

FORESTHILL PUBLIC UTILITY DISTRICT

AGENDA

Regular Business Meeting of the
FORESTHILL PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS
Foresthill Elementary School, 24750 Main Street, Foresthill, CA 95631
www.foresthillpud.com

Thursday	February 8, 2024	3:00 P.M.
----------	------------------	-----------

A. CALL TO ORDER: 3:00 PM

B. OPEN SESSION - ROLL CALL:

_____ President Ron Thompson
_____ Vice President Jane Stahler
_____ Treasurer Mark Bell
_____ Director Roger Pruett
_____ Director Peter Kappelhof

C. PLEDGE OF ALLEGIANCE

D. PUBLIC COMMENT:

- Members of the public may provide comments to the Board on items not on the agenda. We welcome and encourage your comments as the Board takes them into consideration in our deliberations.
- Speakers are limited to a maximum of three minutes.
- The Board may not respond to, discuss, or engage in any type of dialog regarding any public comment; however, the President may direct questions to staff for a later response or future consideration by the Board.
- Appropriate and respectful language and behavior is vital to the functioning of a public meeting. We ask the Board, staff, and members of the public to speak courteously and respectfully. Therefore, the Board prohibits disruptive behavior.

E. CLOSED SESSION:

1. Conference with real property negotiators (Gov't Code Section 54956.8). Property: Up to 2,000 acre feet of stored Sugar Pine Reservoir water; District Negotiators: Jane Stahler and Henry N. White; Negotiating Parties: Prospective water users in the American River Basin, Central Valley or elsewhere in the federal Central Valley Project or State Water Project service areas, including but not limited to; U.S. Bureau of Reclamation, City of Folsom, City of Sacramento, Carmichael Water District, San Juan Water District, Sacramento Suburban Water District, San Luis and Delta-Mendota Water Authority and member agencies (e.g. Westlands Water District), State Water Contractors and member agencies (e.g. Santa Clara Valley Water District); Under Negotiation: Price and terms of payment for the sale of surplus stored water from Sugar Pine Reservoir
2. Public employee performance evaluation, Government Code Section 54957(b), Title: General Manager

F. OPEN SESSION - ROLL CALL (Starting at 6:00 PM):

_____ President Ron Thompson
_____ Vice President Jane Stahler
_____ Treasurer Mark Bell
_____ Director Roger Pruett
_____ Director Peter Kappelhof

G. ANNOUNCEMENT FROM CLOSED SESSION:

H. PUBLIC COMMENT:

- Members of the public may provide comments to the Board on items not on the agenda. We welcome and encourage your comments as the Board takes them into consideration in our deliberations.
- Speakers are limited to a maximum of three minutes.
- The Board may not respond to, discuss, or engage in any type of dialog regarding any public comment; however, the President may direct questions to staff for a later response or future consideration by the Board.
- Appropriate and respectful language and behavior is vital to the functioning of a public meeting. We ask the Board, staff, and members of the public to speak courteously and respectfully. Therefore, the Board prohibits disruptive behavior.

I. CONSENT AGENDA: All items listed under the Consent Agenda are routine in nature and may be approved by one motion.

1. Approval of January 11, 2024, Regular Board Meeting minutes
2. Receive and file combined financial reports for October, November, and December 2023

J. ACTION ITEMS:

1. Director Kappelhof's request for the board to consider correcting the language relating to the appointment of the board's Clerk and Ex-Officio Secretary (Policy 5010.50)
Recommended Action: Discuss and direct staff accordingly
Public comment:
Public comment:
2. Director Kappelhof's request to reconsider the action taken at the January 11, 2024 board meeting regarding appointment of the board's Clerk and Ex-Officio Secretary
Recommended Action: Discuss and direct staff accordingly
Public comment:
3. Vice President Stahler's request to discuss hiring a Business Manager
Recommended Action: Discuss and direct staff accordingly
Public comment:
4. Vice President Stahler's request regarding current employee status
Recommended Action: Discuss and direct staff accordingly
Public comment:

5. Vice President Stahler's request regarding a 2024 budget amendment
Recommended Action: Discuss and direct staff accordingly
Public comment:

6. President Thompson's request to discuss Policy 5050, 5040, 5020, 4070, 4050, and 3082
Recommended Action: Discuss and direct staff accordingly
Public comment:

K. DISCUSSION ITEMS:

1. General Manager Report

2. Remarks/reports by Directors

L. ADJOURNMENT

In accordance with Government Code Section 54954.2(a) this notice and agenda were posted in the district's front window at the Foresthill Public Utility District office, 24540 Main Street, Foresthill, CA 95631 on or before 4:30 PM., February 1, 2024.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the General Manager at (530)367-2511. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting.

Henry N. White, General Manager

FORESTHILL PUBLIC UTILITY DISTRICT

MINUTES

Regular Business Meeting of the
FORESTHILL PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS
Foresthill Elementary School, 24750 Main Street, Foresthill, CA 95631
www.foresthillpud.com

Thursday	January 11, 2024	3:00 P.M.
----------	------------------	-----------

A. CALL TO ORDER: 3:00 PM *President Stahler called the meeting to order at 3:07 PM.*

B. OPEN SESSION - ROLL CALL:

_____ President Jane Stahler	<i>Present</i>
_____ Vice President Mark Bell	<i>Present</i>
_____ Treasurer Ron Thompson	<i>Present</i>
_____ Director Roger Pruett	<i>Present</i>
_____ Director Peter Kappelhof	<i>Present</i>

C. PLEDGE OF ALLEGIANCE *Vice President Bell made a suggestion to move this agenda item to the Open Session. President Stahler agreed and so declared.*

D. PUBLIC COMMENT:

- Members of the public may provide comments to the Board on items not on the agenda. We welcome and encourage your comments as the Board takes them into consideration in our deliberations.
- Speakers are limited to a maximum of three minutes.
- The Board may not respond to, discuss, or engage in any type of dialog regarding any public comment; however, the President may direct questions to staff for a later response or future consideration by the Board.
- Appropriate and respectful language and behavior is vital to the functioning of a public meeting. We ask Board, staff, and members of the public to speak courteously and respectfully. Therefore, the Board prohibits disruptive behavior.

Public comment period was made available, but none were provided. No public in attendance.

E. CLOSED SESSION:

1. Conference with real property negotiators (Gov't Code Section 54956.9). Property: Up to 2,000 acre feet of stored Sugar Pine Reservoir water; District Negotiators: Jane Stahler and Henry N. White; Negotiating Parties: Prospective water users in the American River Basin, Central Valley or elsewhere in the federal Central Valley Project State Water Project service areas, including but not limited to; U.S. Bureau of Reclamation, City of Folsom, City of Sacramento, Carmichael Water District, San Juan Water District, Sacramento Suburban Water District, San Luis and Delta-Mendota Water Authority and member agencies (e.g. Westlands Water District), State Water Contractors and member

agencies (e/ g/ Santa Clara Valley Water District); Under Negotiation: Price and terms of payment for the sale of surplus stored water from Sugar Pine Reservoir.

2. Public employee performance evaluation, Government Code Section 54957(b), Title: General Manager

F. OPEN Session – Roll Call (Starting at 6:00 PM): Called to order at 6:02

_____ President Jane Stahler	<i>Present</i>
_____ Vice President Mark Bell	<i>Present</i>
_____ Treasurer Ron Thompson	<i>Present</i>
_____ Director Roger Pruett	<i>Present</i>
_____ Director Peter Kappelhof	<i>Present</i>

G. ANNOUNCEMENT FROM CLOSED SESSION: President Stahler announced that no reportable action was taken during the closed session.

H. PUBLIC COMMENT:

- Members of the public may provide comments to the Board on items not on the agenda. We welcome and encourage your comments as the Board takes them into consideration in our deliberations.
- Speakers are limited to a maximum of three minutes.
- The Board may not respond to, discuss, or engage in any type of dialog regarding any public comment; however, the President may direct questions to staff for a later response or future consideration by the Board.
- Appropriate and respectful language and behavior is vital to the functioning of a public meeting. We ask Board, staff, and members of the public to speak courteously and respectfully. Therefore, the Board prohibits disruptive behavior.

Public comment period was made available. No comments were offered. Public was in attendance.

I. CONSENT AGENDA: All items listed under the Consent Agenda are routine in nature and may be approved by one motion.

- 1 Approval of December 13, 2003, Regular Board Meeting minutes.

Board Action: Vice President Bell made a motion to approve the consent agenda. The motion was seconded by Director Kappelhof and after a roll call vote, the motion carried unanimously (5-0).

J. ACTION ITEMS:

1. Annual Organization Meeting – Pursuant to Policy #5010.50 the Board will elect a President, Vice President, and Treasurer from among its members.
Recommended Action: Elect a President, Vice President, Treasurer and appoint the Board Clerk and Ex-Officio Secretary
Public comment:

Board Action: President Stahler made a motion to nominate Treasurer Thompson for the office of President. The motion was not seconded and was not rescinded. No action was taken on the motion.

Board Action: For office of President: Director Kapplehof nominated Vice President Bell. President Stahler nominated Treasurer Thompson. Vice President Bell nominated Director Kapplehof. Each nominee presented their background for comparison to Policy #5010.50. A separate vote was made for each nominee. For Treasurer Thompson the results were 3-2 with Vice President Bell and Director Kapplehof voting no. For Vice President Bell the results were 2-3 with President Stahler, Treasurer Thompson and Director Pruett voting no. For Director Kapplehoff the results were 2-3 with President Stahler, Treasurer Thompson and Director Pruett voting no. The results were affirmed and Treasurer Thompson assumed the office of President of the Board. Public comments were received.

Board Action: For office of Vice President: President Thompson nominated Director Stahler for Vice President. Vice President Bell nominated Director Kapplehof. Director Kapplehof declined the nomination. A vote for the nomination of Director Stahler for Vice President resulted in a 3-2 vote with Vice President Bell and Director Kapplehof voting no. The nomination of Director Stahler for Vice President was affirmed.

Board Action: For the office of Treasurer: President Thompson nominated Director Kappelhof. Director Kapplehof declined the nomination. Director Kapplehof nominated Director Bell. A vote for the nomination of Director Bell for Treasurer resulted in a 5-0 vote. The nomination of Director Bell for Treasurer was affirmed.

Board Action: President Thompson appointed Treasurer Bell as Board Clerk and Ex-Officio Secretary. Treasurer Bell declined at first, but changed his mind and accepted the position.

2. Appointment of standing committee members – Pursuant to Policy #4060.30, the Board President shall appoint members of the Planning Committee and Finance Committee.
Recommended Action: Board President to appoint committee members and chair.
Public comment:

Board Action: President Thompson appointed Director Kapplehof to chair the Finance Committee with Director Pruett as a member and Vice President Stahler to chair the Planning Committee with Treasurer Bell as a member.

K. DISCUSSION ITEMS:

1. General Manager Report. *Received*
2. Remarks / reports by Directors. *Received*

- L. **ADJOURNMENT** At 7:12 pm, Director Pruett made a motion to adjourn the meeting. Vice President Stahler seconded the motion and the motion carried unanimously (5-0).

Submitted by:

Attest:

Ron Thompson, Board President

Mark Bell, Clerk and Ex-Officio Secretary

Foresthill Public Utility District
Statement of Net Position
As of October 31, 2023

Item I 2 - Consent

	Oct 31, 23
ASSETS	
Current Assets	
Checking/Savings	
10110 · Cash on Hand	250
10120 · Wells Fargo Checking	334,321
10510 · Local Agency Investment Fund	312,434
10512 · Umpqua Savings account	7,025
10519 · Wells Fargo Adv - Money Mrkt	48,156
10520 · Wells Fargo Adv - Face Value	5,294,000
	5,996,186
Accounts Receivable	296,033
Other Current Assets	44,880
	6,337,098
Fixed Assets	10,980,620
Other Assets	443,735
	17,761,452
	17,761,452
LIABILITIES & NET POSITION	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	(1)
	(1)
Other Current Liabilities	207,882
	207,881
Long Term Liabilities	691,524
	899,405
Net Position	16,862,047
	17,761,452
	17,761,452

Foresthill Public Utility District
Profit & Loss Budget vs. Actual
July through October 2023

	<u>Oct 23</u>	<u>Budget</u>	<u>Variance</u>
Ordinary Income/Expense			
Income			
41100 · Consumption Billed	283,113	180,000	103,113
41105 · Residential Overage Charge	0		
41150 · Base rate - Residential	672,989	600,000	72,989
41200 · Base rate - Commercial	72,229	66,667	5,562
42300 · Meter Installation	0	2,000	(2,000)
49200 · Interest - LAIF	2,792		
49210 · Interest - Taxes	2,472		
49220 · Portfolio Income	69,454	21,667	47,787
49251 · Interest - Umpqua Bank	0		
49300 · Property Tax Revenues	2,232	41,667	(39,435)
49510 · Water Charges Penalties	0	0	0
49520 · Service Charges & Reconnect	2,473	5,000	(2,527)
49930 · Grant Income	0	13,333	(13,333)
Total Income	<u>1,107,754</u>	<u>930,334</u>	<u>177,420</u>
Expense			
51000 · Wages & Salaries	208,858	258,000	(49,142)
52000 · Taxes & Benefits	116,106	155,966	(39,860)
53000 · Materials & Supplies	34,129	46,667	(12,538)
54000 · Equipment costs	10,258	24,667	(14,409)
55000 · Contracted services	93,646	78,000	15,646
55001 · Professional Fees	42,747	74,667	(31,920)
56000 · Resource development	19,115	23,333	(4,218)
57000 · Utilities	13,540	25,333	(11,793)
58000 · Regulatory and General	53,462	42,000	11,462
61000 · Capital Activities	329,489	142,333	187,156
62400 · Depreciation Expense	129,080		
Total Expense	<u>1,050,430</u>	<u>870,966</u>	<u>179,464</u>
Net Ordinary Income	<u>57,324</u>	<u>59,368</u>	<u>(2,044)</u>
Net Income	<u><u>57,324</u></u>	<u><u>59,368</u></u>	<u><u>(2,044)</u></u>

Foresthill Public Utility District
Profit & Loss Budget vs. Actual
 July through October 2023

	<u>Oct 23</u>	<u>Budget</u>	<u>Variance</u>
Administration	158,410	166,466	(8,056)
Capital Expenditures	329,489	142,333	187,156
Customer Service	98,321	132,333	(34,012)
Distribution	151,982	177,000	(25,018)
Pumping	3,498	10,833	(7,335)
Regulatory Compliance	50,122	105,333	(55,211)
Source of Supply	20,955	13,333	7,622
Treatment	131,578	123,333	8,245
Depreciation	129,080		129,080
TOTAL	<u>1,073,437</u>	<u>870,964</u>	<u>202,473</u>

Fund Balances

	<u>7/1/2023</u>	<u>Received</u>	<u>Paid Out</u>	<u>Transfers</u>	<u>Balance</u>
General Fund - unspendable	11,091,251			200,409	10,890,842
General Fund - unrestricted	3,330,966	1,107,754	720,941	129,080	3,588,699
Operating reserves	1,150,830				1,150,830
Debt service reserves	204,676				204,676
Capital reserves	427,000		329,489	(329,489)	427,000
Emergency reserves	600,000				600,000
Total Fund balances	<u>16,804,723</u>	<u>1,107,754</u>	<u>1,050,430</u>	<u>(0)</u>	<u>16,862,047</u>

* This budget includes Debt Service

**Foresthill Public Utility District
Cash Disbursements Register
October 2023**

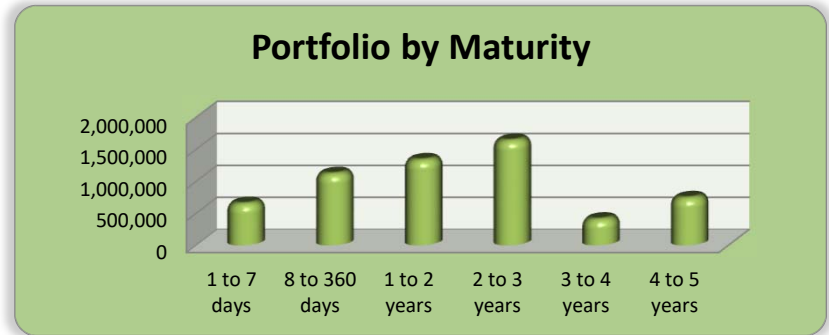
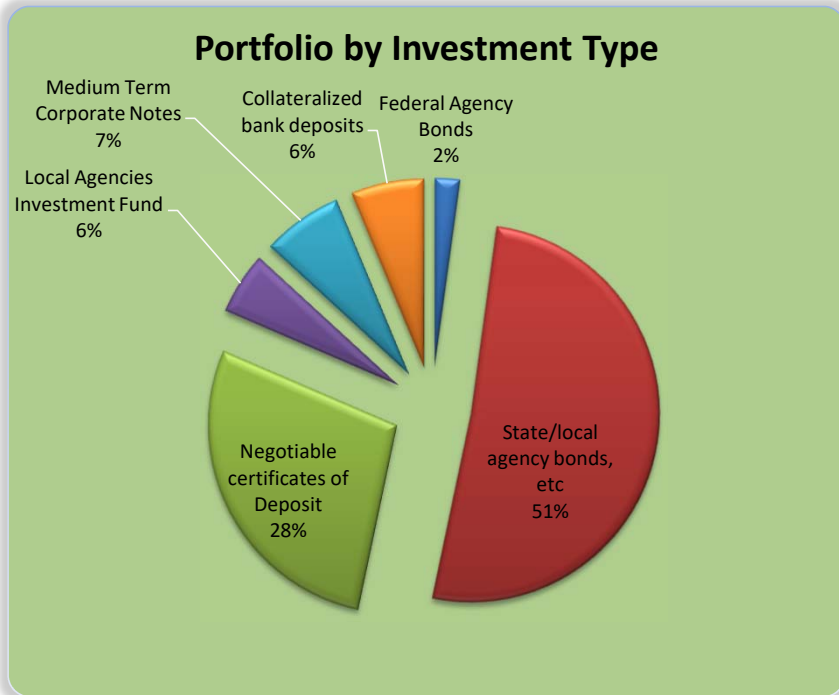
<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Oct 23				
10/03/2023	33611	Auburn Area Answering Service	Answering Service	-118.43
10/03/2023	33612	Clark Pest Control	WTP Pest control	-133.00
10/03/2023	33613	Ferguson Enterprises Inc.	supplies. cust #414764	-106.10
10/03/2023	33614	Inland Business Systems	copier costs - inv date 9/28/2023	-960.68
10/03/2023	33615	Lund Construction Co	Foresthill Road Pipeline Proejct	-302,443.86
10/03/2023	33616	Pacific Gas & Electric	fuel Indian Ln, Todd Valley, Street ...	-461.70
10/03/2023	33617	waterTALENT, LLC	temp labor week en 09-24-2023	-5,200.00
10/10/2023	33618	Home Depot Credit Services	Saw rental Sept 21, 2023 statement	-258.77
10/10/2023	33619	Humana Insurance Co	Nov retiree insurance	-641.59
10/10/2023	33620	LSL CPAs & Assoc.	Sept 2023 accounting assistance	-5,367.50
10/10/2023	33621	Placer County Treasurer-Tax Collector	FY 23/24 Fire tax	-2,230.82
10/10/2023	33622	Recology Auburn Placer	Sept Refuse- WTP & HQ	-75.50
10/10/2023	33623	Sebastian	Sept telephone	-533.37
10/10/2023	33624	Secure Record Management	document disposal Q3 2023	-75.00
10/10/2023	33625	USA Blue Book	supplies. Cust #70441	-173.92
10/10/2023	33626	Vision Quest Information Solutions, Inc.	IT Services Oct & Nov	-2,618.00
10/10/2023	33627	waterTALENT, LLC	temp labor week en 10-01-2023	-4,160.00
10/17/2023	33628	Blackburn Consulting	2022/2023 Sugar Pine Dam Instru...	-7,160.35
10/17/2023	33629	California Special Districts Association	2024 Annual membership renewal-...	-8,187.00
10/17/2023	33630	Cranmer Engineering, Inc.	water quality	-470.00
10/17/2023	33631	Ditch Witch Equipment Co, Inc.	Cust #671577. Vactor Repair	-157.17
10/17/2023	33632	ECORP Consulting, Inc.	Notification to SWRCB	-2,972.50
10/17/2023	33633	Foresthill Garage, Inc.	battery 2009 Chev Truck	-207.76
10/17/2023	33634	Foresthill Valero	Sept Fuel	-472.00
10/17/2023	33635	Grant Hardware, Inc.	Sept supplies	-280.94
10/17/2023	33636	Infosend	Utility Billing- sept 2023	-1,430.84
10/17/2023	33637	Keenan & Associates	EE medical insurance Nov 23	-13,240.50
10/17/2023	33638	Pace Supply	distribution parts (Green Ridge Re...	-965.58
10/17/2023	33639	Pacific Gas & Electric	Power Pumping, Sugar Pine, WTP	-3,019.91
10/17/2023	33640	Placer County Engineering and Surveying	Foresthill Rd Pipeline Regulatory I...	-38.30
10/17/2023	33641	Placer County , Personnel	Nov 23 Dental Insurance	-494.65
10/17/2023	33642	Sierra Mini Mart, Inc.	Fuel Sept 2023	-630.75
10/17/2023	33643	Umpqua Bank	Water bond semi-annual princ/int	-43,598.40
10/17/2023	33644	USA Blue Book	Supplies	-581.79
10/17/2023	33645	Verizon Wireless	cell phone Sep 07- Oct 06 23	-49.94
10/17/2023	33646	waterTALENT, LLC	Temp Labor- 2 wks	-10,400.00
10/17/2023	33647	Wells Fargo Bank	supplies	-814.42
10/17/2023	33648	West Landscape Maintenance	Park Landscape Maintenance Sept...	-120.00
10/17/2023	33649	Worton's Forsethill Grocery	EE Hydration	-36.36
10/31/2023	33650	Meter, Valve & Control	meter endpoints (ERT)	-5,253.80
10/31/2023	33651	Vision Service Plan - (CA)	EE vision insurance Nov 2023- Cli...	-105.56
Oct 23				-426,246.76

Foresthill Public Utility District
Investment Policy Compliance
with Government Code Standards, and the Foresthill PUD Investment Plan Standards
As of October 31, 2023

Current Portfolio Balance: \$ 5,910,385

Ca Government Code Section 53601	Govt Code Maximum %	District Maximum %	District Actual %	Complies
Bonds issued by the District		100.00%	0.00%	Yes
Federal Treasury notes, bonds, bills	100.00%	100.00%	0.00%	Yes
State/local agency bonds, etc	100.00%	100.00%	50.71%	Yes
Federal Agency Bonds	100.00%	100.00%	2.16%	Yes
Negotiable certificates of Deposit	30.00%	30.00%	27.92%	Yes
Local Agencies Investment Fund	100.00%	100.00%	5.29%	Yes
Medium Term Corporate Notes	30.00%	30.00%	6.86%	Yes
Money Market Funds	15.00%	15.00%	0.81%	Yes
Collateralized bank deposits	100.00%	100.00%	6.25%	Yes
Shares of Beneficial Interest	20.00%	15.00%	0.00%	Yes
Mortgage pass through security bonds	20.00%	20.00%	0.00%	Yes
Total			100.00%	

Balance by Maturity	Actual %	Actual \$
Range		
1 to 7 days	11%	653,680
8 to 360 days	19%	1,121,600
1 to 2 years	23%	1,337,680
2 to 3 years	28%	1,641,788
3 to 4 years	7%	410,727
4 to 5 years	13%	744,911
Over 5 years	0%	-
		5,910,385



Foresthill Public Utility District
Statement of Net Position
As of November 30, 2023

Item 12 - Consent

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
10110 · Cash on Hand	250
10120 · Wells Fargo Checking	318,287
10510 · Local Agency Investment Fund	312,434
10512 · Umpqua Savings account	7,025
10519 · Wells Fargo Adv - Money Mrkt	13,576
10520 · Wells Fargo Adv - Face Value	5,350,000
	6,001,572
Accounts Receivable	286,201
Other Current Assets	104,135
	6,391,908
Fixed Assets	10,948,349
Other Assets	
14300 · Inventory, Material & Supplies	46,861
19000 · Def outflows related to pension	396,874
	443,735
TOTAL ASSETS	17,783,992
LIABILITIES & NET POSITION	
Liabilities	
Current Liabilities	
Other Current Liabilities	197,490
	197,490
Long Term Liabilities	618,114
	815,604
Net Position	16,968,388
TOTAL LIABILITIES & NET POSITION	17,783,992

Foresthill Public Utility District
Profit & Loss Budget vs. Actual
 July through November 2023

	<u>Jul - Nov 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
41100 · Consumption Billed	320,066	225,000	95,066
41105 · Residential Overage Charge	0		
41150 · Base rate - Residential	886,378	750,000	136,378
41200 · Base rate - Commercial	89,805	83,333	6,472
42300 · Meter Installation	0	2,500	(2,500)
49200 · Interest - LAIF	2,792		
49210 · Interest - Taxes	2,472		
49220 · Portfolio Income	114,817	27,083	87,734
49251 · Interest - Umpqua Bank	0		
49300 · Property Tax Revenues	2,232	52,083	(49,851)
49510 · Water Charges Penalties	0	0	0
49520 · Service Charges & Reconnect	2,653	6,250	(3,597)
49930 · Grant Income	0	16,667	(16,667)
Total Income	<u>1,421,215</u>	<u>1,162,916</u>	<u>258,299</u>
Expense			
51000 · Wages & Salaries	263,211	322,500	(59,289)
52000 · Taxes & Benefits	130,838	187,457	(56,619)
53000 · Materials & Supplies	50,380	58,333	(7,953)
54000 · Equipment costs	36,904	30,833	6,071
55000 · Contracted services	109,786	97,500	12,286
55001 · Professional Fees	64,611	93,333	(28,722)
56000 · Resource development	24,851	29,167	(4,316)
57000 · Utilities	17,788	31,667	(13,879)
58000 · Regulatory and General	77,524	52,500	25,024
61000 · Capital Activities	342,677	177,917	164,760
62400 · Depreciation Expense	138,980		
Total Expense	<u>1,257,550</u>	<u>1,081,207</u>	<u>176,343</u>
Net Ordinary Income	<u>163,665</u>	<u>81,709</u>	<u>81,956</u>
Net Income	<u><u>163,665</u></u>	<u><u>81,709</u></u>	<u><u>81,956</u></u>

Foresthill Public Utility District
Profit & Loss Budget vs. Actual
 July through November 2023

	<u>Jul - Nov 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Administration	183,418	200,582	(17,164)
Capital Expenditures	342,677	177,917	164,760
Customer Service	132,011	165,417	(33,406)
Distribution	188,686	221,250	(32,564)
Pumping	4,442	13,542	(9,099)
Regulatory Compliance	67,706	131,667	(63,960)
Source of Supply	21,206	16,667	4,539
Treatment	175,211	154,167	21,045
ZZSP Dbt Svc	11,980	0	
Depreciation	161,350	0	161,350
TOTAL	<u>1,288,688</u>	<u>1,081,207</u>	<u>207,480</u>

Fund Balances

	<u>7/1/2023</u>	<u>Received</u>	<u>Paid Out</u>	<u>Transfers</u>	<u>Balance</u>
General Fund - unspendable	11,091,251			181,327	10,909,924
General Fund - unrestricted	3,330,966	1,421,215	914,873	161,350	3,675,958
Operating reserves	1,150,830				1,150,830
Debt service reserves	204,676				204,676
Capital reserves	427,000		342,677	(342,677)	427,000
Emergency reserves	600,000				600,000
Total Fund balances	<u>16,804,723</u>	<u>1,421,215</u>	<u>1,257,550</u>	<u>(0)</u>	<u>16,968,388</u>

* This budget includes Debt Service

**Foresthill Public Utility District
Cash Disbursements Register
November 2023**

Date	Num	Name	Memo	Paid Amount
Nov 23				
11/07/2023	33652	Auburn Area Answering Service	Answering Service- Nov	-111.20
11/07/2023	33653	Brenntag Pacific, Inc.	Lime for WTP	-2,300.51
11/07/2023	33654	Brown's Auto Center	vac unit repair	-63.76
11/07/2023	33655	Bureau of Reclamation	USBR Sugar Pine Fee- Oct 2023	-1,687.81
11/07/2023	33656	Castle Cleaning	HQ Cleaning service - 4 months bi...	-525.00
11/07/2023	33657	Ditch Witch Equipment Co, Inc.	Cust #671577. Vac Unit Repair	-148.56
11/07/2023	33658	Home Depot Credit Services	Jack Hammer	-2,213.61
11/07/2023	33659	Humana Insurance Co	Dec Retiree Insurance	-641.59
11/07/2023	33660	Inland Business Systems	copier costs - inv date 10/27/2023	-1.88
11/07/2023	33661	Kronick, Moskovitz, et al	Legal Fees- Client #012257	-6,071.00
11/07/2023	33662	Mutual of Omaha	EE life insurance Nov 2023	-291.30
11/07/2023	33663	Pacific Gas & Electric	HQ Power	-226.16
11/07/2023	33664	Thatcher Company, Inc.	chlorine	-6,679.99
11/07/2023	33665	Umpqua Bank	Sugar Pine Loan Principal & Interest	-85,389.64
11/07/2023	33666	United Healthcare	Nov retiree health insurance	-245.00
11/07/2023	33667	waterTALENT, LLC	Temp labor - 2 weeks	-10,400.00
11/14/2023	33668	Clark Pest Control	WTP Pest/weed control	-710.00
11/14/2023	33669	Cranmer Engineering, Inc.	water quality	-756.50
11/14/2023	33670	Foresthill Valero	Oct Fuel	-827.10
11/14/2023	33671	Grant Hardware, Inc.	Octt supplies	-202.63
11/14/2023	33672	Infosend	Utility Billing- Oct 2023	-1,433.35
11/14/2023	33673	J.S. West	Propane for WTP. Acct #348921	-367.19
11/14/2023	33674	LSL CPAs & Assoc.	Oct 2023 accounting assistance	-15,792.50
11/14/2023	33675	MidAmerica Admin & Ret Solutions, Inc.	HRA Admin Fees 7/1/23 - 9/30/23	-213.00
11/14/2023	33676	Pacific Gas & Electric	Street Light	-10.07
11/14/2023	33677	Placer County Engineering and Surveying	Foresthill Rd Pipeine Regulatory In...	-5,055.97
11/14/2023	33678	Recology Auburn Placer	refuse	-75.50
11/14/2023	33679	Sebastian	Oct telephone. Acct #00008712-7	-538.72
11/14/2023	33680	Sierra Mini Mart, Inc.	Fuel Oct 2023	-423.91
11/14/2023	33681	Vision Quest Information Solutions, Inc.	New Server, IT Service Dec 2023	-10,340.61
11/14/2023	33682	Vista Complete Care	Preemployment physical Evaluation	-170.00
11/28/2023	33683	EDD/State of CA	VOID: 042823 Payroll Payment	0.00
11/28/2023	33684	Badger Meter	5/8" meters	-2,028.00
11/28/2023	33685	CDTFA	water right fees	-4,048.00
11/28/2023	33686	Clark Pest Control	WTP Pest control	-133.00
11/28/2023	33687	Cranmer Engineering, Inc.	water quality	-513.50
11/28/2023	33688	Mutual of Omaha	EE life insurance Dec 2023	-291.30
11/28/2023	33689	Napa Auto Parts	vac unit repair- acct # 8802929	-57.34
11/28/2023	33690	NTU Technologies, Inc.	Polymer	-2,172.80
11/28/2023	33691	Pacific Gas & Electric	power pumping, WTP, Sugar Pine,...	-2,858.08
11/28/2023	33692	Placer County Treasurer-Tax Collector	fire dept tax	-805.14
11/28/2023	33693	United Healthcare	Dec retiree health insurance	-245.00
11/28/2023	33694	Verizon Wireless	cell phone Oct 07- Nov 06 23	-49.94
11/28/2023	33695	Vision Service Plan - (CA)	EE vision insurance Dec 2023- Cli...	-105.56
11/28/2023	33696	Wells Fargo Bank	equipment repair	-2,045.88

Nov 23

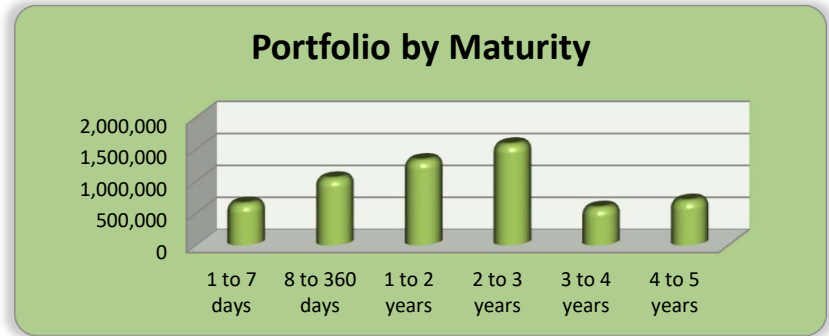
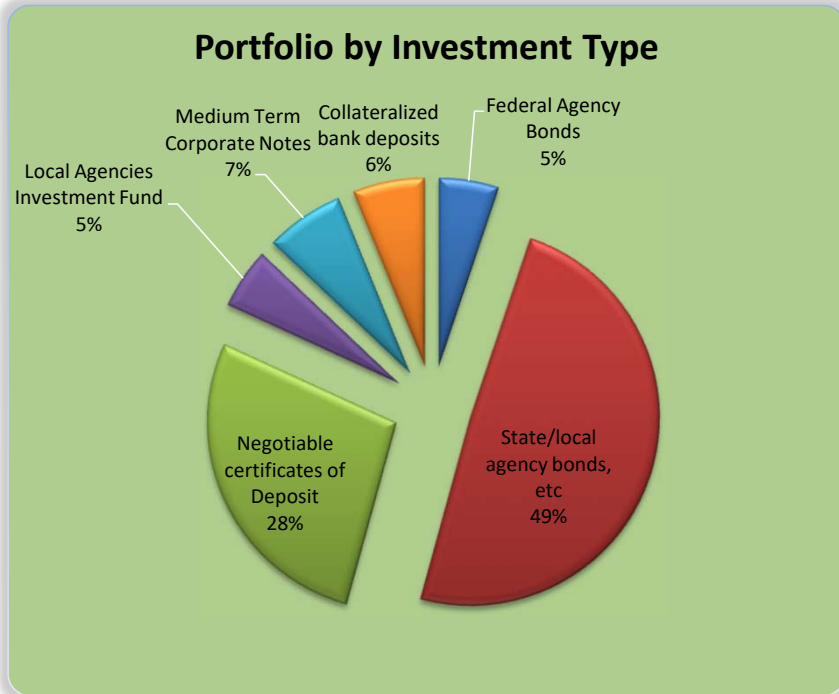
-169,267.60

Foresthill Public Utility District
Investment Policy Compliance
with Government Code Standards, and the Foresthill PUD Investment Plan Standards
As of November 30, 2023

Current Portfolio Balance: \$ 5,997,244

Ca Government Code Section 53601	Govt Code Maximum %	District Maximum %	District Actual %	Complies
Bonds issued by the District		100.00%	0.00%	Yes
Federal Treasury notes, bonds, bills	100.00%	100.00%	0.00%	Yes
State/local agency bonds, etc	100.00%	100.00%	49.01%	Yes
Federal Agency Bonds	100.00%	100.00%	5.13%	Yes
Negotiable certificates of Deposit	30.00%	30.00%	27.51%	Yes
Local Agencies Investment Fund	100.00%	100.00%	5.21%	Yes
Medium Term Corporate Notes	30.00%	30.00%	6.76%	Yes
Money Market Funds	15.00%	15.00%	0.23%	Yes
Collateralized bank deposits	100.00%	100.00%	6.15%	Yes
Shares of Beneficial Interest	20.00%	15.00%	0.00%	Yes
Mortgage pass through security bonds	20.00%	20.00%	0.00%	Yes
Total			100.00%	

Balance by Maturity	Actual %	Actual \$
Range		
1 to 7 days	11%	653,859
8 to 360 days	18%	1,048,376
1 to 2 years	23%	1,332,647
2 to 3 years	27%	1,580,765
3 to 4 years	10%	590,688
4 to 5 years	12%	700,000
Over 5 years	0%	-
		5,906,334



Foresthill Public Utility District
Statement of Net Position
As of December 31, 2023

Item I 2 - Consent

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
10110 · Cash on Hand	250
10120 · Wells Fargo Checking	363,463
10510 · Local Agency Investment Fund	312,434
10512 · Umpqua Savings account	7,025
10519 · Wells Fargo Adv - Money Mrkt	15,117
10520 · Wells Fargo Adv - Face Value	5,350,000
	6,048,289
Total Checking/Savings	6,048,289
Accounts Receivable	291,392
Other Current Assets	154,298
	6,493,980
Total Current Assets	6,493,980
Fixed Assets	10,916,079
Other Assets	443,735
	17,853,794
TOTAL ASSETS	17,853,794
LIABILITIES & NET POSITION	
Liabilities	
Current Liabilities	
Other Current Liabilities	199,497
	199,497
Total Current Liabilities	199,497
Long Term Liabilities	618,114
	817,611
Total Liabilities	817,611
Net Position	17,036,182
	17,853,794
TOTAL LIABILITIES & NET POSITION	17,853,794
POSITION	

Foresthill Public Utility District
Profit & Loss Budget vs. Actual
 July through December 2023

	<u>Jul - Dec 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
41100 · Consumption Billed	346,011	270,000	76,011
41150 · Base rate - Residential	1,047,035	900,000	147,035
41200 · Base rate - Commercial	107,421	100,000	7,421
42300 · Meter Installation	0	3,000	(3,000)
49200 · Interest - LAIF	2,792		
49210 · Interest - Taxes	2,472		
49220 · Portfolio Income	179,943	32,500	147,443
49300 · Property Tax Revenues	2,232	62,500	(60,268)
49520 · Service Charges & Reconnect	3,148	7,500	(4,352)
49930 · Grant Income	0	20,000	(20,000)
Total Income	<u>1,691,054</u>	<u>1,395,500</u>	<u>295,554</u>
Expense			
51000 · Wages & Salaries	314,500	387,000	(72,500)
52000 · Taxes & Benefits	174,973	218,949	(43,976)
53000 · Materials & Supplies	67,751	70,000	(2,249)
54000 · Equipment costs	15,512	37,000	(21,488)
55000 · Contracted services	131,082	117,000	14,082
55001 · Professional Fees	78,950	112,000	(33,050)
56000 · Resource development	27,934	35,000	(7,066)
57000 · Utilities	22,205	38,000	(15,795)
58000 · Regulatory and General	88,801	63,000	25,801
61000 · Capital Activities	344,267	213,500	130,767
62400 · Depreciation Expense	193,620		
Total Expense	<u>1,459,595</u>	<u>1,291,449</u>	<u>168,146</u>
Net Ordinary Income	<u>231,459</u>	<u>104,051</u>	<u>127,408</u>
Net Income	<u><u>231,459</u></u>	<u><u>104,051</u></u>	<u><u>127,408</u></u>

Foresthill Public Utility District
Profit & Loss Budget vs. Actual
 July through December 2023

	<u>Jul - Dec 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Administration	219,788	234,699	(14,911)
Capital Expenditures	344,267	213,500	130,767
Customer Service	180,977	198,500	(17,523)
Distribution	212,191	265,500	(53,309)
Pumping	5,489	16,250	(10,761)
Regulatory Compliance	78,766	158,000	(79,234)
Source of Supply	21,220	20,000	1,220
Treatment	224,024	185,000	39,024
ZZSP Dbt Svc	11,980	0	
Depreciation	193,620	0	193,620
TOTAL	<u>1,492,322</u>	<u>1,291,449</u>	<u>200,873</u>

Fund Balances

	<u>7/1/2023</u>	<u>Received</u>	<u>Paid Out</u>	<u>Transfers</u>	<u>Balance</u>
General Fund - unspendable	11,091,251			150,647	10,940,604
General Fund - unrestricted	3,330,966	1,691,054	1,115,328	193,620	3,713,072
Operating reserves	1,150,830				1,150,830
Debt service reserves	204,676				204,676
Capital reserves	427,000		344,267	(344,267)	427,000
Emergency reserves	600,000				600,000
Total Fund balances	<u>16,804,723</u>	<u>1,691,054</u>	<u>1,459,595</u>	<u>(0)</u>	<u>17,036,182</u>

* This budget includes Debt Service

Foresthill Public Utility District
Cash Disbursements Register
December 2023

Date	Num	Name	Memo	Paid Amount
Dec 23				
12/05/2023	33697	Auburn Area Answering Service	Answering Service- Dec	-125.70
12/05/2023	33698	Badger Meter	3/4" meters	-2,698.97
12/05/2023	33699	Bureau of Reclamation	USBR Sugar Pine Fee- NOV 2023	-1,637.37
12/05/2023	33700	Inland Business Systems	copier costs - inv date 11/29/2023	-1.88
12/05/2023	33701	Pace Supply	distribution parts. cust #29996-00. ...	-326.87
12/05/2023	33702	State of California/Dept of Pesticide Reg	certification- HW	-120.00
12/05/2023	33703	Thatcher Company, Inc.	chlorine	-6,145.88
12/05/2023	33704	USDA Forest Service	Payer Code 0003349984. Succor ...	-143.98
12/05/2023	33705	Vision Quest Information Solutions, Inc.	New work station, IT Service Jan 2...	-2,983.48
12/05/2023	33706	Western Hydrologics, LLP	Annual water right report	-2,205.00
12/05/2023	33707	Keenan & Associates	EE medical insurance Dec 23	-19,097.08
12/12/2023	33708	Addelaide Poulos	Mileage reimb PPE 4/11/23 - 12/5/23	-90.39
12/12/2023	33709	Amber Borba	Mileage reimb PPE 4/11/23 - 12/5/...	-115.28
12/12/2023	33710	Badger Meter	freight & tax were accidentally left ...	-227.17
12/12/2023	33711	Humana Insurance Co	Jan retiree health insurane	-641.59
12/12/2023	33712	Placer County , Personnel	Dec 23 Dental Insurance	-742.11
12/13/2023	33713	Clark Pest Control	Pest control	-110.00
12/13/2023	33714	Cranmer Engineering, Inc.	water quality	-447.00
12/13/2023	33715	Grant Hardware, Inc.	Nov supplies	-258.36
12/13/2023	33716	Home Depot Credit Services	supplies	-157.91
12/13/2023	33717	Infosend	Utility Billing- Nov 2023	-1,431.63
12/13/2023	33718	Kronick, Moskovitz, et al	Legal Fees- Client #012257	-853.00
12/13/2023	33719	LSL CPAs & Assoc.	Noiv 2023 accounting assistance	-13,486.25
12/13/2023	33720	Robinson Sand & Gravel	AB Gravel	-1,004.18
12/13/2023	33721	Sebastian	Nov telephone. Acct #00008712-7	-536.37
12/13/2023	33722	Sierra Mini Mart, Inc.	Fuel Nov 2023	-198.64
12/13/2023	33723	USA Blue Book	supplies. Cust #70441	-35.51
12/13/2023	33724	Worton's Forsethill Grocery	EE Hydration	-32.36
12/19/2023	33725	Chromalox	Heater repair	-609.34
12/19/2023	33726	Ferguson Enterprises Inc.	supplies. cust #414764	-345.83
12/19/2023	33727	Foresthill Valero	Nov Fuel	-779.40
12/19/2023	33728	Hank White	boot reimbursement	-100.00
12/19/2023	33729	Itron, Inc.	Quarterly license for meters and sc...	-879.72
12/19/2023	33730	J.S. West	Propane for HQ. Acct #348921	-293.73
12/19/2023	33731	Keenan & Associates	EE medical insurance Jan 24	-13,691.00
12/19/2023	33732	Napa Auto Parts	supplies- acct # 8802929	-72.36
12/19/2023	33733	Pacific Gas & Electric	power pumpig, WTP	-3,325.44
12/19/2023	33734	Recology Auburn Placer	refuse	-75.50
12/19/2023	33735	Robert Middleton	uniform reimbursement	-100.00
12/19/2023	33736	Starnick	Annual license for utility billing soft...	-15,709.20
12/19/2023	33737	USA Blue Book	supplies	-568.63
12/19/2023	33738	Verizon Wireless	cell phone Nov 07- Dec 06 23	-49.94
12/19/2023	33739	Wells Fargo Bank	supplies, uniforms, certification	-4,147.69
12/20/2023	33740	Vision Service Plan - (CA)	EE vision insurance Jan 2024- Clie...	-108.38
Dec 23				-96,710.12

Foresthill Public Utility District
Investment Policy Compliance
with Government Code Standards, and the Foresthill PUD Investment Plan Standards
As of December 31, 2023

Current Portfolio Balance: \$ 6,044,606

Ca Government Code Section 53601	Govt Code Maximum %	District Maximum %	District Actual %	Complies
Bonds issued by the District		100.00%	0.00%	Yes
Federal Treasury notes, bonds, bills	100.00%	100.00%	0.00%	Yes
State/local agency bonds, etc	100.00%	100.00%	48.64%	Yes
Federal Agency Bonds	100.00%	100.00%	5.09%	Yes
Negotiable certificates of Deposit	30.00%	30.00%	27.30%	Yes
Local Agencies Investment Fund	100.00%	100.00%	5.17%	Yes
Medium Term Corporate Notes	30.00%	30.00%	6.70%	Yes
Money Market Funds	15.00%	15.00%	0.25%	Yes
Collateralized bank deposits	100.00%	100.00%	6.85%	Yes
Shares of Beneficial Interest	20.00%	15.00%	0.00%	Yes
Mortgage pass through security bonds	20.00%	20.00%	0.00%	Yes
Total			100.00%	

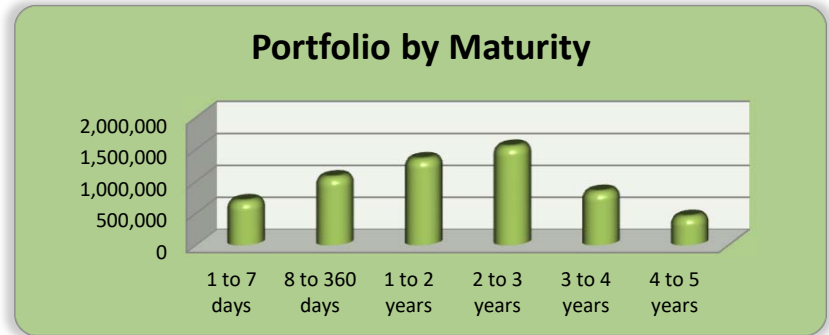
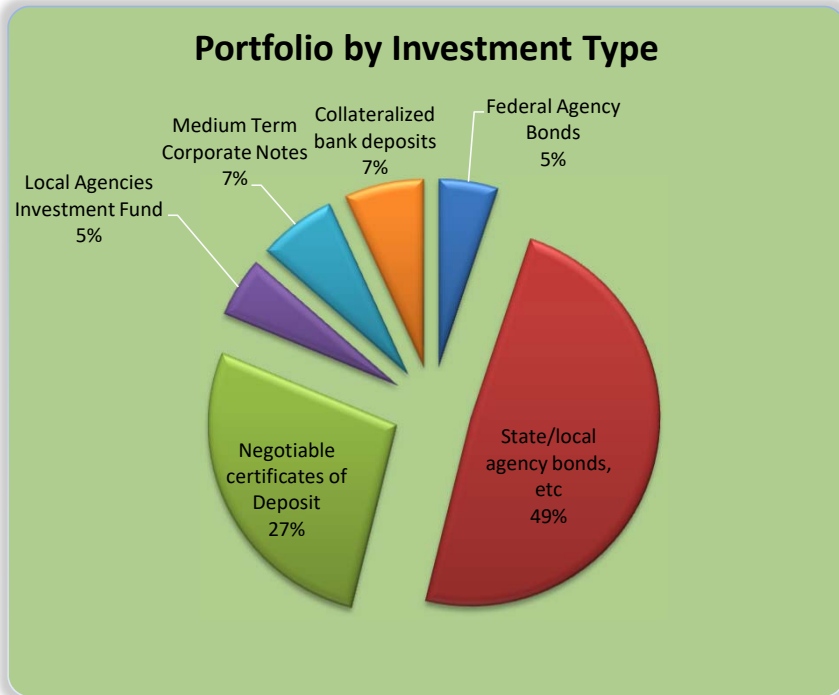
Balance by Maturity	Actual %	Actual \$
Range		
1 to 7 days	12%	695,494
8 to 360 days	18%	1,068,095
1 to 2 years	23%	1,351,385
2 to 3 years	26%	1,546,837
3 to 4 years	14%	841,683
4 to 5 years	8%	450,000
Over 5 years	0%	-
		5,953,494

Foresthill PUD
Quality Analysis Report
12/31/2023

Cusip	Rating	NAME	RATE	Trade Date	Settlement Date	Maturity Date	Units	Discount or Premium	Book Value	Market Value	Unrealized Market Gain/Loss
Cash Accounts											
N/R		Wells Fargo Checking	0.100%				376,034.94		376,034.94	376,034.94	-
N/R		Umpqua Bank Savings	0.350%				7,025.14		7,025.14	7,025.14	-
N/R		Local Agency Investment Fund	0.800%				312,433.87		312,433.87	312,433.87	-
Government Bonds											
3130ASH44	AAA	Fed Home Loan Bank	4.700%	7/31/2023	8/2/2023	6/30/2027	100,000.00	(1,021.00)	98,979.00	99,502.00	523.00
3134GXUH5		Fed Home Ln Mtg Group	3.000%	10/11/2023		5/24/2024	75,000.00	(216.00)	74,784.00	74,354.25	(429.75)
3130ASH44	AAA	Fed Home Loan Bank	4.700%	11/8/2023	11/9/2023	6/30/2027	135,000.00	(903.00)	134,097.00	134,327.70	230.70
Municipal Bonds											
032556EZ1	AA+	Anaheim CA HSG	1.725%	6/25/2021	6/29/2021	10/1/2025	25,000.00	333.00	25,333.00	23,669.75	(1,663.25)
032556GQ9	AA+	Anaheim CA HSG	1.791%	4/27/2020	4/29/2020	10/1/2024	30,000.00	-	30,000.00	29,255.40	(744.60)
046558EU2	AA3	Atascadero CA USD	0.849%	3/4/2021	3/8/2021	8/1/2025	10,000.00	-	10,000.00	9,402.50	(597.50)
088006KA8	AA+	Beverly Hills CA Pub Fin Auth	1.147%	3/28/2022	3/30/2022	6/1/2026	95,000.00	(3,857.00)	91,143.00	87,081.75	(4,061.25)
120827DM9	A2	Bur Glen Pas Arprt Auth	5.000%	12/9/2020	12/11/2020	7/1/2024	15,000.00	202.00	15,202.00	15,110.55	(91.45)
130179HD9	A	California EFA	3.863%	8/25/2021	8/25/2021	4/1/2025	10,000.00	260.00	10,260.00	9,816.40	(443.60)
13048VLJ5	A1	California Muni Finance Authority	2.055%	7/9/2020	7/13/2020	10/1/2024	25,000.00	-	25,000.00	24,458.75	(541.25)
13048VLK2	A1	California Muni Finance Authority San D	2.148%	1/27/2021	1/29/2021	10/1/2025	50,000.00	1,039.00	51,039.00	47,833.00	(3,206.00)
13063DMA3	AA-	State of CA General Obligation Bond	2.650%	6/16/2021	6/18/2021	4/1/2026	10,000.00	363.00	10,363.00	9,602.90	(760.10)
13067WRC8	AAA	California State DWR	0.790%	2/23/2022	2/25/2022	12/1/2025	35,000.00	(806.00)	34,194.00	32,555.60	(1,638.40)
13077CT95	AA-	California State University	3.506%	3/4/2021	3/8/2021	11/1/2025	10,000.00	335.00	10,335.00	9,795.70	(539.30)
13077DKF8	AA-	California State University	2.001%	11/17/2022	11/21/2022	11/1/2027	50,000.00	(4,877.00)	45,123.00	45,874.00	751.00
139702BJ2	AA	Capistrano CA USD	2.500%	4/30/2020	5/4/2020	12/1/2024	15,000.00	-	15,000.00	14,903.40	(96.60)
14574AAC8	AA-	Carson CA	1.823%	6/25/2021	6/29/2021	5/15/2025	25,000.00	250.00	25,250.00	24,201.75	(1,048.25)
157411TL3	AA-	Chaffey CA USD	2.375%	6/16/2021	6/18/2021	8/1/2025	35,000.00	873.00	35,873.00	33,751.20	(2,121.80)
206849FV8	AA3	Conejo Vly CA USD	1.049%	10/30/2020	11/19/2020	8/1/2024	50,000.00	-	50,000.00	48,860.50	(1,139.50)
20775CDV3	AAA	Connecticut Housing finance	2.400%	6/29/2020	7/1/2020	5/15/2024	30,000.00	122.00	30,122.00	29,857.20	(264.80)
212204LK5	AA1	Contra Costa CA CCD	0.800%	11/19/2021	11/23/2021	8/1/2024	70,000.00	-	70,000.00	68,384.40	(1,615.60)
223077AJ7	AA-	Covina CA Wastewater Dist	2.606%	12/14/2022	12/16/2022	10/1/2027	50,000.00	(3,540.00)	46,460.00	46,894.00	434.00
341271AE4	AA	Florida State Board	1.705%	11/17/2022	11/21/2022	7/1/2027	50,000.00	(5,025.00)	44,975.00	45,270.50	295.50
420507CL7	AA	Hawthorne, CA	3.150%	12/9/2020	12/11/2020	8/1/2024	10,000.00	-	10,000.00	9,884.50	(115.50)
420507CM5	AA	Hawthorne, CA	3.250%	9/16/2020	9/18/2020	8/1/2025	15,000.00	-	15,000.00	14,611.05	(388.95)
451443F34	AA	Idaho Bldg Auth	2.365%	8/31/2020	9/2/2020	9/1/2025	50,000.00	1,166.00	51,166.00	48,103.00	(3,063.00)
45571LCU9	A+	Indio, CA	3.350%	8/25/2021	8/25/2021	11/1/2024	15,000.00	183.00	15,183.00	14,790.30	(392.70)
482092EZ2	AA+	Jaruga CA CSD	6.347%	1/11/2021	1/13/2021	9/1/2025	25,000.00	2,060.00	27,060.00	25,630.25	(1,429.75)
54148TAR7	AA	Loma Linda CA	2.750%	8/25/2021	8/25/2021	8/1/2025	10,000.00	249.00	10,249.00	9,651.10	(597.90)
542411GT4	AA	Long Beach CA	3.800%	12/9/2020	12/11/2020	8/1/2024	10,000.00	148.00	10,148.00	9,935.00	(213.00)
544290JH3	AA+	Los Altos CA USD	1.000%	2/23/2022	2/25/2022	10/1/2024	55,000.00	(224.00)	54,776.00	53,414.90	(1,361.10)
54465AHS4	AA-	Los Angeles Cnty/West Covina	3.125%	12/9/2020	12/11/2020	9/1/2024	10,000.00	98.00	10,098.00	9,853.70	(244.30)
56052FFF7	AA+	Maine State Housing Fin	2.389%	6/29/2020	7/1/2020	11/15/2024	25,000.00	174.00	25,174.00	24,438.75	(735.25)
56781RJH1	AAA	Marin CA CCD	3.045%	3/22/2023	3/24/2023	8/1/2024	50,000.00	(527.00)	49,473.00	49,449.00	(24.00)
57604TAB2	AA+	Mass Trans Housing	5.203%	8/26/2020	8/28/2020	6/1/2025	10,000.00	533.00	10,533.00	10,026.80	(506.20)
60636UJV2	AAA	Missouri Env Impt Res Auth	1.349%	2/9/2022	2/11/2022	7/1/2026	25,000.00	(528.00)	24,472.00	23,112.25	(1,359.75)
611583BT1	AA	Monrovia CA	3.750%	8/25/2021	8/25/2021	5/1/2025	10,000.00	243.00	10,243.00	9,844.00	(398.60)
612414EC2	AA+	Monterey CA Reg Waste	1.360%	2/7/2022	2/9/2022	4/1/2025	75,000.00	(267.00)	74,733.00	71,880.00	(2,853.00)
61741GAD2	AA	Morgan Hill CA	0.961%	5/25/2022	5/27/2022	9/1/2025	140,000.00	(5,260.00)	134,740.00	131,205.20	(3,534.80)
677765GW3	AA+	Ohlone CA Cmty Coll	1.975%	3/4/2021	3/8/2021	8/1/2025	10,000.00	-	10,000.00	9,564.20	(435.80)
683042AJ4	AA	Ontario CA Airport	2.898%	8/25/2021	8/25/2021	5/15/2025	15,000.00	273.00	15,273.00	14,538.75	(734.25)
68442CCZ7	AAA	Orange Cnty CA Water Dist	2.225%	12/14/2022	12/16/2022	8/15/2026	50,000.00	(2,968.00)	47,032.00	47,319.50	287.50
689729JT3	AA-	Orcutt CA USD	1.350%	12/14/2022	12/16/2022	2/1/2027	50,000.00	(4,669.00)	45,331.00	45,527.00	196.00
6966674G6	AA	Palm Springs CA	0.854%	11/17/2022	11/21/2022	8/1/2024	50,000.00	(494.00)	49,506.00	48,833.50	(672.50)
697511FV0	AA	Palomar CA CCD	1.313%	12/14/2022	12/16/2022	8/1/2027	50,000.00	(5,013.00)	44,987.00	45,109.00	122.00
713575TE8	AA-	Peralta Comm Coll Dist	6.909%	1/22/2021	1/26/2021	8/1/2025	10,000.00	897.00	10,897.00	10,201.50	(695.50)
74138FAW9	AA	Perris, CA Redev	2.340%	11/18/2019	12/3/2019	10/1/2024	140,000.00	140.00	140,140.00	136,908.80	(3,231.20)
725837AZ1	A	Pixley, CA USD	1.227%	9/3/2021	9/16/2021	8/1/2026	45,000.00	200.00	45,200.00	41,325.75	(3,874.25)
752147HJ0	AA	Rancho Sanitago CA CCD	0.734%	4/6/2022	4/8/2022	9/1/2025	40,000.00	(873.00)	39,127.00	37,465.20	(1,661.80)
77735AAE7	AA	Rosedale Rio Bravo CA	1.217%	9/11/2020	10/6/2020	1/1/2025	45,000.00	-	45,000.00	43,285.50	(1,714.50)
77781RCR2	AA	Roseville, CA Elec Sys	1.111%	3/23/2021	3/25/2021	2/1/2026	35,000.00	-	35,000.00	32,536.00	(2,464.00)
777865BD7	AA	Roseville, CA	2.620%	1/27/2021	1/29/2021	9/1/2025	20,000.00	521.00	20,521.00	19,235.40	(1,285.60)
786091AF5	AA	Sacramento Cnty, CA Pen Ob	6.625%	8/26/2020	8/28/2020	8/1/2024	20,000.00	1,192.00	21,192.00	20,172.80	(1,019.20)
79727LBS7	AA-	San Diego CA Convention Cent	1.677%	3/4/2021	3/8/2021	4/15/2025	40,000.00	226.00	40,226.00	38,253.20	(1,972.80)
797299MP6	AA-	San Diego CA Pub Fac Fing	1.812%	1/3/2023	1/5/2023	10/15/2026	40,000.00	(3,124.00)	36,876.00	37,128.00	252.00
797669ZK7	AA+	San Francisco CA BART Dist	2.208%	1/27/2021	1/29/2021	7/1/2025	55,000.00	1,163.00	56,163.00	52,884.15	(3,278.85)
79771FFQ5	AA-	San Francisco CA PUC	0.843%	3/16/2021	3/18/2021	11/1/2025	25,000.00	-	24,973.75	23,295.25	(1,678.50)
798136XU6	A-	San Jose Airport	1.209%	3/25/2021	4/7/2021	3/1/2025	50,000.00	-	50,000.00	47,808.50	(2,191.50)
798136XV4	A-	San Jose Airport	1.359%	3/25/2021	4/7/2021	3/1/2026	50,000.00	-	50,000.00	46,494.00	(3,506.00)
79876CBD9	AA-	San Marcos, CA	3.866%	12/20/2019	12/24/2019	10/1/2024	25,000.00	150.00	25,150.00	24,731.25	(418.75)
799055QW1	AAA	San Mateo Foster City	1.919%	7/6/2023	7/8/2023	8/1/2027	55,000.00	(5,504.00)	49,496.00	50,456.45	960.45
801546QU9	AAA	Santa Clara County CA	2.000%	2/7/2022	2/9/2022	8/1/2024	230,000.00	759.00	230,759.00	226,177.40	(4,581.60)
81888TAH6	AA	Shafter, CA	3.250%	6/4/2020	6/8/2020	11/1/2024	25,000.00	345.00	25,345.00	24,569.25	(775.75)
81888TAJ2	AA	Shafter, CA	3.375%	2/5/2021	2/7/2021	11/1/2025	25,000.00	846.00	25,846.00	24,262.50	(1,583.50)
820169DS6	AA3	Shasta CA JPA	3.000%	4/30/2020	5/4/2020	4/1/2024	45,000.00	-	45,000.00	45,001.35	1.35
835376AR5	AA-	Somis, CA USD	1.344%	8/6/2020	8/10/2020	8/1/2025	15,000.00	-	15,000.00	14,349.45	(650.55)
835569GU2	AA	Sonoma County CA	2.539%	11/17/2022	11/21/2022	8/1/2027	40,000.00	(2,782.00)	37,218.00	37,570.80	352.80
845389JK2	AA-	Southwestern CCD	1.347%	12/14/2022	12/16/2022	8/1/2027	50,000.00	(4,983.00)	45,017.00	45,101.50	(6.50)
91412GGE27	AA	University of CA	2.587%	3/28/2022	3/30/2022	5/15/2026	40,000.00	(331.00)	39,669.00	38,248.80	(1,420.20)
91412GXB6	AA	University of CA	3.159%	2/23/2022	2/25/2022	5/15/2025	20,000.00	162.00	20,162.00	19,555.60	(606.40)
91412GXQ3	AA	University of CA	3.359%	9/16/2020	9/18/2020	5/15/2025	15,000.00	507.00	15,507.00	14,690.40	(816.60)
91412HFM0	AA	University of CA	0.933%	6/16/2021	6/18/2021	5/15/2025	40,000.00	82.00	40,082.00	37,948.40	(2,133.60)
91857RBF9	A+	Vacaville CA	2.956%</								

Foresthill PUD
Quality Analysis Report
12/31/2023

Cusip	Rating	NAME	RATE	Trade Date	Settlement Date	Maturity Date	Units	Discount or Premium	Book Value	Market Value	Unrealized Market Gain/Loss
Cash Accounts											
N/R		Wells Fargo Checking	0.100%				376,034.94		376,034.94	376,034.94	-
N/R		Umpqua Bank Savings	0.350%				7,025.14		7,025.14	7,025.14	-
N/R		Local Agency Investment Fund	0.800%				312,433.87		312,433.87	312,433.87	-
Government Bonds											
955627CS1		West Sac Flood Ctl	2.451%	11/8/2023	11/10/2023	9/1/2027	100,000.00	(8,888.00)	91,112.00	92,410.00	1,298.00
956134AQ3	A+	West Stanislaus CA IRR	1.280%	1/22/2021	1/26/2021	1/1/2026	30,000.00	-	30,000.00	27,970.20	(2,029.80)
Negotiable Certificates of Deposit											
05600XCP3	CD	BMO Harris Bank	1.000%	3/23/2021	4/13/2021	4/13/2026	100,000.00		100,000.00	91,778.00	(8,222.00)
066519QT9	CD	BankUnited	0.950%	3/23/2021	3/31/2021	3/31/2026	100,000.00		100,000.00	91,776.00	(8,224.00)
2546732B1	CD	Discover Bank	4.900%	11/17/2022	11/30/2022	11/30/2027	250,000.00		250,000.00	251,557.50	1,557.50
38149MXU2	CD	Goldman Sachs Bank	1.000%	7/27/2021	8/4/2021	8/4/2026	250,000.00		250,000.00	226,707.50	(23,292.50)
61690U3L2	CD	Morgan Stanley Bank	4.900%	3/17/2023	3/23/2023	3/23/2028	250,000.00		250,000.00	252,602.50	2,602.50
61768EAQ6	CD	Morgan Stanley Pvt Bank	1.800%	2/13/2020	2/20/2020	2/20/2025	50,000.00		50,000.00	48,175.50	(1,824.50)
61768ERA3	CD	Morgan Stanley Pvt Bank	4.900%	3/17/2023	3/23/2023	3/23/2028	200,000.00		200,000.00	202,082.00	2,082.00
795451AB9	CD	Sallie Mae Bank	1.000%	7/19/2021	7/21/2021	7/21/2026	200,000.00		200,000.00	181,652.00	(18,348.00)
856285SK8	CD	State Bank of India	2.000%	1/14/2020	1/22/2020	1/22/2025	50,000.00		50,000.00	48,386.50	(1,613.50)
856285VE8	CD	State Bank of India	0.900%	3/23/2021	3/25/2021	3/25/2026	100,007.00		100,007.00	91,795.00	(8,212.00)
90348JN48	CD	UBS Bank	0.750%	6/16/2021	6/23/2021	6/23/2026	100,000.00		100,000.00	90,451.00	(9,549.00)
Corporate Securities											
037833BY5	AA1	Apple Inc	3.250%	3/23/2021	3/25/2021	2/23/2026	100,000.00	4,008.00	104,008.00	97,566.00	(6,442.00)
166764BW9	AA-	Chevron Corp	1.554%	3/4/2021	3/8/2021	5/11/2025	100,000.00	1,094.00	101,094.00	95,885.00	(5,209.00)
48128G3G3	A-	JP Morgan Chase	1.200%	4/28/2021	4/30/2021	4/30/2026	100,000.00	-	100,000.00	90,124.00	(9,876.00)
63743FN28	A-	National Rural Utilities	1.000%	6/21/2021	6/24/2021	9/15/2025	50,000.00		50,000.00	46,210.50	(3,789.50)
89236THP3	AA-	Toyota Motor Credit	8.000%	3/4/2021	3/8/2021	10/16/2025	50,000.00		50,000.00	46,732.00	(3,268.00)
N/R		Wells Fargo Advisors Money Market	0.100%				15,117.41		15,117.41	15,117.41	-
Total Portfolio							5,365,124.41	(46,912.00)	5,318,186.16	5,130,697.96	(187,488.20)
Accrued Portfolio Interest							30,925.58		30,925.58	30,925.58	
Portfolio and Cash Accounts								(46,912.00)	6,044,605.69	5,857,117.49	(187,488.20)



FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

Item J 1
Current policy in effect

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

5010.10 Regular meetings of the Board of Directors shall be held on the second Thursday of each month with a closed session at 3:00 PM and an open session at 6:00 PM. Regular meetings shall be held at the Foresthill Elementary School, 24750 Main Street, Foresthill, CA 95631. An agenda advising the public of the regular meeting and matters to be transacted or discussed must be posted in a location freely accessible to members of the public at least 72 hours before the meeting. The agenda must provide a brief general description of each item of business to be transacted or discussed at the meeting. The Board President may cancel a Regular meeting as necessary.

5010.20 Special meetings are meetings called by the President to discuss discrete items listed on the meeting notice. A notice advising the public of the special meeting, the time and location of the meeting and all business to be transacted or discussed must be delivered to the Board of Directors and posted in a location freely accessible to members of the public at least 24 hours before the meeting. The agenda must provide a brief general description of each item of business to be transacted or discussed at the meeting.

5010.30 Emergency meetings are a limited class of meetings. Emergency meetings are held when prompt action is needed due to actual or threatened disruption of public facilities and are held on little notice.

5010.40 Adjourned Meetings are regular or special meetings that have been adjourned or re-adjourned to a time specified in the order of adjournment. A copy of the order of adjournment must be posted within 24 hours after the adjournment. If a meeting is adjourned for less than five calendar days, no new agenda need be posted so long as a new item of business is not introduced.

5010.50 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in January. The Board will elect a President, Vice President and Treasurer from among its members. Selection of officers will be based on experience or seniority on the Board. and will appoint the General Manager or other designee as the Board's Clerk and Ex-Officio Secretary.

5010.60 The President of the Board may adjust the order in which an item appearing on the posted agenda shall be considered for discussion and/or action by the Board.

5010.70 Responding to the public. The public can comment about anything within the jurisdiction of the Board of Directors during any type of meeting. The Board cannot act on or discuss an item not on the meeting agenda.

**FORESTHILL PUBLIC UTILITY DISTRICT
POLICY HANDBOOK**

Item J 1
Policy in effect 2014 to
2021

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

5010.10 Regular meeting of the Board of Directors shall be held on the 2nd Wednesday of each calendar month at 2:00 p.m. at the Foresthill Veteran’s Memorial Hall, Leroy E. Botts Memorial Park, 24601 Harrison Street, Foresthill, CA 95631. The frequency, date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board. Regular meetings of the Board are subject to cancellation by direction of the President or Vice President (or by action of the Board at a prior meeting) when it reasonably appears that insufficient business, or conflicting schedules of Board members, render such meeting unnecessary or infeasible.

5010.20 Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board.

5010.21 All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing prepared by the Board's Clerk and Ex-Officio Secretary and received by them at least 24 hours prior to the meeting. The presence of a Board member at the Special Meeting shall be deemed an acknowledgment by that Board member that adequate notice was provided.

5010.22 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code 54950 through 54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone, facsimile or e-mail during business hours as soon after the meeting is scheduled as practicable.

5010.23 An agenda for the special meeting describing the matters to be considered shall be prepared and shall be delivered and posted with the notice of the special meeting to those specified above, no later than 24 hours before the convening of the meeting.

5010.24 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting, and no items may be added to the posted agenda

5010.30 Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the General Manager, Board President or Vice President in the President’s absence or a majority of the Board.

5010.31 Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations that an emergency special meeting was held, and report any action taken by the Board, as soon after the meeting as possible.

5010.32 No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

5010.40 Adjourned Meetings. A majority vote by the Board of Directors may adjourn any Board meeting at any place in the agenda to a time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager or the Board's Clerk and Ex-Officio Secretary may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.22 above.

5010.50 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in January. At this meeting the Board will elect a President, Vice President and Treasurer from among its members to serve during the coming calendar year, and will appoint the General Manager or other designee as the Board's Clerk and Ex-Officio Secretary .

5010.51 The Board of Directors shall select the President, Vice President and Treasurer by seniority advancing rotation; Director to Treasurer, Treasurer to Vice President, Vice President to President, President to Director and so on.

5010.60 The Chairperson of the meetings described herein may adjust the order in which an item appearing on the posted agenda, other than a Special Order, shall be considered for discussion and/or action by the Board.

5010.70 The Chairperson and the General Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

**FORESTHILL PUBLIC UTILITY DISTRICT
POLICY HANDBOOK**

Item J6

POLICY TITLE: **Review of Administrative Decisions**
POLICY NUMBER: **5050**

5050.10 The provisions of 1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of 1094.5 of said code. The provisions of 1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

5050.20 This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

5050.30 The purpose of this policy is to insure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

**FORESTHILL PUBLIC UTILITY DISTRICT
POLICY HANDBOOK**

Item J 6

POLICY TITLE: Board Actions and Decisions
POLICY NUMBER: 5040

5040.10 Actions by the Board of Directors include but are not limited to the following:

5040.11 Adoption or rejection of regulations or policies;

5040.12 Adoption or rejection of a resolution;

5040.13 Adoption or rejection of an ordinance;

5040.14 Approval or rejection of any contract or expenditure;

5040.15 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

5040.16 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

5040.20 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three (3) votes to be effective (unless a 4/5 vote is required by policy or other law).

5040.21 A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum. Refer to Policy 4050 regarding when Directors should recuse themselves from participating in the discussion or vote.

5040.22 Example: If three of five Directors are present at a meeting, a quorum exists and business can be conducted. However, if one of three Directors comprising the quorum abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

5040.23 Example: If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

5040.24 Example: If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

5040.30 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

5040.31 The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

5040.32 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

5040.33 Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020

Item J 6

5020.10 The General Manager, in consultation with the Board President, shall prepare an agenda meeting the requirements of the Ralph M. Brown Act for each regular and special meeting of the Board of Directors. . Absent approval of the General Manager, the agenda will be “closed” to the addition of new items at 12:00 PM on the Wednesday preceding the regular meeting of the Board of Directors.

5020.20 Any member of the public may request that a matter directly related to District business be considered for placement on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.21 The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the close of the agenda for the meeting where the item is to be considered. If the General Manager decides the request should be placed on a Board agenda, General Manager may exercise his/her discretion in including the item on the next, or a subsequent meeting, agenda depending on the press of other business before the Board.

5020.22 The General Manager shall be the sole judge of whether the request is or is not a "matter directly related to District business" in determining whether to place the matter on a meeting agenda. The person requesting the agenda addition may request that the Board of Directors reconsider the General Manager's adverse decision at the next regular meeting of the Board of Directors. Notwithstanding the determination of the General Manager, any Director may request that the item be placed on the agenda of a regularly scheduled Board regular meeting at the earliest feasible date.

5020.23 No matter which is authorized for consideration by the Board in closed session will be accepted under this policy.

5020.24 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.30 This policy does not prevent the Board from taking public comment at regular meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5020.40 At least 72 hours prior to the time of all regular meetings, an agenda, which includes all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. The agenda shall also be posted on the District's website for public information. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review at the time it is made available to the Board.

5020.41 At least 24 hours prior to the time of a special meeting, an agenda, which includes all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. The agenda shall also be posted on the District's website for public information. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review at the time it is made available to the Board.

**FORESTHILL PUBLIC UTILITY DISTRICT
POLICY HANDBOOK**

Item J 6

POLICY TITLE: **Basis of Authority**
POLICY NUMBER: **4070**

4070.10 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

4070.20 Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

**FORESTHILL PUBLIC UTILITY DISTRICT
POLICY HANDBOOK**

Item J 6

POLICY TITLE: Members of the Board of Directors
POLICY NUMBER: 4050

4050.10 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. To improve the productivity of Board meetings, the General Manager should be consulted prior to the meeting to clarify any questions or to provide further materials that may be needed.

4050.20 Information exchanged before meetings shall be distributed through the General Manager, to ensure all Directors and staff will receive all information being distributed.

4050.30 Copies of information exchanged before meetings shall be made available to the public at the time of distribution, with copies available for those in attendance, and shall also be provided to anyone not present upon their request.

4050.40 Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

4050.50 Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be concise and confined to the matter being discussed by the Board.

4050.60 Minutes should be no longer than necessary to describe the action taken, including the motion, second, and vote, and the underlying facts as necessary to insure an adequate record for subsequent review. Modifications to the minutes of meetings that have occurred in the past should be avoided when possible, as should the addition of individual comments to prior meeting minutes.

4050.70 Directors shall recuse themselves from participating in the discussion or vote on any item where they have a personal interest or bias that prevents them from evaluating the facts and from making an objective decision or where they have a financial conflict of interest. In those circumstances, the minutes shall reflect that the Director so abstained from discussion and the vote. Unless such circumstances exist, however, Directors should affirmatively participate and vote as part of the Board's decision-making responsibilities. Directors recusing themselves from participating in the discussion or action due to a financial conflict of interest should announce the nature of the conflict and should leave the Board meeting room until the item has been concluded.

4050.80 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager. Information so produced shall be provided to all Directors.

**FORESTHILL PUBLIC UTILITY DISTRICT
POLICY HANDBOOK**

Item J 6

POLICY TITLE: PURCHASING PROFESSIONAL, CONSULTING, OR OTHER SERVICES
POLICY NUMBER: 3082

3082.10 If the District requires the purchase of any service, including professional services such as legal, engineering, architectural, landscape architecture, land surveying, construction project management, accounting, financial, economic, energy advisory, information technology, environmental, payroll services and administrative services, the Board of Directors may purchase the service without advertising for bids. Prior to purchasing such services, the General Manager or the Board of Directors will determine whether it is appropriate to seek proposals from potential service providers, based on the nature and the scope of the required service. If the General Manager or Board of Directors determines that it is appropriate to seek proposals for the required service, the following procedures shall be followed:

3082.11 District staff shall prepare a Request for Proposals (RFP) describing the scope of work. A notice of the RFP will be mailed to known service providers and published in a local newspaper of general circulation.

3082.12 The General Manager shall review all proposals received and make a recommendation to the Board of Directors regarding which service provider to select.

3081.13 The Board of Directors shall consider the General Manager’s recommendation and may select a service provider. The Board of Directors may authorize the appropriate District officer to enter into a contract with the selected service provider.

3082.20 **Selection of Professional Service Provider:** Selection of a professional service provider by the Board of Directors shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

3082.30 **Authorized Purchases Under Service Contracts:** A contract approved by the Board of Directors authorizes the purchase of the specified services at the price specified in the contract. The following District employees are authorized to issue purchase orders for the performance of any services specified in an approved contract, but the total dollar amount of the services approved by that employee shall not exceed the authorized expenditure amount for that employee’s position

for any one (1) month:

Employee Position

Maximum Monthly
Expenditure Authorization
for Services

General Manager

\$15,000

For any purchase of services that would exceed the employee's maximum monthly expenditure authorization, the employee must obtain authorization from the Board of Directors prior to issuing a purchase order for such services.