

FORESTHILL PUBLIC UTILITY DISTRICT

AGENDA

FINANCE COMMITTEE MEETING OF
FORESTHILL PUBLIC UTILITY DISTRICT
FORESTHILL LIBRARY CONFERENCE ROOM
24580 MAIN STREET, FORESTHILL, CA 95631
www.foresthillpud.com

“This institution is an equal opportunity provider and employer”

Monday	May 23, 2016	10:00 A.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 Committee Members prior to the meeting.

A. CALL TO ORDER:

B. ROLL CALL:

_____ Linda Cholcher, Chair
_____ Sherry Wicks

C. PLEDGE OF ALLEGIANCE:

D. PUBLIC COMMENT: This is the time for any member of the public to address the members of the Committee on any matter not on the agenda that is within the subject matter jurisdiction of the District. Committee members and staff are limited by law to brief responses and clarifying questions to 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 Committee Chair.

E. BUSINESS:

1. Review proposed budget for fiscal year 2016-17 for additional considerations to submit a budget to the full board at the June 8, 2016 meeting
Public Comment:

F. 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 _____, 2016.

Any writing that is a public record under the Public Records Act that relates to an agenda item for an open session of the Board meeting that is distributed less than 72 hours prior to the meeting will be made available for public inspection at the time the writing is distributed to any Board members. Also, any such writing will be available for public inspection during normal business hours at the District's office located at 24540 Main Street, Foresthill, CA 95631.

I certify that on _____, 2016 I personally posted a copy of this agenda in public view at 24540 Main Street in Foresthill, CA 95631. 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, Board Clerk & Ex-Officio Secretary

Foresthill Public Utility District
Adopted Budget
Budget Revenues and Expenses by Category
For the Year Ending June 30, 2017

Account Categories	General Fund	Gen Fund Reserves	Repair & Replacement	Debt Service	Cap Improve Program	Total
Revenues	1,648,000	51,000	440,000	210,000	18,776	2,367,776
Operational Expenses						
Source of supply	49,354					49,354
Pumping	31,320					31,320
Treatment	257,217					257,217
Distribution	256,527					256,527
Customer Service	408,147					408,147
Regulatory Compliance	255,099					255,099
Management and Administration	184,324					184,324
Total Operational Expenses	1,441,988	-	-	-	-	1,441,988
Net Operating Profit	206,012	51,000	440,000	210,000	18,776	925,788
Non-Operating Activity						
General Fund Contribution to Assessment #2	100,000					100,000
CIP - Sugar pine dam						-
CIP - Regulatory			350,000			350,000
CIP - Treatment Plant						-
CIP - Distribution System			1,000,000			1,000,000
CIP - Equipment/Technology						-
Debt Service				170,083		170,083
Transfers						-
Total Non-Operating Activity	100,000	-	1,350,000	170,083	-	1,620,083
Total Uses (Total Operating Exp + Non Operating Activity + Transfers)	1,541,988	-	1,350,000	170,083	-	3,062,071
Excess of Revenue/(Uses)	106,012	51,000	(910,000)	39,917	18,776	(694,295)
Estimated Fund Balances, July 1, 2016	675,633	215,000	1,645,000	480,000	417,380	3,433,013
Change in Fund Balances	106,012	51,000	(910,000)	39,917	18,776	(694,295)
Estimated Fund Balances, June 30, 2017	781,645	266,000	735,000	519,917	436,156	2,738,718

**Foresthill Public Utility District
Proposed Budget
Budget Revenues and Expenses by Category
For the Year Ending June 30, 2017**

Account Categories	FY 2017 Proposed Budget	FY 2016 Budget	FY 2016 Projected	FY 2015 Actual	FY 2014 Actual	FY 2013 Actual	FY 2012 Actual	FY 2011 Actual
Revenues	1,648,000	1,593,380	1,666,768	2,425,411	1,350,773	1,336,579	1,283,832	1,206,476
Operational Expenses								
Source of Supply	49,354	102,444	40,578	52,694	52,018	31,028	29,804	26,684
Pumping	31,320	36,918	19,572	20,239	22,173	18,556	10,204	10,937
Treatment	257,217	276,494	192,530	181,974	146,610	160,962	198,569	206,514
Distribution	256,527	247,964	298,954	259,959	267,830	273,425	239,449	344,483
Customer Service	408,147	394,732	337,993	310,479	256,354	268,446	204,542	323,824
Regulatory Compliance	255,099	236,644	155,906	189,580	186,443	264,404	339,786	291,579
Management and Administration	184,324	181,604	159,606	157,141	199,576	194,377	373,623	229,466
Total Operational Expenses	1,441,988	1,476,800	1,205,139	1,172,067	1,131,005	1,211,196	1,395,977	1,433,487
Net Operations	206,012	116,580	461,629	1,253,344	219,768	125,382	(112,145)	(227,011)
Non-Operating Activity								
Sale of fixed assets	-	-				4,250	-	-
Insurance reimbursements						9,272		
General Fund contribution to Assessment #2	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,094)	(100,000)	(100,000)
Capital activities						(2,984)	-	-
Total Non-Operating Activity	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(89,556)	(100,000)	(100,000)
Revenues In Excess of Expenditures	\$106,012	\$16,580	\$361,629	\$1,153,344	\$119,768	\$35,826	\$(212,145)	\$(327,011)

**Foresthill Public Utility District
Proposed Budget
Budget Revenues
For the Year Ending June 30, 2017**

Description	FY 2017 Proposed Budget	FY 2016 Budget	FY 2016 Projected	FY 2015 Actual	FY 2014 Actual	FY 2013 Actual	FY 2012 Actual	FY 2011 Actual
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Budget Revenues

Water - Residential	1,120,000	1,087,308	1,119,230	1,033,570	737,155	767,085	889,758	964,871
Water - Multi-Family	180,000	184,329	179,362	164,200	132,888	100,240	133,094	-
Water - Commercial	103,000	78,857	103,044	85,146	98,368	106,214	136,669	125,239
Water - Overage	117,000	141,386	117,335	134,763	235,738	214,365	-	-
Water - Low Usage Credit	(48,000)	(35,000)	(47,581)	(36,629)				
Meter Installation	5,000	1,500	6,750	4,500	6,203	5,250	3,750	3,000
Service Installations	2,000	1,000	2,810		825	825	413	-
Interest Income	38,000	15,000	37,097	8,308	2,562	2,903	2,025	2,720
Property Tax Revenue	80,000	78,000	79,874	76,507	74,452	70,297	69,974	68,861
Water Charges Penalties	35,000	25,000	39,160	33,191	35,755	33,172	22,629	25,728
Service Charges and Reconnects	10,000	10,000	13,374	10,109	9,785	11,130	10,411	10,074
Miscellaneous	5,000	5,000	16,314	910,659	15,937	23,918	13,750	3,608
Standby Charges	1,000	1,000	-	1,085	1,105	1,180	1,360	2,375

Total Revenues	1,648,000	1,593,380	1,666,768	2,425,411	1,350,773	1,336,579	1,283,832	1,206,476
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Revenues

The majority of revenues for the District come from customer billings for water use. The District currently bills approximately 2,100 residences and 65 businesses. The expected revenues for Fiscal Year 2016 budget use the rates that are to go into effect on July 1, 2015.

Other revenues come from property taxes and various other service charges.

**Foresthill Public Utility District
Proposed Budget
Summary of Expenses by Function
For the Year Ending June 30, 2017**

	Description	FY 2017 Proposed Budget	FY 2016 Budget	FY 2016 Projected	FY 2015 Actual	FY 2014 Actual	FY 2013 Actual	FY 2012 Actual	FY 2011 Actual
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Summary of Expenses by Function

51000	Salaries	678,333	698,449	568,440	534,685	501,946	456,899	402,440	615,057
52000	Taxes	65,032	67,048	48,000	45,669	46,227	44,548	39,238	59,968
52100	Benefits	298,941	321,422	285,056	253,053	234,319	218,966	220,728	315,437
53000	Supplies	81,400	82,600	84,173	80,141	67,968	54,333	59,560	49,345
54000	Equipment	29,250	27,250	26,506	26,612	25,207	78,796	39,334	50,529
55000	Contracted Services	162,400	161,400	112,494	126,321	155,285	223,389	487,758	217,330
56000	Resource Development	41,781	41,781	9,443	15,023	25,902	46,582	44,147	39,029
57000	Utilities	34,600	27,950	34,564	30,925	28,162	29,785	27,133	31,399
58000	Other	50,250	48,900	36,463	59,637	45,989	57,899	75,639	55,393

Total		1,441,988	1,476,800	1,205,139	1,172,067	1,131,005	1,211,196	1,395,977	1,433,487
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**Foresthill Public Utility District
Proposed Budget
Source of Supply
For the Year Ending June 30, 2017**

	Description	FY 2017 Proposed Budget	FY 2016 Budget	FY 2016 Projected	FY 2015 Actual	FY 2014 Actual	FY 2013 Actual	FY 2012 Actual	FY 2011 Actual
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Source of Supply

51000	Salaries	25,267	55,638	23,148	31,662	21,252	12,286	2,621	13,389
52000	Taxes	2,464	5,425	2,257	2,624	1,985	1,198	256	1,305
52100	Benefits	11,224	25,781	10,836	12,209	8,067	4,617	1,137	4,585
53000	Maintenance	4,800	6,000	590	1,781	3,188	2,805	13,130	3,172
54000	Vehicle Expense		4,000	-		3,247	6,278	11,985	1,283
55000	Contracted Services			-	54	9,074			
56000	Resource Development			73		36			
57020	Power	3,600	3,600	3,674	4,364	3,431	3,845	676	2,949
58055	Other	2,000	2,000	-		1,738			

Total		49,354	102,444	40,578	52,694	52,018	31,028	29,804	26,684
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Source of Supply

The District owns water rights to the Sugar Pine Reservoir in the amount of 24,000 acre feet per year. The District also owns 2 wells and water rights on Mill Creek.

The costs for this cost center relate to owning, protecting and maintaining the facilities.

	Staffing Required*
Lead Utility Operator V - Treatment	19%
Lead Utility Operator V - Distribution	3%
Utility Operator IV	6%
Operations Supervisor	20%
On Call Operator	26%
Total Staffing required	74%

* Staffing Required is represented as the percentage of time one employee spends in the cost center. 100% is the equivalent of one full time employee.

**Foresthill Public Utility District
Proposed Budget
Pumping
For the Year Ending June 30, 2017**

Account	Description	FY 2017 Proposed Budget	FY 2016 Budget	FY 2016 Projected	FY 2015 Actual	FY 2014 Actual	FY 2013 Actual	FY 2012 Actual	FY 2011 Actual
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Pumping

51000	Salaries	13,602	18,943	6,842	8,108	8,700	6,451	846	803
52000	Taxes	1,326	1,847	511	694	853	629	82	78
52100	Benefits	6,042	8,778	3,023	3,025	3,302	2,424	367	275
53000	Materials and supplies	600	600	-	10	532	-	1,359	33
54000	Equipment expense	750	750	-	563	804	1,013	165	707
57020	Power	8,000	5,000	8,367	7,839	7,477	7,973	7,386	7,396
57030	Propane	500	500	830		506	66	-	1,645
58000	Other	500	500	-					

Total		31,320	36,918	19,572	20,239	22,173	18,556	10,204	10,937
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Pumping

This cost center relates to the expenses of moving the water from the supply sources to the treatment facility.

Staffing Required*

Lead Utility Operator V - Treatment	11%
Lead Utility Operator V - Distribution	1%
Utility Operator IV	1%
Operations Supervisor	4%
On Call Operator	1%
Total Staffing required	18%

* Staffing Required is represented as the percentage of time one employee spends in the cost center. 100% is the equivalent of one full time employee.

**Foresthill Public Utility District
Proposed Budget
Treatment
For the Year Ending June 30, 2017**

Account	Description	FY 2017 Proposed Budget	FY 2016 Budget	FY 2016 Projected	FY 2015 Actual	FY 2014 Actual	FY 2013 Actual	FY 2012 Actual	FY 2011 Actual
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Treatment

51000	Salaries	140,245	151,514	103,557	100,606	78,815	83,647	109,201	116,167
52000	Taxes	13,674	14,773	7,940	8,334	8,476	8,156	10,647	11,326
52100	Benefits	62,299	70,207	45,248	38,533	29,917	31,435	47,363	39,784
53030	Operating supplies	10,000	12,000	7,961	12,024	7,531	4,232	2,665	11,775
53500	Chemicals	15,000	15,000	12,300	10,880	13,115	15,041	14,885	14,048
54020	Vehicle Expense	3,000	3,000	2,641	2,489	3,630	6,581	255	1,955
54040	Equipment Maintenance	4,000	2,000	5,428	3,143		4,377	7,052	2,853
55000	Contracted Services			533					
56000	Resource Development			-	660	105			
57000	Power	6,000	5,000	6,676	5,076	4,081	4,866	3,958	4,605
57030	Propane	1,000	1,000	206	81	587	176	-	2,173
58000	Other			41	150				
53060	Uniforms	2,000	2,000	-		353	2,452	2,543	1,828

Total		257,217	276,494	192,530	181,974	146,610	160,962	198,569	206,514
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Treatment

The treatment facility filters and treats the water to make sure it is of the highest quality. Many of the activities and procedures at the treatment plant are to comply with State and Federal regulations. Such costs are reported in the Regulatory Compliance cost center.

Staffing Required*

Lead Utility Operator V - Treatment	65%
Lead Utility Operator V - Distribution	14%
Utility Operator IV	19%
Operations Supervisor	45%
On Call Operator	13%
 Total Staffing required	 156%

* Staffing Required is represented as the percentage of time one employee spends in the cost center. 100% is the equivalent of one full time employee.

**Foresthill Public Utility District
Proposed Budget
Distribution
For the Year Ending June 30, 2017**

Account	Description	FY 2017 Proposed Budget	FY 2016 Budget	FY 2016 Projected	FY 2015 Actual	FY 2014 Actual	FY 2013 Actual	FY 2012 Actual	FY 2011 Actual
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Distribution

51000	Salaries	134,365	133,155	158,666	140,507	159,187	145,809	142,505	208,474
52000	Taxes	13,101	12,983	11,818	11,951	17,098	14,216	13,894	20,326
52100	Benefits	59,687	61,701	67,958	53,632	60,425	54,796	61,808	71,396
53000	Operating Supplies	25,000	25,000	28,539	22,037	14,488	3,773	212	596
53060	Uniforms	5,000	3,000	5,747	5,685	1,085	3,677	3,815	2,742
54020	Vehicle Expense	10,000	5,000	11,965	11,090	5,486	9,238	4,340	9,809
54030	Equipment rentals/repairs			2,311	3,959				
54110	General Shop Maintenance	6,000	6,000	1,422	5,245	6,597	41,607	12,575	29,577
55000	Contracted Services			6,114	3,519	2,099			
56000	Resource Development	225	225	220	158	217			
57000	Utilities	1,500	600	1,400	1,789	842		-	1263
58030	USA Tags	150	150	-	153	153	154	150	150
58100	Other	1,500	150	2,793	235	153	154	150	150

Total		256,527	247,964	298,954	259,959	267,830	273,425	239,449	344,483
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Distribution

This cost center relates to all the activities necessary to move the water from the treatment facility to the end users. That includes the costs of maintaining the water lines, repairing leaks, and purchasing and tracking inventory of parts and supplies.

Staffing Required*

Lead Utility Operator V - Treatment	2%
Lead Utility Operator V - Distribution	61%
Utility Operator IV	60%
Operations Supervisor	22%
On Call Operator	57%
 Total Staffing required	 202%

* Staffing Required is represented as the percentage of time one employee spends in the cost center. 100% is the equivalent of one full time employee.

**Foresthill Public Utility District
Proposed Budget
Customer Service
For the Year Ending June 30, 2017**

Account	Description	FY 2017 Proposed Budget	FY 2016 Budget	FY 2016 Projected	FY 2015 Actual	FY 2014 Actual	FY 2013 Actual	FY 2012 Actual	FY 2011 Actual
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Customer Service

51000	Customer Service Salaries	236,521	227,425	197,038	189,435	163,424	152,017	106,248	200,924
52000	Taxes	23,061	22,174	15,153	16,189	12,290	14,822	10,359	19,590
52100	Benefits	105,066	105,383	84,780	71,263	58,750	57,129	46,082	68,810
53010	Office Supplies	21,000	21,000	20,878	20,178	3,221	24,805	23,494	16,979
54010	Vehicle Expense	500	1,500	134		1,179	1,371	365	1,502
55020	Computer Enhancement Service	10,000	5,000	9,654	3,094	17,010	10,688	9,779	9,974
55210	Contracted Services	2,000	4,000	836	1,947				
57010	Telephone & Internet	10,000	8,250	8,941	8,081	480	7,613	8,215	6,045
58010	Other	-	-	579	291				

Total		408,147	394,732	337,993	310,479	256,354	268,446	204,542	323,824
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Customer Service

This cost center relates to all activities involving the customers, such as: reading the meters, preparing and issuing the bills, receiving and recording payments, and responding to and resolving customer issues.

Staffing Required*

General Manager	75%
Customer Service Rep II	98%
Customer Service Rep I	98%
Lead Utility Operator V - Treatment	2%
Lead Utility Operator V - Distribution	16%
Utility Operator IV	6%
Operations Supervisor	8%
On Call Operator	3%
 Total Staffing required	 306%

* Staffing Required is represented as the percentage of time one employee spends in the cost center. 100% is the equivalent of one full time employee.

**Foresthill Public Utility District
Proposed Budget
Regulatory Compliance
For the Year Ending June 30, 2017**

Account	Description	FY 2017 Proposed Budget	FY 2016 Budget	FY 2016 Projected	FY 2015 Actual	FY 2014 Actual	FY 2013 Actual	FY 2012 Actual	FY 2011 Actual
Regulatory Compliance									
51000	Salaries	75,695	61,660	35,198	36,096	44,574	56,690	41,019	75,300
52000	Taxes	7,380	6,012	2,896	2,929	3,490	5,527	3,999	7,342
52100	Benefits	33,625	28,572	16,541	13,625	16,920	21,305	17,791	25,788
53000	Supplies			635	646	652			
55010	Water Analysis	7,500	7,500	5,053	7,344	7,188	6,083	6,488	6,189
55030	Accounting and Auditing	12,000	14,000	10,230	9,650	8,018	7,400	11,100	7,711
55050	Legal Services	45,000	45,000	9,838	20,657	39,434	94,845	195,882	98,792
55080	State Dam Inspection	36,000	36,000	36,000	36,648	36,848	35,894	30,499	37,432
56050	Restoration Fee - US Bureau of Reclamation	23,000	23,000	18,350	22,041	22,888	21,124	19,123	16,078
56060	State Dept. of Public Health	11,000	11,000	8,710	14,277	1,075	13,805	8,334	9,265
56225	Prop 218	1,400	1,400	-		987		847	2,043
58000	Other			7,185	21,070	1,545			
58055	Placer County Hazmat permit			4,868	4,599	1,157			
60000	Instrumentation Study - Div of Safety of Dams		-	-				2,575	4,300
54050	Department of Transportation testing	500	500	401		67	67	463	201
56040	Water Rights and Storage Fees	2,000	2,000	-		1,600	1,665	1,665	1,138
Total		255,099	236,644	155,906	189,580	186,443	264,404	339,786	291,579

Regulatory Compliance

This cost center relates to all activities imposed upon the District by outside agencies, like the Federal and State governments, and the costs of complying with those agencies.

Staffing Required*

General Manager	25%
Customer Service Rep II	2%
Customer Service Rep I	2%
Operations Supervisor	17%
Total Staffing required	46%

* Staffing Required is represented as the percentage of time one employee spends in the cost center. 100% is the equivalent of one full time employee.

**Foresthill Public Utility District
Proposed Budget
Management and Administration
For the Year Ending June 30, 2017**

Account	Description	FY 2017 Proposed Budget	FY 2016 Budget	FY 2016 Projected	FY 2015 Actual	FY 2014 Actual	FY 2013 Actual	FY 2012 Actual	FY 2011 Actual
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Management and Administration

51000	Salaries	52,641	50,114	43,991	28,271	25,994			
52000	Taxes	4,027	3,834	7,425	2,949	2,035			
52000	Benefits	-		30,221	15,322	9,867			
52090	Retiree Medical Insurance	21,000	21,000	26,451	45,443	47,071	47,259	46,181	104,799
53000	Materials and supplies			7,522	6,901	24,156			
54110	Maintenance	5,000	5,000	2,605	123	4,264	8,333	2,598	2,843
55040	County Tax Collection Charge	2,000	2,000	1,906	2,491	1,543	1,521	1,495	2,065
55060	Engineering Services	10,000	10,000	-		6,297	30,203	150,869	20,857
55070	Public Information Program	-	-	-			95	48,639	1,285
56010	Dues and Subscriptions	13,000	13,000	7,652	13,668	13,910	13,390	15,379	9,736
56020	Travel - Seminars/Workshops	1,500	1,500	1,498	537	1,247	6,136	1,712	2,237
56422	OPEB Pre-funding	27,056	27,056	-		10,387	27,056	27,056	27,056
57020	Utilities	4,000	4,000	4,470	3,696	10,758	5,246	6,898	5,323
58010	Other General Expense	5,500	5,500	921	6,047	5,465	19,114	9,882	16,334
58020	Election Expense	5,100	5,100	-	500		5,057	32,395	5,045
58050	Bank analysis/other fees	5,000	5,000	5,155	4,452	4,505			
58060	Liability and Vehicle Insurance	28,000	28,000	19,033	25,933	31,508	30,567	30,518	31,886
58090	Interest expense	500	500	755	805	569	401		

Total		184,324	181,604	159,606	157,141	199,576	194,377	373,623	229,466
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Management and Overhead

This cost center includes the cost not directly attributable to specific cost centers, including the costs of the Board of Director's meetings, general accounting, and maintaining the District offices.

Staffing Required*

General Manager	10%
Accountant	25%
Total Staffing required	35%

* Staffing Required is represented as the percentage of time one employee spends in the cost center. 100% is the equivalent of one full time employee.