



MEMORANDUM

DATE: May 26, 2020

TO: Board of Directors

CC: Catherine Cerri, General Manager
Joseph Byrne, General Counsel

FROM: Kathleen Field, Executive Assistant

SUBJECT: Correspondence Packet

GENERAL CORRESPONDENCE

1. COVID-19 Industry Guidance: Energy and Utilities

ACCOUNTS PAYABLE CHECK REGISTER

1. Accounts Payable Check Register for April 2020
2. Union Bank Visa Transactions Statement Ending April 10, 2020



COVID-19 INDUSTRY GUIDANCE: Energy and Utilities

May 7, 2020

covid19.ca.gov



OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:

- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

Purpose

This document provides guidance for the energy and utilities industry to support a safe, clean environment for workers. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.¹ Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more comprehensive guidance on their [Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19 webpage](#). CDC has additional guidance [for businesses and employers](#).



Work Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.
- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.
- Train and communicate with employees and employee representatives on the plan.
- Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.
- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- Identify close contacts (within six feet for 10 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.
- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.
- Employers engaged in construction of energy and utilities infrastructure should also refer to the guidelines for [construction employers](#).



Strategic Operation Plan

- Identify whether decisions to increase/suspend/reduce operations at key accounts will impact load balancing.
- Determine whether the organization has identified facilities critical to the operation of the energy grid and has made accommodations for sequestering at those facilities (on-site food/water/hygiene/medical, family services, personal protective equipment, etc.).
- Develop a plan and process to prioritize work in areas involving exposure to hazardous substances, including prioritization of work orders and requests and response times for leaks.

- Implement or expand programs that provide utility assistance, such as the low-income home energy assistance program or similar methods that provide financial assistance for home air conditioner use.



Topics for Employee Training

- Information on [COVID-19](#), how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per [CDC guidelines](#)).
- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).
- Proper use of face coverings, including:
 - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - Employees should wash or sanitize hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.
 - Face coverings should be washed after each shift.



Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Non-employees entering the facility should be restricted to only those classified as essential by management and they must complete a temperature and/or symptom screening before entering. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.
- Provide the necessary equipment and accommodations for line crews that may need to respond to grid disruption, including all required safety equipment for crews operating in areas with high numbers of infections.
- Face coverings are strongly recommended when employees, contractors, vendors, etc. are in the vicinity of others. Workers should have face coverings available and wear them at work, in offices, during service calls (except when there is the potential for arc flash or respiratory protection may be required), or in a vehicle for work-related travel when traveling with others. Face coverings must not be shared.
- Conduct daily safety briefings prior to field workers going on service calls and develop internal communications that can be regularly updated on the use of PPE and other mitigation requirements.



Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas, such as break rooms, lunch areas, and changing areas, and areas of ingress and egress, including stairways and stairwells, handrails, and elevator controls. Frequently disinfect commonly used surfaces, including doorknobs, toilets, and handwashing facilities.
- Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, tools,

handles and latches, and controls on stationary, hand-held, and mobile equipment (including surfaces in the cabs of vehicles, two-way radios, gas detectors, electricity meters, and controls in aerial lift buckets).

- Avoid sharing phones, handheld mobile communications, office supplies, other work tools, or equipment wherever possible. Individually-assigned peripheral equipment (keyboards, handsets, headsets, chairs, etc.) should be provided wherever possible. Never share PPE.
- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed. Provide additional sanitary facilities if several workers need to take use the restroom at the same time, e.g., during scheduled breaks.
- Provide time for workers to implement cleaning practices before and after shifts. If cleaning is assigned to the worker, they must be compensated for that time.
- When choosing cleaning chemicals, employers should use product approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.
- For those field technicians using such equipment, require that hard hats and face shields be sanitized at the end of each shift. Clean the inside of the face shield, then the outside, then wash hands. Provide hand sanitizer to all field staff.
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.
- Modify offerings in on-site cafeterias, including using prepackaged foods, and safe options for drink, condiment, and flatware dispensing.



Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between workers. These can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate where workers should stand).
- Develop a process workflow with questions and talking points for employees to use at the customer's door to identify suspected COVID-19 concerns. The workflow will give employees the flexibility to gauge the situation when the response requires entering a home/building.
- Contact customers before visits to confirm appointments and check if there are infected people on premises; check again when workers are at the door. Request customers use face coverings during the visit and maintain safe distancing of at least six feet from workers.
- Allow field personnel to call a "safety stop" when they are reluctant to enter a dwelling or other building. A field worker should call a supervisor and discuss essential vs. non-essential work and proper precautions to take.
- Limit exposure for field technicians and personnel by implementing remote diagnostics and self-install/repair strategies, e.g., support through video calls and instruction videos, wherever possible.
- Adjust safety meetings to ensure physical distance and implement smaller safety meetings at facilities to maintain physical distancing guidelines.
- Transition all meetings and interviews to phone or virtual platforms or hold outside or in a space allowing for at least six feet of physical distance between employees.
- Utilize work practices, when feasible, to limit the number of workers on-site at one time. This may include scheduling (e.g., staggering shift start/end times) or rotating access to a designated area during a shift. Stage facilities to stagger work and limit overlap of work crews. Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation to limit transmission of the virus.
- Where physical distancing cannot be maintained, crews responding to outages or other service calls should drive separate vehicles if feasible. If not feasible, require that employees wear face coverings in the cab, keep the cab well ventilated, and do not reassign or comingle crew members.

- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.
- Designate separate entrances and exits and post signage to this effect.
- Reassign lockers or limit or stagger locker use to increase distance between employees.
- Information and communications technology resources should be appropriate to accommodate increased use of remote work arrangements consistent with business continuity plans, without compromising security. Consider conducting planned stress tests for these arrangements.
- For field workers operating in a restricted area or containment zone, organizations should consider:
 - Offering alternate lodging, such as mobile homes and RVs equipped with washer/dryers, showers, and kitchens.
 - Dividing workers into small teams and keeping those teams separated with assigned vehicles and different base camp/staging area locations. Consider rental options to keep the number of workers in a single vehicle low.
 - Instituting triple wellness checks with mandatory temperature and/or symptom screenings at arrival, at mid-shift, and when going off-duty, with a health survey.



Additional Considerations for Protecting Control Centers

- Identify essential employees to develop effective strategies for mitigating their risk of infection. Develop a plan if they need to be removed from the workforce.
- Crews on shift work schedules should be segregated. System operators should be split (days/nights or split individual shifts) between primary and backup control centers. Operating night shifts and day shifts in different locations will provide a 12-hour window between occupation to allow for enhanced cleaning.

- Outside visitors should not be allowed in control centers (e.g., no tours or non-essential personnel from the same organization).
- Consider which, if any, personnel can perform their jobs in spaces adjacent to an existing control room.
- In any scenario where a shift of control center personnel is not in the same room, the lines of communication between employees should remain open, clear, and easily accessible.
- Workstations should allow for at least six feet of space between employees. Take into account room design and other physical space limitations, including the placement of wiring that may restrict options for where workstations can be located. Physical barriers between employees can be used for additional protection when six feet of distance is not possible.
- Contractors/vendors should be screened with a health questionnaire and/or temperature check and have face coverings on before being allowed onsite for deliveries, repairs, etc. Access should be limited to critical activities only.
- Consider control room functions that can be performed remotely, like monitoring or data analytics.
- Control center support staff (engineering, transmission scheduling, compliance, etc.) should be allowed to work remotely (e.g., VPN) to the extent permissible.
- Logistics plans for housing operators onsite, including bedding, hygiene facilities, entertainment, and food accommodations, should be developed.

¹ Additional requirements must be considered for vulnerable populations. The energy and utilities industry must comply with all [Cal/OSHA](#) standards and be prepared to adhere to its guidance as well as guidance from the [Centers for Disease Control and Prevention \(CDC\)](#) and the [California Department of Public Health \(CDPH\)](#). Additionally, employers should be prepared to alter their operations as those guidelines change.



LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE CHECK REGISTER

		APRIL 2020			
VENDOR NAME	DESCRIPTION	DATE	INVOICE AMOUNT	CHECK NUMBER	CHECK AMOUNT
VOYA	Deferred Compensation	04/01/20	12,453.94	DRAFT	12,453.94
CalPERS	Employee Retirement Plan	04/01/20	29,751.23	DRAFT	29,751.23
	VOID	04/22/20	-	81933	-
ADS Environmental Services LLC	Sewer Flow Monitoring for 10 Sites	04/08/20	11,500.00	81939	11,500.00
Alexa Olsen	Refund Check	04/08/20	25.18	81940	25.18
Amazon Capital Services	Dry Erase Board	04/08/20	41.55	81941	
	Repeater Enclosure	04/08/20	312.21	81941	
	Blue Jay Admin Wireless Doorbell	04/08/20	118.50	81941	
	WiFi Range Extender	04/08/20	86.18	81941	
	Laptop Bag, Mouse & Laminator	04/08/20	133.46	81941	
	Credit Memo - Toilet Paper	04/08/20	-63.14	81941	
	Soap for Bernina	04/08/20	19.38	81941	
	Tide Pods, Air Chuck & Service Order Phone Covers	04/08/20	41.82	81941	
	Paper Towels, Toilet Paper & Dispenser	04/08/20	168.49	81941	858.45
Ameripride	Uniforms	04/08/20	1,893.54	81942	1,893.54
AT&T	Long Distance	04/08/20	170.93	81943	170.93
Automationdirect.com Inc	Repeater Enclosure Rack	04/08/20	109.91	81944	109.91
Caselle Inc	05/20 Maintenance & Support	04/08/20	2,797.00	81945	2,797.00
City of Big Bear Lake	05/20 Rimforest Payment	04/08/20	4,815.32	81946	4,815.32
Classic Images	T Shirts, Hooded Sweatshirts	04/08/20	1,427.38	81947	
	Mechanical Dept Hats	04/08/20	208.01	81947	
	Hooded Sweatshirts	04/08/20	96.83	81947	
	Uniform Polo Shirts	04/08/20	64.42	81947	1,796.64

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VENDOR NAME	DESCRIPTION	DATE	INVOICE AMOUNT	CHECK NUMBER	CHECK AMOUNT
CLAWA	Rimforest 2" - 1550 CCF	04/08/20	4,464.00	81948	
	DLP 2" - 641 CCF	04/08/20	1,846.08	81948	
	03/20 Blue Jay Water	04/08/20	128.06	81948	6,438.14
Clinical Laboratory of San Bernardino	02/20 Outside Lab	04/08/20	2,285.00	81949	2,285.00
Computer Options	04/20 Managed IT	04/08/20	13,673.50	81950	13,673.50
Consolidated Electrical Distributors Inc	LED Lights	04/08/20	921.26	81951	921.26
County Recorder	Recording Fees - Lien Releases	04/08/20	20.00	81952	20.00
	VOID	04/20/20	-	81953	-
CSRMA	Claim 1999465	04/08/20	351.20	81954	351.20
CWEA Renewal	Mossman - Renewal Gr 2 Collections	04/08/20	94.00	81955	
	Martinez - T1 Renewal	04/08/20	55.00	81955	
	Martinez - D2 Renewal	04/08/20	60.00	81955	209.00
Dataprose LLC	03/20 Bill Printing & Postage	04/08/20	3,972.66	81956	3,972.66
Don's Auto Supply	Diesel Aerovantage	04/08/20	53.57	81957	
	Drive Kit	04/08/20	35.69	81957	
	Battery Cables, Relay Switch, Battery for Snow Plow. Unit # 96	04/08/20	340.59	81957	
	Credit Memo - Battery and Accessories	04/08/20	-84.27	81957	
	Battery Core Charge	04/08/20	-70.04	81957	
	WCTP Fence Repair	04/08/20	170.96	81957	
	Stabilizer Cyl #59	04/08/20	56.94	81957	503.44
Dudek	Microvi Pilot Support Balance	04/08/20	2,280.00	81958	2,280.00
Eco Services Operations LLC	Aluminum Sulfate for Bernina	04/08/20	2,785.39	81959	2,785.39
Eric Morris	Refund Check	04/08/20	210.59	81960	210.59

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VENDOR NAME	DESCRIPTION	DATE	INVOICE AMOUNT	CHECK NUMBER	CHECK AMOUNT
Farmer Brothers Company	District Coffee	04/08/20	868.77	81961	868.77
Fisher Scientific	Disinfectant Spray, Dextrose, Kimwipes	04/08/20	773.39	81962	
	Cleaning Wipe	04/08/20	62.72	81962	
	Gloves, Kitchen Cleaner	04/08/20	245.70	81962	1,081.81
Frontier Communications	Telephone	04/08/20	1,850.10	81963	1,850.10
Geographics	Water Brochures 2,500 Winterizing Tips and 2,500 About Your Service	04/08/20	2,463.70	81964	
	Covid 19 Announcements and Website Links for Covid19	04/08/20	306.25	81964	
	Design and Art for the Covid19 Wipes Down the Pipes" Ad"	04/08/20	105.00	81964	2,874.95
Grainger	Conduit	04/08/20	58.19	81965	
	Hand Ratchet	04/08/20	59.07	81965	
	Wrench & Driver Set	04/08/20	68.86	81965	186.12
Inland Water Works Supply Co	12" Mueller Hydrant Risers	04/08/20	1,259.86	81966	
	GVTP 3" Check Valves	04/08/20	1,627.62	81966	
	Meter Box Risers	04/08/20	1,293.00	81966	
	Cla-Val Rebuild Kits, 4" Gate Valves	04/08/20	755.54	81966	
	Cla-Val Rebuild Kits	04/08/20	242.21	81966	
	DLP PRV	04/08/20	174.12	81966	5,352.35
Keenan & Associates	05/20 Health	04/08/20	93,524.80	81967	93,524.80
Mobile Modular Portable Storage	03/20 Field Ops Storage	04/08/20	201.82	81968	
	04/20 Cedar Glen Storage	04/08/20	988.26	81968	
	04/20 Blue Jay Storage	04/08/20	92.23	81968	1,282.31
Mossman, Corwin	Reimbursement - Gr 2 WW Certification	04/08/20	280.00	81969	280.00
Mountain Courier Service	04/20 Mail Courier	04/08/20	225.00	81970	225.00
Mountain Disposal	03/20 Trash	04/08/20	1,526.84	81971	1,526.84

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VENDOR NAME	DESCRIPTION	DATE	INVOICE AMOUNT	CHECK NUMBER	CHECK AMOUNT
Mountain Locksmith Inc	Duplicate Keys	04/08/20	6.46	81972	6.46
Mountain News & Shopper	Sewer AD for No Wipes Down the Drain	04/08/20	1,245.00	81973	1,245.00
National Safety Compliance Inc	Random Substance Testing	04/08/20	655.21	81974	655.21
Office Depot Inc	Office Supplies	04/08/20	35.14	81975	35.14
Penelope Alberts-Robinson	Refund Check	04/08/20	99.36	81976	99.36
Penelope Vonderahe	Refund Check	04/08/20	95.72	81977	95.72
Ready Refresh by Nestle	03/20 Distilled Water	04/08/20	204.79	81978	204.79
Rim Forest Lumber	Fasteners	04/08/20	3.84	81979	
	Pipe Insulation, Copper Pipe	04/08/20	55.99	81979	
	Washers, Bolts & Nuts	04/08/20	36.83	81979	
	Blades	04/08/20	75.40	81979	
	BJ Admin Roof Sealant	04/08/20	196.84	81979	
	Wallplate, Parking Lot Paint Supplies	04/08/20	9.13	81979	
	Fasteners for Blue Jay Office	04/08/20	0.62	81979	
	Paint Supplies for Blue Jay Parking Lot	04/08/20	8.57	81979	387.22
Rotary of Lake Arrowhead	03/20 Adjusted Monthly Lunch Charge	04/08/20	36.00	81980	36.00
Safety Compliance Company	Safety Training	04/08/20	250.00	81981	250.00
SBC Fire Protection District	LS#17 Hazardous Material CUPA Permit	04/08/20	420.00	81982	420.00

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VENDOR NAME	DESCRIPTION	DATE	INVOICE AMOUNT	CHECK NUMBER	CHECK AMOUNT
Snyder's Tire Works	Unit 97	04/08/20	180.77	81983	
	Unit 91	04/08/20	150.89	81983	
	Unit 73	04/08/20	331.93	81983	
	Unit 88	04/08/20	654.22	81983	
	Unit 76	04/08/20	485.13	81983	
	Unit 20951	04/08/20	652.23	81983	
	Unit 69	04/08/20	135.46	81983	
	Unit 42	04/08/20	764.77	81983	
	Unit 64	04/08/20	599.18	81983	
	Unit 82	04/08/20	628.72	81983	
	Unit 92	04/08/20	216.66	81983	
	Unit 65	04/08/20	231.00	81983	
	Unit 87	04/08/20	196.64	81983	
	Unit 99	04/08/20	125.03	81983	
	Unit 89	04/08/20	183.55	81983	
	Unit 80	04/08/20	175.24	81983	
	Unit 74	04/08/20	643.68	81983	
	Unit 69	04/08/20	1,504.44	81983	7,859.54
So Cal Gas	Gas	04/08/20	3,967.98	81984	3,967.98
Southern California Edison	Electricity	04/08/20	14.28	81985	14.28
Sparkletts	04/20 District Water	04/08/20	384.87	81986	384.87
Step Saver CA LLC	Salt	04/08/20	762.05	81987	762.05
Teamviewer Germany GmbH	License Renewal Update	04/08/20	1,548.00	81988	1,548.00
Timothy Veliquette	Refund Check	04/08/20	105.46	81989	105.46
TPX Communications	03/20 Internet	04/08/20	6,964.51	81990	6,964.51
USA Blue Book	Valve Key Kit	04/08/20	240.82	81991	240.82
Verizon Wireless	Wireless	04/08/20	901.41	81992	901.41

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VENDOR NAME	DESCRIPTION	DATE	INVOICE AMOUNT	CHECK NUMBER	CHECK AMOUNT
Yale/Chase Equipment and Services Inc	WCTP Generator Transfer Switch	04/08/20	6,432.68	81993	6,432.68
VOYA	Deferred Compensation	04/15/20	12,453.94	DRAFT	12,453.94
CalPERS	Employee Retirement Plan	04/15/20	29,856.02	DRAFT	29,856.02
AG Layne Inc	2500 Gallons Methanol	04/22/20	8,514.61	81994	8,514.61
Albert A Webb & Associates	Design-Bid-CM Assistance	04/22/20	4,190.97	81995	4,190.97
Amazon Capital Services	Hand Soap Shop	04/22/20	86.26	81996	
	Pipe Glue	04/22/20	136.35	81996	
	Sponges	04/22/20	91.55	81996	
	2X4 Ceiling Tiles for Blue Jay Building	04/22/20	116.99	81996	
	Digging Bar	04/22/20	71.22	81996	
	Paper Towels	04/22/20	129.19	81996	631.56
Ameripride	Uniforms	04/22/20	1,881.79	81997	1,881.79
AT&T	Long Distance	04/22/20	259.38	81998	259.38
Automated Gate Services Inc	WCTP Auto Gate Repair	04/22/20	257.00	81999	257.00
Best Best & Krieger LLP	General Labor	04/22/20	211.80	82000	
	Public Records Act Response	04/22/20	87.00	82000	
	Solar Project	04/22/20	176.50	82000	
	VNA Hospice Lease	04/22/20	1,200.20	82000	
	Covid-19 Emergency Response	04/22/20	141.20	82000	
	General Representation	04/22/20	4,448.80	82000	
	CEQA Projects	04/22/20	200.80	82000	6,466.30
Michael Blackwood	Reimbursement for Face Mask Donantion	04/22/20	200.00	82001	200.00
Blue Tarp Financial Inc	Litium Battery	04/22/20	50.58	82002	50.58
C & E Supply	Sanitizers and Gloves COVID-19	04/22/20	340.07	82003	340.07

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VENDOR NAME	DESCRIPTION	DATE	INVOICE AMOUNT	CHECK NUMBER	CHECK AMOUNT	
California Water Efficiency Partnership	Annual Fees and Dues for Membership	04/22/20	3,151.16	82004	3,151.16	
Canon Financial Services	03/20 Copier Lease	04/22/20	1,875.46	82005	1,875.46	
Cedar Glen Trading Post	LED Ceiling Bulbs	04/22/20	236.20	82006	236.20	
Charter Communications	Internet	04/22/20	332.00	82007	332.00	
Cintas Corporation	AED Annual Management Program	04/22/20	175.00	82008	175.00	
Classic Images	Uniform Hats	04/22/20	303.86	82009	303.86	
Clinical Laboratory of San Bernardino	03/20 Outside Lab Services	04/22/20	15,105.00	82010	15,105.00	
Cole-Parmer	Ph Buffer Solutions	04/22/20	128.01	82011	128.01	
Computer Options	Adding VPN Access, Software and Laptop Computers	04/22/20	4,782.57	82012	4,782.57	
Craig Anderson	Refund Check	04/22/20	102.68	82013	102.68	
Cyber Marketing Network Inc	Martinez Winter Boots	04/22/20	226.26	82014	226.26	
David Taussig & Associates Inc	Tax Roll Services	04/22/20	1,064.76	82015	1,064.76	
De Lage Landen Financial Services Inc	04/20 Engineering Copier	04/22/20	509.40	82016	509.40	
DIRECTV	04/20 Television	04/22/20	209.97	82017	209.97	
Don's Auto Supply	Gloves	04/22/20	56.51	82018		
	Oil	04/22/20	22.80	82018		
	Sockets	04/22/20	7.62	82018		
	Chain Tighteners for Field Op Vehicles	04/22/20	216.25	82018		
	Wipers	04/22/20	24.24	82018		
	Unit 85	04/22/20	114.95	82018		
	Exchange Truck Chain	04/22/20	29.72	82018		
	Piintile Hitch for WWOPS Trucks	04/22/20	149.08	82018	621.17	

LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE CHECK REGISTER

APRIL 2020					
VENDOR NAME	DESCRIPTION	DATE	INVOICE AMOUNT	CHECK NUMBER	CHECK AMOUNT
Dudek	02/20 Microvi Pilot Testing Support	04/22/20	6,637.50	82019	6,637.50
Fairview Ford Sales Inc	2020 Ford F-550, Replaces Unit 52	04/22/20	50,650.44	82020	50,650.44
Famcon Pipe & Supply Inc	2019 MH's Rehab Ring & Lid Sets	04/22/20	29,631.25	82021	82,235.63
	Manhole Frame and Covers	04/22/20	52,604.38	82021	
Federal Express Co	Express Mail	04/22/20	71.91	82022	71.91
Fisher Scientific	Pipette Grease	04/22/20	134.54	82023	240.95
	EDTA	04/22/20	18.78	82023	
	Gloves	04/22/20	87.63	82023	
Fox Occupational Medical Center	Employee Health Services	04/22/20	60.00	82024	60.00
Frontier Communications	Telephone	04/22/20	2,143.26	82025	2,143.26
Gladwell Governmental Services Inc	Document Management Services	04/22/20	3,900.00	82026	3,900.00
Grainger	Pry Bar and Shovel	04/22/20	60.10	82027	181.42
	Sanitizing Wipes	04/22/20	121.32	82027	
Graybar Electric Company Inc	Booster Room HMI Cabinet Repair	04/22/20	511.56	82028	511.56
Hach Company	Chlorine	04/22/20	37.37	82029	37.37
HealthEquity Inc	05/20 HSA	04/22/20	168.84	82030	168.84
Huber Technology Inc	Screw Press Parts	04/22/20	1,140.28	82031	1,140.28
Inland Water Works Supply Co	LS15 Bolt & Nut Set	04/22/20	29.16	82032	1,175.92
	LS15 Flange, Nut & Bolt Set, Gasket	04/22/20	79.03	82032	
	4" Main Repair Pilot Rock x Hwy 173 DLP	04/22/20	1,067.73	82032	
John and Barbara Lane	Sewer Pump Electric Reimbursement	04/22/20	522.77	82033	522.77
Life Insurance Company of North America	05/20 Life	04/22/20	4,166.23	82034	4,166.23

LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE CHECK REGISTER

APRIL 2020			INVOICE AMOUNT	CHECK NUMBER	CHECK AMOUNT
VENDOR NAME	DESCRIPTION	DATE			
Mobile Modular Portable Storage	05/20 Blue Jay Storage Container	04/22/20	97.84	82035	97.84
Mountain Disposal	03/20 Sludge Hauling	04/22/20	5,400.00	82036	5,400.00
Mountain Locksmith Inc	Duplicate Keys	04/22/20	24.77	82037	24.77
Mountain News & Shopper	Smoke Test Ad	04/22/20	500.00	82038	500.00
Norman Fogwell	Refund Check	04/22/20	99.91	82039	99.91
Nu-Line Technologies LLC	Retention	04/22/20	1,662.50	82040	1,662.50
Nursery Products LLC	03/20 Sludge Disposal	04/22/20	5,398.78	82041	5,398.78
Os/Com Systems	Repeater Rental Apr, May, June 2020	04/22/20	705.00	82042	705.00
Pall Advanced Separation Systems	120 Membrane Filter Modules	04/22/20	187,485.00	82043	187,485.00
Paper Recycling & Shredding Specialists	Document Shredding	04/22/20	311.00	82044	311.00
Pitney Bowes Inc	Annual Equipment Service Contract	04/22/20	901.56	82045	901.56
Plumbers Depot	Sectional Rod For Unit 20952	04/22/20	1,993.67	82046	1,993.67
Premier Access Insurance Company	05/20 Dental	04/22/20	6,816.14	82047	6,816.14
Rim Forest Lumber	Sewer Popper Lines, Relief Plug, Shoe				
	Covers	04/22/20	65.78	82048	
	Square Steel	04/22/20	64.60	82048	
	Green Paint & Masking Paper	04/22/20	19.36	82048	
	Masks	04/22/20	8.08	82048	
	Female Adapters	04/22/20	43.06	82048	
	Primer	04/22/20	12.05	82048	
	Anchor & Washer	04/22/20	14.52	82048	
	Sewer Marking Stakes	04/22/20	38.76	82048	266.21

LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE CHECK REGISTER

APRIL 2020			INVOICE AMOUNT	CHECK NUMBER	CHECK AMOUNT
VENDOR NAME	DESCRIPTION	DATE			
Rondy's Glass Service	Safety Glass for Customer Service - Covid-19	04/22/20	9,920.00	82049	9,920.00
Samba Holdings	Driver Program	04/22/20	118.80	82050	118.80
San Bernardino County	April Fuel	04/22/20	5,563.20	82051	5,563.20
Satellite Phone Store	04/20 Satellite Phones	04/22/20	153.84	82052	153.84
Step Saver CA LLC	Salt	04/22/20	254.02	82053	254.02
Stephen Newcombe Service LLC	Snow Plow For Unit 60	04/22/20	6,991.23	82054	6,991.23
Susan Farranti	Refund Check	04/22/20	38.29	82055	38.29
SWRCB	Martinez - D2 & T1 Renewal	04/22/20	115.00	82056	115.00
SWRCB - ELAP Fees	ELAP Lab Annual Fee	04/22/20	7,373.00	82057	7,373.00
The Bug Girl	Blue Jay Pest Control	04/22/20	375.00	82058	375.00
Tidewater Inc	Environmental Services for CEQA Documentation	04/22/20	5,019.76	82059	5,019.76
Trinity Construction	Retention	04/22/20	6,404.24	82060	6,404.24
Underground Service Alert/SC	49 Dig Tickets & Monthly Maintenance	04/22/20	90.85	82061	90.85
Union Bank	03/20 Credit Cards	04/22/20	5,455.81	82062	5,455.81
United States Geological Survey	02/01/20 -04/30/20 Coop Water Resources Investigation	04/22/20	5,450.00	82063	5,450.00
Univar Solutions USA Inc	12.5% Bleach	04/22/20	1,523.18	82064	1,523.18
	Membrane Filtration Chemicals	04/22/20	4,054.56	82064	4,054.56
Vision Service Plan	Supplemental Insurance	04/22/20	684.76	82065	684.76

LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT
 ACCOUNTS PAYABLE CHECK REGISTER

		APRIL 2020			
VENDOR NAME	DESCRIPTION	DATE	INVOICE AMOUNT	CHECK NUMBER	CHECK AMOUNT
VOYA	Deferred Compensation	04/29/20	12,453.94	DRAFT	12,453.94
CalPERS	Employee Retirement Plan	04/29/20	31,376.60	DRAFT	31,376.60
Union Bank	04/20 Credit Cards	04/30/20	2,325.20	82066	2,325.20
			<u>\$ 806,665.33</u>		<u>\$ 806,665.33</u>

**LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT
UNION BANK VISA TRANSACTIONS
4/10/2020**

	DESCRIPTION	AMOUNT
Blackwood	Stater Bros - Bags	1.93
	Stater Bros - Plates, Soap & Bags	19.35
	Late Fee & Finance Charge (Refunded 4/11/20)	59.74
	Total Blackwood	\$ 81.02
Brooks	Total Brooks	-
Carricaburu	BakerGas.com - Welder Covers	(242.39)
	Toolots Inc - Magnet Lift	424.06
	IndustrialAirPower - Intercooler	232.93
	Bass Pro Online - Face Masks (COVID-19)	50.25
	Bass Pro Online - Face Masks (COVID-19)	235.09
	Total Carricaburu	\$ 699.94
Cerri	Late Fee & Finance Charge (Refunded 4/11/20)	11.75
	Total Cerri	\$ 11.75
Field	Late Fee & Finance Charge (Refunded 4/11/20)	11.79
	Total Field	\$ 11.79
Hercules	Late Fee & Finance Charge (Refunded 4/11/20)	14.10
	Total Hercules	\$ 14.10
Lippert	Project Energy Savers - Advertisement	470.33
	Late Fee & Finance Charge (Refunded 4/11/20)	20.54
	Total Lippert	\$ 490.87
O'Brien	Spectrum - Cedar Glen Television	167.14
	Total O'Brien	\$ 167.14
O'Connell	HomeDepot.com - Trenching Shovels	78.61
	Zazzle.com - Business Cards	23.29
	Total O'Connell	\$ 101.90
O'Kelly	Late Fee & Finance Charge (Refunded 4/11/20)	11.75
	Total - O'Kelly	11.75
Papp	Late Fee & Finance Charge (Refunded 4/11/20)	11.75
	Total Papp	11.75
Porter	Late Fee & Finance Charge (Refunded 4/11/20)	14.68
	Total Porter	14.68

**LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT
UNION BANK VISA TRANSACTIONS
4/10/2020**

Potter	Zazzle.com - Credit District Badges	(9.18)
	AWWA.Org - Credit Employee Development	(20.00)
	Paypal - Inland Area Employee Development	(35.00)
	SafetyProducts - First Aid Supplies	161.21
	Paypal Buymore.US - First Aid Thermometers	339.96
	Zazzle.com - District Badges	46.51
	Amazon - Cleaning Supplies (COVID-19)	8.69
	Amazon - Cleaning Supplies (COVID-19)	18.92
	Amazon - Cleaning Supplies (COVID-19)	9.15
	AWWA.Org - Employee Development	20.00
	Amazon - Cleaning Supplies (COVID-19)	19.74
	SmartSign - Handwashing Signs (COVID-19)	87.08
	Late Fee & Finance Charge (Refunded 4/11/20)	61.43
	Total Potter	708.51
	TOTAL AMOUNT DUE	2,325.20