

# FORESTHILL PUBLIC UTILITY DISTRICT

## MINUTES

Regular Meeting of  
FORESTHILL PUBLIC UTILITY DISTRICT  
FORESTHILL VETERANS MEMORIAL HALL  
Leroy E. Botts Memorial Park  
24601 Harrison Street, Foresthill, CA 95631  
[www.foresthillpud.com](http://www.foresthillpud.com)

Wednesday	December 12, 2018	2:00 P.M.
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Written material introduced into the record: Citizens wishing to introduce written material on any item into the record at the public meeting are requested to provide a copy of the written material to the Clerk of the Board prior to the meeting date so that the material may be distributed to the Board of Directors prior to the meeting.

**A. CALL TO ORDER: 2:00 p.m. by Vice President Cochran**

**B. ROLL CALL:**

_____	President Helen Rogers West	<i>Excused</i>
_____	Vice President Neil Cochran	<i>Present</i>
_____	Treasurer Linda Cholcher	<i>Present</i>
_____	Director Mark Bell	<i>Present</i>
_____	Director Patty Wade	<i>Present</i>

**C. PLEDGE OF ALLEGIANCE: Led by Hank White**

**D. MEETING PROCEDURES:**

All items on the agenda will be open for public comment before final action is taken. Speakers are requested to restrict comments to the item as it appears on the agenda and stay within a five-minute time limit. The President has the discretion of limiting the total discussion time for an item. As a courtesy to others, please turn off cell phones and any other distracting devices.

**E. ADOPTION OF THE AGENDA: Treasurer Cholcher made a motion to adopt the agenda as presented. The motion was seconded by Director Wade and carried unanimously (4-0.)**

**F. ANNOUNCEMENTS: Treasurer Cholcher administered the "Oath of Office" to Vice President Cochran, Director Bell, Director Wade and General Manager Hank White.**

**G. BUSINESS: ACTION ITEMS**

1. Organizational Meeting and election of officers per Policy 5010.50  
Recommended Action: By motion, elect a President, Vice President, Treasurer and appoint the Board Clerk and Ex-Officio Secretary  
Public comment: *The public did not comment on the agenda item*

***Board Action:*** Vice President Cochran requested a motion to suspend the rotation of officers per Policy 5010.50 and open nominations for officers of the district. Director Bell made a motion to suspend the rotation of officers per Policy 5010.50. The motion was seconded by Treasurer Cholcher and carried unanimously (4-0).

***Board Action:*** Director Bell made a motion to nominate Vice President Cochran for President. The motion was seconded by Treasurer Cholcher. Treasurer Cholcher made a motion to nominate Director Bell for Vice President. The motion was seconded by Director Wade. Director Bell made a motion to nominate Treasurer Cholcher for Treasurer. The motion was seconded by Director Wade. A vote was taken for all three motions and all three motions carried unanimously (4-0).

2. Board President to appoint Standing Committee members and Chairpersons  
Public comment: *The public did not comment on the agenda item*

***Board Action:*** President Cochran appointed Vice President Bell as the Chair and Treasurer Cholcher as a member of the Finance Committee. President Cochran appointed Director Rogers West as the Chair and Director Wade as a member of the Planning Committee.

**H. PUBLIC COMMENT:** This is the time for any member of the public to address the Board of Directors on any matter not on the agenda that is within the subject matter jurisdiction of the District. Directors and staff are limited by law to brief responses and clarifying questions or comments. There will be no votes on non-agenda items. Concerns may be referred to staff or placed on the next available agenda. Please note that comments from the public will also be taken on each agenda item. Comments shall be limited to five minutes per person, or such other time limit as may be imposed by the President. ***Public comment was received***

**I. CONSENT AGENDA:** All items listed under the Consent Agenda are considered to be routine in nature and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board or audience requests otherwise, in which case the item will be removed for separate consideration. Any item removed will be taken up following the motion to approve the Consent Agenda.

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| 1. Minutes of October 3, 2018 Special Meeting                          | Approve |
| 2. Minutes of October 29, 2018 Finance Committee Meeting               | Approve |
| 3. Minutes of November 1, 2018 Special Meeting                         | Approve |
| 4. Minutes of November 14, 2018 Regular Meeting                        | Approve |
| 5. Minutes of December 3, 2018 Finance Committee Meeting               | Approve |
| 6. Cash Disbursements Register, September and October 2018             | Approve |
| 7. Statement of Net Position, September and October 2018               | Approve |
| 8. Statement of Revenues & Expense, September 30 and October 31, 2018  | Approve |
| 9. Monthly and Year to Date Report, September 30 and October 31, 2018  | Approve |
| 10. Fund Accounts, September 30 and October 31, 2018                   | Approve |
| 11. Investment Policy Compliance, September 30 and October 31, 2018    | Approve |
| 12. Quality Analysis Report, September 30 and October 31, 2018         | Approve |
| 13. Activity Detail, September 30 and October 31, 2018                 | Approve |
| 14. Portfolio Graphically Presented, September 30 and October 31, 2018 | Approve |

***Board Action:*** *Vice President Bell made a motion to approve the Consent Agenda. The motion was seconded by Director Wade and carried unanimously (4-0)*

## **J. BUSINESS: ACTION ITEMS**

1. Action Item: Presentation of the annual audit for fiscal year 2017/2018 as presented by Finance Manager, Roger Carroll  
Recommended Action: Receive and file annual audit for fiscal year 2017/2018  
Public comment: *Public comment was received*

***Board Action:*** *Treasurer Cholcher made a motion approve the annual audit for fiscal year 2017/2018. The motion was seconded by Vice President Bell and carried unanimously (4-0).*

2. Action Item: Consideration of Finance Committee recommendation for a 3.5% cost of living adjustment to salary schedule (Policy 2390)  
Recommended Action: Consider recommendation and direct staff accordingly  
Public comment: *Public comment was received*

***Board Action:*** *Vice President Bell made a motion to increase the district salary schedule by a 3.5% cost of living adjustment effective for the first pay period in 2019 (January 9, 2019). The motion was seconded by Director Wade and carried unanimously (4-0).*

3. Action item: Consider proposal from Starnik to provide utility billing software at a cost not to exceed \$5,000 for startup fees and \$840 monthly maintenance fees adjusted annually  
Recommended Action: Authorize staff to execute a contract with Starnik for utility billing software  
Public Comment: *Public comment was received*

***Board Action:*** *Treasurer Cholcher made a motion authorize staff to execute a contract with Starnik for utility billing software with startup costs of \$5,000 and monthly maintenance fees of \$840 adjusted annually. The motion was seconded by Director Wade and carried unanimously (4-0).*

4. Action item: Ratify contract with CBC Geospatial Consulting, Inc. for a deformation monitoring survey at Sugar Pine Dam for an amount not to exceed \$9,000  
Recommended Action: Ratify agreement with CBC Geospatial Consulting, Inc. for an amount not to exceed \$9,000  
Public Comment: *Public comment was received*

***Board Action:*** *Treasurer Cholcher made a motion to ratify the agreement with CBC Geospatial Consulting, Inc. for a deformation monitoring survey at Sugar Pine Dam for an amount not to exceed \$9000. The motion was seconded by Vice President Bell and carried unanimously (4-0).*

## **K. DISCUSSION ITEMS: DIRECTOR/COMMITTEE/STAFF REPORTS:**

1. General Manager's Report – This is the time for the General Manager to report on any correspondence, meetings, or other information that the Board members and the community need to be aware of:

2. Director reports – This is the time for Board members to report on any webinars, classes, seminars, meetings or other information they have learned and share with their fellow Board members and the community.

**ADJOURNMENT OF OPEN MEETING** *At 4:16 p.m. Treasurer Cholcher made a motion to adjourn the open meeting and go to closed session. The motion was seconded by Vice President Bell and carried unanimously (4-0).*

**L. CLOSED SESSION**

1. Conference with Legal Counsel — Existing Litigation Subdivision (a) of Government Code Section 54956.9. Name of Case: Miner’s Camp vs. Foresthill Public Utility District

**M. ANNOUNCEMENT FROM CLOSED SESSION:** *At 6:11 PM President Cochran announced in open session that no reportable action was taken during closed session.*

**N. ADJOURNMENT:** *The meeting was adjourned at 6:11 PM*

Submitted by:



Neil Cochran, Board President

Attest:



Henry N. White, Clerk and Ex-Officio Secretary