

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: August 15, 2024

Time: 2:00 P.M.

*Clearlake Oaks County Water District - Administration Building
12952 E. Highway 20, Clearlake Oaks, CA 95423*

AGENDA

A. CALL TO ORDER

- Pledge of Allegiance
- Roll Call

Mr. Stanley Archacki, President Mr. Michael Herman, Vice President Mr. Samuel Boucher, Director
 Mr. James Burton, Director Mr. William McHugh, Director Mrs. Dianna Mann – General Manager,
 Mrs. Olivia Mann – Board Secretary
 Mr. Francisco Castro, Wastewater, *Excused* Mr. Kurt Jensen, Water, *Excused* Mr. Jeremy Backus,
Distribution

B. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

The public may comment on items not on the agenda within the Board's jurisdiction. Speakers are limited to three (3) minutes each.

C. STAFF REPORTS

1. Administration
2. Chief Distribution Operator
3. Chief Water Plant Operator
4. Chief Wastewater Plant Operator
5. General Manager

D. CONSENT ITEMS

The Board will be asked to approve all Consent Items at one time without discussion. If any Director, staff, or interested person requests that an item be removed from the Consent Items, it will be considered under New Business.

1. **Financial Reports for review and approval**
 - a. July 2024 QB balance sheet and profit & loss statements
 - b. Bank account balances and accounts receivable
 - c. Employee payroll report
 - d. Aged trial balance summary
 - e. Vendor aging report, accounts payable breakdown

2. **Minutes of previous meeting for review and approval**

- a. Minutes of Regular Meeting 07/18/2024 (*Page 38*)

Action Taken: _____

E. NEW BUSINESS

1. Discussion of Cyanobacteria

Action Taken: _____

2. Discussion and approval of chlorine tank for Water Treatment Plant form Ryan Process in the amount of \$20,597.45, to be paid out of Water Reserves (*Page 41*)

Action Taken: _____

3. Discussion and approval of the policy pertaining to the Injury and Illness Prevention Program (*Page 42*)

Action Taken: _____

4. Discussion and approval of the policy pertaining to the Grant Financial Management (*Page 79*)

Action Taken: _____

5. Discussion and approval of the policy pertaining to the Workplace Violence Prevention Plan (*Page 89*)

Action Taken: _____

6. Discussion and approval of the policy pertaining to Non-Retaliation (*Page 103*)

Action Taken: _____

7. Discussion and consideration of purchasing 4000 gallons of Pro Pac 9800 from NTU Technologies, Inc. in the amount of \$32,083.20 (Budgeted) (*Page 104*)

Action Taken: _____

ADJOURNMENT

Time: _____

Where appropriate or deemed necessary, the Board may take action on any item listed on the agenda, including items listed as information items. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the District's Administrative Office at the above address.

The public may address the Board concerning an agenda item during the Board's consideration of that agenda item. The President will call for comments at the appropriate time. Comments of individual speakers are limited to three minutes per agenda item.

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact Clearlake Oaks County Water District Secretary to the Board at 707-998-3322. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Clearlake Oaks County Water District

P.O. Box 709 / 12952 East Highway 20
Clearlake Oaks, CA 95423
(707) 998-3322 Phone (707) 998-1245 Fax
www.cloewd.org (Website)

August 12, 2024

Administration

- ∂ We received 0 water quality complaints (WQC).
- ∂ We received 0 consumer/appeal claim(s)
- ∂ There are 16 accounts on payment arrangements
- ∂ We are more than halfway complete with Backflow Testing, as of today, 682/952 devices have been tested. Letters went out in the mail today, 08/12/24
- ∂ The 2024-2025 Property Tax Assessments were due on August 10, 2024, I submitted \$75,127.56 in assessments
- ∂ JPIA is hosting an HR Training on August 22nd in Roseville, I will be attending on behalf of the District.
- ∂ I have started to inquire with Utility Cost Management (UCM) to conduct a utility audit and ensure it conforms with utility regulations for public entities, a subcontractor of CSDA.

July has been a huge catch-up month for me, no news to report is good news.

Olivia Mann
Administrative Services Manager
Board Secretary

Stanley Archacki
President

Michael Herman
Vice President

Samuel Boucher
Director

James Burton
Director

William McHugh
Director

Aged Accounts Receivable

As of 08/12/2024 (AM)

	1-30 Days	31-60 Days	61-90 Days	91-120 Days	<120 Days	Total Balance
	\$142,159.68	\$34,152.54	\$24,018.08	\$14,788.41	\$176,373.37	\$391,492.08
No. of Accounts:	1075	391	205	139	222	2032

These totals include all accounts on the Tax Roll

Water	\$120,293.04
Water Penalty	\$8,277.98
Sewer	\$130,815.09
Sewer Penalty	\$7,215.90
CRP Water	\$54,567.19
CRP Water Penalty	\$3,870.89
CRP Sewer	\$62,013.04
CRP Sewer Penalty	\$3,576.13
CRP PC	\$816.40
CRP PC Penalty	\$46.42

Total Balance: \$391,492.08

****July Statements are due August 19, 2024****

Clearlake Oaks County Water District

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August 12, 2024

August 2024 Board Letter

- ◆ July - August raw water NTU from the extended intake was fairly, stable averaging 3-10 until we have flow problems (discussed later)
Ph running in the range of 7.7 – 9+ due to intake location changes. Currently running off the extended intake and filters 2 & 3.
- ◆ As of 8-8-24 the lake level is at 3.97 dropping 1.1 ft in the last month.
- ◆ Water production for the month of July was 21.951 MG down from 2023 production of 22.121 MG. Raw water intake was 25.902 MG. Daily production average has risen from 669,000 GPD in June to 708,000 GPD for July.
- ◆ We are having plant shutdowns with less frequency due to increased water demands.
- ◆ Treatment has been able to do the weekly tank runs for testing of chlorine residuals in all the tank locations.
- ◆ Continuing maintenance / cleanup through the plant area.
- ◆ Water sample list is attached – Please note July is a low testing month.
- ◆ 7-10-24 - There was a power outage we ran the plant on generator power for approximately 45 min till power was restored.
- ◆ 7-15-24 - Raw pumps started to have flow issues losing GPM on raw pump 3, after switching to the pier pumps, we had flow loss also after investigating multiple possibility's we finally discovered the screens on the intakes were clogged with algae via lowering a GoPro on a long pole. We had a diver come out and clean the screens on the pier pumps. Testing flows they are now ok. A flange has been ordered so we can backwash raw pump 3s screen. The algae at the time was a fibrous, sticky type. The two top photos show the algae on the screen the third is what it should look like.



Stanley Archacki
President

Michael Herman
Vice President

Samuel Boucher
Director

James Burton
Director

William McHugh
Director



- 7-22-24 - Our SWAN NTU meter for filter 3 went down, talked with techs we tried to get it working unfortunately we had to send it in to get looked at it was found to have two sensors that came off the circuit board. A new meter will be purchased giving us a 4-year warranty with it also. We will keep the old one to use for parts as we can. Circled areas in picture below shows the missing sensors.



- 7-25-24 - Our chlorine bulk tank started to leak at the flange, after cleaning the flange to tighten the bolts a broken / rotted bolt was discovered. We transferred 5-600 gallons to a smaller tank and we where able to slow the leak to a small drip after the chlorine salts crystalized and the leak has stopped. We have been able to continue using it for now until its empty. A new tank is needed and has been ordered tank cost is \$20,000.00. Lead time 8-9 weeks. For now, we have a 500 gallon tank and three 300 gallon totes from HASA to ensure we have enough on hand.



- We will be ordering coagulant soon ProPac 9800 our primary coagulant. The order will be 4000 Gallons and will cost \$32083.20.

- Cyano testing was taken on 8-8-24. A sample of raw water from the extended intake was taken and a sample from out treated water at the clearwell was taken. Results should be in by the 16th. The lab used is Bend Genetics in Sacramento.

Treatment staff:

James Simons T4, D2 Operator Class B License

Kurt Jensen T3, D2 Chief Class B License

Helping treatment also

Jesse Seth T2 D3 operator

Thank you,

Kurt Jensen

WTP Chief Plant Operator

k.jensen@clocwd.org

Water Sample Testing

Sample Taken On	DATE	DATE	DATE	Month Due
Bacti R(BW) & CW (M)	7/3/24			July
Bacti R (BW)	7/17/24			July
Bacti Tank Farm (once)				
R & CW TCP123 (BA)				
Color / Odor (A)				
Cyano Toxin Raw (Raw & Treated)	8/8/24			N/A
Bromate (Q)				
Perchlorate (A)				
TTHM (Q)				
HAA5 (Q)				
Lead & Copper (A)(1)				
Lead & Copper (A)(1)				
Lead & Copper (A)(1)				
TOC / ALK	07/30/24			July
Nitrate (A)				
Nitrite (A)				
Antimony (A)				
Arsenic(A)				
Barium(A)				
Beryllium(A)				
Cadmium(A)				
Chromium Total (A)				
Fluoride Natural(A)				
Mercury(A)				
Nickel(A)				
Selenium(A)				
Thallium(A)				
Simazine(A)				
Bicarbonate Alaklinity(A)				
Calcium(A)				
Carbonate Alakalinity(A)				
Chloride(A)				
Copper(A)				
Foaming Agents (MBAS)(A)				
Hardness Total as CaCO3(A)				
Hydroxide Alakalinity(A)				
Iron(A)				
Magnesium(A)				
Manganese(A)				
PH, Laboratory(A)				
Silver(A)				
Sodium(A)				
Specific Coductance(A)				

A = Annually
 Q = Quarterly
 M = Monthly
 W = Weekly

**Please note:
 December is a
 large sampling
 month there with
 many samples
 taken this month.
 *****All samples
 showing on the
 state web site will
 populate at the
 beginning of each
 month as due now.**

Sulfate(A)					
Total Dissolved Solids(A)					
Turbidity, Laboratory(A)					
Zinc(A)					
Aluminum(A)					
MTBE(A)					
Color / Odor					
Asbestos					semi annually
Thiobencarb(A)					
Ethylene Dibromide					Every 9 Years
Heptachlor					Every 9 Years
Heptachlor Epoxide					Every 9 Years
BHC-Gamma					Every 9 Years
Methoxychlor					Every 9 Years
Toxaphene					Every 9 Years
Clearwell VOC					
Reg SOC 504 EDB					
Bacti clearwell					
Regulated SOC 504					
Thiobencarb					



Clearlake Oaks County Water District

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Website: www.clocwd.org

August 12, 2024

Clearlake Oaks County Water District
P.O. Box 709
Clearlake Oaks, CA 95423-0709

RE: July Board Letter

FLAWS FOR THE MONTH/CLEARLAKE LAKE LEVEL:

- ❖ **INFLUENT: 12.844 MG (AVERAGE: 414,000 GPD)**
- ❖ **EFFLUENT: 10.933 MG (AVERAGE: 353,000 GPD/323 GPM)**
- ❖ **CLEARLAKE AVERAGE LEVEL: 4.90' RUMSEY GAUGE**

Flows continue to drop as the lake continues to drop as well. The increase in solids coming into the plant has increased as well. The Imhoff cone shows that algae concentration is also beginning to rise and is more consistent every day. All outsourced lab analysis is within our permit limits. Our in-house lab analysis did detect a PH higher than what the permit allows. This is common during the summertime due to a change in detention time in our stabilization ponds. The fix to this issue every year is to pull one of these ponds offline for the summer. That was done and this got the Ph back within compliance.

On July 29th pre-purge of well #2 began. Pre-purging is done to achieve the recommended purge volume before sampling. Pre-purge on this well was completed on the 31st which allowed for sampling on the 1st of August. All 3 wells were sampled during this 3rd quarter. I have received the coliform results and all three were non-detect which is good. The wait continues for the RAS pump repair which according to PAC Machine will be back on site early next week. There is an issue that is being experienced on the level signal located in the CCC which controls the effluent pumps. The transducer has been replaced but the issue continues. Coastal Mountain Electric will be onsite early next week to troubleshoot. Everything is pointing toward the transformer in the subpanel. Findings and repair will be noted on next month's board letter. Other than this the process is doing well currently. Thanks again for the support given.

Francisco Castro
CPO Waste Water Plant

Stanley Archacki
President

Michael Herman
Vice President

Samuel Boucher
Director

James Burton
Director

William McHugh
Director



PIC.1



PIC.2



PIC.3

Stanley Archacki
President

Michael Herman
Vice President

Samuel Boucher
Director

James Burton
Director

William McHugh
Director

Clearlake Oaks County Water District
Board of Directors
Board Meeting August 15, 2024

Board of Directors,

The heat continues. With the extreme temperatures lasting weeks this year instead of days, there seems to be a new strand of algae that is playing havoc with our intake pumps. I had the diver come back to clean all the screens again, second time this year, and he was the one telling us about the new “stringy” algae. In addition to the intake pumps, the chlorine tank started leaking requiring using temporary tanks until the new tank arrives. Due to the eight to nine weeks lead time, the tank has been ordered, however, is on this agenda for approval. I’m sure you heard more about this in Kurt’s letter.

The cyanobacteria samples for raw and treated water were sent off and we should have the results for the board meeting.

I transferred \$50,000 into LAIF in preparation for the 2025 US Attorney payment. The 2024 payment is due in October.

The District has received 2024-2025 payment for the cellular lease and will be receiving an additional \$10,000 upon execution of the new lease which, to my understanding, should be soon.

As you are aware, Bill has been upgrading our system to Microsoft 365, and in addition, has upgraded three computers in Admin with the “slightly matured” computers going to D/C. They have been patiently waiting for newer equipment.

Both Francisco and Kurt will be unavailable for the meeting, if you have any questions for them just email me and I will get the answers.

Looking forward to Fall!!

Respectfully Submitted,
Dianna Mann
General Manager

Clearlake Oaks County Water District
Summary Balance Sheet
As of July 31, 2024

	Jul 31, 24
ASSETS	
Current Assets	
Checking/Savings	1,318,004.65
Accounts Receivable	204,087.00
Other Current Assets	3,171,296.51
Total Current Assets	4,693,388.16
Fixed Assets	23,148,936.01
TOTAL ASSETS	27,842,324.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	170,718.75
Credit Cards	17,193.83
Other Current Liabilities	8,402,687.97
Total Current Liabilities	8,590,600.55
Long Term Liabilities	-848,765.91
Total Liabilities	7,741,834.64
Equity	20,100,489.53
TOTAL LIABILITIES & EQUITY	27,842,324.17

Clearlake Oaks County Water District

Balance Sheet

As of July 31, 2024

08/09/24

Accrual Basis

	Jul 31, 24
ASSETS	
Current Assets	
Checking/Savings	
102.05 · CRP WATER - 9385 (CRP WATER ACCOUNT, OPENE...	152,621.99
102.13 · SEWER RESERVES-9592	83,013.09
102.10 · CRP PC - 6192	118,843.97
102.12 · WATER RESERVES- 8503	188,337.36
102.001 · GL - 9122 (Old Acct. # 053420019)	236,717.35
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1013...	
CIP Deposits 2014	189,000.00
101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS 1...	254,552.61
Total 101 · LAIF - CASH IN BANK (CASH IN BANK - LAIF - WAS...	443,552.61
102.01 · WEST AMERICA - REGULAR CHECKING (WEST AME...	88.98
102.03 · CRP Sewer - 3745	94,829.30
Total Checking/Savings	1,318,004.65
Accounts Receivable	
CUSI Accounts Receivable	204,087.00
Total Accounts Receivable	204,087.00
Other Current Assets	
139 · Docufree (Purchasing space on the Cloud xfering hard ...	31,526.65
116 · DEFERRED OUTFLOW- PENSION	279,080.00
103 · PETTY CASH (PETTY CASH - WAS 1013200)	306.59
104 · COUNTY TREASURY (COUNTY TREASURY - WAS 10132...	85,208.68
130 · Const In Progress - Studies	
130.97 · Const in Progress - Actiflo Pil (Actiflo Pilot Program)	3,280.00
130.96 · Const in Progress - WWP 2022 (Grant application f...	5,585.00
130.95 · Source Capacity Studygrant prep	18,190.25
130 · Const In Progress - Studies - Other	691,882.44
Total 130 · Const In Progress - Studies	718,937.69
132 · CRP SEWER (CAPITOL IMPROVEMENTS - SEWER - WA...	983,511.67
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WA...	249,148.33
114 · ACCOUNTS RECEIVABLE. (ACCOUNTS RECEIVABLE - ...	810,005.90
115 · PRE-PAID INSURANCE (PRE-PAID INSURANCE - WAS 1...	13,571.00
Total Other Current Assets	3,171,296.51
Total Current Assets	4,693,388.16
Fixed Assets	
136 · CUSI Software (All expenses related to billing software)	13,172.00
138 · USDA Water Improvements	8,782,506.04
128 · Sewer Infrstrcture & Rehab Proj (Phase 1 was the installati...	3,890,219.87
121 · Wtr Dist & Wtr Storage Projects (Replacement or installatio...	
121.1 · Sidewalk Project - District Exp	115,500.66
121 · Wtr Dist & Wtr Storage Projects (Replacement or installa...	279,432.11
Total 121 · Wtr Dist & Wtr Storage Projects (Replacement or inst...	394,932.77
131 · Waste Water Plant	
131.1 · Pumps/Equipment	163,546.35
131 · Waste Water Plant - Other	230,059.50
Total 131 · Waste Water Plant	393,605.85
126 · Forcemain (phase 1) Cap. Imprv.	1,233,797.22
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43
USDA Project	-523,819.00
127 · Water Plant	
127.8 · Water Intake Pump Extension	-140,267.64
127.7 · Ozone System	38,629.36

Clearlake Oaks County Water District
Balance Sheet
 As of July 31, 2024

	Jul 31, 24
127.6 · Swan AMI Turbiwell Monitor	25,079.10
127.5 · A/C installation for Filter Rm	750.00
127.4 · PH System	9,959.72
127.2 · Harvy Vault Chlor Inject Proj	1,408.61
127.1 · Major Equipment	375,652.94
127 · Water Plant - Other	239,426.30
Total 127 · Water Plant	550,638.39
120 · District General CRP (EQUIPMENT - WAS 1011181)	
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - ...	1,922,818.13
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)	27,331.49
120.75 · SCADA	48,335.49
120.90 · Vehicles/Generators/Trailers	934,882.14
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other	95,883.57
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)	3,029,250.82
122 · Bldgs/Grounds Cap Improvements	8,547,329.06
124 · D/C System Cap Improvements (COLLECTION SYSTEM - S...	
124.2 · GIS Online Mapping System	8,277.92
124.30 · Lift Stations	
124.31 · Lift Station 7 Bypass	66,042.23
124.30 · Lift Stations - Other	60,599.80
Total 124.30 · Lift Stations	126,642.03
124.50 · Mains	14,788.58
124.60 · Meters	10,000.34
124.90 · Water Tanks	40,615.04
124 · D/C System Cap Improvements (COLLECTION SYSTEM - ...	3,150,613.27
Total 124 · D/C System Cap Improvements (COLLECTION SYSTE...	3,350,937.18
125 · Land - Dist. Cap. Improvements	299,770.00
129 · ALLOW. FOR DEPRECIATION	-11,078,963.62
Total Fixed Assets	23,148,936.01
TOTAL ASSETS	27,842,324.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · ACCOUNTS PAYABLE (ACCOUNTS PAYABLE - WAS ...	170,718.75
Total Accounts Payable	170,718.75
Credit Cards	
8-81000 · Amazon Business Prime Card (American Express...	7,524.88
211 · WAB Credit Card	
211.17 · WAB - Kurt - 0390	414.36
211.16 · WAB - Francisco - 5312	2,075.56
211.14 · WAB - Dianna - 3226 (211.14: - WAB - Dianna - 3...	6,457.70
211.13 · WAB - Jeremy - 2499	721.33
Total 211 · WAB Credit Card	9,668.95
Total Credit Cards	17,193.83
Other Current Liabilities	
800 · Bulk Water Deposit	2,025.00
Annual Depreciation	249,035.55
224 · USDA Retainage	241,508.65
223.56 · FEDERAL PAYROLL TAX PENALTY (Failure to mak...	-3,928.96
280 · Loan	
280.04 · 2021 Water Truck	46,224.70
280.15 · USDA Water Improvement Project (USDA Wtr Im...	4,780,000.00
280.02 · KS State Bank - 2019 Vac-Con	36,250.10

15

Clearlake Oaks County Water District
Balance Sheet
 As of July 31, 2024

	Jul 31, 24
280.12 · USDA Loan for Sewer Clarifier	2,946,172.41
Total 280 · Loan	7,808,647.21
221 · Health Ins - EE Portion	9,023.51
222 · Direct Deposit Liabilities (Direct Deposit Liabilities)	20,551.59
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW GL)	
223.16 · GARNISHMENT - COURT DEBT ORDER (GARNI...	-134.76
223.17 · GARNISHMENT - LAKE CO SHERIFF (GARNISH...	21,874.15
223.15 · GARNISHMENTS (GARNISHMENT MAIN - NEW ...	-20,872.76
Total 223.15 · GARNISHMENTS (GARNISHMENT MAIN - NE...	866.63
223.55 · FEDERAL PAYROLL TAX WITHHOLDING (FEDERA...	-1,050.73
223.65 · STATE DISABILITY PAYABLE (STATE DISABILITY ...	-1.00
223.75 · PAYROLL DEDUCTION - INS CO-PAY (PAYROLL D...	-22,989.96
223.80 · GASB 68 Pension (- WAS 2097190)	26,313.00
223.85 · MISC DEDUCTIONS PAYABLE (MISC DEDUCTION...	8,673.57
223.90 · COMPENSATED EMPLOYEE BENEFITS (COMPEN...	86,839.02
24000 · Payroll Liabilities (Unpaid payroll liabilities. Amoun...	-22,825.11
Total Other Current Liabilities	8,402,687.97
Total Current Liabilities	8,590,600.55
Long Term Liabilities	
228 · FEMA Interest on Overpaymnt/Pen	769,106.25
227 · FEMA Overpayment/Penalties	-1,969,862.75
295 · NET PWNSION LIABILITY	723,163.00
225 · USDA Payment - Sewer Clarifier	-371,172.41
Total Long Term Liabilities	-848,765.91
Total Liabilities	7,741,834.64
Equity	
302 · RETAINED EARNINGS (RETAINED EARNINGS - WAS 30303...	3,334,114.80
304 · Opening Balance Equity (Opening balances during setup p...	-584,283.24
306 · Retained Earnings - OLD (Undistributed earnings of the cor...	17,148,646.12
Net Income	202,011.85
Total Equity	20,100,489.53
TOTAL LIABILITIES & EQUITY	27,842,324.17

1:34 PM

Clearlake Oaks County Water District

08/08/24

Profit and Loss

Accrual Basis

July 2024

	Admin (GL)	Sewer (GL)	Water (GL)	Total GL	TOTAL
Ordinary Income/Expense					
Income					
410 · Client Reg Pmt	0.00	99,258.99	137,875.58	237,134.57	237,134.57
430 · Penalty & Interest	0.00	2,396.55	2,450.82	4,847.37	4,847.37
450 · Other - Non S/W Rev	0.00	43,709.71	43,759.37	87,469.08	87,469.08
Total Income	0.00	145,365.25	184,085.77	329,451.02	329,451.02
Total Income	0.00	145,365.25	184,085.77	329,451.02	329,451.02
Gross Profit	0.00	145,365.25	184,085.77	329,451.02	329,451.02
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	32,769.23	21,581.70	17,670.27	72,021.20	72,021.20
520 · FICA - District Share	2,468.60	1,583.51	1,323.40	5,375.51	5,375.51
530 · Med/Life Insurance- Dist Share	3,697.86	6,644.72	2,701.65	13,044.23	13,044.23
540 · PERS - District Share	10,715.85	1,892.22	1,640.84	14,248.91	14,248.91
Total Salaries & EE Benefits	49,651.54	31,702.15	23,336.16	104,689.85	104,689.85
Services & Supplies					
610 · Bank Fees	90.15	0.00	0.00	90.15	90.15
620 · Communications & Internet	401.20	62.63	185.80	649.63	649.63
630 · Equip - Office	861.97	0.00	0.00	861.97	861.97
640 · Fuel & Oil	0.00	542.31	542.28	1,084.59	1,084.59
657 · Lab	0.00	1,307.00	1,622.00	2,929.00	2,929.00
660 · Memberships & Subscription	479.76	162.18	264.29	906.23	906.23
670 · Postage & Shipping	1,624.67	0.00	0.00	1,624.67	1,624.67
675 · Professional Services	7,039.67	1,660.85	1,411.67	10,112.19	10,112.19
690 · Safety & Security	11.65	66.40	214.50	292.55	292.55
700 · Tools & Instruments	0.00	118.90	94.93	213.83	213.83
703 · Supplies - Clothing & Personal	0.00	187.76	335.15	522.91	522.91
705 · Supplies - Office	123.00	0.00	0.00	123.00	123.00
715 · Supplies-Chemicals-Operating	0.00	6,111.96	4,061.54	10,173.50	10,173.50
720 · Supplies - Inventory - Other	0.00	661.16	228.76	889.92	889.92
750 · Utilities	1,010.32	3,682.35	28,599.18	33,291.85	33,291.85
760 · Waste Disposal	0.00	2,136.25	0.00	2,136.25	2,136.25
795 · Yolo Co	0.00	0.00	4,975.73	4,975.73	4,975.73
799 · Team Building	176.92	0.00	0.00	176.92	176.92
Total Services & Supplies	11,819.31	16,699.75	42,535.83	71,054.89	71,054.89
Repairs & Replacement					
810 · R&R Buildings & Grounds	195.00	0.00	0.00	195.00	195.00
Total Repairs & Replacement	195.00	0.00	0.00	195.00	195.00
Total Expense	61,665.85	48,401.90	65,871.99	175,939.74	175,939.74
Net Ordinary Income	-61,665.85	96,963.35	118,213.78	153,511.28	153,511.28
Net Income	-61,665.85	96,963.35	118,213.78	153,511.28	153,511.28

**CLO Water and Wastewater District
PROJECTED BUDGET 2024-2025**

1

Target % > **8%**

As of July 2024 Summary	<u>WATER</u>				<u>WASTEWATER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
Total Operating Revenue	1,374,612	114,551	173,998	13%	1,248,780	104,065	135,327	11%
Total Operating Expenses	1,397,481	116,457	96,707	7%	1,366,371	113,864	79,236	6%
Operating Balance (loss)	(22,869)	(1,906)	77,291		(117,591)	(9,799)	56,091	
420 Connection Fees	10,000	833	-	0%	10,000	833	-	0%
445 Bulk Water Sales	50,000							
450 Non S/W Rev - ATT Cell Lease	9,606	801	10,039		9,606	801	10,039	
450 Non S/W Rev - County Treasury	100,000	8,333	33,671	34%	165,000	13,750	33,671	20%
Reserves	50,000	4,167	-	0%	25,000	2,083		0%
Net Change In Net Position (loss)	96,737	3,895	121,001		42,015	3,501	99,801	

Current Revenue Notes:

450 - Other - Non S/W Rev: ATT Lease and Tax Roll

Past Revenue Notes

General Ledger	\$189,414.20
District CRP	\$247,451.29
Paradise Cove CRP	\$118,843.97
Water Reserve	\$188,337.36
Sewer Reserve	\$83,013.09
LAIF Account	\$443,552.61
Total	\$1,270,612.52

As of July 2024 Operating Revenue	<u>WATER</u>				<u>WASTEWATER</u>			
	Budget		Actual YTD		Budget		Actual YTD	
	Annual	YTD	Amount	%	Annual	YTD	Amount	%
410 Client Reg Pmt	1,341,612	111,801	137,876	10%	1,212,480	101,040	99,259	8%
430 Penalty & Interest	33,000	2,750	2,451	7%	36,300	3,025	2,397	7%
440 Misc	-	-	-	0%	-	-	-	0%
Total Revenue >	1,374,612	114,551	140,327	10%	1,248,780	104,065	101,656	8%

As of July 2024 Operating Expenses	Budget				Actual			
	Budget		Actual		Budget		Actual	
	Annual	YTD	YTD	%	Annual	YTD	YTD	% Spent
505 Salaries & Wages	431,386	35,949	34,055	8%	565,111	47,093	37,967	7%
520 FICA - District Share	35,003	2,917	2,558	7%	46,986	3,916	2,819	6%
530 Medical Ins - District Share	69,968	5,831	4,551	7%	120,067	10,006	8,494	7%
540 CalPERS - District Share	80,947	6,746	6,999	9%	95,604	7,967	7,250	8%
550 Unemployment	2,500	208	-	0%	2,500	208	-	0%
560 Workmans Compensation	28,460	2,372	-	0%	30,435	2,536	-	0%
Salaries and Employee Benefits >	648,263	54,022	48,162	7%	860,703	71,725	56,529	7%

605 Advertising	200	17	-	0%	200	17	-	0%
610 Bank Fees	19,810	1,651	45	0%	19,800	1,650	45	0%
620 Communications & Internet	19,000	1,583	387	2%	19,000	1,583	264	1%
622 Board Exp	3,500	292	-	0%	3,500	292	-	0%
625 Equip - Field <\$4,000.00	2,500	208	-	0%	4,000	333	-	0%
630 Equip - Office	2,000	167	431	22%	2,500	208	431	17%
640 Fuel & Oil	15,200	1,267	542	4%	12,500	1,042	542	4%
645 Insurance	44,100	3,675	-	0%	44,000	3,667	-	0%

18

650	Interest	2,000	167	-	0%	2,000	167	-	0%
657	Lab	22,200	1,850	1,622	7%	18,630	1,553	1,307	7%
660	Memberships/Subscriptions/Licenses	45,500	3,792	504	1%	54,500	4,542	402	1%
665	Mileage Reimb	500	42	-	0%	250	21	-	0%
670	Postage & Shipping	13,000	1,083	813	6%	13,000	1,083	813	6%
675	Professional Services	30,000	2,500	4,932	16%	25,000	2,083	5,181	21%
685	Rents	8,338	695	-	0%	8,338	695	-	0%
690	Safety & Security	5,250	438	221	4%	8,750	729	72	1%
700	Tools & Instruments	3,700	308	95	3%	2,500	208	119	5%
703	Apparel	3,350	279	335	10%	3,150	263	188	6%
705	Supplies - Office	4,000	333	62	2%	4,000	333	62	2%
715	Treatment Chemicals	125,250	10,438	4,062	3%	55,000	4,583	6,112	11%
720	Supplies - Operating - Other	5,000	417	229	5%	28,000	2,333	661	2%
730	Taxes - Licenses	0	0	-	0%	0	0	-	0%
735	Training	3,750	313	-	0%	2,750	229	-	0%
745	Travel	2,000	167	-	0%	1,750	146	-	0%
750	Utilities	266,970	22,248	29,104	11%	108,770	9,064	4,187	4%
760	Waste Disposal	30,350	2,529	-	0%	56,030	4,669	2,136	4%
795	Yolo Co	61,000	5,083	4,976	8%				
799	Misc	1,750	146	89	0%	1,750	146	89	0%
	Services and Supplies >	740,218	61,685	48,447	7%	499,668	41,639	22,609	5%
	Repairs & Replacement								
810	R&R Buildings & Grounds	6,000	500	98	2%	3,500	292	98	3%
815	R&R Damage Claims	0	0	-	0%	-	-	-	0%
820	R&R Lift Stations	-	-	-	0%	-	-	-	0%
830	R&R Equipment	0	0	-	0%	0	0	-	0%
832	R&R Mains/Service Lines	-	-	-	0%	-	-	-	0%
840	R&R Vehicles	3,000	250	-	0%	2,500	208	-	0%
	Repairs & Replacement >	9,000	750	98	1%	6,000	500	98	2%
	Total Expenses >	1,397,481	116,457	96,707	7%	1,366,371	113,864	79,236	6%

1 Administration Budget Variance Report July 1, 2024 through June 30, 2025		Target % >		8.3%	GL ADMIN	
As of July 2024		2024-2025 Budget		Actual	%	
Expenses		Annual	YTD	YTD	Spent	Total
						Remaining
505	Salaries & Wages	419,495	34,958	32,769	7.8%	386,726
520	FICA - District Share	33,155	2,763	2,469	7.4%	30,686
530	Medical Ins - District Share	63,054	5,255	3,698	5.9%	59,356
540	CalPERS-District Share (Unfunded Liab \$103,000)	132,659	11,055	10,716	8.1%	121,943
550	Unemployment	5,000	417		0.0%	5,000
560	Workers Comp Ins	8,186	682		0.0%	8,186
Salaries and Employee Benefits >		661,548	55,129	49,652	7.5%	611,896
605	Advertising	400	33	-	0.0%	400
610	Bank Fees	39,600	3,300	90	0.2%	39,510
620	Communications & Internet	7,000	583	401	5.7%	6,599
622	Board	7,000	583		0.0%	7,000
625	Equip - Field <\$4,999.00	0	0		0.0%	0
630	Equip - Office	3,000	250	862	28.7%	2,138
640	Fuel & Oil	0	0		0.0%	0
645	Insurance	0	0		0.0%	0
650	Interest	0	0		0.0%	0
657	Outsource Lab / Internal Lab	0	0		0.0%	0
660	Memberships/Subscriptions/licenses	15,000	1,250	480	3.2%	14,520
670	Postage & Shipping	26,000	2,167	1,625	6.3%	24,375
675	Professional Services (Legal, IT)	40,000	3,333	7,040	17.6%	32,960
685	Rents	16,675	1,390		0.0%	16,675
690	Safety & Security	1,500	125	12	0.8%	1,488
700	Tools & Instruments	0	0		0.0%	0
703	Apparel	700	58		0.0%	700
705	Supplies - Office	6,000	500	123	2.1%	5,877
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	0	0		0.0%	0
735	Training, Certifications	3,500	292		0.0%	3,500
745	Travel	3,000	250		0.0%	3,000
750	Utilities	7,540	628	1,010	13.4%	6,530
760	Waste Disposal	700	58		0.0%	700
795	Yolo Co	0	0		0.0%	0
799	Team Building	3,500	292	177	0.0%	3,323
Services and Supplies >		181,115	15,093	11,820	6.5%	169,295
Repairs & Replacement						
810	R&R Buildings & Grounds	2,000	167	195	9.8%	1,805
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	-	-		0.0%	-
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains/Service Lines	0	0		0.0%	0
840	R&R Vehicles	0	0		0.0%	0
Repairs & Replacement >		2,000	167	195	9.7%	1,805
Total Expenses >		844,663	70,389	61,667	7.3%	782,995

1 Wastewater Budget Variance Report July 1, 2024 through June 30, 2025		Target % >		8.3%	GL WASTEWATER
As of July 2024		2024-2025 Budget		Actual	%
Expenses	Annual	YTD	YTD	Spent	Total
					Remaining
505 Salaries & Wages	355,364	29,614	21,582	6.1%	333,782
520 FICA - District Share	30,409	2,534	1,584	5.2%	28,825
530 Medical Ins - District Share	88,540	7,378	6,645	7.5%	81,895
540 CalPERS - District Share	29,274	2,440	1,892	6.5%	27,382
550 Unemployment	0	0		0.0%	0
560 Workmans Compensation	26,342	2,195		0.0%	26,342
Salaries and Employee Benefits >	529,929	44,161	31,703	6.0%	498,226
605 Advertising	0	0		0.0%	0
610 Bank Fees	0	0		0.0%	0
620 Communications & Internet	13,000	1,083	63	0.5%	12,937
622 Board	0	0		0.0%	0
625 Equip - Field <\$4,999.00	1,500	125		0.0%	1,500
630 Equip - Office	1,000	83		0.0%	1,000
640 Fuel & Oil	7,500	625	542	7.2%	6,958
645 Insurance	44,000	3,667		0.0%	44,000
650 Interest	0	0		0.0%	0
657 Outsource Lab / Internal Lab	18,630	1,553	1,307	7.0%	17,323
660 Memberships/Subscriptions/Permits	47,000	3,917	162	0.3%	46,838
665 Mileage Reimb	250	21		0.0%	250
670 Postage & Shipping	0	0		0.0%	0
675 Professional Services (SCADA)	5,000	417	1,661	33.2%	3,339
685 Rents	0	0		0.0%	0
690 Safety & Security	8,000	667	66	0.8%	7,934
700 Tools & Instruments	2,500	208	119	4.8%	2,381
703 Apparel	2,800	233	188	6.7%	2,612
705 Supplies - Office	1,000	83		0.0%	1,000
715 Treatment Chemicals	55,000	4,583	6,112	11.1%	48,888
720 Supplies-Operating-Other-Titan Tubes	28,000	2,333	661	2.4%	27,339
730 Vacant	-	-			-
735 Training, Certifications	1,000	83		0.0%	1,000
745 Travel	250	21		0.0%	250
750 Utilities	105,000	8,750	3,682	3.5%	101,318
760 Waste Disposal	55,680	4,640	2,136	3.8%	53,544
795 Yolo Co	0	0		0.0%	0
798 Customer Refund					
799.1 Team Building					
Services and Supplies >	397,110	33,093	16,699	4.2%	380,411
Repairs & Replacement					
810 R&R Buildings & Grounds	2,500	208		0.0%	2,500
815 R&R Damage Claims	0	0		0.0%	0
820 R&R Lift Stations	0	0		0.0%	0
830 R&R Equipment	0	0		0.0%	0
832 R&R Mains/Service Lines	0	0		0.0%	-
840 R&R Vehicles	2,500	208		0.0%	2,500
	-	-		0.0%	-
Repairs & Replacement >	5,000	417	-	0.0%	5,000
Total Expenses >	932,039	77,670	48,402	5.2%	883,637
Expense Notes					

1	Water Budget Variance Report July 1, 2024 through June 30, 2025			Target % >	8.3%	GL WATER
	As of July 2024	2024-2025 Budget		Actual	%	Total
	Expenses	Annual	YTD	YTD	Spent	Remaining
505	Salaries & Wages	221,639	18,470	17,670	8.0%	203,969
520	FICA - District Share	18,426	1,535	1,323	7.2%	17,103
530	Medical Ins - District Share	38,441	3,203	2,702	7.0%	35,739
540	CalPERS - District Share	14,617	1,218	1,641	11.2%	12,976
550	Unemployment	0	0		0.0%	0
560	Workmans Compensation	24,368	2,031		0.0%	24,368
	Salaries and Employee Benefits >	317,490	26,457	23,336	7.4%	294,154
605	Advertising	0	0		0.0%	0
610	Bank Fees	0	0		0.0%	0
620	Communications & Internet	13,000	1,083	186	1.4%	12,814
622	Board Exp	0	0		0.0%	0
625	Equip - Field <\$4,999.00	0	0		0.0%	0
630	Equip - Office	500	42		0.0%	500
640	Fuel & Oil	10,200	850	542	5.3%	9,658
645	Insurance	44,100	3,675		0.0%	44,100
650	Interest	0	0		0.0%	0
657	Outside Lab / Internal Lab	22,200	1,850	1,622	7.3%	20,578
660	Memberships/Subscriptions/Permits	38,000	3,167	264	0.7%	37,736
665	Mileage Reimb	500	42		0.0%	500
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services (SCADA, Mtce Prog)	10,000	833	1,412	14.1%	8,588
685	Rents	0	0		0.0%	0
690	Safety & Security (includes boots)	4,500	375	215	4.8%	4,285
700	Tools & Instruments	3,700	308	95	2.6%	3,605
703	Apparel	3,000	250	335	11.2%	2,665
705	Supplies - Office	1,000	83		0.0%	1,000
715	Treatment Chemicals	125,250	10,438	4,062	3.2%	121,188
720	Supplies - Operating - Other	5,000	417	229	4.6%	4,771
730	Vacant	0	0		0.0%	0
735	Training, Certifications	2,000	167		0.0%	2,000
745	Travel	500	42		0.0%	500
750	Utilities	263,200	21,933	28,599	10.9%	234,601
760	Waste Disposal	30,000	2,500		0.0%	30,000
795	Yolo Co	61,000	5,083	4,976	8.2%	56,024
798	Customer Refund					
799	Team Building	0	0		0.0%	0
	Services and Supplies >	637,650	53,138	42,537	6.7%	595,113
	Repairs & Replacement					
810	R&R Buildings & Grounds	5,000	417		0.0%	5,000
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	0	0		0.0%	0
832	R&R Mains	0	0		0.0%	-
840	R&R Vehicles	3,000	250		0.0%	3,000
		-	-			-
	Repairs & Replacement >	8,000	667	-	0.0%	8,000
	Total Expenses >	963,140	80,262	65,873	6.8%	897,267

Clearlake Oaks County Water District

CRP/CIP Profit and Loss

July 2024

	PC (CRP)	Water (CRP)	Sewer (CRP)	Total CRP	TOTAL
Ordinary Income/Expense					
Income					
Income					
425 · CRP (Capital Replacment Plan)	1,574.00	41,197.59	46,079.45	88,851.04	88,851.04
430 · Penalty & Interest	47.28	1,060.99	1,352.71	2,460.98	2,460.98
440 · Misc Revenue	0.00	4.26	4.26	8.52	8.52
450 · Other - Non S/W Rev	0.00	17.28	17.28	34.56	34.56
Total Income	<u>1,621.28</u>	<u>42,280.12</u>	<u>47,453.70</u>	<u>91,355.10</u>	<u>91,355.10</u>
Total Income	<u>1,621.28</u>	<u>42,280.12</u>	<u>47,453.70</u>	<u>91,355.10</u>	<u>91,355.10</u>
Gross Profit	<u>1,621.28</u>	<u>42,280.12</u>	<u>47,453.70</u>	<u>91,355.10</u>	<u>91,355.10</u>
Expense					
Salaries & EE Benefits					
505 · Salaries & Wages	0.00	13,421.01	15,859.79	29,280.80	29,280.80
520 · FICA - District Share	0.00	1,004.14	979.82	1,983.96	1,983.96
530 · Med/Life Insurance- Dist Share	0.00	2,388.41	1,737.40	4,125.81	4,125.81
540 · PERS - District Share	0.00	1,011.26	1,505.37	2,516.63	2,516.63
Total Salaries & EE Benefits	<u>0.00</u>	<u>17,824.82</u>	<u>20,082.38</u>	<u>37,907.20</u>	<u>37,907.20</u>
Services & Supplies					
640 · Fuel & Oil	0.00	1,626.83	1,626.83	3,253.66	3,253.66
650 · Interest	0.00	140.79	140.79	281.58	281.58
690 · Safety & Security	0.00	291.90	291.88	583.78	583.78
703 · Supplies - Clothing & Personal	0.00	236.56	236.55	473.11	473.11
720 · Supplies - Inventory - Other	0.00	154.08	106.65	260.73	260.73
Total Services & Supplies	<u>0.00</u>	<u>2,450.16</u>	<u>2,402.70</u>	<u>4,852.86</u>	<u>4,852.86</u>
Repairs & Replacement					
810 · R&R Buildings & Grounds	0.00	0.00	335.70	335.70	335.70
820 · R&R Lift Stations	0.00	0.00	1,817.63	1,817.63	1,817.63
830 · R&R Equipment	0.00	26.49	1,434.98	1,461.47	1,461.47
832 · R&R Mains and Sewer Lines	0.00	244.67	4.68	249.35	249.35
840 · R&R Vehicles	0.00	343.48	76.76	420.24	420.24
Total Repairs & Replacement	<u>0.00</u>	<u>614.64</u>	<u>3,669.75</u>	<u>4,284.39</u>	<u>4,284.39</u>
Total Expense	<u>0.00</u>	<u>20,889.62</u>	<u>26,154.83</u>	<u>47,044.45</u>	<u>47,044.45</u>
Net Ordinary Income	<u>1,621.28</u>	<u>21,390.50</u>	<u>21,298.87</u>	<u>44,310.65</u>	<u>44,310.65</u>
Net Income	<u>1,621.28</u>	<u>21,390.50</u>	<u>21,298.87</u>	<u>44,310.65</u>	<u>44,310.65</u>

Clearlake Oaks Co Water District
Budget Variance Report July 1, 2024 through June 30, 2025

1

Target % > **8.3%** **CRP-PC**

As of July 2024

Summary	Budget Annual	YTD		Actual YTD Amount %		
PC CRP Revenue	19,536	1,628	1,621	8.3%	0%	
PC CRP Expenses	0	0	-	0.0%	0%	
		2024-2025 Budget		Actual	%	Total
Expenses	Annual	YTD	YTD	Spent		Remaining
605 Advertising	-	-	-	0.0%		-
610 Bank Fees	-	-	-	0.0%		-
620 Communications & Internet	-	-	-	0.0%		-
622 Board	-	-	-	0.0%		-
625 Equip - Field <\$4,999.00	-	-	-	0.0%		-
630 Equip - Office	-	-	-	0.0%		-
640 Fuel & Oil	-	-	-	0.0%		-
645 Insurance	-	-	-	0.0%		-
650 Interest	-	-	-	0.0%		-
657 Outsource Lab / Internal Lab	-	-	-	0.0%		-
660 Memberships & Subscriptions	-	-	-	0.0%		-
665 Mileage Reimb	-	-	-	0.0%		-
670 Postage & Shipping	-	-	-	0.0%		-
675 Professional Services (SCADA)	-	-	-	0.0%		-
685 Rents	-	-	-	0.0%		-
690 Safety & Security	-	-	-	0.0%		-
700 Tools & Instruments	-	-	-	0.0%		-
703 Apparel	-	-	-	0.0%		-
705 Supplies - Office	-	-	-	0.0%		-
715 Treatment Chemicals	-	-	-	0.0%		-
720 Supplies - Operating - Other	-	-	-	0.0%		-
730 Vacant	-	-	-	0.0%		-
735 Training, Certifications	-	-	-	0.0%		-
745 Travel / Lodging	-	-	-	0.0%		-
750 Utilities	-	-	-	0.0%		-
760 Waste Disposal	-	-	-	0.0%		-
795 Yolo Co	-	-	-	0.0%		-
799 Team Building	0	0	-	0.0%		0
Services and Supplies >		0	0	-	0.0%	0
Repairs & Replacement						
810 R&R Buildings & Grounds	-	-	-	0.0%		-
815 R&R Damage Claims	0	0	-	0.0%		0
820 R&R Lift Stations	-	-	-	0.0%		-
830 R&R Equipment	-	-	-	0.0%		-
832 R&R Mains/Laterals	-	-	-	0.0%		-
840 R&R Vehicles	-	-	-	0.0%		-
Repairs & Replacement >		0	0	-	0.0%	0
Total Expenses >		0	0	-	0.0%	0

24

Budget Variance Report July 1, 2024 through June 30, 2025

Target % > **8.3%** CRP-WATER

As of July 2024 Summary	WATER - CRP			Actual YTD	
	Budget Annual	YTD		Amount	%
WATER CRP Revenue	474,875	39,573	42,280	8.9%	0%
WATER CRP Expenses	462,264	38,522		0.0%	0%
Operating Balance	12,611	1,051	42,280		

Expenses		2020-2021 Budget Annual	Budget YTD	Actual YTD	% Spent	Total Remaining
505	Salaries & Wages	227,056	18,921	13,421	5.9%	213,635
520	FICA - District Share	18,919	1,577	1,004	5.3%	17,915
530	Medical Ins - District Share	31,527	2,627	2,388	7.6%	29,139
540	CalPERS - District Share	15,402	1,284	1,011	6.6%	14,391
550	Unemployment	0	0		0.0%	0
560	Workmans Compensation	20,710	1,726		0.0%	20,710
	Salaries and Employee Benefits >	313,614	26,134	17,824	5.7%	295,790
605	Advertising	0	0	-	0.0%	0
610	Bank Fees	0	0	-	0.0%	0
620	Communications & Internet	3,500	292		0.0%	3,500
622	Board	0	0		0.0%	0
625	Equip - Field <\$4,999.00	1,250	104		0.0%	1,250
630	Equip - Office	-				
640	Fuel & Oil	14,400	1,200	1,627	11.3%	12,773
645	Insurance	0	0		0.0%	0
650	Interest	6,000	500	141	2.4%	5,859
657	Outsource Lab / Internal Lab	5,000	417		0.0%	5,000
660	Memberships/Subscriptions/Licenses	0	0		0.0%	0
665	Mileage Reimb	0	0		0.0%	0
670	Postage & Shipping	0	0		0.0%	0
675	Professional Services Leak Chk	-	-		0.0%	-
685	Rents	0	0		0.0%	0
690	Safety & Security	5,000	417	292	0.0%	4,708
700	Tools & Instruments	2,000	167		0.0%	2,000
703	Apparel	2,000	167	237	11.9%	1,763
705	Supplies - Office	-	-		0.0%	-
715	Treatment Chemicals	0	0		0.0%	0
720	Supplies - Operating - Other	3,000	250	154	5.1%	2,846
735	Training, Certifications	500	42		0.0%	500
745	Travel	-	-		0.0%	-
750	Utilities	0	0		0.0%	0
760	Waste Disposal	0	0		0.0%	0
795	Yolo Co	0	0		0.0%	0
799	Team Building	0	0		0.0%	0
	Services and Supplies >	42,650	3,554	2,451	5.7%	40,199
	Repairs & Replacement					
810	R&R Buildings & Grounds	3,000	250		0.0%	3,000
815	R & R Damage Claims	0	0		0.0%	0
820	R&R Lift Stations	0	0		0.0%	0
830	R&R Equipment	35,000	2,917	26	0.1%	34,974
830.1	Hydrants	-				
832	R&R Mains/Service Lines/Tanks	50,000	4,167	245	0.5%	49,755
840	R&R Vehicles	18,000	1,500	343	1.9%	17,657
	Repairs & Replacement >	106,000	8,833	614	0.6%	105,386
	Total Expenses >	462,264	38,522	20,889	4.5%	441,375

25

Budget Variance Report July 1, 2024 through June 30, 2025

1

SEWER-CRP

Target % > **8.3%** CRP-SEWER

As of July 2024

Summary	Budget		Actual YTD		
	Annual	YTD	Amount	%	
SEWER CRP Revenue	599,800	49,983	47,454	7.9%	0%
SEWER CRP Expenses	588,962	49,080		0.0%	0%

Operating Balance (loss) **10,838** 903 47,454

Expenses	2020-2021 Budget		Actual YTD	%	Total
	Annual	YTD			
505 Salaries & Wages	302,823	25,235	15,860	5.2%	286,963
520 FICA - District Share	24,988	2,082	980	3.9%	24,008
530 Medical Ins - District Share	90,580	7,548	1,737	1.9%	88,843
540 CalPERS - District Share	22,235	1,853	1,505	6.8%	20,730
550 Unemployment	-	-	-	0.0%	-
560 Workmans Compensation	26,186	2,182	-	0.0%	26,186
Salaries and Employee Benefits >	466,812	38,901	20,082	4.3%	446,730
605 Advertising	0	0	-	0.0%	0
610 Bank Fees	0	0	-	0.0%	0
620 Communications & Internet	5,000	417	-	0.0%	5,000
622 Board	0	0	-	0.0%	0
625 Equip - Field <\$4,999.00	1,250	104	-	0.0%	1,250
630 Equip - Office	-	-	-	0.0%	-
640 Fuel & Oil	14,400	1,200	1,627	11.3%	12,773
645 Insurance	0	0	-	0.0%	0
650 Interest	6,000	500	141	0.0%	5,859
657 Outsource Lab / Internal Lab	0	0	-	0.0%	0
660 Memberships/Subscriptions/Licenses	0	0	-	0.0%	0
665 Mileage Reimb	0	-	-	0.0%	0
670 Postage & Shipping	0	0	-	0.0%	0
675 Professional Services (SCADA)	0	0	-	0.0%	0
685 Rents	-	-	-	0.0%	-
690 Safety & Security (includes Boots)	5,000	417	292	0.0%	4,708
700 Tools & Instruments	2,000	167	-	0.0%	2,000
703 Apparel	2,000	167	236	0.0%	1,764
705 Supplies - Office	-	-	-	0.0%	-
715 Treatment Chemicals	0	0	-	0.0%	0
720 Supplies - Operating - Other	3,000	250	107	0.0%	2,893
735 Training, Certification	500	42	-	0.0%	500
745 Travel	-	-	-	0.0%	-
750 Utilities	0	0	-	0.0%	0
760 Waste Disposal	0	0	-	0.0%	0
795 Yolo Co	0	0	-	0.0%	0
799 Team Building	0	0	-	0.0%	0
Services and Supplies >	39,150	3,263	2,403	6.1%	36,747
Repairs & Replacement					
810 R&R Buildings & Grounds	3,000	250	336	11.2%	2,664
815 R & R Damage Claims	0	0	-	0.0%	0
820 R&R Lift Stations	20,000	1,667	1,818	9.1%	18,182
830 R&R Equipment	30,000	2,500	1,435	4.8%	28,565
832 R&R Mains/Laterals	20,000	1,667	5	0.0%	19,995
840 R&R Vehicles	10,000	833	77	0.8%	9,923
	-	-	-	0.0%	-
Repairs & Replacement >	83,000	6,917	3,671	4.4%	79,329
Total Expenses >	588,962	49,080	26,156	4.4%	562,806

24

Clearlake Oaks County Water District Capital Improvements As of July 31, 2024

Date	Name	Memo	Class	Amount
130 · Const In Progress - Studies				
135 · CRP WATER (CAPITOL IMPROVEMENTS - WATER - WAS 1199100)				
131 · Waste Water Plant				
131.1 · Pumps/Equipment				
Total 131.1 · Pumps/Equipment				
131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant - Other				
Total 131 · Waste Water Plant				
127 · Water Plant				
127.7 · Ozone System				
Total 127.7 · Ozone System				
127.6 · Swan AMI Turbiwell Monitor				
Total 127.6 · Swan AMI Turbiwell Monitor				
127.4 · PH System				
Total 127.4 · PH System				
127.2 · Harvy Vault Chlor Inject Proj				
Total 127.2 · Harvy Vault Chlor Inject Proj				
127.1 · Major Equipment				
Total 127.1 · Major Equipment				
127 · Water Plant - Other				
Total 127 · Water Plant - Other				
Total 127 · Water Plant				
120 · District General CRP (EQUIPMENT - WAS 1011181)				
120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - WAS 1011190)				
Total 120.01 · General Equipment/Tools (GENERAL EQUIPMENT - WATER - ...				
120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
Total 120.60 · Office (OFFICE EQUIPMENT - WAS 1011192)				
120.75 · SCADA				
07/09/2024	Mendo Mill	Scada Project at Wa...	CRP:Sewer	320.21
07/23/2024	Southport Control Sol...	Lift Station Counters...	CRP:Water	992.00
07/23/2024	Southport Control Sol...		CRP:Sewer	992.00
Total 120.75 · SCADA				
Total 120.75 · SCADA				
120.90 · Vehicles/Generators/Trailers				
Total 120.90 · Vehicles/Generators/Trailers				
120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181) - Other				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)				
Total 120 · District General CRP (EQUIPMENT - WAS 1011181)				
122 · Bldgs/Grounds Cap Improvements				
Total 122 · Bldgs/Grounds Cap Improvements				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161)				
124.2 · GIS Online Mapping System				
Total 124.2 · GIS Online Mapping System				
124.30 · Lift Stations				
124.50 · Mains				
Total 124.50 · Mains				
124.60 · Meters				
Total 124.60 · Meters				
124.90 · Water Tanks				

8:37 AM

08/09/24

Accrual Basis

Clearlake Oaks County Water District
Capital Improvements
As of July 31, 2024

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
Total 124.90 · Water Tanks				
124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - WAS 1011161) - Other				
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWE...				
Total 124 · D/C System Cap Improvements (COLLECTION SYSTEM - SEWER - ...				
125 · Land - Dist. Cap. Improvements				
Total 125 · Land - Dist. Cap. Improvements				
129 · ALLOW. FOR DEPRECIATION				
Total 129 · ALLOW. FOR DEPRECIATION				
280 · Loan				
280.04 · 2021 Water Truck				
07/22/2024	Kansas State Bank - ...	Payment #32	CRP:Water	786.69
07/22/2024	Kansas State Bank - ...	3359488	CRP:Sewer	786.69
Total 280.04 · 2021 Water Truck				1,573.38
280.02 · KS State Bank - 2019 Vac-Con				
07/15/2024	Kansas State Bank - ...	Pymt #55	CRP:Water	3,648.38
07/15/2024	Kansas State Bank - ...	3343293	CRP:Sewer	3,648.38
Total 280.02 · KS State Bank - 2019 Vac-Con				7,296.76
Total 280 · Loan				8,870.14
306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ENDS 06/31/2011)				
Total 306 · Retained Earnings - OLD (Undistributed earnings of the corporation - ...				
TOTAL				11,174.35



Accounts

[Transfer](#) [Settings](#)

CRP PC *6192

Available	**\$118,843.97
Current	\$118,843.97

CRP SEWER *3745

Available	**\$94,829.30
Current	\$94,829.30

CRP WATER *9385

Available	**\$152,621.99
Current	\$152,621.99

GENERAL LEDGER *9122

Available	**\$272,186.61
Current	\$238,940.46

SEWER RESERVES *9592

Available	**\$83,013.09
Current	\$83,013.09

WATER RESERVES *8503

Available	**\$188,337.36
-----------	----------------

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Money Management

Current

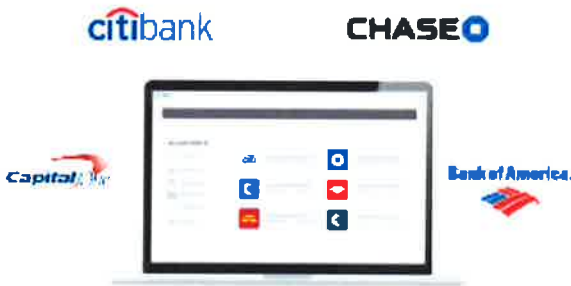
\$188,337.36

BALANCE TOTALS

Total Deposit Accounts \$876,586.17

**This balance may include overdraft or line of credit funds

Outside Accounts



No outside accounts added.

[Add account](#)

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August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3

30

California State Treasurer Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

August 12, 2024

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

CLEARLAKE OAKS COUNTY WATER DISTRICT

AUDITOR/SECRETARY
P.O. BOX 709
12952 HIGHWAY 20
CLEARLAKE OAKS, CA 95423-0709

[Tran Type Definitions](#)

Account Number: 90-17-001

July 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
7/15/2024	7/12/2024	QRD	1756540	N/A	SYSTEM	4,288.16
7/24/2024	7/23/2024	RD	1757737	N/A	DIANNA MANN	50,000.00
7/24/2024	7/25/2024	RDA	1757848	N/A	DIANNA MANN	-50,000.00
7/29/2024	7/29/2024	RD	1757935	N/A	DIANNA MANN	50,000.00

Account Summary

Total Deposit:	54,288.16	Beginning Balance:	389,264.45
Total Withdrawal:	0.00	Ending Balance:	443,552.61

8:38 AM

08/09/24

Clearlake Oaks County Water District

Payroll Summary

July 2024

	Hours	Rate	Jul 24
Employee Wages, Taxes and Adjustments			
Gross Pay			
CTO Saved	-34.5	56.64	-2,284.56
CTO Used	39	32.01	1,378.78
Holiday	102	37.76	4,098.79
Holiday Worked (x2.5)	10	105.08	921.48
Overtime (x1.5)	157.5	56.64	9,260.72
PTO	189.93	45.92	8,717.02
Straight Board	1,831.75	37.76	73,304.77
Duty Pay			500.00
			5,405.00
Total Gross Pay	2,295.68		101,302.00
Deductions from Gross Pay			
ACWA (pre-tax)			-1,698.33
AFLAC (pre-tax)			-349.74
AFLAC (taxable) AFTER TAX			-118.80
CALPers 457			-500.00
CALPers EE (Pretax)			-6,459.18
Total Deductions from Gross Pay			-9,126.05
Adjusted Gross Pay	2,295.68		92,175.95
Taxes Withheld			
Federal Withholding			-8,669.00
Medicare Employee			-1,439.18
Social Security Employee			-5,920.29
CA - Withholding			-3,406.29
CA - Disability			-1,091.80
Total Taxes Withheld			-20,526.56
Deductions from Net Pay			
Wage Garnishment			-269.52
Total Deductions from Net Pay			-269.52
Net Pay	2,295.68		71,379.87
Employer Taxes and Contributions			
Medicare Company			1,439.18
Social Security Company			5,920.29
Total Employer Taxes and Contributions			7,359.47

32

8:38 AM

Clearlake Oaks County Water District

08/09/24

Trial Balance

Accrual Basis

As of July 31, 2024

	Jul 31, 24	
	Debit	Credit
102.05 · CRP WATER - 9385	152,621.99	
102.14 · CalPERS RESERVE - 7355	0.00	
102.13 · SEWER RESERVES-9592	83,013.09	
102.11 · PC ESCROW - 6184	0.00	
102.10 · CRP PC - 6192	118,843.97	
102.12 · WATER RESERVES- 8503	188,337.36	
102.001 · GL - 9122	236,717.35	
102.04 · DWR - CHECKING	0.00	
101 · LAIF - CASH IN BANK	254,552.61	
101 · LAIF - CASH IN BANK:CIP Deposits 2014	189,000.00	
102.01 · WEST AMERICA - REGULAR CHECKING	88.98	
102.02 · CRP Water - 6990	0.00	
102.03 · CRP Sewer - 3745	94,829.30	
CUSI Accounts Receivable	204,087.00	
139 · Docufree	31,526.65	
116 · DEFERRED OUTFLOW- PENSION	279,080.00	
103 · PETTY CASH	306.59	
104 · COUNTY TREASURY	85,208.68	
130 · Const In Progress - Studies	691,882.44	
130 · Const In Progress - Studies:130.97 · Const in Progress - Actiflo Pil	3,280.00	
130 · Const In Progress - Studies:130.96 · Const in Progress - WWP 2022	5,585.00	
130 · Const In Progress - Studies:130.95 · Source Capacity Studygrant prep	18,190.25	
130 · Const In Progress - Studies:130.75 · SCADA	0.00	
132 · CRP SEWER	983,511.67	
132 · CRP SEWER:132.05 · CIP SEWER LABOR	0.00	
135 · CRP WATER	249,148.33	
135 · CRP WATER:135.02 · Aircon Project	0.00	
135 · CRP WATER:135.05 · Backwash Pump Filters #2-#3	0.00	
135 · CRP WATER:135.10 · High Valley Project 2013	0.00	
135 · CRP WATER:135.20 · CIP WATER LABOR	0.00	
111 · INVENTORY - WATER	0.00	
114 · ACCOUNTS RECEIVABLE.	810,005.90	
115 · PRE-PAID INSURANCE	13,571.00	
1890 · ACCOUNTS RECEIVABLE - OTHER	0.00	
12000 · Undeposited Funds	0.00	
136 · CUSI Software	13,172.00	
138 · USDA Water Improvements	8,782,506.04	
128 · Sewer Infrstrcture & Rehab Proj	3,890,219.87	
121 · Wtr Dist & Wtr Storage Projects	279,432.11	
121 · Wtr Dist & Wtr Storage Projects:121.1 · Sidewalk Project - District Exp	115,500.66	
131 · Waste Water Plant	230,059.50	
131 · Waste Water Plant:131.1 · Pumps/Equipment	163,546.35	
126 · Forcemain (phase 1) Cap. Imprv.	1,233,797.22	
123 · USDA - Sewer Plant Cap Imprvmt	4,265,559.43	
USDA Project		523,819.00
127 · Water Plant	239,426.30	
127 · Water Plant:127.8 · Water Intake Pump Extension		140,267.64
127 · Water Plant:127.7 · Ozone System	38,629.36	
127 · Water Plant:127.6 · Swan AMI Turbiwell Monitor	25,079.10	
127 · Water Plant:127.5 · A/C installation for Filter Rm	750.00	
127 · Water Plant:127.4 · PH System	9,959.72	
127 · Water Plant:127.2 · Harvy Vault Chlor Inject Proj	1,408.61	
127 · Water Plant:127.1 · Major Equipment	375,652.94	
120 · District General CRP	95,883.57	
120 · District General CRP:120.01 · General Equipment/Tools	1,922,818.13	
120 · District General CRP:120.60 · Office	27,331.49	
120 · District General CRP:120.75 · SCADA	48,335.49	
120 · District General CRP:120.90 · Vehicles/Generators/Trailers	934,882.14	
122 · Bldgs/Grounds Cap Improvements	8,547,329.06	
124 · D/C System Cap Improvements	3,150,613.27	
124 · D/C System Cap Improvements:124.2 · GIS Online Mapping System	8,277.92	
124 · D/C System Cap Improvements:124.30 · Lift Stations	60,599.80	
124 · D/C System Cap Improvements:124.30 · Lift Stations:124.31 · Lift Station 7 Bypass	66,042.23	
124 · D/C System Cap Improvements:124.50 · Mains	14,788.58	

8:38 AM

Clearlake Oaks County Water District

08/09/24

Trial Balance

Accrual Basis

As of July 31, 2024

	Jul 31, 24	
	Debit	Credit
124 · D/C System Cap Improvements:124.60 · Meters	10,000.34	
124 · D/C System Cap Improvements:124.90 · Water Tanks	40,615.04	
125 · Land - Dist. Cap. Improvements	299,770.00	
129 · ALLOW. FOR DEPRECIATION		11,078,963.62
200 · ACCOUNTS PAYABLE		170,718.75
8-81000 · Amazon Business Prime Card		7,524.88
211 · WAB Credit Card:211.17 · WAB - Kurt - 0390		414.36
211 · WAB Credit Card:211.16 · WAB - Francisco - 5312		2,075.56
211 · WAB Credit Card:211.15 · WAB - Kurt - 9133	0.00	
211 · WAB Credit Card:211.14 · WAB - Dianna - 3226		6,457.70
211 · WAB Credit Card:211.13 · WAB - Jeremy - 2499		721.33
211 · WAB Credit Card:211.12 · WAB- Francisco - 2481	0.00	
211 · WAB Credit Card:211.11 · WAB - Dan - 2507	0.00	
211 · WAB Credit Card:211.10 · WAB - Dianna - 2473	0.00	
210 · Cal Card	0.00	
210 · Cal Card:210-09 · Cal Card - 5855	0.00	
210 · Cal Card:210-08 · Cal Card - 5848	0.00	
210 · Cal Card:210-07 · Cal-Card	0.00	
210 · Cal Card:210.06 · Cal Card - 3879	0.00	
210 · Cal Card:210.05 · Cal Card - 4075	0.00	
210 · Cal Card:210.04 · Cal Card - 7397	0.00	
210 · Cal Card:210.01 · Cal Card -	0.00	
210 · Cal Card:210.02 · Cal Card 0010	0.00	
210 · Cal Card:210.03 · Cal Card	0.00	
800 · Bulk Water Deposit		2,025.00
Annual Depreciation		249,035.55
224 · USDA Retainage		241,508.65
223.56 · FEDERAL PAYROLL TAX PENALTY	3,928.96	
280 · Loan:280.04 · 2021 Water Truck		46,224.70
280 · Loan:280.15 · USDA Water Improvement Project		4,780,000.00
280 · Loan:280.02 · KS State Bank - 2019 Vac-Con		36,250.10
280 · Loan:280.12 · USDA Loan for Sewer Clarifier		2,946,172.41
280 · Loan:280.10 · Bridge for I & I Rehab Project	0.00	
280 · Loan:280.07 · Bridge Loan for Forced Main	0.00	
280 · Loan:280.05 · USDA Bridge Loan	0.00	
280 · Loan:280.01 · Kansas State Bk - VACON	0.00	
280 · Loan:280.03 · Kansas State Bk - Camera Traile	0.00	
220 · Restricted - Expansion Fee's	0.00	
221 · Health Ins - EE Portion		9,023.51
221 · Health Ins - EE Portion:221.1 · EE Cobra Payments - Medical	0.00	
222 · Direct Deposit Liabilities		20,551.59
223 · COMP DUMP ACCOUNT	0.00	
223 · COMP DUMP ACCOUNT:223.01 · ADMIN - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.02 · SEWER - COMP USED	0.00	
223 · COMP DUMP ACCOUNT:223.03 · WATER - COMP USED	0.00	
223.15 · GARNISHMENTS	20,872.76	
223.15 · GARNISHMENTS:223.16 · GARNISHMENT - COURT DEBT ORDER	134.76	
223.15 · GARNISHMENTS:223.17 · GARNISHMENT - LAKE CO SHERIFF		21,874.15
223.20 · STATE UNEMPLOYMENT TAX PAYABLE	0.00	
223.25 · Vacation Dump Account	0.00	
223.25 · Vacation Dump Account:223.26 · Admin - Vacation Time	0.00	
223.25 · Vacation Dump Account:223.27 · Sewer - Vacation	0.00	
223.25 · Vacation Dump Account:223.28 · Water - Vacation	0.00	
223.30 · Sick Dump Account	0.00	
223.30 · Sick Dump Account:223.31 · Admin - Sick	0.00	
223.30 · Sick Dump Account:223.32 · Sewer - Sick	0.00	
223.30 · Sick Dump Account:223.33 · Water - Sick	0.00	
223.40 · ACCRUED PAYROLL	0.00	
223.45 · FICA & SOCIAL SEC PAYABLE	0.00	
223.50 · MEDICARE TAX PAYABLE	0.00	
223.55 · FEDERAL PAYROLL TAX WITHHOLDING	1,050.73	
223.60 · STATE PAYROLL TAX WITHHOLDING	0.00	
223.65 · STATE DISABILITY PAYABLE	1.00	
2135 · CALPERS RETIREMENT PAYABLE	0.00	

3A

8:38 AM
 08/09/24
 Accrual Basis

Clearlake Oaks County Water District
Trial Balance
 As of July 31, 2024

	Jul 31, 24	
	Debit	Credit
223.70 · WORKERS COMP PAYABLE	0.00	
223.75 · PAYROLL DEDUCTION - INS CO-PAY	22,989.96	
223.80 · GASB 68 Pension		26,313.00
223.85 · MISC DEDUCTIONS PAYABLE		8,673.57
223.90 · COMPENSATED EMPLOYEE BENEFITS		86,839.02
24000 · Payroll Liabilities	22,825.11	
228 · FEMA Interest on Overpaymnt/Pen		769,106.25
227 · FEMA Overpayment/Penalties	1,969,862.75	
295 · NET PWNSION LIABILITY		723,163.00
226 · USDA Int Pymnt-Swr Clarifier	0.00	
225 · USDA Payment - Sewer Clarifier	371,172.41	
281 · BOND PAYABLE	0.00	
302 · RETAINED EARNINGS		3,334,114.80
304 · Opening Balance Equity	584,283.24	
306 · Retained Earnings - OLD		17,148,646.12
Income:410 · Client Reg Pmt		237,134.57
Income:425 · CRP		88,851.04
Income:430 · Penalty & Interest		7,308.35
Income:430 · Penalty & Interest:430.2 · Bank Interest		4,326.53
Income:435 · Loans/Grants:435-11 · Wellness		680.00
Income:440 · Misc Revenue		8.52
Income:450 · Other - Non S/W Rev		87,503.64
Salaries & EE Benefits:545 · CALPers 457		250.00
Salaries & EE Benefits:505 · Salaries & Wages	101,302.00	
Salaries & EE Benefits:520 · FICA - District Share	7,359.47	
Salaries & EE Benefits:530 · Med/Life Insurance- Dist Share	17,170.04	
Salaries & EE Benefits:540 · PERS - District Share	16,765.54	
Salaries & EE Benefits:560 · Workers Comp Ins	0.00	
Services & Supplies:610 · Bank Fees	90.15	
Services & Supplies:620 · Communications & Internet	649.63	
Services & Supplies:630 · Equip - Office	861.97	
Services & Supplies:640 · Fuel & Oil	4,338.25	
Services & Supplies:650 · Interest	281.58	
Services & Supplies:657 · Lab	2,929.00	
Services & Supplies:660 · Memberships & Subscription	906.23	
Services & Supplies:670 · Postage & Shipping	1,624.67	
Services & Supplies:675 · Professional Services	10,112.19	
Services & Supplies:675 · Professional Services:675-7 · MC On Call Services/Pre Grant	900.00	
Services & Supplies:690 · Safety & Security	876.33	
Services & Supplies:700 · Tools & Instruments	213.83	
Services & Supplies:703 · Supplies - Clothing & Personal	996.02	
Services & Supplies:705 · Supplies - Office	123.00	
Services & Supplies:715 · Supplies-Chemicals-Operating	10,173.50	
Services & Supplies:720 · Supplies - Inventory - Other	1,150.65	
Services & Supplies:750 · Utilities	33,291.85	
Services & Supplies:760 · Waste Disposal	2,136.25	
Services & Supplies:795 · Yolo Co	4,975.73	
Services & Supplies:799 · Team Building	176.92	
Repairs & Replacement:810 · R&R Buildings & Grounds	660.70	
Repairs & Replacement:820 · R&R Lift Stations	1,817.63	
Repairs & Replacement:830 · R&R Equipment	1,461.47	
Repairs & Replacement:832 · R&R Mains and Sewer Lines	249.35	
Repairs & Replacement:840 · R&R Vehicles	456.85	
66000 · Payroll Expenses	0.00	
TOTAL	42,806,546.91	42,806,546.91

39

Account Payable Breakdown

Date: 8/12/2024

	<u>QuickBooks</u>	<u>WAB Balance</u>	<u>WAB Available</u>
General Ledger - 9122	\$189,414.20	\$272,186.61	\$238,940.46
CRP Water - 9385	\$152,621.99	\$152,621.99	\$152,621.99
CRP Sewer - 3745	\$94,829.30	\$94,829.30	\$94,829.30
CRP PC - 6192	\$118,843.97	\$118,843.97	\$118,843.97
Water Reserve - 8503	\$188,337.36	\$188,337.36	\$188,337.36
Sewer Reserve - 9592	\$83,013.09	\$83,013.09	\$83,013.09
LAIF Balance	\$443,552.61	\$443,552.61	\$443,552.61
Current A/P Aging	\$83,200.66	(PG&E Payment Plan for True-Up)	
Kansas State Bank-VacCon	\$7,421.47	8/15/2024	
Kansas State Bank-Water Truck	\$1,730.25	8/20/2024	
TOTAL	\$92,352.38		
 Paid On-line/Auto Out			
8/8/2024 ACWA Health Ins.	\$20,634.76		
8/7/2024 Amazon Amex Card	\$7,524.88		
8/5/2024 Canon Financial	\$386.46		
8/5/2024 PG&E	\$44,883.93		
8/1/2024 WAB Credit Card	\$9,668.95		
TOTAL-Paid On-line/Auto Out	\$83,098.98		

7:59 AM
08/12/24

Clearlake Oaks County Water District
A/P Aging Summary
As of August 12, 2024

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Alpha Analytical Labs	340.00	0.00	0.00	0.00	0.00	340.00
CUSI	100.15	0.00	0.00	0.00	0.00	100.15
MC Engineering, Inc	450.00	0.00	0.00	0.00	0.00	450.00
Pace	0.00	-124.29	0.00	0.00	0.00	-124.29
People Services Inc	130.00	0.00	0.00	0.00	0.00	130.00
PG&E	0.00	0.00	0.00	0.00	82,304.80	82,304.80
TOTAL	<u>1,020.15</u>	<u>-124.29</u>	<u>0.00</u>	<u>0.00</u>	<u>82,304.80</u>	<u>83,200.66</u>

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: July 18, 2024

Time: 2:00 P.M.

*Clearlake Oaks County Water District - Administration Building
12952 E. Highway 20, Clearlake Oaks, CA 95423*

MINUTES

A. CALL TO ORDER

- Pledge of Allegiance
- Roll Call

√ Mr. Stanley Archacki, President √ Mr. Michael Herman, Vice President √ Mr. Samuel Boucher, Director
√ Mr. James Burton, Director √ Mr. William McHugh, Director √ Mrs. Dianna Mann – General Manager,
√ Mrs. Olivia Mann – Board Secretary, **VIA PHONE** √ Mr. Francisco Castro, Wastewater □ Mr. Kurt Jensen,
Water □ Mr. Jeremy Backus, Distribution – Kurt and Jeremy were excused due to a water leak on Island
Drive

B. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

The public may comment on items not on the agenda within the Board's jurisdiction. Speakers are limited to three (3) minutes each.

C. STAFF REPORTS

1. Administration
2. Chief Distribution Operator
3. Chief Water Plant Operator
4. Chief Wastewater Plant Operator
5. General Manager

D. CONSENT ITEMS

The Board will be asked to approve all Consent Items at one time without discussion. If any Director, staff, or interested person requests that an item be removed from the Consent Items, it will be considered under New Business.

1. Financial Reports for review and approval

- a. June 2024 QB balance sheet and profit & loss statements
- b. Bank account balances and accounts receivable
- c. Employee payroll report
- d. Aged trial balance summary
- e. Vendor aging report, accounts payable breakdown

2. **Minutes of previous meeting for review and approval**

- a. Minutes of Regular Meeting 06/20/2024

3. **Bills**

- a. Southport Control Solutions, LLC Invoice number 240601, in the amount of \$10,734.97, dated 6/28/2024, for SCADA repair/updates for water, wastewater, and lift stations

Action Taken: Motion to approve consent items

HERMAN/BOUCHER M/S/C

AYES: UNANIMOUS

E. OLD BUSINESS

1. Discussion and consideration of Resolution 24-05, Adopting Clearlake Oaks County Water District Board of Director Bylaws

Action Taken: Motion to approve Resolution 24-05 with revisions

BURTON/MCHUGH M/S/C

AYES: UNANIMOUS

F. NEW BUSINESS

1. Discussion and consideration of appeal by David Paras, 13488 Marina Village

Action Taken: Motion to deny appeal

BURTON/BOUCHER M/S/C

AYES: UNANIMOUS

2. Discussion and approval on the engagement letter from PnPCPA for the District's annual audit not to exceed \$12,800.00. The first half is due on approval of this engagement letter and second half is due upon completion of audit

Action Taken: Motion to approve engagement letter from PnPCPA

BURTON/HERMAN M/S/C

AYES: UNANIMOUS

3. Discussion and approval of purchasing a Flygt Mode NP-3102.040 6" submersible pump for RAS (Returned Activated Sludge) for \$13,608.00 excluding tax and shipping to be paid from Sewer Reserves

Action Taken: Motion to approve purchase of Flygt RAS Pump in the amount of \$13,608.00 plus tax and shipping from the Sewer Reserves

BOUCHER/MCHUGH M/S/C

AYES: UNANIMOUS

4. Discussion and consideration of Resolution 24-06, California CLASS Authorizations

Action Taken: Motion to approve Resolution 24-06

HERMAN/BOUCHER M/S/C

AYES: UNANIMOUS

ADJOURNMENT

Time: 2:35 p.m.

SIGNED: _____ **ATTESTED TO:** _____
Stanley Archacki, Board President **Dianna Mann, General Manager**

Where appropriate or deemed necessary, the Board may take action on any item listed on the agenda, including items listed as information items. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the District's Administrative Office at the above address.

The public may address the Board concerning an agenda item during the Board's consideration of that agenda item. The President will call for comments at the appropriate time. Comments of individual speakers are limited to three minutes per agenda item.

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact Clearlake Oaks County Water District Secretary to the Board at 707-998-3322. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

RYAN PROCESS



WASTEWATER, WATER & PROCESS SPECIALISTS

RYAN PROCESS QUOTE FORM

DATE OF THIS QUOTE: 8/1/2024
 RYAN PROCESS QUOTE # CLOW073024dwrev1

MAIN OFFICE PHONE: (925) 837-0670
 511 1ST STREET BENICIA, CA 94510
 QUOTE VALID FOR: 3 WEEKS
 This Quote Prepared by: DAVE WHITE
 SALES PERSON EMAIL: dw@ryanprocess.com
 SALES PERSON PHONE#: (925) 837-0670
 QUOTE TO: CLEARLAKE OAKS WATER PLANT
 PROJECT DESCRIPTION: SII 2500 DCT for bleach
 NAME Contact: Kurt Jensen
 EMAIL Contact: k.jensen@clowd.org
 PHONE#: (707) 350-3436

RPI TERMS	F.O.B.	Ship Via	Shipping Terms
50/20/net 30	FACTORY	BEST WAY	BEST WAY

ITEM #	DESCRIPTION	Qty.	UNIT PRICE	EXT PRICE
5580000N	Snyder 2500 CCS double containment tank, 102x122, HDPE resin, 1.9 sp gr, 18" vented manway	1		\$10,910.00
	ACCESSORIES TO INCLUDE			
880059	HYPOCHLORITE WHITE RESIN ADDER-REQUIRED-REDUCES TEMP IN TANK ANNULAR SPACE REDUCING OFF GASSING	1		\$2,151.00
1070000N-2V	2" UFO PVC/VITON TANK TRANSITION FITTING (OUTLET)	1		\$591.00
34700687	BOLTS(OUT)	1		\$716.00
34700861	2" PVC SLIP FIT FLANGE ADAPTOR (OUTLET)	1		\$42.00
34701257	2" PVC SLIP FIT SIPHON TUBE (OUTLET)	1		\$63.00
34700264	4" PVC BULKHEAD FITTING WITH U-VENT	1		\$494.00
34700901	MESH BUG SCREEN FOR U-VENT	1		\$20.00
34700238	2" PVC BULKHEAD FTG W/VITON GSKT (FILL)	1		\$107.00
347	2" PVC EXTERNAL FILL PIPE W/GROUND SUPPORT (FILL)	1		\$460.00
34700040	SIGHT GLASS ASSEMBLY WITH VITON GASKET	1		\$182.00
5390100N95401	2" HDPE FLEXMASTER FLEX COUPLING	1		\$481.00
33100021	2" VITON GASKETS FOR FLEX CONNECTOR	2		\$215.00
171	TANK WRAP FOR SHIPMENT	1		\$108.00
347	Galvanized steel seismic cable restraint system (anchor bolts not incl)	1		\$1,050.00
labels 1 each	NFPA fire diamond label and corrosive diamond 10"x10"	2		\$30.00
	TANK DRY WEIGHT 1,420 LBS			

EST. Lead Time:	ESTIMATE 8-9 WEEKS AFTER DRAWING APPROVAL	Subtotal	\$17,620.00
SPECIAL NOTES:	SHIPS FROM LINCOLN NB, FREIGHT IS COMBO LOAD PRICING	FREIGHT EST	1700.00
SALES TAX 7.25		SALES TAX	\$1,277.45
**Any credit card payments require a 5% handling fee. We accept Visa and Mastercard		TOTAL	\$20,597.45
**Standard Ryan Process Terms:	50/20 REMAINDER NET 30		

****UNLESS OTHERWISE STATED Freight and Sales Taxes not included in pricing.**

A

CLEARLAKE OAKS COUNTY WATER DISTRICT

POLICY PERTAINING TO THE ILLNESS AND INJURY PREVENTION PLAN

The attached policy pertaining to the Illness and Injury Prevention Plan is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 15th day of August 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Stanley Archacki, President

Attest: _____
Olivia Mann, Secretary



CLEARLAKE OAKS COUNTY WATER DISTRICT

Illness and Injury Prevention Plan

July 2024



Clearlake Oaks County Water District Team:

It is the policy of the Clearlake Oaks County Water District to achieve the greatest practical degree of freedom from accidents and to ensure that every employee is provided safe and healthful working conditions, free from recognized hazards.

Injuries are always costly to the individual worker, often significantly changing their future, and frequently destroying the security of their family. They are also costly to the District, both directly and indirectly – with indirect costs often being much higher than the direct costs. It is the firm and continuing policy of the Board of Directors that industrial accidents shall be significantly reduced or eliminated with the use of reasonable administrative procedures, engineering controls and by the aggressive promotion of safe work practices within the District.

Every employee plays an important part in preventing accidents and is expected to cooperate fully with the measures taken for safety.

Each employee has a responsibility to themselves for their safety, but likewise has a responsibility to their family, to their fellow workers, to their community, and to their employer.

In the performance of their duties, therefore, they shall be expected to observe safety practices, rules, and operating procedures, as well as instructions relating to the efficient performance of their work. The ideal in safe and efficient district operations is reached only when all employees are keenly alert and safety conscious.

We have instituted an Injury and Illness Prevention Program which, with your help, will succeed in providing a safe, healthy, and pleasant working environment. Everyone stands to benefit, every one stands to gain as the cooperation of all employees in the District is expected. The results will be worth the effort.

Health and Safety,

Dianna Mann
General Manager

CLEARLAKE OAKS COUNTY WATER DISTRICT

Introduction to Illness & Injury Prevention

The Injury and Illness Prevention Program (IIPP) is the Clearlake Oaks County Water District's overall safety program. The purpose of the IIPP is to create an organized approach to employee accident prevention.

The Clearlake Oaks County Water District's (District) IIPP includes a system for communicating effectively with employees about occupational safety and health matters. These communications must be in a "form easily understood by all affected employees", and should include the following:

COMMUNICATION

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and encourages employees to inform management of workplace hazards without fear of reprisal. The system consists of one of more or the following checked items:

- New worker orientation includes a discussion of safety and health policies and procedures.
- Regular review of our IIPP.
- Workplace safety and health training programs.
- Safety meetings will be a minimum of twice per month.
- Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.

HAZARD ASSESSMENT

The District's IIPP contains procedures to identify and evaluate workplace hazards including scheduled periodic inspections to identify unsafe conditions and work practices.

Periodic inspections are performed according to the following schedule:

1. When new, previously unidentified hazards are recognized;
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our work place;
3. When occupational injuries and illnesses occur;
4. When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
5. Whenever workplace conditions warrant an inspection.

Periodic safety inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of a hazard assessment checklist and any other effective methods to identify and evaluate workplace hazards. Guidelines for conducting safety inspections, Appendix B, Safety Inspection Checklist, Appendix C, and Inspection Program form, Appendix D.

ACCIDENT/EXPOSURE INCIDENT

The Safety Officer in collaboration with appropriate CLOCWD staff performs an investigation of the facts surrounding the incident. A standardized Employee Incident Investigation is attached as Appendix E, used to record the results of the investigation.

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible;
2. Interviewing injured workers and witnesses;
3. Examining the workplace for factors associated with the accident/exposure;
4. Determining the cause(s) of the accident/exposure;
5. Taking corrective action to prevent the accident/exposure from recurring; and
6. Recording the findings and corrective actions taken.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected in accordance with the following:

1. When identified through accident/exposure investigations, hazard assessments, or hazard reports;
2. When an imminent hazard exists which cannot immediately be abated without endangering worker(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
3. Actions planned, actions taken, and date the hazard is abated shall be documented on the appropriate forms, Appendix F and G.

TRAINING & INSTRUCTION

Safety training should be designed to instruct all employees on the potential hazards associated with particular jobs, job practices and operations. No one should be allowed to perform a task unless they know how to do it safely and understand the hazards involved.

Training is a fundamental part of any job or task. It is particularly important that employees are trained to perform their job and work safely. In general, the Cal/OSHA Injury and Illness Prevention Program requires training to instruct employees in general safe work practices and to provide specific instruction and respect to hazards specific to each employee's job assignment. It also requires training be provided to supervisors to ensure they are familiar with the hazards to which employees under their control may be exposed.

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

1. When the IIPP is first established;
2. To all new workers, except for those in construction who are provided training through a Cal/OSHA approved construction industry occupational safety and health training program;
3. To all workers given new job assignments for which training has not been previously provided;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each worker's job assignment.

Workplace safety and health training practices for all industries include, but are not limited to the following:

1. Explanation of the employer's IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, and injuries;
2. The use of appropriate clothing, including gloves, footwear, and personal protective equipment;
3. Information about chemical hazard exposure
4. Availability of toilet, handwashing and drinking water facilities; and
5. Provisions for medical services and first aid including emergency procedures.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information is not already covered in other training.

RECORDKEEPING

We have taken the following steps to implement and maintain our IIPP:

1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded and kept up to date.
3. Records of Accident Prevention Checklists, Appendix H, Shop Facility Inspection Report, Appendix I and a Safety Officer Self-Inspection Checklist Appendix J

Unless specified in a Cal/OSHA standard, the District will retain inspection and training records for at least five (5) years.

RESPONSIBILITY

The Administrator of the IIPP shall be the General Manager who has the responsibility and the authority to implement the provisions of this program for the District.

The responsibility for safety belongs to everyone. Accountability rests as follows:

Safety Officer:

- Oversees the loss control program
- Act as a liaison between day-to-day operations of the safety program and the General Manager
- Review significant incident investigations and make necessary recommendations
- Hold each department supervisor accountable for safety and loss control
- Conduct appropriate safety orientation and training
- Ensure personnel know and understand established safety guidelines
- Schedules and coordinates all safety meetings using the Safety Meeting Report Form Appendix K

Management:

- Responsible for implementing and maintaining the IIPP in their work areas and for answering

worker questions about the IIPP

- Make a copy of the IIPP available to their employees; and
- Provide the necessary leadership and resources to administer an effective program.

Chief Operators/Supervisors:

- Responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP;
- Know the program and provide the necessary leadership to ensure its success;
- Develop general and specific safety guidelines for their department with assistance from the safety officer;
- Review incident investigations;
- Participate in safety committee meetings or safe communication forums, as appropriate;
- Ensure unsafe conditions and practices are corrected;
- Provide employees with necessary training; and
- Be a good example.

Employees:

- Report all injuries, no matter how minor to their supervisor;
- Accomplish duties using safe work practices
- Coach fellow employees on safe work practices, whenever appropriate;
- Correct and/or report to your supervisor observed unsafe condition or unsafe act;
- Perform only authorized job task, know the program and give it your total support;
- Learn the hazards of your trade, and practice safe behavior; and
- Help fellow employees to prevent accidents.

COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all workers. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All workers are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

Our system of ensuring that all workers comply with the rules and maintain a safe work environment include:

1. Informing workers of the provisions of our IIPP;
2. Evaluating the safety performance of all workers;
3. Recognizing workers who perform safe and healthful work practices;
4. Providing training to workers whose safety performance is "deficient"; and
5. Disciplining workers for failure to comply with safe and healthful practices.

APPENDIX

Fact Finding, Not Fault Finding.....	Appendix A
Guidelines for Conducting Safety Inspections.....	Appendix B
Safety Inspection Checklist.....	Appendix C
Inspection Program.....	Appendix D
Employee Incident Investigation Report.....	Appendix E
Hazard Correction Log.....	Appendix F
Hazardous Material Exposure.....	Appendix G
Accident Prevention Checklist.....	Appendix H
Shop Facility Inspection Report.....	Appendix I
Safety Officer Self-Inspection Checklist.....	Appendix J
Safety Meeting Report.....	Appendix K

CLEARLAKE OAKS COUNTY WATER DISTRICT

During any investigation, remember that the objective is: **FACT FINDING, NOT FAULT FINDING**

In any investigation, the following information should be gathered:

1. What was the injured person doing at the time of the incident?
2. What tools or equipment were involved, if any?
3. Where did the incident occur (be specific including location, area, or job site)?
4. What was happening around the work area (external influences)?
5. Did the injured person understand the hazard?
6. Was the injured person trained to do the job?
7. What contributed to this incident, i.e., another work group, defective tool, faulty equipment?
8. Was more than one person involved? If so, who and how?
9. Were there any witnesses? If so, who are they and what did they see?
10. Was the incident preventable?
11. Based on answers received in the investigation, make recommendations to prevent recurrences. Recommendations must be action oriented, "I will be more careful" is not sufficient.

In order to perform a useful investigation, the investigator will have to interview witnesses. The investigator will attempt to recreate the entire incident; determining what was going on before and during the incident in order to prevent recurrences.

The following guidelines will help the investigator(s) conduct an investigation:

1. Complete the investigation as soon after the incident as is possible. People forget details quickly in an emotional situation.
2. Photograph the area, tools, equipment and processes. Photographing employees' faces is not recommended.
3. Interview all persons involved with the incident.
 - a. When interviewing witnesses after an incident, it is important to put each person at ease. Tell the person you are looking for the facts only and not trying to blame anyone. Placing blame only hinders you in obtaining useful information. Putting the person at ease should be done several times during the interview.
 - b. Interview employees separately. In this way, what one person says will not influence what someone else says. Multiple versions of the same incident create a more complete picture.
 - c. Ask open-ended questions that do not illicit one-word answers, such as "what did you see?"
 - d. During the interviews, inform each witness of what is being done for the injured person.
 - e. Avoid talk that will mislead or confuse the witnesses.
 - f. Do not accept, deny, or promise anything. The purpose of the investigation is to gather facts only.

After all incidents and injuries, the following forms must be completed:

1. ***Incident Report*** — Employee Incident Investigation Report and Supervisor's Report of Injury/Incident
2. ***Workers' Compensation*** Employee's Claim for Benefits
3. ***Cal/OSHA form #300*** Work Related Injuries And Illness

Incident Investigation Questions for Supervisors

Instructions:

After asking the injured employee and witnesses to describe what happened in regard to the particular incident, review the following questions to be sure that everything has been covered. Ensure all pertinent information for Workers' Compensation has been obtained.

Repeat questions if you need to clarify any of the answers you have already been given. If the answers to these questions indicate an apparent lack of safety preparedness, review each point that contributes to your conclusion.

Remember, during an incident investigation you are obtaining data, not reprimanding anyone. You want the facts and do not want anyone to become reluctant to answer your questions or skew the facts in order to protect him or herself.

Questions:

1. Were there adequate procedures for the employee to follow?
2. If yes, was the use of these procedures enforced?
3. If there are adequate procedures, was the employee sufficiently trained in these procedures?
4. If yes, did the employee follow the procedures?
5. Did the employee use the correct action movements when completing the task (have the employee show you how the task was done)?
6. Did peer pressure have anything to do with the employee doing the job unsafely?
7. Was a hazard involved in this incident?
8. If yes, had it been previously identified?
9. If the hazard had been previously identified, who was aware of the condition?
10. If the hazard had been previously identified, how long had it existed?
11. Does anyone know why the hazard had not been corrected? (The answer to this question varies. Often the hazard is in the environment and nothing can be done about it. Some-times, the hazard requires an enormous expenditure to fix, and monies have not been allocated. At the same time, hazards are sometimes not corrected because they slip through the management process.)
12. Did the employee fail to identify that a hazard was present?
13. Had there been any other incidents/close calls similar to this one?
14. Was housekeeping in the area around the incident a problem?
15. Were there any unusual circumstances at the time of the incident (such as extreme heat or cold; bad weather; poor illumination; too much light; noise; traffic; many people in the area)?
16. Did the employee have available the proper equipment to do the job that was being done (such as personal protective equipment; tools; ergonomically correct equipment for the individual employee to use)?
17. If yes, did the employee use the equipment?
18. If the employee used the equipment, was it used properly?
19. If the equipment was available and used, had the employee been trained on the equipment?
20. If personal protective equipment was used, did it properly fit the employee?
21. If the proper equipment was available, was it in good repair?
22. Is specialized testing equipment needed for doing this job (such as confined space air sampling)?
23. If yes, was it used?
24. If it was used, had it been properly calibrated?
25. Did the employee have the proper skills to do this job in a safe manner?

26. Did the employee have a previous/recurring injury or illness relating to the injury that was sustained in this incident?
27. Did the employee have a health problem that might have affected performance (i.e., cold/flu, fatigue, and chronic problems)?
28. How long had the employee been working that day (including overtime, if any)?
29. Had the employee been evaluated on performing this task in the past?
30. Did time constraints/requirements, i.e., trying to get the job done quickly and not complying with safety procedures or rules, have anything to do with this incident?
31. Were there enough employees used to get the task or job completed in a safe manner?
32. If not, could the employee have gotten additional help prior to doing the job?
33. Were the demands of the job too great for this employee?
34. Was the employee properly placed in this job?
35. Had the employee been held accountable for working in a safe manner prior to this incident?
36. Had management and supervision expectations for a safe job performance been communicated to the employees? (Remember: Be objective)
37. Did the performance of this employee for completing this particular task really matter or was the task considered inconsequential to make much of a difference?

Summary:

These questions require an objective view of the situation. They will help you identify the most critical factors that may be involved in all incidents. It would be wise to review your notes with the injured employee and witnesses to make sure you have interpreted what they said correctly prior to closing the interview process.

Clearlake Oaks County Water District Guidelines for Conducting Safety Inspections

The following are the specific requirements for completion of safety inspections. Each item listed in these guidelines corresponds with a similar item on the inspection form. Areas, which are not applicable to your work-site inspection area, should be documented by writing N/A in the comment space on the checklist. Areas identified, as needing attention must be further documented in the comment area, and tracked on the backside of the inspection form.

I. Fire Protection

1. Fire Extinguishers

- Check seals and hoses for cracks and nozzle for obstructions.
- Check service date, annual service required.
- Remove extinguisher from rack and rotate to prevent powder from packing.
- Check gauge to determine charge status, replace extinguishers requiring recharging with useable extinguisher.
- Check that extinguishers are identified by class of fire and are suitable to site.
- Check that extinguisher locations are plainly marked and access un-obstructed.

2. Flammable Storage

- All flammable / combustible materials are used in well-ventilated areas.
- All flammable / combustible materials are stored in flammable storage cabinets or properly designed storage areas when not in use.
- Check that all flammable / combustible materials are stored in proper containers and that chemical containers are properly labeled.
- Hazard warning signs ("flammable materials", "no smoking") are prominently posted.
- Check that adequate spill control is available.

II. General Work Environment

1. Housekeeping

- Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- Are all spilled materials or liquids cleaned up immediately?
- Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?

2. Workshops and Storage Lockers

- Is adequate workspace provided?
- Work area is free of unnecessary storage?

3. Wash Rooms and Locker Rooms

- Are wash areas clean and orderly and have adequate supplies?
- Check that washroom fixtures and plumbing are in proper working order.
- Is hot and cold running water available in washrooms?
- Check that personal storage areas and/or locker rooms are clean and orderly.
- Are lunchrooms, breakrooms and restrooms sanitary?

III. Buildings/Grounds and Security

1. Areas around Buildings

- Are areas adjacent to the building and fence unobstructed and free of debris?
- Check that access to doors, steps, dock ladders and walkways are clear

- Are loading dock areas free of debris?
- Is outside building illumination adequate and maintained?
- Check that exterior electrical switches and outlets are protected from moisture contact or water accumulation.

2. Security

- Are there any openings or physical damage to perimeter fencing that may indicate that someone has entered property?
- Are gate latches locked and secure?
- Are yard lights providing illumination to all areas of yard?
- Is the fence perimeter free of storage that could hide an entry point?

IV. Workplace Life Safety Conditions

1. Walkways

- Are aisles and passageways kept clear?
- Are normally wet surfaces covered with non-slip materials?
- Are holes in the floor, sidewalk, or other walking surface repaired properly, covered or otherwise made safe?
- Is there safe clearance for walking in aisles where material-handling equipment is operating?
- Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?
- Are changes of direction or elevations readily identifiable?

2. Stairs and Stairways

- Are stair rails or handrails on all stairways having four or more risers?
- Are all stairways at least 22 inches wide?
- Do stairs have at least a 6'6" overhead clearance?
- Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7½ inches?
- Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- Check that areas under stairs are free of combustible/flammable materials

3. Elevated Surfaces

- Are signs posted, when appropriate, showing the elevated surface load capacity?
- Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?
- Is a permanent means of access and egress provided to elevated storage areas?
- Is material stored on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?

4. Ladders

- Are portable ladders in good condition (ladder rungs, rails, foot rests)?
- Are dock ladders and handles in good condition?
- Do movable access platforms have spring-loaded wheels?

5. Exiting or Egress from Building

- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are doors, passageways or stairways that are neither exits or access to exits and which could not be mistaken for exits; appropriate marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", etc.?
- Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least ½ inch wide?

- Are all exits kept free of obstructions?
- Are doors on cold storage rooms provided with an inside release mechanism, which will release the latch and open the door even if it's padlocked or otherwise, locked on the outside?

6. Bulletin Boards

- Are OSHA safety and health on the job posters on the bulletin board and up to date?
- Are emergency evacuation routes identified and posted?
- Are emergency telephone numbers posted?
- Is the OSHA Form 200 posted during the month of February?

7. Material Safety Data Sheets

- Is the MSDS master inventory book accessible to all employees?
- Do all chemicals, solvents, paints, hazardous materials, etc., kept in facility have a MSDS?
- Does the MSDS book has table of contents and kept up to date?
- Has MSDS training been provided to all employees?
- Are chemical containers identified and labeled appropriately?
- Do employees understand how to read an MSDS sheet?

8. Office Safety

- Are office computer workstations ergonomically designed and comfortable?
- Are chairs, equipment, and furniture in safe condition?
- Are records and paper storage easily accessible and not stored on high shelves?

V. Loading Docks

1. Loading and Unloading Vehicles

- Are vehicles shut off and brakes set prior to loading or unloading?
- Are dock boards (bridge plates) secured when loading or unloading operations are taking place between vehicles and docks?
- Are tractor-trailers secured (chock blocks) from movement during loading and unloading operations?
- Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?

2. Hand Trucks and Pallet Jacks

- Are hand trucks maintained in safe operating condition?
- Are pallet jacks maintained in safe operating condition?
- Are pallets inspected and removed from service if broken or unusable?
- Are hand trucks stored properly on vehicles?

VI. Electrical Safety

1. Electrical Panel

- Check that suitable access and working space is maintained around all electrical equipment, controls, and switches.
- Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
- When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged?

2. Electric Tools and Power Cords

- Are portable electrical tools/equipment grounded or double insulated?
- Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc., grounded?

- Do extension cords have a grounding conductor?
- Are multiple plug adapters prohibited?
- Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?

3. Electrical Outlets

- Are electrical enclosures such as switches, outlets, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?
- Are electrical outlets located within 5 feet of water sources (sinks, basins) provided with ground fault circuit interruption (GFCI) systems?

VII. General Safety Awareness and Observation

- Do employees have a means of providing safety feedback and is there a record of feedback and response?
- Do employees use personal protective equipment as necessary?

Clearlake Oaks County Water District

SAFETY INSPECTION CHECKLIST

Distribution:				
Date:	Inspector:			
Title:				
	S	NSA	NIA	Comments
I. FIRE PROTECTION:				
1. Fire Extinguisher				
2. Hose Racks				
3. Exits, Stairs, & Dead-ends Properly Marked				
4. Access to Electrical and Emergency Equipment				
II. HOUSEKEEPING:				
1. Aisles, Stairs, & Floors				
2. Storage of Material				
3. Wash & Locker Rooms				
4. Lights & Ventilation				
5. Areas Around Buildings				
6. Stair Maintenance: Treads, Handrails, Illumination				
7. Sanitation & Food Storage				
III. TOOLS:				
1. Power Tools: Frayed Wires, Properly Grounded Guards				
2. Hand Tools: Worn Wrenches, Cracked Hammer Heads				
3. Bench Grinders: Alignment of Tool Rest, Wheels Dressed				
4. Tool Storage				
5. Ladders				
IV. PERSONAL PROTECTIVE EQUIPMENT:				
1. Eye Wash, Showers: Clean, Operational, Protective Covers				
2. Self-Contained Breathing Units, Location				
3. Respirators, Location, Storage				
4. Protective Clothing & Equipment				
5. Eye Protection				
V. HAZARDOUS SUBSTANCES & PROCESSES:				
1. Spill Control & Overflow				
2. Storage of Industrial Chemicals				
3. Dispensing Devices				
4. Labels & MSDS, Warning Signs				
5. Changing & Charging Storage Batteries				
6. Chemical Mixing & Use Areas				
VI. FLAMMABLE LIQUIDS AND GASES:				
1. Flammable Liquid Storage				
2. Dip & Wash Tanks				
3. Labels & Warnings				
4. Storage, Handling, Markings & Use of Cylinders				
5. Spray Coating Operations				
VII. WELDING & CUTTING OPERATIONS:				
1. Flammable & Combustible Materials				
2. Local or Natural Ventilation				
3. Welding or Cutting Shields				
4. Cylinder Protection				
5. Electrical Welding, Grounding & Cable Inspection				
6. MSDS & Labels, Welding Gases, Rods & Fluxes				
7. Personal Protective Equipment				

S = Satisfactory NSA = Needs Some Attention NIA = Needs Immediate Attention

SAFETY INSPECTION CHECKLIST (Continued)

				S	NSA	NIA	Comments
VIII. MATERIAL HANDLING EQUIPMENT:							
1. Hand Trucks & Pallet Jacks							
2. Fork Lifts							
3. Shop Hoist & Units							
4. Slings, Cables, Ropes, Chairs, Webbing							
5. Maintenance & Inspection Records							
IX. BULLETIN BOARDS:							
1. Required Poster Display							
X. MACHINERY:							
1. Guards in Place							
2. Hazard Areas Marked							
3. Switches & Controls Properly Labeled							
4. Maintenance & Function Controls Records							
XI. OFFICES:							
1. Waste Materials Deposited in Containers							
2. Furniture & Fixtures Free of Sharp Edges							
3. Electrical Machinery in Good Condition, Properly Grounded							
4. Storage Areas Clean & Orderly							

RECOMMENDATIONS (Complete for all items which need attention)

ITEM NO.	DESCRIPTION OF ITEM	ACTION TAKEN	DATE OF CORRECTION

S = Satisfactory NSA = Needs Some Attention NIA = Needs Immediate Attention

Clearlake Oaks County Water District Inspection Program

Date of Inspection: _____ _____ _____ _____ _____	Conducted by - Name(s)/Position Title(s): _____ _____ _____ _____
Area/Department(s): _____	

	<i>Satisfactory Yes / No</i>	<i>Action Needed Department Responsible</i>	<i>Date Completed</i>
Fire extinguishers inspected			
Flammables kept in fire safe cabinet			
No smoking rule enforced			
No smoking signs posted			
Are employees periodically instructed in the use of extinguishers & fire protection procedures?			
Is the local fire department well-acquainted w/GWD facilities, locations & specific hazards?			
Notes:			

<i>II. General Work Environment</i>	<i>Satisfactory Yes / No</i>	<i>Action Needed Department Responsible</i>	<i>Date Completed</i>
Housekeeping Trash removed from building			
Maintenance shop			
Lunchroom			
Washrooms			
Plant offices			
Are covered metal waste cans used for oily & paint soaked waste?			
Are oily & paint soaked rags properly disposed?			
Notes:			

<i>III. Building Grounds/ Security</i>	<i>Satisfactory Yes / No</i>	<i>Action Needed Department Responsible</i>	<i>Date Completed</i>
Parking lot			
Outdoor lighting - Operating - Need Repair			
Fence integrity			

Notes:			
IV. Workplace Safety	Satisfactory Yes / No	Action Needed Department Responsible	Date Completed
Exit ways marked and clear			
Walkways marked			
Floors clean/no spills			
Stairs and stairways clear			
Elevated surfaces/fall protection			
Ladders			
Are unnecessary chemicals disposed of properly?			
Are all incompatible chemicals stored separately?			
Are all chemicals properly labeled and stored?			
Are MSDS's readily accessible?			
Does the eyewash station work properly?			
Are building heating & A/C ducts in need of cleaning?			
Is shelving secured for earthquake resistance?			
Bulletin boards			
Office safety practices			
Evacuation plan posted			
First Aid Kits - Stocked?			
Lockout/Tagout Station & Procedures			
Is Safety training conducted regularly for all employees?			
Training Needed? Why? Who?			
Permits posted & up to date			
Notes:			

V. Warehouse/docks	Satisfactory Yes / No	Action Needed Department Responsible	Date Completed
Is the warehouse floor surface free of depressions?			
Notes:			

VI. Forklifts/Material Handling	Satisfactory Yes / No	Action Needed/ Department Responsible	Date Completed
Forklift operating rules posted			
Forklift operators certified			
Lift capacity posted			
Seat belts provided			
Forklift work platforms			
Fire extinguishers on units			
Notes:			

VII. Electrical Safety/Power Tools	Satisfactory Yes / No	Action Needed Department Responsible	Date Completed
3' working space at panel			
Are all cord-connected, electrically operated tools & equipment effectively grounded or of the approved double insulated type?			
Extension cords			
Electrical outlets			
Safety guards (grinders, saws & similar equipment)			
Are portable fans provided with full guards or screens?			
Are pneumatic & hydraulic hoses on power-operated tools checked regularly for deterioration or damage?			
Notes:			

VIII. Welding Shop	Satisfactory Yes / No	Action Needed Department Responsible	Date Completed
Are cylinders kept away from heat sources?			
Are cylinders stabilized while not in use?			
Are empty cylinders appropriately marked w/valves off & protective covers in place?			
Are signs reading: DANGER- NO SMOKING, MATCHES, OR OPEN FLAME, or the equivalent posted?			
Are signs reading: DANGER-DO NOT WATCH THE ARC, or the equivalent posted?			
Is the welding equipment kept clear of dirt, grease & oil?			
Is a proper fire extinguisher in its proper location & up to date?			
Are hoses & cables free from abrasions & cuts?			
Do cylinder carts have the necessary safety chains?			
Are flash protectors & anti-reverse flow valves installed on gas welding equipment?			
Are regulators marked: USE NO OIL?			
Are O-rings in torch in good condition?			
Is the area kept free of flammable materials?			
Is proper eye protection w/the proper lenses readily accessible?			
Is a leather jacket & leather gloves available for arc welding?			
Notes:			

XII. Laboratory - Water Treatment Plant	Satisfactory Yes / No	Action Needed Department Responsible	Date Completed
Are flammables, acids & oxidizers kept in the appropriate cabinets?			
Are MSDS's and the Chemical Hygiene Plan readily accessible?			
Does the eyewash station work properly?			
Does the fume hood provide an average face velocity of at least 100 linear ft/min?			
Are all reagent chemicals labeled properly?			

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Are reagent chemicals stored at eye level or below?			
Are spill cleanup supplies available?			
Notes:			

XIII. - Water Treatment Plant (General)	Satisfactory Yes / No	Action Needed Department Responsible	Date Completed
Are chemical feed rooms clean and clutter-free?			
Are incompatible chemicals stored separately?			
Do all enclosed areas have a clear path of egress?			
Do all eyewash and safety showers function properly?			
Notes:			

XIV. - Water Treatment Plant (Chlorine Storage Room)	Satisfactory - Yes / No	Action Needed Department Responsible	Date Completed
Is the atmosphere free from chlorine odor?			
Is there a chlorine leak repair kit available?			
Do employees have access to SCBA's for tank change-outs?			
Notes:			

XV. Abrasive Wheel Equipment Grinders	Satisfactory Yes / No	Action Needed Department Responsible	Date Completed
Is the work rest used & kept adjusted to within 1/8" of the wheel?			
Do side guards cover the spindle, nut, & flange & 75% of the wheel diameter?			
Are goggles or face shields always worn when grinding?			
Notes:			

XVI. Hand Tools & Equipment	Satisfactory Yes / No	Action Needed Department Responsible	Date Completed
Do employees in their work areas, in good condition use all tools & equipment?			
Are hand tools such as chisels, punches, etc., which develop mushroomed heads during use, reconditioned or replaced as necessary?			
Are broken or fractured handles on hammers, axes & similar equipment replaced promptly?			
Are appropriate handles used on files & similar tools?			
Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?			
Are tool handles wedged tightly in the head of all tools?			
Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?			
Notes:			

XVII. Machine Guarding	Satisfactory Yes / No	Action Needed Department Responsible	Date Completed
Is all machinery & equipment kept clean & properly maintained?			

02

Is sufficient clearance provided around & between machines to allow for safe operations, set up & servicing, material handling & waste removal?			
Is equipment & machinery securely placed & anchored, when necessary to prevent tipping or other movement that could result in personal injury?			
Notes:			

XVIII. Personal Protective Equipment & Clothing	Satisfactory Yes / No	Action Needed Department Responsible	Date Completed
Are approved Safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?			
Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids & chemicals?			
Are hard hats provided & worn where danger of falling objects exists?			
Are hard hats inspected periodically for damage to the shell & suspension system?			
Is appropriate foot protection required where there is a risk of foot injuries from hot, corrosive, poisonous substances, falling objects, and crushing or penetrating actions?			
Are approved respirators provided for regular or emergency use where needed?			
Is all protective equipment maintained in a sanitary condition & ready for use?			
Are eye wash facilities & a quick Drench Shower within the work area where employees are exposed to injurious corrosive materials?			
Notes:			

XIX. General Observation*	Satisfactory Yes / No	Action Needed Department Responsible	Date Completed
Lifting practices*			
Unsafe actions*			
Unsafe conditions*			
Unsafe equipment*			
Congested areas*			
Notes:			

Note: All items with an - * - should be watched for a short period of time (2 to 3 minutes) to observe procedure.

Comments/Action Plan Details:	

64

CLEARLAKE OAKS COUNTY WATER DISTRICT EMPLOYEE INCIDENT INVESTIGATION REPORT

Chief Operator/Supervisor's Report of Injury/Incident:

Injury Date/Time: _____ | _____ A.M. - P.M. Date Reported: _____

Employee/Injured: _____ Hire Date: _____

Dept./Facility: _____ Position: _____

Did injured return to work? Yes ___ No ___

Date & Time of Return to Work: _____ | _____ A.M. - P.M.

Witnesses: _____

Where and how did the incident occur? _____

Safety Officer/Investigators Report of Injury/Incident:

Describe Injury & First Aid:

Type of injury--contusion, sprain, break, laceration, etc. and what part of the body--head, back, lower back, upper back, neck, upper arm, forearm, left eye, right eye, etc.:

Type of treatment administered and who administered the treatment (i.e.: Safety Officer, paramedics, or whether the treatment was referred to physician and the physician's name):

Describe the incident completely (what happened, i.e.: actions, tools, area, conditions):

CLEARLAKE OAKS COUNTY WATER DISTRICT

EMPLOYEE INCIDENT INVESTIGATION REPORT- CONTINUED

Immediate Cause of Injury: _____

Contributing Causes:

1. _____
2. _____
3. _____
4. _____
5. _____

Corrective Action Implemented (Describe in detail what immediate and long term actions were and will be taken to mitigate further occurrences, i.e.: equipment repaired or replaced, work stoppage due to inclement weather, area cleared of hazards, etc.):

Signature of Chief Operator/Supervisor: _____ Dept.: _____

Signature of Investigator: _____ Date: _____

Manager Reviewed & Acknowledged: _____ Date: _____

Signature of injured: _____ Date: _____

64

Clearlake Oaks County Water District
SUPERVISOR'S REPORT OF INJURY/ACCIDENT

Name of Injured: _____

Injury Date: _____ Time: _____ A.M. ~ P.M.

Did the injured return back to work? _____ Time: _____ A.M. ~ P.M.

Witnesses:

Nature of Injury:

Where and how did the accident occur?

Identify:

Acts and Conditions	Possible Causes

Measures taken in preventing a similar type of accident (list on reverse side)

Supervisor's Signature: _____ Position: _____

APPENDIX F

Clearlake Oaks County Water District
HAZARD CORRECTION LOG

Date	Hazard Noted	Corrective Action Needed	Responsible Party	Target Date	Corrective Action Taken	Completed Date

Clearlake Oaks County Water District Hazardous Material Exposure

HAZ MAT INCIDENT EXPOSURE RECORD	
EMPLOYEE NAME _____	INCIDENT NO(s) _____
HIRE DATE _____	EXPOSURE DATE/TIME _____
	DATE REPORTED _____
LOCATION OF EXPOSURE: _____ _____ _____	
ACTIVITIES AT TIME OF EXPOSURE: _____ _____ _____	
SUSPECTED CHEMICAL(S) EXPOSED TO: _____ _____ _____	
PROTECTIVE CLOTHING USED AT TIME OF EXPOSURE: _____ _____ _____	
AREA OF BODY EXPOSED _____ _____ _____	
AMOUNT AND TYPE OF EXPOSURE TO BODY: _____ _____ _____	
Was the employee given any medical examination or treatment? YES NO If yes, attach copies of the reports and results from exam and/or treatment.	
Report taken by _____	Date/Time _____
Supervisor's Review & Approval _____	Date _____

69

Clearlake Oaks County Water District ACCIDENT PREVENTION CHECKLIST

Inspection Date: _____ Location: _____
Building: _____ Department: _____
Room or Area: _____

MACHINE AND EQUIPMENT SAFETY

- ___ Machine guards in place
- ___ Lock and stop devices operative
- ___ Lifting slings & chains proof-loaded
- ___ Safety hooks in good order
- ___ Load lifting equipment used properly
- ___ Eye protection signs posted
- ___ Ladders in good order
- ___ Railings and work platforms 30" or more above floor
- ___ Hand rails on stairs with 4 or more steps
- ___ Work stands in good order
- ___ Dollies in good repair
- ___ Electric cords in good repair
- ___ Electrical equipment grounded
- ___ High pressure gas cylinders capped and chained
- ___ Grinder tool rest adjusted within 1/8" of wheel
- ___ Grinding wheel used at correct speed
- ___ Grinding wheel enclosure guard in place

HAND TOOLS

- ___ Tools properly stored
- ___ No mushroomed heads on tools
- ___ No files without handles
- ___ No broken handles
- ___ Tools used properly

MISCELLANEOUS

WORK HABITS

- ___ Air hoses over 10 psi not used for cleaning clothes
- ___ All industrial injuries treated at Occupational Health/Emergency Room
- ___ Only authorized persons use or repair equipment
- ___ Respirators used properly
- ___ Sharp projections padded
- ___ Air pressure over 30 psi not used for cleaning work areas

HOUSEKEEPING & STORAGE

- ___ Material stored properly
- ___ No racks overloaded
- ___ Flammable liquids stored in proper, labeled containers and in cabinets
- ___ Paint pots and flammable liquid storage containers grounded
- ___ Floor free and clear of hazards
- ___ Exit-ways free and clear
- ___ Stairways in good repair with non-skid surface
- ___ Aisles free and clear
- ___ Excess air hose removed from floor
- ___ Cigarette butts in containers
- ___ Exits marked
- ___ Cords are not a tripping hazard
- ___ Floor free from foreign objects or fluids on floor

PROTECTIVE & PERSONAL APPAREL

- ___ Eye protection worn as required
- ___ Face shields worn when required
- ___ Welding hoods used when required
- ___ Long sleeves buttoned
- ___ No jewelry
- ___ Appropriate footwear worn
- ___ Welders equipped with proper lenses
- ___ Protective clothing used when needed
- ___ Welding shields used when needed
- ___ Respirators used

CHEMICAL SAFETY

- ___ Excessive storage
- ___ Incompatible chemicals
- ___ Incompatible chemical list posted
- ___ Excessive acid storage
- ___ Eye wash available
- ___ Chemical waste in trash
- ___ Improper labeling of bottles
- ___ MSDS available
- ___ Unsafe procedures noted: _____

FIRE SAFETY

- ___ Excessive flammable storage >10
- ___ Flammable storage cabinet required
- ___ Flammables in unapproved refrigerator
- ___ Fire extinguishers required & accessible
- ___ Exits/corridors blocked (36" aisle)
- ___ NFPA diamond required on floor
- ___ Electrical panels blocked
- ___ Fire extinguisher visually inspect

Comments:

Date: _____

(Investigator's Signature)

Clearlake Oaks County Water District

SHOP FACILITY INSPECTION REPORT

Department/Location: _____ Date: _____

Person-In-Charge: _____ Phone: _____

Type: _____ Annual Follow-up Department Request

<u>Sat.</u>	<u>Unsat.</u>		<u>Comments</u>
		A. TRAINING	
—	—	Posted Training Roster	_____
—	—	Training Records	_____
—	—	MSDS/Emergency Poster	_____
—	—	Emergency Procedures	_____
—	—	Written Safety Procedures	_____
—	—	Other	_____
		B. POWER TOOLS	
—	—	Guarding	_____
—	—	Stability	_____
—	—	Location	_____
—	—	Safety Signs/Labels	_____
—	—	Grounding	_____
—	—	Other	_____
		C. HAND TOOLS	
—	—	Split Handles	_____
—	—	Chips/Defects	_____
—	—	Other	_____
		D. ELECTRICAL SAFETY	
—	—	Adaptors	_____
—	—	2-Wire Devices	_____
—	—	Worn/Damaged Cords or Plugs	_____
—	—	Extension Cords	_____
—	—	Exposed Terminals	_____
—	—	Plug Caps	_____
—	—	Non-UL Devices	_____
—	—	Other	_____
		E. WELDING AREA	
—	—	Ventilation	_____
—	—	Safety Equipment	_____
—	—	Check Valves	_____
—	—	Flashback Arrestors	_____
—	—	Hoses/Connectors	_____
—	—	Regulators/Gauges	_____
—	—	Separation Barriers	_____
—	—	Other	_____

<u>Sat.</u>	<u>Unsat.</u>		<u>Comments</u>
		F. PROTECTIVE CLOTHING/EQUIPMENT	
—	—	Eye Protection	_____
—	—	Emergency Shower/Eyewash	_____
—	—	Protective Equipment	_____
—	—	Protective Clothing	_____
—	—	Other	_____
		G. HOUSEKEEPING AND OTHER CAL/OSHA REQUIREMENTS	
—	—	Exits Clear	_____
—	—	Aisle ways Clear	_____
—	—	Materials Storage	_____
—	—	Steam Cleaning Equipment	_____
—	—	Solvent Dip Tanks	_____
—	—	Caustic Dip Tanks	_____
—	—	Cylinders Secured	_____
—	—	Ladders	_____
—	—	Area Lighting	_____
—	—	Mezzanines	_____
—	—	Waste Receptacles	_____
—	—	Air Tank Permits	_____
—	—	Other	_____
		H. CHEMICAL STORAGE AREA	
—	—	Flammable Liquid Safety Cans	_____
—	—	Flammable Liquid Storage Area	_____
—	—	Protective Equipment	_____
—	—	Containers Identified	_____
—	—	Incompatibles Separated	_____
—	—	Cleaning Rags Properly Contained	_____
—	—	Other	_____
		I. BATTERY CHARGING AREA	
—	—	Ventilation	_____
—	—	No Smoking Sign	_____
—	—	Eyewash/Emergency Shower	_____
—	—	Protective Clothing	_____
—	—	Emergency Spill Material	_____
—	—	Acid Transfer System	_____
		J. HOIST/CRANE SAFETY	
—	—	Training Records	_____
—	—	See Attached Report	_____
—	—	Slings Inspected	_____
		K. FORKLIFT	
—	—	Training Records	_____
—	—	Inspection Records	_____

Inspected By _____ Date _____

Received By _____ Date _____

Supervisor's Accident Investigation Form

Who	Injured employee name:	Job Title & Department:
	District/Agency:	Length of Employment:

When	Date of accident:	Date reported to supervisor:
	Time of accident:	

Loss	Nature and extent of injuries or property damage:
-------------	---

What	Describe specifically what the individual was doing at the time of accident:
-------------	--

Where	Exact location of occurrence:
--------------	-------------------------------

Cause (check all that apply)	ENVIRONMENTAL	PERSONAL
	<input type="checkbox"/> Inadequate safeguards Lack of safety devices; unsafe design; unguarded machinery; lack of safe work. <input type="checkbox"/> Improper or defective equipment Poorly maintained, broken, cracked, rough, slippery, worn; inappropriate equipment. <input type="checkbox"/> Location hazards Poor layout; congestion; insufficient space; improper storage; poor lighting, slip-trip-fall hazards, etc. <input type="checkbox"/> Poor ergonomics Heavy lifting, poor workstation design; excessive vibration, bending, twisting or reaching; inadequate tools, poor controls/displays, repetitive motions; awkward postures, pressure points. <input type="checkbox"/> Poor housekeeping Improper placement; clutter, spillage, or breakage. <input type="checkbox"/> Not otherwise classified (Describe):	<input type="checkbox"/> Bodily conditions Physical impairment; illness; fatigue; emotional upset; intoxication <input type="checkbox"/> Lack of skill or knowledge Improperly trained; inexperienced; unaware, etc. <input type="checkbox"/> Adequate skill or knowledge but failure in execution Chance-taking; cutting corners; unauthorized or unnecessary use of equipment or tools; failure to use or deliberately making safety or control devices ineffective; failure to do what should have been done in the particular situation. <input type="checkbox"/> Improper apparel Failure to use personal protective equipment (eye, face, foot, hand, head, hearing, respiratory, etc.); loose clothing, jewelry, etc. <input type="checkbox"/> Not otherwise classified (Describe):

Why

Comment fully:

Supervisor's Accident Investigation Form (Cont.)

Prevention

What **immediate actions** have been taken? By whom?

What **should be done** and by whom to **prevent recurrence** of this type of accident? (Include target dates.)

What **long term actions** will be needed? (Include target dates.)

Name of Supervisor: _____

Date: _____

Signature: _____

**Comments
by Dept.
Head or
Manager**

Based on the supervisor's report, write a concise statement commenting on why the injury occurred, and whether the corrective actions (taken and planned) are complete enough to prevent recurrence.

Name of Manager: _____

Date: _____

Signature: _____

EMPLOYEE TRAINING RECORD

Documentation of employee training must be completed on all training provided.

Date: ___/___/___

Program Topic: _____

Dept/Loc: _____

Instructor: _____

Attendees Names:

Print

Signature

Program Summary: _____

List of Training Materials (slides, video, handouts): _____

**TRAINING RECORD
ADDENDUM**

Date: _____

Program Topic: _____

Instructor: _____

Attendees Names:

Print

Signature

Clearlake Oaks County Water District SAFETY OFFICER SELF-INSPECTION CHECKLIST

<u>ACTIVITY</u>	<u>YES</u>	<u>NO</u>	
Employee Safety Orientation:			
● Proper completion of all areas	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Signed by supervisor	<input type="checkbox"/>	<input type="checkbox"/>	_____
Department Safety Meetings:			
● Weekly/monthly	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Appropriate discussions (relevant to hazards)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Loss Control Committee:			
● Minutes being kept	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Department walk-through inspections	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Follow up on previous deficiencies	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Completion dates met	<input type="checkbox"/>	<input type="checkbox"/>	_____
Management Responsibilities:			
● Attendance at safety meetings (at least one per month)	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Participates in committee inspection tour quarterly	<input type="checkbox"/>	<input type="checkbox"/>	_____
Equipment Safety Maintenance Files:			
● Equipment safety log up-to-date (vehicle, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Spot check of selected items to ensure integrity	<input type="checkbox"/>	<input type="checkbox"/>	_____
Supervisors Investigation Report:			
● All departments using	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Supervisors properly filling out form	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Results being properly utilized	<input type="checkbox"/>	<input type="checkbox"/>	_____
Work Order Program Being Utilized:			
● Two parts to maint. (one to safety mgr. after repair completed), one kept by originator, one to safety	<input type="checkbox"/>	<input type="checkbox"/>	_____
● All parts to be matched at end of month	<input type="checkbox"/>	<input type="checkbox"/>	_____
Facility Inspection Report Used on Scheduled Basis:	<input type="checkbox"/>	<input type="checkbox"/>	_____

.....

Comments: _____

Clearlake Oaks County Water District
SAFETY MEETING REPORT

DISTRICT: _____
DATE: _____ TIME: _____
DEPARTMENT / SHIFT: _____

SUBJECTS / TRAINING COVERED: *(Summarize the subject(s) discussed/taught)* _____

ACCIDENTS REVIEWED: *(Discuss any district accidents, or others that have "lessons learned" for your operations)* _____

EMPLOYEE INPUT: *(Hazards noted; or suggestions)* _____

PERSONNEL ATTENDING:

- | | |
|--|---|
| 1. Print name _____
Signature _____ | 6. Print name _____
Signature _____ |
| 2. Print name _____
Signature _____ | 7. Print name _____
Signature _____ |
| 3. Print name _____
Signature _____ | 8. Print name _____
Signature _____ |
| 4. Print name _____
Signature _____ | 9. Print name _____
Signature _____ |
| 5. Print name _____
Signature _____ | 10. Print name _____
Signature _____ |

MEETING CONDUCTED BY: _____
REPORT REVIEWED BY: _____
(Supervisor's Review)

CLEARLAKE OAKS COUNTY WATER DISTRICT

POLICY PERTAINING TO GRANT FINANCIAL MANAGEMENT

The attached Grant Financial Management Policies and Procedures are hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 15th day of August, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Stanley Archacki, President

Attest: _____
Olivia Mann, Secretary

Grant Financial Management



Policies and Procedures

AUGUST 15, 2024
CLEARLAKE OAKS COUNTY WATER DISTRICT
12952 E. Hwy. 20
Clearlake Oaks, CA 95423

Table of Contents

Project Oversight.....2

Cost Principles2

Standards for Financial Management Systems.....2

Accounting Records.....3

Project Administration3

District Engineer4

Accounting Procedures4

Audit Requirements4

Financial Management Systems for Sub-recipients.....5

Sub-recipient Payment Requests5

Report Submissions.....5

Examination of Records/Monitoring.....5

Sub Section 200.318 General procurement standards.....6

Project Oversight

The Clearlake Oaks County Water District receives funding from multiple Grant Projects in order to provide services and improve city infrastructure. The Clearlake Oaks County Water District Board of Directors serves as the governing body to authorize and approve Grant Project activities. The execution of Grant contractual agreements and expenditure of Grant funds rests with the General Manager (or designee), as authorized by The Clearlake Oaks County Water District Board of Directors.

Grant Project administration is provided by the General Manager. The General Manager, (or designee), shall make presentations and provide recommendations to The Clearlake Oaks County Water District Board of Directors regarding Grant Projects.

Cost Principles

To be allowable under Federal Grant Projects, as outlined in 2 CFR 200 Subpart E, all costs must meet four criteria:

Necessary:

Grant funding will fill a necessary gap to address an unmet need that cannot be filled by another funding source. This is demonstrated by conducting a duplication of benefits analysis and calculation for each activity.

Reasonable:

Costs do not exceed what would incur under similar circumstances as demonstrated by an independent cost estimate to establish the market price for comparable goods and services.

Allowable:

Costs must be allowable under Grant rules and regulations and under 2 CFR 200 Subpart E. Costs such as lobbying, entertainment, and alcohol are never allowed.

Allocable:

Costs must be clearly allocated and assigned to a Grant eligible activity.

Standards for Financial Management Systems

The Clearlake Oaks County Water District must have financial management systems in place to comply with the following standards:

- Provide effective control over and accountability for all funds, property and other assets.
- Identify the source and application of funds for federally sponsored activities, including records and reports that:
 - Verify the “reasonableness, allow ability and allocation” of costs; and
 - Verify that funds have not been used in violation of any of the restrictions or prohibitions that apply to the specific grant Project

- Allow for the accurate, complete and timely disclosure of financial results in accordance with applicable reporting requirements.
- Provide a two-step approval and verification process of transactions.

Accounting Records

The Clearlake Oaks County Water District is required to have accounting records that sufficiently identify the source and application of Grant funds provided to them. The General Manager (or designee), reviews and approves all expenses through QuickBooks and ties transactions back to the Project Job Code. The Clearlake Oaks County Water District utilizes QuickBooks for financial and personnel management.

QuickBooks incorporates numerous interconnected modules including Accounts Payable, Accounts Receivable, Personnel, General Ledger, Project Accounting, Purchasing and more.

Documentation is attached and tracked within QuickBooks to show that costs charged against the Grant were:

- Incurred during the effective period of the agreement;
- Paid out (or properly accrued);
- Expended on eligible items; and
- Approved by the appropriate staff within the District. The Clearlake Oaks County Water District has a two-step approval process with the General Manager and the Accounts Payable Desk.
- The Clearlake Oaks County Water District tracks accounting records through QuickBooks by Project Account including:
 - Amount of funds received;
 - Current authorization of funds;
 - Obligations of funds;
 - Assets and liabilities;
 - Project income; and
 - Actual expenditures broken down by the Grant Project and year for which the funds are derived and the activity on which the funds were used.

Project Administration

Project administration costs may be utilized from part of the Grant Award. Administration costs include:

- Salary including fringe/ fully loaded rates
- Necessary training and/or travel
- Supplies and telephone/postage

These costs shall be in addition to project costs. The necessary amount for fulfilling this requirement will be identified by the General Manager or designee.

This amount will be deducted from the estimated amount available for the Project year and not included in the estimates of the adjusted award. For additional internal control of Project administration, a detailed description of these costs will be presented in the individual grant budget.

Other administrative costs are associated with Technology, Professional Services, Cost Allocation and other necessary services. This may include costs of external service providers contracted by The Clearlake

Oaks County Water District to perform necessary functions such as consulting, online application and data processing services.

Services will be procured in accordance with procurement policies in 2 CFR § 200.318.

District Engineer

Clearlake Oaks County Water District will enter into an agreement with an Engineering Firm voted on by the Board of Directors for all projects. The Engineer will be required to follow all State and Federal laws set forth by the grant and will be responsible to require that the Contractor adheres to all requirements set forth by the Letter of Conditions/Grant Agreement.

Owner, Agency, or any of their duly authorized representatives shall have access to any books, documents, papers, and records of the Engineer which are pertinent to the Agreement, for the purpose of making audits, examinations, excerpts, and transcriptions. Engineer shall maintain all required records per grant agreement.

Accounting Procedures

Overview

As The Clearlake Oaks County Water District or its Sub-recipients incur expenses, claims for payment are submitted, reviewed and approved for payment by appropriate grant Project staff who then submits claims for payment. The claims for payment are tagged with the assigned project account and reviewed and approved by the department submitting the claim for payment, and the Finance Department.

Utilizing QuickBooks, the following process will be followed:

- All obligations, assets, liabilities, expenditures, and Project income will be tied to the assigned project account within the QuickBooks.
- Project Accounting Module Notes will be kept for draw down documentation.
- All funds received will be approved and recorded within the assigned job account and require two step approval with the General Manager (or designee), and the Accounts Payable.

Audit Requirements

A 2 CFR Part 200 audit is required if The Clearlake Oaks County Water District expends more than \$750,000 in federal funds during our fiscal year. Grantees and Sub-recipients that expend \$750,000 or more in a year in federal awards must have an audit conducted in accordance with 2 CFR Part 200, Subpart F, unless The Clearlake Oaks County Water District elects to have a Project-specific audit conducted.

The necessary amount for fulfilling these requirements will be identified by the Clearlake Oaks County Water District's independent auditors. This amount will be deducted from the estimated amount available for the budget year and not included in the estimates of the adjusted award. Cost allocations will be associated with the most current budget adopted by The Clearlake Oaks County Water District Board of Directors.

Financial Management Systems for Sub-recipients

Sub-recipients must employ financial management systems that are capable of generating regular financial status reports indicating the dollar amount allocated (including budget revisions), amount obligated, and amount expended for each activity. The system must permit the comparison of actual expenditures and revenues against budgeted amounts. The Clearlake Oaks County Water District must be able to track every Grant dollar received. This system must be compliant with the Federal Guidelines, including but not limited to 2 CFR Part 200.

Sub-recipient Payment Requests

Sub-recipients will submit written requests for payment with attached supporting documentation to the General Manager (or designee). Payment requests shall be allowed on a reimbursement basis (only after expenditures have been incurred and cleared) and shall be reviewed to ensure the expenditures are in conformity with the use of funds as described in the Statement of Work.

If source documentation is deemed inadequate or incorrect by General Manager, (or designee), all payments will be withheld until all required documents have been submitted. Payment requests received and approved will be processed and a check issued in accordance with The Clearlake Oaks County Water District's payment process.

The General Manager (or designee), shall request payment via the departmental approval process. General Manager (or designee), is to ensure that reimbursements reflect the original activity for which funds were awarded. Failure to provide accurate documentation violates the sub-recipient agreement.

Report Submissions

Engineer and Contractor are required to submit Progress Reports per their individual contract for a particular project. If said reports are not received by the requested date, future payments will be withheld, and entities will not be recommended for future funding.

Payroll Records: Contractor shall keep accurate payroll reports in format specified by the Division of Labor Standards Enforcement. Said information shall include, but not be limited to, a record of the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and actual per diem wages paid to each journeyman, apprentice, or worker employed by the contractor. The General Manager (or designee), will verify each payroll provided to Clearlake Oaks County Water District.

Examination of Records/Monitoring

The sub-recipient and The Clearlake Oaks County Water District shall maintain records (including books, documentation and other evidence) pertaining to the costs of carrying out their activity to the extent of detail that will adequately reflect net costs, direct and indirect labor, materials, equipment, supplies/services, and other expenses. Authorized representatives of The Clearlake Oaks County Water District shall have access to records at reasonable times of the business day for inspection, audit or reproduction. Sub-recipients must make these records available throughout the Project year and five years after it expires. Furthermore, staff may schedule monitoring visits with the sub-recipient to evaluate the progress/performance of the Project and provide technical assistance. Staff may also conduct monitoring reviews of a sub-recipient at any time, without prior notification.

Sub Section 200.318 General procurement standards.

- (a) The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.317 through 200.327.
- (b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- (c)
- (1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.
- (2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.
- (d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- (e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and

services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See § 200.214 below

§ 200.214 Suspension and debarment.

Non-Federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. The regulations in 2 CFR part 180 restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)

(1) The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of

oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

CLEARLAKE OAKS COUNTY WATER DISTRICT

POLICY PERTAINING TO THE WORKPLACE VIOLENCE PREVENTION PROGRAM

The attached policy pertaining to the Workplace Violence Prevention Program is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 15th day of August, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Stanley Archacki, President

Attest: _____
Olivia Mann, Secretary

CLEARLAKE OAKS COUNTY WATER DISTRICT

Policy Pertaining to the WORKPLACE VIOLENCE PREVENTION PROGRAM

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of approved by Board: Regular Meeting held on August 15, 2024

Date of Last Revision(s):

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, Dianna Mann, General Manager, has the authority and responsibility for implementing the provisions of this plan for Clearlake Oaks County Water District.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Dianna Mann	General Manager	Overall responsibility for the plan;	(707) 350-3292	d.mann@clowwd.org
Olivia Mann Heaven Delvalle	HR Safety Officer	Responsible for employee involvement and training; <i>Heaven organizes safety meetings, updates training materials, and assists Olivia with all reports of workplace violence.</i>	(707) 850-0788 (707) 998-3322	o.mann@clowwd.org h.delvalle@clowwd.org
Heaven Delvalle	Safety Officer	Responsible for emergency response, hazard identification, and coordination with other employers; <i>Heaven conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(707) 998-3322	h.delvalle@clowwd.org

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

Clearlake Oaks County Water District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:

- Identifying, evaluating, and determining corrective measures to prevent workplace violence.

When a potential or actual workplace violence threat occurs, or whenever requested by staff, a safety meeting with employees will be held to discuss the situation.

- Designing and implementing training.

Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.

- Reporting and investigating workplace violence incidents.

An employee who:

- 1) is the victim of violence, or
- 2) believes they have been threatened with violence, or
- 3) witnesses an act or threat of violence towards anyone else shall take the following steps:
 - i. If an emergency exists and the situation is one of immediate danger, the employee shall contact the Police Department by dialing 9-1-1, or push the emergency button located underneath the front counter and may take whatever emergency steps are

available and appropriate to protect himself/herself from immediate harm, such as leaving the area.

- ii. If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or manager as soon as possible and complete the District's Workplace Violence Incident Report Form.

- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. All employees will participate in annual training and reviewing of the Workplace Violence Prevention Program
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of Clearlake Oaks County Water District's Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP with annual training a review.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Discipline employees for failure to comply with the WVPP that can lead to termination.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team and staff about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- An open door policy for all staff to talk with all management with the confidence of confidentiality
- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
 - Employees can anonymously report a violent incident, threat, of other violence concerns.
 - In cases of emergencies always call 911. If not an emergency, call the General Manager at 707-350-3292.

- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken by the following:

Updates on the status of investigations and corrective actions are provided to employees through email and at safety/staff meetings. These updates could include information about the progress of investigation, the results of investigations, and any corrective actions taken.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Clearlake Oaks County Water District will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by sending an email or filling out a Workplace Violence Incident Report Form. If that's not possible, employees will report incidents directly to the WVPP administrator, Dianna Mann, General Manager.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident will be disciplined up to termination.

RESPONSE PROCEDURES

Clearlake Oaks County Water District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:

District radios will be used to alert all staff where to shelter in place if necessary, in addition, text messages will be sent out to staff

- If ever in doubt, always call 911 then the General Manager at 707-3550-3292 or Administrative Service Manager at 707-850-0788.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Clearlake Oaks County Water District to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard. :

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted bi-annually in conjunction with the 8CCR 3203 quarterly inspections.

Inspections for workplace violence hazards for all three Clearlake Oaks County Water District's location will include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.

- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees from confronting violent persons or persons committing a criminal act.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes, security windows, and physical barriers.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. Clearlake Oaks County Water District will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s) , all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection. Management from each department will be responsible for assessing and making the decisions on how to correct the situation. Proper PPE will be worn at all times.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: [See attached Violent Incident Log]
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.

- Consequences of the incident, including, but not limited to:
 - Whether law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.
- Management will ensure employee has access to the EAP (Employee Assistance Program) through District's insurance

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Clearlake Oaks County Water District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- The District will post the WVPP on their website, www.clocwd.org which allows an employee to review and print the WVPP.

RECORDKEEPING

Clearlake Oaks County Water District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records per the District's Records Retention Policy and will include the following:
 - Training dates.
 - Contents or a summary of the training sessions.

- Names and qualifications of persons conducting the training.
- Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The Clearlake Oaks County Water District WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of Clearlake Oaks County Water District's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. .]

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#) Clearlake Oaks County Water District will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

“I, Dianna Mann, General Manager of Clearlake Oaks County Water District, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal.”

Dianna Mann, General Manager

Signature

Date

Clearlake Oaks County Water District

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

Date of Incident: _____

Time of Incident: _____ a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4 from below)

Check which of the following describes the type(s) of incident, and explain in detail:

Type 1 Violence: means workplace violence committed by a person, who is unrelated to the business function, at the place of employment.

Type 2 Violence: means workplace violence directed at employees by customers, clients, patients, students, or visitors

Type 3 Violence: means workplace violence against an employee by a present or former employee, supervisor, or manager

Type 4 Violence: means workplace violence committed in the place of employment by someone who does not work there, but has or is known to have had a personal relationship with an employee

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. **For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.**

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]

Workplace violence committed by: [For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]

Circumstances at the time of the incident: [write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.]

Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]

Consequences of the incident, including, but not limited to:

- Whether law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

[Include information on what the consequences of the incident were.]

- Were there any injuries? Yes or No. If yes, please explain:

[Indicate here if there were any injuries, if so, provide description of the injuries]

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

Name of person and job title completing this log

Signature of person completing this log

Date of completion

CLEARLAKE OAKS COUNTY WATER DISTRICT

POLICY PERTAINING TO NON-RETALIATION

Clearlake Oaks County Water District prohibits any staff member from retaliating against any person who, in good faith, raises concerns about a possible violation of Clearlake Oaks County Water District policy or other wrongdoing, or participates in any the District's complaint resolution process. This non-retaliation policy applies to those who report an incident, files a complaint, or otherwise raises a concern about a policy violation or other wrongdoing; these individuals are sometimes called whistleblowers. The non-retaliation policy also protects those who review or investigates a complaint or concern, serve as a witness or provides background about the complaint or concern, or who make decisions or recommendations about sanctions in any of the District's complaint resolution procedures.

Retaliation is any adverse action, harassment, threats, or other conduct that would discourage a reasonable person from making a report or participating in a complaint review process. Examples of possible retaliation include, but are not limited to:

- Adverse employment action (e.g., termination, demotion, reduction in pay, adverse change in schedule or work location, unwarranted negative reference, or exclusion from work-related opportunities, conferences, or other activities)
- Stalking, harassment, intimidation, threats, or engaging in physical violence
- Encouraging or asking a third party to engage in retaliatory conduct

Note: An interim measure taken by Clearlake Oaks County Water District to address a complaint, such as separating the parties, are generally not retaliation.

Retaliation may not occur even where there is no finding of a policy or other violation.

Complaints of retaliation are addressed through Clearlake Oaks County Water District's Human Resource Department. A finding of retaliation may lead to disciplinary action, up to and including termination of employment or at a minimum, suspension without pay.

Clearlake Oaks County Water District encourages reporting to the Human Resource Department any employee misconduct and acts of retaliation. Clearlake Oaks County Water District encourages open reporting to a supervisor or to the Human Resource Department.

The above policy is hereby passed and adopted by the Board of Directors of the Clearlake Oaks County Water District at a regular meeting thereof held on the 15th day of August 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

CLEARLAKE OAKS COUNTY WATER DISTRICT

By: _____
Stanley Archacki, President

Attest: _____
Olivia Mann, Board Secretary



P. O. Box 1107 Davis, CA 95617
Orders: (530)750-1000

Quote

Clearlake Oaks CWD

12545 Hwy 20
Clearlake Oaks, CA 95423

August 5, 2024

PRICE QUOTE

Prices Valid August 5, 2024 – September 30, 2024

PRODUCT	PACKAGING	PRICE	QUANTITY	AVAILABILITY
Pro Pac 9800	Bulk Tanker Truck	\$0.72/lb/del	4,000 Gallons Minimum	ARO 7 – 15 Business Days

Pro Pac 9800 weighs 11.14 lbs/gal

Please call our office to place all orders at (530) 750-1000

- or -

EMAIL: evie@ntutechnologies.com

This quote supersedes any and all prior quotes



Clearlake Oaks County Water District

P.O. Box 709 Clearlake Oaks, CA 95423 - P: (707) 998-3322 F: (707) 998-1245

Purchase Order

PO#: 5557

Vendor: NTU technologies
 Address: _____

Phone: _____
 Fax: _____
 Contact: _____

Item	Description	Quantity	Unit Price	Amount
	Coagulant 9800 - 4000 gallons	4000 gall		\$32,083.20
	\$ 0.72 per lb X 11.14 lbs per gallon x 4000gal = \$ 32083.2			\$0.00
				\$0.00
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				\$0.00
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				\$0.00
				\$0.00
				\$0.00
			Sub-total	\$32,083.20
			Sales Tax:	\$0.00
			Freight:	\$0.00
			Total Due:	\$32,083.20

Comments:

Water	Sewer	DC
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Ship to: _____

GL

Requested By: Kurt Jensen

Date: 8/8/2024

Ordered By: _____

Date: _____

Authroized By: _____

Date: _____

109