

**REGULAR MEETING OF THE BOARD OF
DIRECTORS OF THE MOJAVE AIR AND SPACE PORT**
Administration Building
July 7, 2015
2:00 o'clock p.m.

AGENDA

Call to Order

Pledge of Allegiance

Roll Call

1. Approval of Agenda

2. Consent Agenda

All items on the consent agenda are considered routine and non-controversial and will be approved by one motion if no member of the Board, staff or public wishes to comment or ask questions.

A) Approval of excused absence for Director Evans

B) Minutes of June 16, 2015

3. Business Items

A) Check Register 07/01/15

B) FAA/AIP Check Register 07/01/15

C) BHK Audit Proposal FY 14-15

D) My Printing Company Extension Request

E) Fitness Center Budget and Approval

F) SETP Event September 23-26th

G) California Special Districts Association: 2015 Board of Directors Election

4. Reports/Announcements

A) Community: Members of the audience may address the Board on items of a community nature.

B) Board Committees

C) CEO/GM Report

D) Board of Directors: This portion of the meeting is reserved for board members to address items not on the agenda

5. Public Comment on Items Not on the Agenda

This portion of the meeting is reserved for persons desiring to address the Board of Directors on any matter not on the agenda, and over which MASP has jurisdiction. Time is limited to 3 minutes. The Board of Directors can take no action on your presentation. Any person desiring to speak on an agenda item will be given an opportunity to do so prior to the Board of Directors taking action on the item.

6. Closed Session

1. Potential Litigation per Government Code Section 54956.9
Claim of Flight Test Associates Bankruptcy Estate
2. Government Code Section 54957 Personnel Appointment: CEO

7. Closed Session Report

Adjournment

This Agenda was posted on July 2, 2015

By: Debbie

Persons desiring disability-related accommodations should contact the Clerk of the Board no later than ten days prior to the need for the accommodation. A copy of any writing that is a public record relating to an open session of this meeting is available to the public in the office of the Clerk of the Board.

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**

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF
MOJAVE AIR AND SPACE PORT
June 16, 2015**

The Board of Directors of the Mojave Air and Space Port duly met for a Regular Meeting at the District Offices in the Administration Building at Mojave Airport, Mojave, California, at the hour of 2:00 o'clock p.m. on Tuesday, June 16, 2015.

The Clerk called the roll and the following Directors were present: Balentine, Deaver, Evans, Painter and Peterson. Also present were the District's Chief Executive Officer, Stuart Witt and District's Counsel, Scott Nave.

President Peterson presented the agenda and CEO requested to add under Business items "3A.1 Check Register 6/16/15". Upon motion by Director Balentine, seconded by Director Painter with Director Evans voting No, it was:

RESOLVED: That the Board find the need to take action with respect to "Check Register 06/16/15" has arisen subsequent to the posting of the agenda and that immediate action is required.

Upon motion by Director Evans, seconded by Director Balentine and unanimously carried, it was:

RESOLVED: That the Agenda be approved as amended.

CONSENT AGENDA

President Peterson presented the Consent Agenda. Director Balentine stated that the minutes were not complete regarding discussion after coming out of closed session. He stated when the board came out of closed session and moved into open session none of the discussion was recorded. He further stated that one of the items discussed pertained to the budget. Director Evans commented that technically we are only required to put in the minutes actions and there were no actions taken and President Peterson concurred. Director Deaver queried District Counsel of his opinion on the matter. District Counsel stated that District is required to state in the minutes any actions taken by the Board and stated it is the District's practice and custom to include a longer

version in the minutes that recaps the discussion that occurs around each item. If a board member would like to add comments from the last meeting that reflects that conversation they can be added or the Board can approve the minutes as written. A member of the audience, Mr. John Joyce of Rosamond News, stated that District Counsel was accurate about actions however, if the Board was here in a public meeting that would be a Brown Act violation because the Press was not notified. District Counsel responded the discussion was regarding an agenda item and the room was open to the public. Mr. Joyce responded that the Board went into closed session and came out into open session and everybody was gone and no one was notified the Board was going to talk about more than just the action. Mr. Deaver stated it's implied after every meeting. Mr. Joyce stated even though this may seem to be a minor point he felt his job as a public reporter is to be present to hear what was discussed coming out of closed session. District Counsel stated we always open the door and we give the closed session report for the public so they can hear what was discussed in closed session and that one of the directors had a question of an item that was discussed previously. Mr. Joyce stated he didn't know and President Peterson said the Board didn't know that was going to happen. District Counsel responded it was not a violation of the Brown Act and Mr. Joyce disagreed. President Peterson said Mr. Joyce's comments of concern were noted. President Peterson asked if there were any other comments, Director Balentine stated that we had a discussion on the item that he thought should have been recorded and it has been District's normal practice and understood counsel that it's not required but felt uncomfortable conducting business this way. Upon motion by Director Painter, seconded by Director Evans with Director Balentine voting No, it was resolved that Consent Agenda be approved as submitted.

2A) Minutes of June 2, 2015

RESOLVED: That the Minutes of the Regular Meeting of June 2, 2015 be approved as submitted and further reading thereof be waived.

BUSINESS ITEMS

3A) Check Register 06/10/15

President Peterson presented the General Fund Check Register for June 10, 2015 with the schedule of electronic fund transfers delineated below.

SCHEDULED ELECTRONIC FUND TRANSFERS

AV Fuel	06/11/15	\$ 698.75
AV Fuel	06/11/15	\$ 37.63
AV Fuel	06/16/15	\$ 23,973.87
AV Fuel	06/16/15	\$ 24,004.00
AV Fuel	06/23/15	\$ 20,636.89
CalPers Retirement	06/10/15	\$ 39,349.41
Amex	06/15/15	\$ 3,057.28
Card Svc. Center/Visa	06/23/15	\$ 2,770.05

Credit Card Transaction Details:

Amex

Travel/WA DC	342.92
Travel/Employee Fuel Training	675.33
Employee Training/Membership/Office Supplies	627.04
Advertising-CEO/Office Supplies/Shipping	1,411.99

Card Svc. Center/Visa

Travel/WA DC	1,415.20
Advertising-CEO/AWOS Upgrade	1,354.85

Upon motion by Director Balentine, seconded by Director Painter and unanimously carried, it was:

RESOLVED: That Board approve check numbers 053333 through 053380 in the amount of \$82,317.20 and Electronic Fund Transfer payments in the amount of \$114,527.88 for a total of \$196,845.08.

3 A.1) Check Register 06/16/15

President Peterson presented the check register for June 16, 2015 for permit fee to the U.S. Fish and Wildlife Service. Upon motion by Director Balentine, seconded by Director Painter with Director Evans voting No, it was:

RESOLVED: That Board approve
check on register date June 16, 2015
in the amount of \$100.00 for Bird
Depredation permit.

3B) FAA/AIP Check Register 06/10/15

President Peterson presented the check register for FAA/AIP Account for Runway 8-26 (FAA Airport Improvement Project #03-06-0154-029-2015). Noted on the register were expenditures of Mojave Desert News for advertising in the amount of \$1,288.80 and David E. Russell for engineering services in the amount of \$5,430.00. Upon motion by Director Evans, seconded by Director Balentine and unanimously carried, it was:

RESOLVED: That Board approve
checks on register date June 10, 2015
in the amount of \$6,718.80 for
FAA/AIP Account.

3C) Financial Reports

Interim CFO Brouse discussed Financial Treasurer's report and commented that the general fund grew from \$907,067.07 to \$1,122,320.76 and the total of all funds had a beginning balance of \$6,729,282.47 and an ending balance of \$6,954,522.17. The May 2015 Fuel Inventory Report reflected a total inventory value of \$270,630.00. Gallons sold for the month was 42,970 and gallons sold year to date was 626,527. Under the Revenue and Expense Summary report CFO reported that for the month of May revenues exceeded expenses by \$157,098.03. Chart highlighted Revenue –Fuel Sales (\$160,529) Rents and Leases (\$402,002) and other Revenue (\$70,536) for total revenue of \$633,067. Chart highlighted Expenses –Personnel (\$194,016) Fuel (\$140,221) and Operating (\$141,732) for total expenses of \$475,969. The Year to Date Summary for Revenue:

Fuel (\$2,625,411) Rents and Leases (\$4,081,036) and other Revenue (\$4,120,185) for total revenue of \$10,826,632. Year to Date Summary for Expenses: Personnel (\$2,530,590) Fuel (\$1,961,859) and Operating (\$2,366,270) for total expenses of \$6,858,719. Percentages of Revenue for the month were Rents and Leases at 64%, Fuel Sales at 25% and other Revenue at 11%. Percentages of Expenses for the month were Operating at 30%, Personnel at 41% and Fuel at 29%. FY 14-15 Revenue was Rents and Leases at 38%, Fuel Sales at 24% and other Revenue at 38%. FY 14-15 Expenses were Operating at 34%, Personnel at 37% and Fuel at 29%. CFO reported that on the aged AR account there are only five remaining customer accounts on the list and noted that staff is requesting Air & Space Education Cons., LLC to be sent to HP Sears for collection and payment arrangements are ongoing for two accounts. The total for all customers over 90 days past due is now down to \$58,584.07 and the Aged AR as of 6/10/2015 had a total of \$453,114.64. Upon motion by Director Deaver, seconded by Director Balentine and unanimously carried, it was:

RESOLVED: That the Financial Reports for May, 2015 be approved as submitted.

3D) FY 15-16 Merit and Cost of Living Increases

CEO Witt reported that at the last Board meeting items 3D, 3E and 3F were presented for public discussion and there have been no comments received subsequent to that meeting. Director Balentine asked what the CPI was for the year and President Peterson responded it was greater than 1% but less than 2%. Director Evans asked what checklist or process is used to determine the amount of a merit increase. CEO Witt responded that he is the head of personnel for the District and each employee is evaluated annually with a performance appraisal which is very subjective and he is charged with determining each employee's value to the District. He stated that he used a pay for performance basis to award merit increases to employees. CEO Witt stated that he calculated 3% of the total of all salaries for the District and used that figure as the "pool" from which to allocate merit increases and noted that the remaining balance in the pool was used to allocate a 1% COLA increase for employees who did not receive a merit increase. CEO Witt noted

that the District is mandated by CalPers to itemize positions that received merit increases for separate Board approval as delineated below.

Deputy General Manager	\$ 9,000.00
Chief Operations Officer	\$ 1,500.00
Business Manager	\$ 5,000.00
Administrative Assistant 1	\$ 3,000.00
Receptionist	\$ 3,000.00
Security Chief Assistant	\$ 4,000.00
Maintenance Man II	\$ 1,500.00
Maintenance Man 1	\$ 2,000.00
Maintenance Man 1	\$ 4,000.00

Upon motion by Director Balentine, seconded by Director Deaver and unanimously carried, it was:

RESOLVED: That Board approve merit increases for FY 15-16.

3E) FY 15-16 California City Grant

President Peterson presented request from California City for disbursement of annual grant in the amount of \$50,000. Upon motion by Director Balentine, seconded by Director Deaver and unanimously carried, it was:

RESOLVED: To approve California City grant of \$50,000.00 for financial support of California City's Municipal Airport for fiscal year ending June 30, 2015.

3F) Financial Resolution

CEO reported that staff has not received any comments since presentation of budget at the previous Board meeting. Director Evans commented that at some point he will have difficulty approving a budget while an audit is still not completed. He stated that while he can rely on staff's budget process there are reasons why we have the numbers audited so that we know going forward we have some assurance that we are operating from the basis that is not only consistent from year to year but also has materially accurate numbers. He stated that while he wants to approve the budget there is still a big question as to the status of the audits. Staff requested approval of FY 2015-16 budget, reaffirming

investment policy adopted on May 21, 1985 and appropriations limit for the fiscal year in the amount of \$1,566,608.97. Motion was made by Director Balentine and seconded by Director Deaver. Ayes: Directors Balentine, Painter, Deaver, Evans and Peterson (5-0).

RESOLVED: That **RESOLUTION NO. 15-06-734**
A RESOLUTION OF THE BOARD OF DIRECTORS
OF MOJAVE AIR AND SPACE PORT TRANSFERRING
UNAPPROPRIATED MONEY TO THE CONTINGENCY
RESERVE ACCOUNTS, AFFIRMING INVESTMENT
POLICY, APPROVING A BUDGET AND ESTABLISHING
THE APPROPRIATIONS LIMIT FOR THE FISCAL
YEAR COMMENCING JULY 1, 2015 in the District's
Resolution File and by this reference be and the same
is incorporated herein and made a part hereof as
though fully set forth at length, be adopted.

3G) Dan DeLong Assignment of Hangar 958

CEO reported that Mr. DeLong owns Hangar 958 on land leased by the District. He noted that when a tenant decides to sell their hangar they have several options: they can dismantle their hangar and remove it from district property, offer the hangar to the District for purchase, or they can sell the hangar to someone else and have the current lease assigned to the new owner. Mr. DeLong is requesting consideration to assign the balance of his current lease to a prospective buyer with the addition of a five year extension option. CEO Witt also noted that a prospective buyer could also negotiate a new long term lease at current market rates. CEO is requesting approval of request in concept as outlined in the letter from Mr. DeLong until specific terms are brought forward by the buyer. Upon motion by Director Evans, seconded by Director Deaver and unanimously carried, it was:

RESOLVED: That Board approve to proceed
with the intent of request by Dan DeLong
for Hangar 958.

3H) ATK Amendment to Consulting Agreement

CEO Witt noted that ATK Launch Systems was placed under a general services contract

in an amount NTE \$25,000 in the event that their services may be required as an independent assessment agent. ATK is a safety organization that evaluates rocket testing and rocket test sites throughout the United States. To date their services have not been required but he would like to extend the term of their consulting agreement to December 31, 2015. Director Balentine asked CEO Witt if he anticipated using the consultant and he responded that if he determines that a particular rocket test needs an independent assessment ATK will be called upon to provide the expert analysis of the subject matter related to that test. Upon motion by Director Balentine, seconded by Director Evans and unanimously carried, it was:

RESOLVED: That Amendment No. 1 to consulting agreement with ATK dated January 20, 2015 pertaining to the term of the agreement be approved as submitted and the President authorized to execute the same on behalf of the District.

3I) Audit Update

CFO Brouse introduced Mr. Mark Gehring, Audit Manager with BHK of Bakersfield, CA. Mr. Gehring stated that his firm received the trial balances in April along with corresponding documentation and work was started in May on the audit. He stated that the plan is be on site next week for selection and testing of District financial documents and they anticipate completing all four years of audits at one time if possible. He stated that they hope to have the audits completed sometime in August or September.

Reports/Announcements

4A) Community

Cathy Hansen reported that the next Train Crazy Saturday will take place on June 20th. Mr. John Joyce of Rosamond News reported that Southern Kern Unified School District has started a “Digital Library” that contains 20,000 books online. Students with laptops can log in at any time and if a book is assigned for reading for a class all students can access the book at the same time. Mr. Joyce also noted that the budget for education was approved yesterday and Southern Kern USD will be receiving \$6,000,000 in additional funding.

4B) Board Committees

None

4C) CEO/GM Report

CEO Witt reported on an incident that occurred yesterday regarding a fire in the back shop area of Hangar 62. The cause of the fire was from leftover quantities of composite resin that had been left behind from a work project and self-combusted. There was a quick response from Kern County Station 14 and others and there were no injuries and minimal property damage. CEO also reported that on Tuesday, June 9th a vehicle from Alpha Explosives rolled over on the airport perimeter road and numerous County agencies were involved until after 8:30 p.m. There were no injuries and the only property loss was that of Alpha Explosives' vehicle. CEO reported that he traveled to Washington D.C. on June 1st on behalf of one of District's tenants ASB Avionics regarding a project as it relates to ASB upgrading civilian aircraft with glass cockpits and acceptance testing of two Boeing 747 aircraft. CEO Witt noted that another purpose of his trip was to provide input for the selection of the next Subcommittee on Space and several representatives from the high desert were on hand to advocate for the freshman congressman Steve Knight who also serves on the House Armed Services Committee and the House Aerospace Subcommittee. While Congressman Knight was not selected as chairman of the Committee on Space he was appointed as Vice Chairman of the Energy Committee. CEO reported on Amendment to Contract with MPUD and stated he has been working with Mr. Bee Coy who made some recommendations on District's water use and sewage and how it is monitored and how we can move forward to predict fees. CEO read engineering reports regarding how fees are set and how to assess tenants for use. He wanted to make sure we get it right and should have something the second meeting of July from Civil Engineer noting the data needs to be seen before proceeding.

4D) Board of Directors

President Peterson announced that the NTPS will be hosting their Third Annual Flight Test Camp for local high schools starting Monday, June 22nd for five and a half days culminating on Saturday. There will be 18 students participating from local schools Mojave, Cal City, Boron, Desert, Rosamond and Tehachapi. Mr. John Joyce of Rosamond News commented that the District did not advertise with Rosamond News for

the CEO position as noted in the Minutes of May 19th and stated there were six people that he knew that would have been interested in applying for the position as follows: Brian Whitcomb, Jim Payne, Olaf Landsgaard, Jackie Payne, Jeff Weinstein and Peter VanBuskirk.

CLOSED SESSION

Board adjourned to Closed Session per Government Code Section 54956.9 to discuss existing litigation (Claim of Flight Test Associates Bankruptcy Estate) and Government Code Section 54957 (Personnel Appointment: CEO).

CLOSED SESSION REPORT

In closed session, Counsel and the Board discussed the FTA existing litigation and the Board discussed the CEO appointment. No action was taken and no other items were discussed.

ADJOURNMENT

There being no further business to come before the Board, the chair adjourned the meeting at 3:20 p.m.

RESOLVED: That the regular meeting of June 16, 2015 be and the same is hereby adjourned.

President

ATTEST:

Secretary

(SEAL)

Date: Wednesday, July 01, 2015
 Time: 04:19PM
 User: LCALICA

Mojave Air & Space Port

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 Report: 03630.rpt

Company: EKAD

Check Register - Standard

Periods: 12-15 Through 01-16 As of: 7/1/2015

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: EKAD			1200									
Acct / Sub: 101000			0109		01-16	033956	VO	2342713412-2793	6/7/2015	0.00	124.33	
053383	CK	7/7/2015	AT&T									
053383	CK	7/7/2015	AT&T		01-16	033957	VO	2342812383-1139	6/7/2015	0.00	124.33	
053383	CK	7/7/2015	AT&T		01-16	033971	VO	8245218-8433	6/20/2015	0.00	73.52	
053383	CK	7/7/2015	AT&T		01-16	033972	VO	8243277-2660	6/20/2015	0.00	76.17	
053383	CK	7/7/2015	AT&T		01-16	033973	VO	8242597-7755	6/20/2015	0.00	75.49	
053383	CK	7/7/2015	AT&T		01-16	033974	VO	8242336-6431	6/20/2015	0.00	151.82	
053383	CK	7/7/2015	AT&T		01-16	033975	VO	8241742-9146	6/20/2015	0.00	154.24	
053383	CK	7/7/2015	AT&T		01-16	033976	VO	8242914-3388	6/20/2015	0.00	373.15	
053383	CK	7/7/2015	AT&T		01-16	033977	VO	8242681-1250	6/20/2015	0.00	75.34	
Telecommunications											Check Total	1,228.39
053384	CK	7/7/2015	0158	Ameripride Uniform Services	01-16	033943	VO	2100447231	6/12/2015	0.00	57.45	
053384	CK	7/7/2015	0158	Ameripride Uniform Services	01-16	033944	VO	2100447234	6/12/2015	0.00	219.01	
053384	CK	7/7/2015	0158	Ameripride Uniform Services	01-16	033967	VO	2100448753	6/19/2015	0.00	71.95	
053384	CK	7/7/2015	0158	Ameripride Uniform Services	01-16	033968	VO	2100448759	6/19/2015	0.00	173.17	
053384	CK	7/7/2015	0158	Ameripride Uniform Services	01-16	033969	VO	2100450266	6/26/2015	0.00	57.45	
053384	CK	7/7/2015	0158	Ameripride Uniform Services	01-16	033970	VO	2100450270	6/26/2015	0.00	207.67	
Uniform Svc											Check Total	786.70

Date: Wednesday, July 01, 2015
 Time: 04:19PM
 User: LICALICA

Mojave Air & Space Port

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 Report: 03630.rpt
 Company: EKAD

Check Register - Standard

Periods: 12-15 Through 01-16 As of: 7/1/2015

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053385	CK	7/7/2015	0173	Allied Security Holdings LLC	01-16	01-16	034005	VO	6140307	6/11/2015	0.00	5,861.36
053385	CK	7/7/2015	0173	Allied Security Holdings LLC	01-16	01-16	034006	VO	6144045	6/18/2015	0.00	5,877.06
Security Svc												
053386	CK	7/7/2015	0187	AFLAC	01-16	01-16	034004	VO	673915/06-2015	6/25/2015	0.00	862.62
Employee Paid Benefits												
053387	CK	7/7/2015	0198	BHK	01-16	01-16	034000	VO	91527	5/31/2015	0.00	11,500.00
Accounting Svc/Auditors												
053388	CK	7/7/2015	0213	Beiden, T. Scott, PC Law Office of	01-16	01-16	034025	VO	10140	6/15/2015	0.00	7,447.50
Professional Svc/FTA Bankruptcy												
053389	CK	7/7/2015	0234	Banyan	01-16	01-16	033978	VO	1469614	6/19/2015	0.00	181.91
Gift Shop/Maps & Charts												
053390	CK	7/7/2015	0284	Brouse, Michael L.	01-16	01-16	033979	VO	JUNE 9,10,12	6/13/2015	0.00	2,800.00
053390	CK	7/7/2015	0284	Brouse, Michael L.	01-16	01-16	033980	VO	JUNE 2, 2015	6/6/2015	0.00	1,125.00
053390	CK	7/7/2015	0284	Brouse, Michael L.	01-16	01-16	034007	VO	JUNE 15,16,9,20	6/20/2015	0.00	1,975.00
Accounting Svc												
053391	CK	7/7/2015	0340	City of California City	01-16	01-16	034023	VO	FY2016 TAX\$ REQ	5/15/2015	0.00	50,000.00
Annual Grant/FY 2016												

Check Total

11,738.42

Check Total

5,900.00

Mojave Air & Space Port

Check Register - Standard Periods: 12-15 Through 01-16 As of: 7/1/2015

Date: Wednesday, July 01, 2015
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 User: LCALICA

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053392	CK	7/7/2015	0350	Clark's Pest Control	01-16	01-16	033981	VO	02-1058810/JUN	6/16/2015	0.00	60.00
053392	CK	7/7/2015	0350	Clark's Pest Control	01-16	01-16	033982	VO	02-00972309/JUN	6/16/2015	0.00	42.00
053392	CK	7/7/2015	0350	Clark's Pest Control	01-16	01-16	033983	VO	02-00910258/JUN	6/16/2015	0.00	41.00
053392	CK	7/7/2015	0350	Clark's Pest Control	01-16	01-16	033984	VO	02-00922714/JUN	6/16/2015	0.00	41.00
<u>Pest Control/Bldgs. 1,5,58,137</u>												
053393	CK	7/7/2015	0380	Colorado Technical University	01-16	01-16	034026	VO	13803713-1502B	6/16/2015	0.00	1,300.00
<u>Tuition Benefit</u>												
053394	CK	7/7/2015	0410	Dynamic Science, Inc.	01-16	01-16	033945	VO	95	6/5/2015	0.00	19,218.48
<u>Tower Contract</u>												
053395	CK	7/7/2015	0422	Direct TV	01-16	01-16	034008	VO	26112565748	6/25/2015	0.00	1,273.36
<u>Telecommunications/ Annual</u>												
053396	CK	7/7/2015	0436	DAYLEY, ADAM C. O.D.,P.C.	01-16	01-16	033952	VO	18073/031815	3/18/2015	0.00	87.00
<u>Employee Benefit</u>												
053397	CK	7/7/2015	0615	Federal Express	01-16	01-16	034009	VO	5-077-4848	6/26/2015	0.00	25.96
<u>Admin/Shipping</u>												
053398	CK	7/7/2015	1040	Jimco Construction & Equip	01-16	01-16	033985	VO	39502/JUN 2015	6/16/2015	0.00	492.20
<u>Track Inspection</u>												
053399	CK	7/7/2015	1043	Jim's CB & Radios	01-16	01-16	033947	VO	10121544	6/11/2015	0.00	10.74
053399	CK	7/7/2015	1043	Jim's CB & Radios	01-16	01-16	033986	VO	10121593	6/16/2015	0.00	18.26
<u>Office Supplies</u>												
											Check Total	
											184.00	
											Check Total	
											29.00	

Date: Wednesday, July 01, 2015
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Mojave Air & Space Port

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 Report: 03630.rpt
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Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Ref Nbr	Doc Type	Invoice Number	Period To Post	Period Closed	Invoice Date	Discount Taken	Amount Paid
053400	CK	7/7/2015	1122	Kelley--Randall	033987	VO	10488	01-16		6/7/2015	0.00	442.33
<u>Auto Repair & Svc</u>												
053401	CK	7/7/2015	1154	Kieffe & Sons Ford	034010	VO	18198	01-16		6/25/2015	0.00	223.15
<u>Auto Repair & Svc</u>												
053402	CK	7/7/2015	1200	L & L Construction	033988	VO	W/E 6/21/15	01-16		6/21/2015	0.00	800.00
<u>Construction Consultant</u>												
053403	CK	7/7/2015	1254	Lincoln Nat'l Life Ins. Co.	033961	VO	3040309573/JUL	01-16		6/10/2015	0.00	655.20
<u>Insurance</u>												
053404	CK	7/7/2015	1263	Los Angeles Times Media Group	033946	VO	002034443	01-16		6/7/2015	0.00	300.00
<u>Advertising/CEO Position</u>												
053405	CK	7/7/2015	1322	Made To Order	033989	VO	274635	01-16		6/22/2015	0.00	3,387.05
<u>Marketing Items</u>												
053406	CK	7/7/2015	1369	Mojave Desert News	034011	VO	43686/06-2015	01-16		6/26/2015	0.00	100.00
<u>Advertising/Front Pg Strip Ad</u>												
053407	CK	7/7/2015	1406	Napa Auto Parts	034012	VO	825344	01-16		6/29/2015	0.00	169.85
<u>Fire Dept/Parts</u>												
053408	CK	7/7/2015	1501	Office Depot	033990	VO	-568510076136	01-16		6/16/2015	0.00	204.53
<u>Office Supplies</u>												
053409	CK	7/7/2015	1626	Petro Lock, Inc.	033991	VO	667641	01-16		6/22/2015	0.00	720.90
<u>Fuel Additive</u>												

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Mojave Air & Space Port

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Check Register - Standard Periods: 12-15 Through 01-16 As of: 7/1/2015

Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053410	CK	7/7/2015	1631	Penton Media, Inc.	034027	VO	AW1409877	6/19/2015	0.00	320.00
<u>Advertising/CEO Position</u>										
053411	CK	7/7/2015	1670	Praxair	033992	VO	E22 52959760	6/20/2015	0.00	236.23
<u>Tank Rental/Industrial Acetylene</u>										
053412	CK	7/7/2015	1683	Commercial Spaceflight Fed	033951	VO	742	1/26/2015	0.00	1,000.00
<u>Sponsorship/FAA</u>										
053413	CK	7/7/2015	1800	Ramos / Strong, Inc.	033993	VO	0284028	6/12/2015	0.00	1,380.77
053413	CK	7/7/2015	1800	Ramos / Strong, Inc.	034028	VO	0284423	6/26/2015	0.00	1,735.02
<u>Fuel</u>										
										Check Total
053414	CK	7/7/2015	1803	Race Telecommunications, Inc.	034036	VO	RC089173	7/1/2015	0.00	2,475.50
<u>Telecommunications</u>										
053415	CK	7/7/2015	1925	Sparkletts	033997	VO	13703338 061815	6/18/2015	0.00	475.75
<u>Drinking Water Svc</u>										
053416	CK	7/7/2015	1952	So. Calif. Edison	033948	VO	2025279670/JUN	6/9/2015	0.00	8,614.90
053416	CK	7/7/2015	1952	So. Calif. Edison	033996	VO	2340063106	6/19/2015	0.00	2,350.80
<u>Utility</u>										
										Check Total
053417	CK	7/7/2015	1960	Special District Risk Mgmt.	033922	VO	50946	6/9/2015	0.00	34,072.88
<u>Workerscomp/Annual</u>										

Mojave Air & Space Port

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Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053418	CK	7/7/2015	1962	Sprint	01-16		034029	VO	55061151198636	6/24/2015	0.00	47.78
<u>Telecommunications</u>												
053419	CK	7/7/2015	1978	Security Benefit	01-16		033960	VO	PPE 05/17/15	5/22/2015	0.00	2,466.91
053419	CK	7/7/2015	1978	Security Benefit	01-16		033994	VO	PPE 05/31/15	6/5/2015	0.00	2,466.91
053419	CK	7/7/2015	1978	Security Benefit	01-16		033995	VO	PPE 6/14/15	6/19/2015	0.00	2,466.91
											Check Total	7,400.73
053420	CK	7/7/2015	2136	UNUM Life Ins. Co.	01-16		033962	VO	0558036-001/JUL	6/9/2015	0.00	1,553.09
<u>Insurance</u>												
053421	CK	7/7/2015	2230	Verizon Wireless	01-16		033998	VO	9747208136	6/12/2015	0.00	366.07
053421	CK	7/7/2015	2230	Verizon Wireless	01-16		033999	VO	9747208137	6/12/2015	0.00	573.00
											Check Total	939.07
053422	CK	7/7/2015	2450	Xerox Corporation	01-16		034024	VO	080244486	7/1/2015	0.00	534.83
<u>Printer Rental & Usage</u>												
053423	CK	7/7/2015	3001	Wojtkiewicz, Kevin	01-16		033950	VO	19369018-20	6/9/2015	0.00	116.00
053423	CK	7/7/2015	3001	Wojtkiewicz, Kevin	01-16		034022	VO	15163B17609	6/9/2015	0.00	33.69
											Check Total	149.69
053424	CK	7/7/2015	3220	Hatfield-Ray	01-16		034013	VO	9698/JUNE	6/17/2015	0.00	1,500.00
<u>Employee Benefit Reimbursement</u>												

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Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053425	CK	7/7/2015	3551	Janet Kelly	01-16		034003	VO	15071BZ9337	3/5/2015	0.00	72.98
<u>Employee Benefit Reimbursement</u>												
053426	CK	7/7/2015	3556	Sterbens, Michael	01-16		033958	VO	4193058/060415	6/4/2015	0.00	397.00
053426	CK	7/7/2015	3556	Sterbens, Michael	01-16		034019	VO	5915631 2015	6/17/2015	0.00	164.98
053426	CK	7/7/2015	3556	Sterbens, Michael	01-16		034020	VO	378900/06-23-15	6/23/2015	0.00	192.00
											Check Total	753.98
<u>Employee Benefit Reimbursement</u>												
053427	CK	7/7/2015	3820	Teeter-Sara	01-16		034021	VO	14462158	6/22/2015	0.00	675.00
<u>Employee Benefit Reimbursement</u>												
053428	CK	7/7/2015	3875	Stuart O. Witt	01-16		033949	VO	4441/061015	6/10/2015	0.00	146.00
<u>Employee Benefit Reimbursement</u>												
053429	CK	7/7/2015	4000	Fang D.D.S.-Ted Y. T.	01-16		034014	VO	9681/06-23-15	6/23/2015	0.00	529.00
053429	CK	7/7/2015	4000	Fang D.D.S.-Ted Y. T.	01-16		034015	VO	9681/06-18-15	6/18/2015	0.00	311.00
											Check Total	840.00
<u>Employee Benefit</u>												
053430	CK	7/7/2015	4008	Jones, DDS-Michael B.	01-16		034030	VO	56949/6-19-15	6/19/2015	0.00	176.00
<u>Employee Benefit</u>												

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Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
053431	CK	7/7/2015	4225	Tehachapi Optometric	01-16		034032	VO	30/6-25-15	6/25/2015	0.00	535.00
053431	CK	7/7/2015	4225	Tehachapi Optometric	01-16		034033	VO	30/6-25-15/2	6/25/2015	0.00	30.00
053431	CK	7/7/2015	4225	Tehachapi Optometric	01-16		034034	VO	30/6-25-15/3	6/25/2015	0.00	455.00
053431	CK	7/7/2015	4225	Tehachapi Optometric	01-16		034035	VO	30/6-25-15/4	6/25/2015	0.00	246.00
Employee Benefit											Check Total	1,266.00
053432	CK	7/7/2015	4523	Perez-Gerardo	01-16		034016	VO	35975/43968-1	6/17/2015	0.00	100.00
053432	CK	7/7/2015	4523	Perez-Gerardo	01-16		034017	VO	35973/43968-3	6/17/2015	0.00	60.00
053432	CK	7/7/2015	4523	Perez-Gerardo	01-16		034018	VO	000002/864978	6/17/2015	0.00	1,032.00
053432	CK	7/7/2015	4523	Perez-Gerardo	01-16		034031	VO	36095/43968-4	6/30/2015	0.00	1,000.00
Employee Benefit Reimbursement											Check Total	2,192.00

Check Count: 50

190,167.55

Acct Sub Total:

Check Type	Count	Amount Paid
Regular	50	190,167.55
Hand	0	0.00
Electronic Payment	0	0.00
Void	0	0.00
Stub	0	0.00
Zero	0	0.00
Mask	0	0.00
Total:	50	190,167.55

Company Disc Total

Company Total

190,167.55

0.00

Check Nbr	Company:	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
003790	FAAAIP	CK	7/7/2015	1500	Bakersfield Californian	01-16	01-16	300944	VO	2620294/GRANT29	5/31/2015	0.00	2,456.61
003790	FAAAIP	CK	7/7/2015	0220	Bakersfield Californian	01-16	01-16	300945	VO	2623201/GRANT29	6/30/2015	0.00	810.87
Advertising/RW 8-26													
003791	FAAAIP	CK	7/7/2015	0374	Crafco, Inc.	01-16	01-16	300941	VO	99911579/RW1230	6/25/2015	0.00	5,821.25
Crack Seal/RW 12-30													
003792	FAAAIP	CK	7/7/2015	0558	EnerSource Engineering	01-16	01-16	300946	VO	1667-2/GRANT 29	6/24/2015	0.00	9,042.00
Engineering Svc/RW 8-26													
003793	FAAAIP	CK	7/7/2015	0559	Environmental Concepts	01-16	01-16	300942	VO	215212/RW12-30	6/4/2015	0.00	18,976.44
Crack Seal/RW 12-30													
003794	FAAAIP	CK	7/7/2015	1880	David E. Russell	01-16	01-16	300943	VO	OCT-JUN/RW12-30	6/15/2015	0.00	4,380.00
Engineering Svc/RW 12-30													

Check Count: 5
 Acct Sub Total: 41,487.17

Check Type	Count	Amount Paid
Regular	5	41,487.17
Hand	0	0.00
Electronic Payment	0	0.00
Void	0	0.00
Stub	0	0.00
Zero	0	0.00
Mask	0	0.00
Total:	5	41,487.17

Mojave Air & Space Port-FAAAIP

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Check Nbr	Check Type	Check Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid		
											Company Disc Total	0.00	Company Total	41,487.17

MOJAVE
AIR AND SPACE PORT

STAFF MEMORANDUM

TO: Board of Directors

FROM: Stuart Witt

SUBJECT: BHK Proposal

MEETING DATE: July 7, 2015

Background:

Staff has asked BHK to submit a proposal to audit fiscal year 14-15. Approval of the attached proposal will enable staff to schedule the audit in advance, while the current audit is underway.

Impacts:

Fiscal: \$25,000 budgeted dollars

Environmental: None

Legal: None

Recommended Action:

Approve the proposal to engage BHK to conduct the FY 14-15 audit.



BARBICH HOOPER KING
DILL HOFFMAN

ACCOUNTANCY CORPORATION

June 17, 2015

Board of Directors
Mojave Air & Spaceport
1434 Flightline
Mojave, California 93501

We are pleased to respond to your Board's request regarding a fee estimate proposal for the audit engagement to be performed for Mojave Air & Spaceport, (hereafter referred to as "the District") for the year ending June 30, 2015.

Our client service team will ensure that you receive the highest degree of professional accounting and other consulting services on a timely and efficient basis. Geoffrey King, audit partner, will have overall responsibility for the audited financial statements and business advisory aspects of your engagement. Mark Gehring, manager in the accounting and auditing department, will have responsibility for assisting Mr. King in coordinating all aspects of your engagement. Both Mr. King and Mr. Gehring have numerous years of experience in Governmental and Special District audits. In addition to our overall experience, we have previous experience with a number of other Special Districts in the Kern County (See Appendix A).

As auditors, our role is to work directly with and for the respective organizations governing board. While we will have a day to day ongoing working relationship with your management team, ultimately, we are always responsible and accountable to the governing board. We are always open to direct communications with such boards. We pride ourselves on good communication with the respective board and management team.

We have put together an engagement team with the skills, resources and, above all, the commitment to enable us to make a distinct contribution to your success. We offer you numerous services, including the following:

- **Responsive service** - In our business, professional and working relationships, we strive for responsive, quality service. What this means to the Authority is that we can guarantee our work will be timely, of high quality and sensitive to your needs.
- **Pro-active approach** - Our approach is pro-active rather than reactive. We don't just respond to change, we anticipate it. This means we are well equipped to advise you about new opportunities for increasing efficiency and competitiveness.
- **Business approach to the engagement** - Our professionals have the experience and the industry expertise to meet your business, financial statement, and consulting requirements now and as you continue to grow. Each member of your client engagement team is committed to long-term client service.
- **Seamless transition** - We are experienced in replacing other accountants, and we offer tangible benefits in transition. A fresh look is vital in rethinking the accounting process to achieve cost and productivity improvements. We commit to a rapid and smooth transition.

P.O. BOX 11171 | BAKERSFIELD, CA 93389

5001 E. COMMERCENTER DRIVE | SUITE 350 | BAKERSFIELD, CA 93309

(661) 631-1171 OFFICE | (661) 631-0244 FAX | BHKCPAS.com

We subscribe to a review of our practice by our peers every three years. This review includes actual tests of our audit, review and compilation engagements as well as our internal system for maintaining quality control and the continuing education of our staff. This peer review was most recently completed in November 2013, at which time our firm received an unqualified report. Our firm has not been the subject of any disciplinary actions of the California State Board of Accountancy, California Society of Certified Public Accountants, the American Institute of Certified Public Accountants, or any other regulatory body of the accounting profession.

We strive to add value that is greater than the costs of our fees. Our objective is to provide outstanding client service at a reasonable fee. The fee we charge will be commensurate with the level of experience and effort required to complete the work. We keep our fees to a minimum by assigning experienced personnel to the engagement and by involving your accounting staff as much as possible so that our representatives can concentrate on the significant phases of the engagement. We do not believe that fees should be a primary basis for selecting an accounting firm. These decisions should be based on industry experience, commitment to client service and the ability to get the job done in the most efficient manner possible. Therefore, we would be happy to discuss the fees for our proposed services in more detail. Our estimated fee for the audited financial statements for the years ended June 30, 2015 is estimated in the range of \$22,000 - \$25,000 (inclusive of all travel and out of pocket costs). In addition, if the audit requires specific compliance work with respect to any Federal grants requiring an A-133 audit, we estimate the cost of such A-133 audit procedures could add fees in a range of \$2,500 - \$5,000. The final amount charged will be based on the level of involvement by District staff and the amount of time spent testing the general ledger.

In order to meet these projections we have anticipated maximum assistance from the District's accounting staff and management. If during our engagement any extraordinary matters come to our attention, and an extension of our services beyond the scope of our intended engagement as described in this proposal is required, we reserve the right to consult with you regarding an adjustment to the fees quoted for the periods noted above. The fee estimates presented herein are developed based upon your current accounting and management systems in place. Fees for our services are billed on a monthly basis and are due upon presentation.

For additional services performed, billing for such services would be at the rates in effect at the time services are performed. Rates currently in effect are as follows, which may increase nominally each year:

Partner	\$ 260
Manager	210
Senior/Supervisor	90 - 130
Staff Accountant	65 - 80
Administrative Staff	50

We appreciate the opportunity to be of service to you. Please contact Mark or myself should you have any further questions.

BARBICH HOOPER KING
DILL HOFFMAN
Accountancy Corporation


By: Geoffrey B. King, CPA


By: Mark Gehring, CPA



For all your printing needs...paper, apparel and more!

My Printing Company, Inc.

Office 661-824-1MPC • Fax 661-824-1670
P.O. Box 786 • Mojave, CA 93502

1 July 2015

To The Mojave Air and Space Port Board,

As my agreement with you has terminated on June 30, 2015 and I am to pay all back payments and have rent current to that date. I am requesting a 30-day extension to comply with that agreement. The new extended date would be July 31,2015. My funding has been delayed and I need the extension to comply.

I have been a long time tenant and supported the airport and promoted the airport to potential tenants. I also realize the business aspect and needing to clear the books on old matters. With the extension, I believe we will all be satisfied with the result, a zero balance.

Regards,

Candace McCarthy, *President*
My Printing Company Inc.

MOJAVE
AIR AND SPACE PORT
STAFF MEMORANDUM

TO: Board of Directors
FROM: Kevin Wojtkiewicz, COO
SUBJECT: Tenant retention improvements (fitness center)
MEETING DATE: July 7, 2015

Background:

MASP has identified tenant retention, highlighted in the strategic plan, as an integral part of its future success. The first project selected to accomplish this goal is a fitness center. The location selected for this project is the east side of the Stuart O. Witt Event Center. The location needs renovations/improvements before a fitness center can occupy the space. The work will consist of heating & A/C, electrical, lighting, flooring and ceiling insulation. Initially, we estimate \$60,000 will be used for these expenses to make the space rentable by an existing fitness center operator. The remaining \$40,000 would be allocated toward equipment and security hardware if the District should operate the facility in lieu of a tenant.

The Board has previously approved a \$100,000 capital expenditure in the FY 15-16 budget for tenant retention project. This request is to allocate the funds specifically toward a fitness center.

Impacts:

Fiscal: up to \$100,000 budgeted dollars \$60,000 for the initial investment

Environmental: N/A

Legal: N/A

Recommended Action:

- Approve the capital expenditure allocation of \$60,000 for fitness center improvements to the east side of the Event Center.
- Approve management of the funds by the CEO.

CSDA BOARD OF DIRECTORS 2015 ELECTION



**CENTRAL
NETWORK**

SEAT A

term ends 2018

Please vote for only one.

Joel Bauer*
West Side Cemetery District

Walter Ritchie
Bear Valley Community Services District

All fields must be completed for ballot to be counted.

** incumbent running for re-election*

SIGNATURE:	DATE:
MEMBER DISTRICT:	

Must be received by 5pm, August 7, 2015. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814



**California Special
Districts Association**
Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2015 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat A. Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat A and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 7, 2015**.

If you do not use the enclosed envelope, please mail in your ballot to:
California Special Districts Association
Attn: 2015 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@csgda.net with any questions.

My name is **Joel Bauer** and it is my desire to be re-elected to the CSDA Board of Directors.

I have worked for West Side Cemetery District for the past 18 years, and have an understanding of the challenges and issues that all Special Districts face and deal with on a daily basis, in an ever-changing society.

I have worked with many different types of Special Districts and appreciate the commitment that the Trustees, Managers, and Employees have for their respective districts and the desire they show to serve their communities.

I am currently serving on the CSDA Board of Directors and enjoy working with all the different types of Districts and individuals representing those Districts. For the past 8 years I have served on the Board of Directors for the California Association of Public Cemeteries, I have been named as a Mentor Manager for that organization and am currently on the Executive Committee as the Vice President.

I believe that any organization is only as good as those representing it. In the time that I have been involved with CSDA I have observed the professional high standards held by everyone and the commitment they have in serving all Special Districts.

If elected I will do my best to represent the Central Network with the professionalism and high standards that it has come to expect from CSDA.

Thank you for your consideration of me in serving the Central Network.

TO: California Special Districts Association
Sacramento, CA 95814

FROM: Walter Ritchie, Director
Bear Valley Springs CA

RE: Candidate Statement
Seat A, Central Network

DATE: May 20, 2015

CSDA: Board of Directors
Members: CSDA

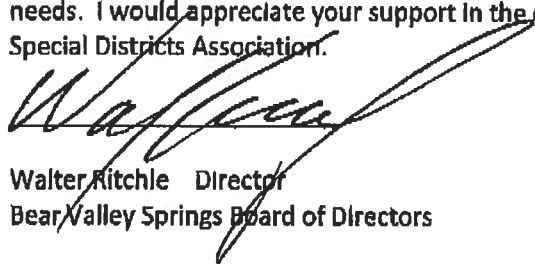
I am Walter Ritchie. Currently, I serve on the Board of Directors for Bear Valley Springs, California. I was sworn in on December 11, 2014. After my successful bid for the office, I immediately requested any and all classes available to me by the CSDA. Within 4 weeks I attended the CSDA Ethics Class, and requested to attend the entire CSDA Leadership Academy as soon as possible. I am tentatively scheduled for that class later this year.

I am a retired police officer and retired Special Education Teacher here in California. I was nominated for Teacher of the Year for Kern County Superintendent of Schools and received letters of Commendation for working with the Humboldt County Grand Jury and many commendation for my extensive background in Law Enforcement Training.

I am a Nationally recognized public speaker in the areas of Sexual Harassment, Cultural Diversity and 38 areas of Certified training in Law Enforcement. I also teach the entire Federal Bureau of Prisons Academy throughout the United States. I have also published books and Manuals on many of these subjects.

I was Captain of the Varsity Forensics Team at Cal State University, East Bay, debating throughout the United States, then attended graduate schools including, Pepperdine University, University of San Diego, Cal State Univ. Long Beach, National University and had been accepted at University of London, London, England in their PhD program which I did not attend.

Laws and the interpretation and training of laws is my specialty. The CSDA is an organization committed to the special districts in California. The CSDA provides the foundation for any successful Director. Training, support and information are the keys to that success. I believe my qualifications fit these needs. I would appreciate your support in the coming election for Seat A, Central Network, California Special Districts Association.



Walter Ritchie Director
Bear Valley Springs Board of Directors