review by an employee in closed session and may appoint a committee to investigate the charge. The Board shall render a decision on the employee's appeal within thirty (30) days.

7.13 Retaliation

Retaliation, as prohibited under state and federal law, is not permitted. Prohibited retaliation includes retaliation for any of the following actions: disclosing a possible state or federal law violation to a government agency, filing a formal complaint or charge against the District, refusing to participate in an activity that would result in a violation of state or federal law, exercising whistleblower rights in a current or former job, complaining about prohibited discrimination or harassment or participating in an investigation, proceeding, or hearing related thereto.

CHAPTER 8. TERMINATION OF EMPLOYMENT

8.1 General

(a) The District will consider an employee to have voluntarily terminated their employment if they do any of the following:

- (1) Resign from the District;

(2) Do not return from an approved leave of absence on the dated specified by the District; or

(3) Fail to report to work and fail to call in for three or more workdays in a row.

(b) Employees may be terminated for poor performance, misconduct, excessive absences, tardiness or other violations of the District's rules, or any of the reasons set forth in Section 7.2 and 7.3 of this manual. (c) The District may need to terminate employment because of reorganization, job elimination, economic downturns, or lack of work. Should the District decide such a termination is necessary the District will try to give as much advance notice as practical. However, this may not be practical in all circumstances.

8.2 Separation Procedures

(a) When an employee leaves the District, they must return all supplies, keys and other District property. The employee will also be able to talk about their employment and/or departure with Director of Administration. The employee will be asked to sign an exit form that states the employee has received their final paycheck and has returned all District property.

(b) The Director of Administration will provide the employee with information regarding any conversion or continuation rights the employee may have with respect to insured benefits.

8.3 Benefits on Termination of Employment

On termination (including, but not limited to, the termination by reason of death or retirement), a regular full-time employee's pay shall be prorated for each day worked, and the termination salary check shall include accrued unused vacation pay.

8.4 Savings Clause.

If any section, sentence, clause or phrase of these policies shall be declared inoperative, unconstitutional, void or invalid, the validity of the remaining portions shall not be affected thereby. It is the intent of the Board in adopting these portions that it adopts each separate portion of these policies.

RECEIPT OF THIS ADMINISTRATIVE MANUAL

I acknowledge that I have been given a copy of the District's Employee Handbook. I agree I will read and follow the information and rules in this manual.

Date: _____

Signature of employee

Printed name of employee

NOTICE TO THE EMPLOYEE: The original of this form will go into your personnel file. A signed copy will be given to you for your own records.

Date: Friday, March 09, 2018
 Time: 08:13: AM
 User: CPANKO

Mojave Air & Space Port

Page: 1 of 3
 Report: 03630.rpt
 Company: EKAD

Check Register - Standard

Period: 09-18 As of: 3/12/2018

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						
Company: EKAD											
Acct / Sub:	101000		1200								
056578	CK	3/9/2018	0109 AT&T	09-18		040259	VO	8242597/0218	2/20/2018	0.00	156.78
056578	CK	3/9/2018	0109 AT&T	09-18		040260	VO	8242336/0218	2/20/2018	0.00	311.71
056578	CK	3/9/2018	0109 AT&T	09-18		040261	VO	8243341/0218	2/20/2018	0.00	621.56
056578	CK	3/9/2018	0109 AT&T	09-18		040262	VO	8243821/0218	2/20/2018	0.00	164.60
056578	CK	3/9/2018	0109 AT&T	09-18		040263	AD	824331/0218	2/25/2018	0.00	-21.17
Check Total										0.00	1,233.48
056579	CK	3/9/2018	0139 All Weather, Inc	09-18		040215	VO	64614	3/6/2018	0.00	2,325.00
056580	CK	3/9/2018	0158 Ameripride Uniform Services	09-18		040236	VO	2100667199/0318	3/2/2018	0.00	202.01
056580	CK	3/9/2018	0158 Ameripride Uniform Services	09-18		040237	VO	2100667201/0318	3/2/2018	0.00	76.33
056580	CK	3/9/2018	0158 Ameripride Uniform Services	09-18		040240	VO	2110024168/RICH	2/2/2018	0.00	1.50
Check Total										0.00	279.84
056581	CK	3/9/2018	0239 Asbestos Services Inc.,	09-18		040227	VO	0001599-IN	2/27/2018	0.00	3,725.13
056582	CK	3/9/2018	0241 ARTS HYDRO-JETTING INC.	09-18		040244	VO	8437	2/23/2018	0.00	850.00
056583	CK	3/9/2018	0348 Clancy JG International	09-18		040226	VO	1015188	2/28/2018	0.00	21,645.40
056584	CK	3/9/2018	0422 Direct TV	09-18		040258	VO	12440938/0218	2/25/2018	0.00	36.98
056585	CK	3/9/2018	0433 Karina Quelet	09-18		040245	VO	TRAVEL/0218	3/2/2018	0.00	291.81
056586	CK	3/9/2018	0558 EnerSource Engineering	09-18		040243	VO	1641-4	2/23/2018	0.00	24,904.00

056587	CK	3/9/2018	0615 Federal Express	09-18	040217	VO	610618941	3/2/2018	0.00	28.80
056588	CK	3/9/2018	0803 Hansen Enterprises	09-18	040247	VO	15397/0218	3/1/2018	0.00	250.00
056588	CK	3/9/2018	0803 Hansen Enterprises	09-18	040248	VO	15343/0118	1/22/2018	0.00	380.00
									Check Total	630.00
056589	CK	3/9/2018	0821 Howard Power, Inc.	09-18	040224	VO	02-10-18	2/22/2018	0.00	1,050.00
056589	CK	3/9/2018	0821 Howard Power, Inc.	09-18	040225	VO	02-09-18	2/22/2018	0.00	1,350.00
									Check Total	2,400.00
056590	CK	3/9/2018	1030 JetHawks Prof. Baseball Club	09-18	040235	VO	2018	3/7/2018	0.00	8,500.00
056591	CK	3/9/2018	1103 Kern Co. Waste Management	09-18	040207	VO	200694	2/13/2018	0.00	32.00
056592	CK	3/9/2018	1306 Martha's Cleaning Service	09-18	040233	VO	1615/0318	3/1/2018	0.00	2,770.00
056592	CK	3/9/2018	1306 Martha's Cleaning Service	09-18	040234	VO	1614/0318	3/1/2018	0.00	2,660.00
									Check Total	5,430.00
056593	CK	3/9/2018	1334 McWelco Products	09-18	040256	VO	1362/0318	3/14/2018	0.00	4,510.43
056594	CK	3/9/2018	1369 Mojave Desert News	09-18	040216	VO	50397	2/23/2018	0.00	40.00
056595	CK	3/9/2018	1372 Mojave Public Utility District	09-18	040223	VO	02181/02-18	3/1/2018	0.00	2,974.03
056596	CK	3/9/2018	1373 Mojave Public Utility District / We	09-18	040222	VO	02182/02-18	3/1/2018	0.00	157.50
056597	CK	3/9/2018	1375 Mojave Sanitation	09-18	040218	VO	3096373/0218	2/28/2018	0.00	1,210.40
056597	CK	3/9/2018	1375 Mojave Sanitation	09-18	040219	VO	3099214/0218	2/28/2018	0.00	198.10
									Check Total	1,408.50
056598	CK	3/9/2018	1407 Nave & Cortell, LLP	09-18	040221	VO	20583/0218	3/1/2018	0.00	9,080.70
056599	CK	3/9/2018	1501 Office Depot Business Credit	09-18	040197	VO	10076136/0118	2/14/2018	0.00	149.76
056600	CK	3/9/2018	1611 The Palmdale Aerospace Acader	09-18	040228	VO	4-5-8	4/5/2018	0.00	500.00

056601	CK	3/9/2018	1658 Kim Peter	09-18	040246	VO	3/7/18	3/7/2018	0.00	520.87
056602	CK	3/9/2018	1803 Race Telecommunications, Inc.	09-18	040231	VO	RC161948/0318	3/1/2018	0.00	2,595.80
056602	CK	3/9/2018	1803 Race Telecommunications, Inc.	09-18	040232	VO	RC157796/0318	3/1/2018	0.00	183.75
056602	CK	3/9/2018	1803 Race Telecommunications, Inc.	09-18	040239	VO	RC157796/0218	2/1/2018	0.00	178.59
									Check Total	2,958.14
056603	CK	3/9/2018	1880 David Russell	09-18	040214	VO	0118/GEN CONST	1/31/2018	0.00	2,238.00
056603	CK	3/9/2018	1880 David Russell	09-18	040242	VO	01-31-18	1/31/2018	0.00	8,538.00
									Check Total	10,776.00
056604	CK	3/9/2018	2191 Sonia Valenzueala	09-18	040257	VO	3/9/18	9/9/2018	0.00	1,174.99
056605	CK	3/9/2018	2214 Antelope Valley Press	09-18	040220	VO	127065/0218	2/28/2018	0.00	265.46
056606	CK	3/9/2018	2450 Xerox Corporation	09-18	040249	VO	092459899/0218	3/1/2018	0.00	263.50
056607	CK	3/9/2018	4093 Boyd F. Young, O.D.	09-18	040195	VO	1/29/18	1/29/2018	0.00	200.00
056607	CK	3/9/2018	4093 Boyd F. Young, O.D.	09-18	040196	VO	1/29/18	1/29/2018	0.00	595.00
									Check Total	795.00
056608	CK	3/9/2018	4231 Christina Scott	09-18	040209	VO	2/13/18	2/13/2018	0.00	1,291.00

Check Count: 31

Acct Sub Total: 109,178.32

Check Type	Count	Amount Paid
Regular	31	109,178.32
Hand	0	0.00
Electronic Payment		0.00
Void	0	0.00
Stub	0	0.00
Zero	0	0.00
Mask	0	0.00
Total:	31	109,178.32

Company Disc Total 0.00

Company Total 109,178.32

Posted Date	March 1 through March 8,2018	Amount
3/7/2018	1800 CALPERS 1946207465 03/07/18 TRACE #-122000496281112	47,633.95
3/7/2018	1800 CALPERS 1946207465 03/07/18 TRACE #-122000496281114	9,531.34
3/7/2018	EFTTransfe AVFUEL3252 9382073252 03/07/18 TRACE #-072000098526245	22,987.70
3/8/2018	EFTTransfe AVFUEL3252 9382073252 03/08/18 TRACE #-072000099851506	57,984.35
3/8/2018	GARNISH PAYCHEX CGS 1161124166 03/08/18 TRACE #-043000093223784	92.30
3/8/2018	PAYROLL PAYCHEX-RCX 1161124166 03/08/18 TRACE #-021000029987011	51,399.10
3/7/2018	WIRE TRANSFER FEE	35.00
3/8/2018	WIRE TRANSFER FEE	15.00
3/7/2018	WIRE TRANSFER TO FIDELITY NATIONAL TITLE CO	1,000.00
TOTAL		190,678.74