



Midpeninsula Regional
Open Space District

Memorandum

DATE: February 24, 2017

MEMO TO: Bond Oversight Committee Members

FROM: Stefan Jaskulak, Chief Financial Officer



SUBJECT: Measure AA Labor Reimbursement – MAA 04-002

At its meeting on February 21, 2017, the Committee requested more detailed information and support regarding the labor reimbursement charges for the sample selected for review.

The MAA 04-002 project relates specifically to final phase of the overall Watershed Protection Program (WPP) for the El Corte de Madera preserve that was started in 2004 to improve water quality degraded from excessive erosion and runoff, due to years of motorcycle activity prior to District ownership.

The major tasks completed by field crews included construction of a new bridge over a trail used by both bikers and hikers (please refer to photo on page 22 of the Annual Accountability Report), rehabilitation of trails to improve erosion control and runoff, conversion (narrowing) of a road to a trail, and removal of an abandoned logging road.

During the meeting, District staff explained that the current process is to reimburse the internal labor expenses once per fiscal year, and that the timecards are signed by the Area Superintendent and the Operations Manager for each pay-period as the year progresses. The Committee voiced concern over the frequency of the reimbursement and the fact that the project manager will only be able to review these internal labor charges once a year.

We understand the Committee's concern and agree that the frequency should be increased, which improves the visibility of the charges for the project managers. For the current fiscal year ending June 30, 2017, we are preparing a six-month reimbursement (July-December), after which we will start with a quarterly reimbursement processing.

Please note that this is still a manual and paper-driven process. We are also exploring options to embed this information/process in our time-keeping system, which will effectively book the reimbursement for internal labor to each project on a bi-weekly basis.

Prepared by: Andrew Taylor, Sr. Accountant

Attachments:

1. Summary spreadsheet of labor charges and crew timecards

Employee	Title	Hourly Rate	15-9	15-10	15-11	15-12	15-13	15-14	15-15	15-16	15-17	15-18	15-19	15-20	15-21	Total Hours	Total \$
Grant KERN	Maintenance/Const/Resource Supervisor	\$ 36.52	8	21	16	38	43.5	48	57	36.5	68	60	50	22	44	512	\$ 18,697.73
Eric STANTON	Equipment Mechanic Operator	\$ 34.75	8	45.5	66.5	41	59.5	54	57	71.5	68	70	40	0	59	640	\$ 22,242.56
Steve NEIGHBORS	Open Space Technician	\$ 25.26		53	33		60	39	60.5	55.5	68	80	57.5	22	44	572.5	\$ 14,463.07
Brennon MCKIBBIN	Open Space Technician	\$ 31.55			9	3	60	52	49.5	38.5		6			45	263	\$ 8,296.60
Frank HEALY	Open Space Technician Equipment Mechanic	\$ 25.26	10	55	26	16	15	16	9			6				153	\$ 3,865.24
Ken BOLLE	Operator	\$ 36.52	8	39.5	50.5	31	63	53	54	55.5	9	78.5	57	22	58	579	\$ 21,144.50
Brendan DOLAN	Lead Open Space Technician	\$ 34.78	12	62	55	40	32	14	58			2				275	\$ 9,565.33
Joe MACKESSY	Lead Open Space Technician	\$ 22.97				9	69	35	48	8						169	\$ 3,881.42
Natalie LEIGHTON	Seasonal Open Space Technician	\$ 18.39		8	18		9									35	\$ 643.72
Chris PERRY	Seasonal Open Space Technician	\$ 19.32		55	56	15										126	\$ 2,434.45
Corri FRAZIER	Seasonal Open Space Technician	\$ 18.39			14	8										22	\$ 404.62
Scott COTTEREL	Open Space Technician	\$ 31.55			6											6	\$ 189.28
Steve REED	Open Space Technician	\$ 31.55			13											13	\$ 410.10
Steve DAVISON	Open Space Technician	\$ 33.12		15	6											21	\$ 695.58
Richard HOPP	Open Space Technician	\$ 31.55	10		6							6				22	\$ 694.01
Total Salary																	\$ 107,628.20
Benefits & Overhead @ 40%																	\$ 150,679.48

The 2004 EDcM Watershed Protection Program (WPP) was a comprehensive approach to reducing sedimentation to the aquatic ecosystem as a result of legacy logging, road construction, and recreational motorcycle use in the Preserve prior to District ownership. The WPP included road-to-trail conversion (narrowing), road and trail upgrades (drainage improvements), bridge installation, culvert removal and upgrades, and general best practices for erosion control. The Methuselash Bridge was one of the last of the high- and moderate- priority sites to be addressed under the WPP. Prior to the bridge installation, Preserve users skidded down a dirt trail into the creek; now the bridge provides a safe, dry crossing for Preserve users in all seasons.



Project Name: El Corte de Madera Watershed Protection Program Final for 2004 survey

Measure AA Number: 4-2

Pay Period: 15- 9 Dates April 13-26, 2015

WEEK 1

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Grant Kern	MRS						-	
Ken Bolle'	EMO					8	8.00	Move equipment in to Disneyland work site
Eric Stanton	EMO					8	8.00	
	EMO					8	8.00	
	LOST						-	
	LOST						-	
	OST						-	
	OST						-	
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

WEEK 2

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
	MRS						-	
	EMO						-	
	EMO						-	
	EMO						-	
	LOST						-	
	LOST						-	
	OST						-	
	OST						-	

Area Superintendent Sign-off (electronic initials are sufficient)

Operations Manager Sign-off (electronic initials are sufficient)

Date:

5/7/2015

Date:

5/19/15



Project Name: Methuselah Bridge construction

Measure AA Number: 4-2

Pay Period: 15- 9

WEEK 1

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
	MRS						-	
	EMO						-	
	EMO						-	
	EMO						-	
Brendan Dolan	LOST		5	7			12.00	Moving material to site
Rich Hopp	OST		5	5			10.00	
Frank Healey	OST		5	5			10.00	
	OST						-	
	OST						-	
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

WEEK 2

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
	MRS						-	
	EMO						-	
	EMO						-	
	EMO						-	
	LOST						-	
	OST						-	
	OST						-	
	OST						-	
	OST						-	
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

Area Superintendent Sign-off (electronic initials are sufficient)

Operations Manager Sign-off (electronic initials are sufficient)

Date:

Date:

5/7/2015

5/19/15



Project Name: Methuselah Bridge construction

Measure AA Number: 4-2

Pay Period: 15- 10

WEEK 1

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Ken Bolle	MRS						-	
	EMO	7			9		16.00	Moving Material to project site
Eric Stanton	EMO	7			9	7	23.00	Installing bridge
Grant Kern	EMO					7	7.00	
Brendan Dolan	LOST	7	9	8	9	7	40.00	
Steve Neighbors	OST	7	9		9	7	32.00	
Frank Healey	OST		9	8	9	7	33.00	
	OST						-	
	OST						-	
Chris Perry	SOST	7	9	8	9		33.00	
	SOST						-	
	SOST						-	
	SOST						-	

WEEK 2

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Ken Bolle	MRS						-	
	EMO						-	
Eric Stanton	EMO						-	
Grant Kern	EMO		8		6		14.00	Removing old trail
Brendan Dolan	LOST		8		7	7	22.00	Bridge construction
Steve Neighbors	OST		8		6	7	21.00	Removing old trail
Frank Healey	OST		8		7	7	22.00	Bridge construction
Steve Davison	OST		8		7		15.00	Bridge construction
	OST						-	
Chris Perry	SOST		8		7	7	22.00	Bridge construction
Natalie Leighton	SOST		8				8.00	
	SOST						-	
	SOST						-	

Area Superintendent Sign-off (electronic Initials are sufficient)

Operations Manager Sign-off (electronic Initials are sufficient)

Date:

5/15/2015

Date:

5/15/2015



Project Name:

El Corte de Madera Watershed Protection Program Final for 2004 survey

Measure AA Number:

4-2

Pay Period:

15- 10 April 27-May 10 2015

WEEK 1

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
	MRS						-	
	EMO							
	EMO							
	EMO						-	
	LOST						-	
	LOST						-	
	OST						-	
	OST						-	
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

WEEK 2

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Eric Staton	MRS						22.50	
	EMO		9		6.7	7.5	23.50	Disneyland Road Removal
Ken Bolle	EMO		9		7	7.5	23.50	Disneyland Road Removal
	EMO						-	
	LOST						-	
	LOST						-	
	OST						-	
	OST						-	
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

Area Superintendent Sign-off (electronic Initials are sufficient)

Operations Manager Sign-off (electronic Initials are sufficient)

ADM
Signature
Date: 5/19/15

5/15/2015



Project Name:

Methuselah Bridge construction

Measure AA Number:

4-2

Pay Period:

15- 11

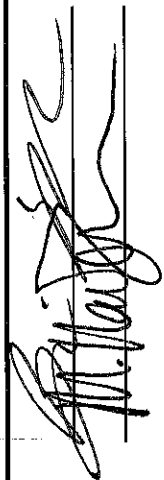
WEEK 1

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
	MRS						-	
	EMO						-	
	EMO						-	
	EMO						-	
Brendan Dolan	LOST	7	5		9	7	28.00	Bridge construction
Steve Reed	OST	7					7.00	Bridge construction
Steve Neighbors	OST	7		8	9	9	33.00	Removing old trail
Frank Healey	OST			8	9	9	26.00	Bridge construction
	OST						-	
Chris Perry	SOST	7		8	9	9	33.00	Bridge construction
Natalie Leighton	SOST				9	9	18.00	Bridge construction
	SOST						-	
	SOST							

WEEK 2

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
	MRS						-	
	EMO						-	
	EMO						-	
	EMO						-	
Brendan Dolan	LOST		8	6	6	7	27.00	Bridge construction
	OST						-	
	OST						-	
	OST						-	
	OST						-	
Chris Perry	SOST		8	6		9	23.00	Bridge construction
Corri Frazier	SOST		8	6			14.00	Bridge construction
	SOST						-	
	SOST							

Area Superintendent Sign-off (electronic Initials are sufficient)



Date:

5/26/15

Operations Manager Sign-off (electronic Initials are sufficient)

Date:

5/26/15



Project Name:

El Corte de Madera Watershed Protection Program Final for 2004 survey

Measure AA Number:

4-2

Pay Period:

15- 11 Date Range May 11-May 24

WEEK 1

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Eric Stanton	MRS						-	
	EMO	6	3.5	9	9	9	36.50	Disneyland road removal
Ken Bolle'	EMO	6	3.5	9	9	9	36.50	Disneyland road removal
	EMO						-	
	LOST						-	
	LOST						-	
Scott Cotterel	OST				6		6.00	Brush clearing for road removal
Steve Reed	OST				6		6.00	Brush clearing for road removal
Steve Davison	OST				6		6.00	Brush clearing for road removal
Richard Hopp	OST				6		6.00	Brush clearing for road removal
	SOST						-	
	SOST						-	

WEEK 2

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Eric Stanton	MRS						-	
	EMO		9	5	9	7	30.00	Disneyland road removal
Ken Bolle'	EMO		9	5			14.00	Disneyland road removal
Grant Kern	EMO				9	7	16.00	Disneyland road removal
	LOST						-	
	LOST						-	
Brennon McKibbin	OST		9				9.00	Disneyland road removal
	OST						-	
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

Area Superintendent Sign-off (electronic Initials are sufficient)

Date:

5/26/15

Operations Manager Sign-off (electronic Initials are sufficient)

Date:

5/26/15



Project Name: El Corte de Madera Watershed Protection Program Final for 2004 survey

4-2

Measure AA Number:

Pay Period: 15- 12 Date Range May 25-June 7

WEEK 1

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Eric Stanton	MRS						-	
	EMO		6	3	8	4	21.00	Disneyland road removal
Grant Kern	EMO		6		8	4	18.00	Disneyland road removal
	EMO						-	
	LOST						-	
	LOST						-	
Brennon McKibbin	OST			3			3.00	Disneyland road removal
	OST						-	
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

WEEK 2

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
	MRS						-	
Eric Stanton	EMO			5	7.5	7.5	20.00	Disneyland road removal and equipment transport to next job site on El Corte de Madera Creek and Resolution Trails
Grant Kern	EMO			5	7.5	7.5	20.00	Disneyland road removal and equipment transport to next job site on El Corte de Madera Creek and Resolution Trails
	EMO						-	
	LOST						-	
	LOST						-	
	OST						-	
	OST						-	
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

Area Superintendent Sign-off (electronic Initials are sufficient)

Operations Manager Sign-off (electronic Initials are sufficient)

Eric Stanton

Date:

6-8-15

Date:

6/8/15



Project Name: Methuselah Bridge construction

Measure AA Number: 4-2

Pay Period: 15-12 May 25-June 7 2015

WEEK 1

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Ken Bolle	MRS						-	
	EMO		8	7			15.00	Building footings for second bridge
	EMO						-	
	EMO						-	
Brendan Dolan	LOST		8	7	9		24.00	Building footings for second bridge
	OST						-	
	OST						-	
	OST						-	
	OST						-	
Chris Perry	SOST		8	7			15.00	Building footings for second bridge
Corri Frazier	SOST		8				8.00	Building footings for second bridge
Joe MacKessy	SOST				9		9.00	Building footings for second bridge
	SOST							

WEEK 2

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Ken Bolle	MRS						-	
	EMO				9	7	16.00	Building footings for second bridge
	EMO						-	
	EMO						-	
Brendan Dolan	LOST				9	7	16.00	Building footings for second bridge
	OST						-	
Frank Healey	OST				9	7	16.00	Building footings for second bridge
	OST						-	
	OST						-	
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

Area Superintendent Sign-off (electronic Initials are sufficient)

Operations Manager Sign-off (electronic Initials are sufficient)

Michael H. Healey
Date: 6-8-15
Michael H. Healey
Date: 6/8/15



Project Name: Methuselah Bridge construction

Measure AA Number: 4-2

Pay Period: 15-13 June 8-June 21, 2015

WEEK 1

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Ken Bolle	MRS						-	
	EMO	7	9	8	2	7	33.00	Bridge footings for 2nd bridge
	EMO						-	
	EMO						-	
Brendan Dolan	LOST	6	9	8	2	7	32.00	Bridge footings for 2nd bridge
	OST						-	
	OST						-	
	OST						-	
	OST						-	
Joe MacKessy	SOST	7	9	8			24.00	Bridge footings for 2nd bridge
	SOST						-	
	SOST						-	
	SOST						-	

WEEK 2

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Ken Bolle	MRS						-	
	EMO		8	6	9	7	30.00	Concrete work on 2nd footing
Grant Kern	EMO				9		9.00	
	EMO						-	
Brendan Dolan	LOST		8	6	9	7	30.00	Concrete work on 2nd footing
Brennon McKibbin	OST				9	7	16.00	
	OST						-	
	OST						-	
	OST						-	
Joe MacKessy	SOST			6	9		15.00	
Frank Healey	SOST		8				8.00	
Natalie Leighton	SOST				9		9.00	
	SOST							

Area Superintendent Sign-off (electronic Initials are sufficient)

Operations Manager Sign-off (electronic Initials are sufficient)

Date: 6/22/15

Date: 6/22/15



Project Name: El Corte de Madera Watershed Protection Program Final for 2004 survey

Measure AA Number: 4-2

Pay Period: 15- 13 Date Range June 8-June 21, 2015

WEEK 1

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Grant Kern	MRS						-	
	EMO	7	9	7		6	29.00	El Corte de Madera Creek Trail water bars
Eric Stanton	EMO	7	9	2	7.5	6	31.50	El Corte de Madera Creek Trail water bars
	EMO						-	
	LOST						-	
	LOST						-	
Steve Neighbors	OST	7	9	7	7.5	7	37.50	El Corte de Madera Creek and Resolution Trail water bars
Brennon McKibbin	OST	7	9	7	7.5		30.50	El Corte de Madera Creek and Resolution Trail water bars
Frank Healy	SOST					7	7.00	El Corte de Madera Creek and Resolution Trail water bars
	SOST						-	
	SOST						-	
	SOST						-	

WEEK 2

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Eric Stanton	MRS						-	
	EMO		7.5	6	9	5.5	28.00	El Corte de Madera Creek Trail water bars
Grant Kern	EMO					5.5	5.50	El Corte de Madera Creek Trail water bars
	EMO						-	
	LOST						-	
	LOST						-	
Brennon McKibbin	OST		7.5	6			13.50	El Corte de Madera Creek and Resolution Trail water bars
Steve Neighbors	OST		7.5	6	9		22.50	El Corte de Madera Creek and Resolution Trail water bars
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

Area Superintendent Sign-off (electronic initials are sufficient)

Operations Manager Sign-off (electronic initials are sufficient)

Date:

Date:

[Signature] 6/22/15
[Signature] 6/22/15



Project Name: Methuselah Bridge construction

Measure AA Number: 4-2

Pay Period: 15-14 June 22-July 5, 2015

WEEK 1

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Ken Bolle	MRS						-	
	EMO	7	9	8	9	6	39.00	Moving in material for 2nd bridge
	EMO						-	
	EMO						-	
	LOST						-	
Brennon McKibbin	OST	7	9	8	9	6	39.00	
Steve Neighbors	OST	7	9	8	9	6	39.00	
Frank Healey	OST	7	9				16.00	
	OST						-	
Joe MacKessy	SOST	7	5	8	9	6	35.00	
	SOST						-	
	SOST						-	
	SOST						-	

WEEK 2

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Ken Bolle	MRS						-	
	EMO		7		7		14.00	Building 2nd bridge
	EMO						-	
	EMO						-	
Brendan Dolan	LOST		7		7		14.00	
Brennon McKibbin	OST		7				7.00	
	OST						-	
	OST						-	
	OST						-	
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

Area Superintendent Sign-off (electronic Initials are sufficient)

Operations Manager Sign-off (electronic Initials are sufficient)

[Signature]

Date:

7/6/15

Date:

7/6/15



Project Name:

El Corte de Madera Watershed Protection Program Final for 2004 survey

Measure AA Number:

4-2

Pay Period:

15- 14 Date Range June 22-July 5, 2015

WEEK 1

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Grant Kern	MRS						-	
	EMO	7	8	7.5	7.5	6.5	36.50	El Corte de Madera Creek Trail water bars and road to trail conversions.
Eric Stanton	EMO	7	8	7.5	7.5	6.5	36.50	El Corte de Madera Creek Trail water bars and road to trail conversions.
	EMO						-	
	LOST						-	
	LOST						-	
	OST						-	
	OST						-	
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

WEEK 2

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Eric Stanton	MRS						-	
	EMO		7.5	4			11.50	Road to trail and crib-wall removal
Grant Kern	EMO		7.5	4	6		17.50	Road to trail and crib-wall removal
	EMO						-	
	LOST						-	
	LOST						-	
Brennon McKibbin	OST				6		6.00	Road to trail and crib-wall removal
	OST						-	
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

Area Superintendent Sign-off (electronic Initials are sufficient)

Operations Manager Sign-off (electronic Initials are sufficient)

[Signature] Date: 7/7/15
[Signature] Date: 7/9/15



Project Name: Methuselah Bridge construction

Measure AA Number: 4-2

Pay Period: 15-15 July 6-July 19, 2015

WEEK 1									
Name	Title	M	T	W	TH	F	TOTAL	Project Tasks	
Ken Bolle	MRS						-		
	EMO	5	9		9	7	30.00	Building 2nd bridge	
	EMO						-		
	EMO						-		
Brendan Dolan	LOST	5	9	4	9	7	34.00	Building 2nd bridge	
Steve Neighbors	OST	5	9	6	9	7	36.00	Building 2nd bridge	
	OST						-		
	OST						-		
	OST						-		
Joe MacKessy	SOST			6	9	7	22.00	Building 2nd bridge	
	SOST						-		
	SOST						-		
	SOST						-		

WEEK 2									
Name	Title	M	T	W	TH	F	TOTAL	Project Tasks	
Ken Bolle	MRS						-		
	EMO		8		9	7	24.00	Building 2nd bridge	
	EMO						-		
	EMO						-		
Brendan Dolan	LOST		8		9	7	24.00	Building 2nd bridge	
Steve Neighbors	OST		8		9		17.00	Building 2nd bridge	
Frank Healey	OST					9	9.00	Building 2nd bridge	
	OST						-		
	OST						-		
Joe MacKessy	SOST		8		9	9	26.00	Building 2nd bridge	
	SOST						-		
	SOST						-		
	SOST						-		

Area Superintendent Sign-off (electronic Initials are sufficient)

Operations Manager Sign-off (electronic Initials are sufficient)

Date:

Date:

[Signature] 7/20/15
[Signature] 7/20/15



WEEK 1

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
	MRS						-	
Eric Stanton	EMO	6	7		9	6.5	28.50	El Corte de Madera Creek Trail Road-to-Trail conversion including culvert and ditch installation
Grant Kern	EMO	6	7		9	6.5	28.50	El Corte de Madera Creek Trail Road-to-Trail conversion
	EMO						-	
	LOST						-	
	LOST						-	
Brennon McKibbin	OST	6	7		9	6.5	28.50	El Corte de Madera Creek Trail Road-to-Trail conversion
	OST						-	
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

WEEK 2

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
	MRS						-	
Eric Stanton	EMO		7.5	4.5	9	7.5	28.50	Install rock ford, rock section of trail near new ford and culvert on El Corte de Madera Creek Trail
Grant Kern	EMO		7.5	4.5	9	7.5	28.50	Install rock ford, rock section of trail near new ford and culvert on El Corte de Madera Creek Trail
	EMO						-	
	LOST						-	
Brennon McKibbin	LOST		7.5	4.5	9		21.00	Install rock ford, rock section of trail near new ford and culvert on El Corte de Madera Creek Trail
Steve Neighbors	OST					7.5	7.50	Install rock ford, rock section of trail near new ford and culvert on El Corte de Madera Creek Trail
	OST						-	
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

Area Superintendent Sign-off (electronic Initials are sufficient)

Date: 7/29/15

Operations Manager Sign-off (electronic Initials are sufficient)

Date: 7/29/15



Project Name: El Corte de Madera Watershed Protection Program Final for 2004 survey

4-2

Measure AA Number:

Pay Period: 15- 16 Date Range 7/20 - 8/2/2015

WEEK 1

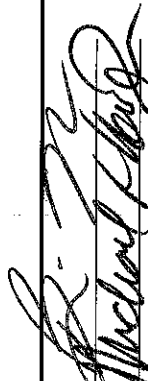
Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Eric Stanton	MRS						-	
Ken Bolle	EMO	7	8	8	9	7.5	39.50	Rocking outflow of road width fords
Grant Kern	EMO		8	8		7.5	23.50	Rocking outflow of road width fords
	EMO				9		9.00	Transport equipment to Blue Blossom
	LOST						-	
	LOST						-	
Brennon McKibbin	OST	7	8					Blue Blossom restoration starting 7/24. Finish El Corte de Madera Creek Trail rehab
Steve Neighbors	OST		8	8		7.5	31.50	Blue Blossom restoration starting 7/24. Finish El Corte de Madera Creek Trail rehab
Joe Mackessy	SOST				8			Blue Blossom restoration starting 7/24. Finish El Corte de Madera Creek Trail rehab
	SOST						8.00	
	SOST						-	
	SOST						-	
	SOST						-	

WEEK 2

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Eric Stanton	MRS						-	
Grant Kern	EMO		8.5	7.5	9	7	32.00	Open Blue Blossom for Road-to-Trail work
Ken Bolle	EMO		8.5	7.5	4.5	7	27.50	Open Blue Blossom for Road-to-Trail work
	EMO		8.5	7.5	9	7	32.00	Open Blue Blossom for Road-to-Trail work
	LOST						-	
	LOST						-	
Steve Neighbors	OST		8.5	7.5	9		25.00	Blue Blossom water bar installation past the Road-to-Trail section
Brennon McKibbin	OST					7	7.00	Blue Blossom water bar installation past the Road-to-Trail section
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

Area Superintendent Sign-off (electronic Initials are sufficient)

Operations Manager Sign-off (electronic Initials are sufficient)

 Date: 8/3/15
 Date: 8/3/15



Project Name: El Corte de Madera Watershed Protection Program Final for 2004 survey

Measure AA Number: 4-2

Pay Period: 15- 17 Date Range 8/3-8/16/2015

Name	Title	WEEK 1							TOTAL	Project Tasks
		M	T	W	TH	F				
Eric Stanton	MRS								-	
	EMO	7	9	4	9	6.5			35.50	Blue Blossom Trail renovation
Grant Kern	EMO	7	9	4	9	6.5			35.50	Blue Blossom Trail renovation
	EMO								-	
	LOST								-	
	LOST								-	
Steve Neighbors	OST	7	9	4	9	6.5			35.50	Blue Blossom Trail renovation
	OST								-	
	SOST								-	
	SOST								-	
	SOST								-	
	SOST								-	

Name	Title	WEEK 2							TOTAL	Project Tasks
		M	T	W	TH	F				
Eric Stanton	MRS								-	
	EMO		7	7.5	9	9			32.50	Blue Blossom Trail renovation
Grant Kern	EMO		7	7.5	9	9			32.50	Blue Blossom Trail renovation
Ken Bolle'	EMO					9			9.00	Blue Blossom Trail renovation
	LOST								-	
	LOST								-	
Steve Neighbors	OST		7	7.5	9	9			32.50	Blue Blossom Trail renovation
	OST								-	
	SOST								-	
	SOST								-	
	SOST								-	
	SOST								-	

Area Superintendent Sign-off (electronic Initials are sufficient)

Operations Manager Sign-off (electronic Initials are sufficient)

Date:

Date:

8/17/15



Project Name:

E| Corte de Madera Watershed Protection Program Final for 2004 survey

Measure AA Number:

4-2

Pay Period:

15-

18 Date Range 8/17-8/30/2015

WEEK 1

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Eric Stanton	MRS						-	
	EMO		10	10	10	10	40.00	Blue Blossom Trail renovation
Grant Kern	EMO		10	10	10	10	40.00	Blue Blossom Trail renovation
Ken Bolle'	EMO		10	10	10	8.5	38.50	
	LOST						-	
	LOST						-	
Steve Neighbors	OST		10	10	10	10	40.00	Blue Blossom Trail renovation
	OST						-	
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

WEEK 2

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Craig Beckman	MRS					4	4.00	Blue Blossom Trail renovation
Eric Stanton	EMO		10	10	10		30.00	Blue Blossom Trail renovation
Grant Kern	EMO				10	10	20.00	Blue Blossom Trail renovation
Ken Bolle'	EMO		10	10	10	10	40.00	Blue Blossom Trail renovation
Brendan Dolan	LOST					2	2.00	Blue Blossom Trail renovation
Brennon McKibbin	LOST					6	6.00	Blue Blossom Trail renovation
Steve Neighbors	OST		10	10	10	10	40.00	Blue Blossom Trail renovation
Frank Healey	OST					6	6.00	Blue Blossom Trail renovation
Rich Hopp	OST					6	6.00	Blue Blossom Trail renovation
Daniel LaFlash	SOST					6	6.00	Blue Blossom Trail renovation
	SOST						-	
	SOST						-	

Area Superintendent Sign-off (electronic Initials are sufficient)

Date:

8/31/15

Operations Manager Sign-off (electronic Initials are sufficient)

Date:

8/31/15



Project Name:

El Corte de Madera Watershed Protection Program Final for 2004 survey

Measure AA Number:

4-2

Pay Period:

15-

19 Date Range 8/31-9/12/2015

WEEK 1

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Eric Stanton	MRS						-	
	EMO		10	10	10	10	40.00	Blue Blossom Trail renovation
Grant Kern	EMO		10	10	10	10	40.00	Blue Blossom Trail renovation
Ken Bolle'	EMO		10	10	10		30.00	
	LOST						-	
	LOST						-	
Steve Neighbors	OST		10	10	10		30.00	Blue Blossom Trail renovation
	OST						-	
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Eric Stanton	MRS						-	
	EMO						-	Blue Blossom Trail renovation
Grant Kern	EMO				10		10.00	Blue Blossom Trail renovation
Ken Bolle'	EMO			7.5	10	9.5	27.00	Blue Blossom Trail renovation
	LOST						-	
	LOST						-	
Steve Neighbors	OST			7.5	10	10	27.50	Blue Blossom Trail renovation
	OST						-	
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

Area Superintendent Sign-off (electronic Initials are sufficient)

Date:

9/16/15

Operations Manager Sign-off (electronic Initials are sufficient)

Date:

9/21/15



Project Name:

El Corte de Madera Watershed Protection Program Final for 2004 survey

Measure AA Number:

4-2

Pay Period:

15- 20 Date Range 9/13-9/27/2015

WEEK 1

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Eric Stanton	MRS						-	
	EMO						-	Blue Blossom Trail renovation
Grant Kern	EMO		9	7	3	3	22.00	Blue Blossom Trail renovation
Ken Bolle'	EMO		9	7	3	3	22.00	
	LOST						-	
	LOST						-	
Steve Neighbors	OST		9	7	3	3	22.00	Blue Blossom Trail renovation
	OST						-	
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

Name	Title	M	T	W	TH	F	TOTAL	Project Tasks
Eric Stanton	MRS						-	
	EMO						-	Blue Blossom Trail renovation
Grant Kern	EMO						-	Blue Blossom Trail renovation
Ken Bolle'	EMO						-	Blue Blossom Trail renovation
	LOST						-	
	LOST						-	
Steve Neighbors	OST						-	Blue Blossom Trail renovation
	OST						-	
	SOST						-	
	SOST						-	
	SOST						-	
	SOST						-	

Area Superintendent Sign-off (electronic Initials are sufficient)

Operations Manager Sign-off (electronic Initials are sufficient)

Date:

Date:

9/28/15



Project Name: Driscoll Ranch Road Work

Measure AA Number: 5-6

Pay Period: 15-21

Dates: 9/28-10/11/2015

Name	Title	WEEK 1							TOTAL	Project Tasks
		M	T	W	TH	F				
Grant Kern	MRS									
	EMO	6	8		8				30.00	Sears Ranch Road culverts and road work
Eric Stanton	EMO	6	8		8				30.00	Sears Ranch Road culverts and road work
Ken Bolle	EMO	6	8		8				30.00	Sears Ranch Road culverts and road work
	LOST									
	LOST									
Steve Neighbors	OST	6	8		8				22.00	Sears Ranch Road culverts and road work
Brennon McKibbin	OST				8				16.00	Sears Ranch Road culverts and road work
	SOST									
	SOST									
	SOST									
	SOST									

Name	Title	WEEK 2							TOTAL	Project Tasks
		M	T	W	TH	F				
Eric Stanton	MRS									
	EMO		8	5	8				29.00	Sears Ranch Road culverts and road work
Grant Kern	EMO			2	8	4			14.00	Sears Ranch Road culverts and road work
Ken Bolle	EMO		8	5	7	8			28.00	Sears Ranch Road culverts and road work
	LOST									
	LOST									
Steve Neighbors	OST		8	2	8	4			22.00	Sears Ranch Road culverts and road work
Brennon McKibbin	OST		8	5	8	8			29.00	Sears Ranch Road culverts and road work
	SOST									
	SOST									
	SOST									
	SOST									

Area Superintendent Sign-off (electronic initials are sufficient)

Operations Manager Sign-off (electronic initials are sufficient)

[Signature] Date: 10/12/15
[Signature] Date: 10/12/15

SHOULD BE BOOKED
TO MAN 5-6 → MISTAKENLY
CORRECTED TO 5-2
CORRECTED ON 46
2017-1173 ATTACHED
\$11,629.19

Employee	Title	Hourly Rate	15-21	
Grant KERN	Maintenance/Construct Resource Supervisor	\$ 36.52	44	\$ 1,606.84
Eric STANTON	Equipment Mechanic Operator	\$ 34.75	59	\$ 2,050.49
Steve NEIGHBORS	Open Space Technician	\$ 25.26	44	\$ 1,111.57
Brennon MCKIBBIN	Open Space Technician	\$ 31.55	45	\$ 1,419.57
Frank HEALY	Open Space Technician	\$ 25.26		
Ken BOLLE	Equipment Mechanic Operator	\$ 36.52	58	\$ 2,118.10
Brendan DOLAN	Lead Open Space Technician	\$ 34.78		
Joe MACKESSY	Lead Open Space Technician	\$ 22.97		
Natalie LEIGHTON	Seasonal Open Space Technician	\$ 18.39		
Chris PERRY	Seasonal Open Space Technician	\$ 19.32		
Corri FRAZIER	Seasonal Open Space Technician	\$ 18.39		
Scott COTTEREL	Open Space Technician	\$ 31.55		
Steve REED	Open Space Technician	\$ 31.55		
Steve DAVISON	Open Space Technician	\$ 33.12		
Richard HOPP	Open Space Technician	\$ 31.55		
Total Salary				\$ 8,306.57
Benefits & Overhead @ 40%				\$ 11,629.19

Journal Report

Department	Number/ Status	Journal Type	Sub Ledger	G/L Date	Description	Source	Reference	Reclassification Journal Type
ADMIN - Admin	2017-00001173 Posted	JE	GL	07/01/2016	To correct posting of MAA labor for PP 15-21			
							STANDARD - Standard Journal Entry	
G/L Date	G/L Account Number	Account Description	Description			Source	Debit Amount	Credit Amount
07/01/2016	30-61-611-4109	Measure AA Labor Reimbursement	To correct posting of MAA labor for PP 15-21				11,629.19	
		Project: AA05-006 - La Honda Creek - Upper Recreation Area, LHC - Sears Ranch Road Repair						
07/01/2016	30-61-611-4109	Measure AA Labor Reimbursement	To correct posting of MAA labor for PP 15-21					11,629.19
		Project: AA04-002 - El Corte de Madera Creek: Bike Trail & Water Quality, ECDM Creek - Watershed Protection Final Phase						
Number of Entries: 2							\$11,629.19	\$11,629.19