

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

Wednesday	August 14, 2024	4:00 P.M.
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A. CALL TO ORDER: 4:00 PM

B. OPEN SESSION - ROLL CALL:

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

C. 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.

D. 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. Conference with legal counsel - significant exposure to litigation - (Government Code section 54956.9(d)(2) and (e)(2)) (2 cases)
3. Public employee performance evaluation and appointment - General Manager - (Government Code section 54957)

E. 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

F. PLEDGE OF ALLEGIANCE

G. ANNOUNCEMENT FROM CLOSED SESSION:

H. PUBLIC COMMENT:

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- 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 June 13, 2024, Regular Board Meeting minutes.
2. Receive and file combined preliminary financial reports for June 2024.

J. ACTION ITEMS:

1. Approve Resolution 2024-04 - Adopting Fiscal Year 2024/2025 Operating Budget.
Recommended action: Approve Resolution 2024-04
Public comment:
2. Approve the 2024-2029 Capital Improvement Plan dated 5/23/2024.
Recommended action: Approve the 2024-2029 Capital Improvement Plan.
Public comment:
3. Authorize and direct the General Manager to post a California Environmental Quality Act Notice of Exemption for the temporary transfer of up to 2,000 acre-feet of stored water from Sugar Pine Reservoir.
Recommended action: Authorize and direct the posting of a Notice of Exemption.
Public Comment:
4. Approve the purchase of Itron Mobile Collection Equipment, related equipment, and an annual subscription for mobile radio and walk by meter reading equipment for an amount not to exceed \$60,000.
Recommended action: Approve the purchase of meter reading equipment.

Public comment:

5. Approve an extension to the General Manager's employment contract - Amendment #6 extending the agreement through December 31, 2029 and confirming compensation approved by the Board of Directors on May 9, 2024.

Recommended action: Approve Amendment #6 extending the employment agreement through December 31, 2029 and confirming compensation.

Public comment:

6. President Thompson's request to revise Board Policy #5020.

Recommended action: Agree on a revision and direct staff accordingly.

Public comment:

7. Vice President Stahler's request for multiple reports on staff details including such items like job tenure, job titles, wages and benefits received for 10 years including most recent COLA, wage rates by employee, retroactive pay based on recent COLA and list of all current and active employees with job titles, CalPERS percentage and age of retirement for benefit collection.

Recommended action: Discuss and direct staff accordingly.

Public comment:

8. Vice President Stahler's request to address board meeting minutes.

Recommended action: Discuss and direct staff accordingly.

Public comment:

9. Vice President Stahler's request to discuss Policy 5040.

Recommended action: Discuss and direct staff accordingly.

Public comment:

10. Vice President Stahler's request to discuss the Capital Improvement Plan.

Recommended action: Discuss and direct staff accordingly.

Public comment:

11. Vice President Stahler's request for an audit update.

Recommended action: Discuss and direct staff accordingly.

Public comment:

12. President Thompson's request to discuss district bank accounts and consider adding board members as authorizing agents.

Recommended action: Discuss and direct staff accordingly.

Public comment:

13. President Thompson's request to discuss progress of water rights permit extension and the impact of radial gates.

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., August 7, 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

Item I 1

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

Wednesday	July 10, 2024	3:00 P.M.
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A. CALL TO ORDER: 3:00 PM *President Thompson called the meeting to order at 3:08 PM.*

B. OPEN SESSION - ROLL CALL:

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

Henry N. White, General Manager and Vance Piggott, District Counsel were in attendance.

C. 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.

The Board received public comments and those comments will be taken into consideration.

D. CLOSED SESSION: *The Board went into closed session at 3:10 PM.*

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. Conference with legal counsel – significant exposure to litigation – (Government Code section 54956.9(d)(2) and (e)(2)) (1 case)
3. Public employee performance evaluation and appointment – General Manager – (Government Code section 54957)

E. OPEN SESSION - ROLL CALL (Starting at 6:00 PM): *President Thompson called the meeting to order at 6:04 PM.*

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

Henry N. White, General Manager and Vance Piggott, District Counsel were in attendance.

F. PLEDGE OF ALLEGIANCE *Treasurer Bell led the Pledge of Allegiance.*

G. ANNOUNCEMENT FROM CLOSED SESSION: *The announcement from closed session was made by Vance Piggott after Item K of the agenda.*

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.
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- 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.

The Board received public comments and those comments will be taken into consideration.

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

1. Approval of June 13, 2024, Regular Board Meeting minutes.
2. Receive and file combined financial reports for May 2024.

Board Action: *Treasurer Bell made a motion to approve the Consent Agenda item 2. The motion was seconded by Director Kappelhof and passed unanimously (4-0).*

Board Action: *President Thompson asked Treasurer Bell to read the minutes. The minutes were read by Treasurer Bell. Treasurer Bell made a motion to approve the June 13, 2024 regular board minutes. The motion was seconded by Director Pruett and carried unanimously (4-0).*

J. ACTION ITEMS:

1. Staff received an email request from President Thompon for an agenda item on July 2, 2024. The request is unedited and included here [sic]:

- *I wih to discuss some finance items. List as " Finances "*

example: " Financial Discussion " (unquote)

Ron Thompson (President)

Board Action: None. President Thompson handed out a current authorized signers sheet from Wells Fargo Bank. President Thompson made a motion to place the President, Vice President and Treasurer on the Wells Fargo Bank Checking Account. Counsel Piggott advised the Board that the agenda item was not worded to take action on the item and action would not comply with the Brown Act. The motion died for lack of a second.

2. Staff received an email request from Vice President Stahler for an agenda item on July 2, 2024. The request is unedited and included here [sic]:

Agenda Item I: Request that the GM provide a spreadsheet to all Directors by July 15, 2024. The that includes the following from 2014 to 2024 on all past and current employees, including the general manager.

- a. Column to include -Employee Name and District title (Operator I, etc.) and wage when hired with hire date.***
- b. Column with changes to employee title, and wages.***
- c. Column to include benefit totals for each of the 10 years.***
- d. Column to include hourly wage, yearly amount for overtime, and yearly amount for "other" totals. The GM provides all of this information yearly to the State Controller's Office.***
- e. Column to include current individual employees with names and titles and the amount of their wages and benefits with a 10% wage increase.***
- f. Column to include current individual employees with names and titles (including the GM) and the total amount of the retroactive wages (back to January 2024) based on their 10% raise.***
- g. List all current and past employee names (including the GM), job titles, the CalPERS percentage provided by this district, and age for retirement to collect benefits. (example- 3% at 60).***

This list of information will provide a starting point for a discussion of subsequent employee compensation. All this information is available in various CA state documents or in the District's files. We need a single document. Information provided at our May 9, 2024 meeting did not provide enough information to make the best decision for our District and therefore for our Ratepayers. This is a Director request and as such in accordance with District Policy is required.

Agenda Item 2 - Minutes, according to the Brown Act and Policy 4050(60) should include information to comply with the following – "underlying factors necessary to ensure an adequate record for subsequent review." The minutes should include the relevance that the motion(s) will have on the District.

Recommended Action: Discuss and Direct the Clerk accordingly.

Agenda Item 3 -In items 5040 - 14, 15, and 16 - The policies states that “Actions and Decisions by the Board of Directors include but are not limited to the following:

**5040.14 – Approval or rejection of any contract or expenditure. (Example – LSL – The Board did not receive the proposal by LSL.)
Recommended Action: Discuss and direct staff accordingly.**

**5040.15 – Approval or rejection of any proposal which commits District funds or facilities including employment and dismissal of personnel, (Employees were hired without the Board’s knowledge.
Recommended Action: Discuss and direct staff accordingly.**

**5040.16 – “Approval or disapproval of matters that require or may require the District or its employee to take action and/or provide services.” (How does the GM provide the Board with this information? When is the GM required to bring these matters to the Board?)
Recommended Action: Discuss and direct staff accordingly.**

Agenda item 4: Dates provided to the Board for the completion of the Capital Implementation Plan. The document needs to include the following:

Each CIP “project” needs to be defined in detail, not just a title.

Each CIP “project” needs estimated cost(s).

Each CIP “project” needs personnel listed that will be required.

Each CIP “project” needs a listing of outside contractor services.

Each CIP “project” needs an estimated cost of contractor(s) services.

Each CIP “project” needs a list of any & all materials needed & their estimated cost.

Each CIP project needs to have an approximate start and end date for completion.

The District CIP needs to include all proposed projects for the last 10 years with beginning and completion dates or justification for incompleteness.

Each CIP “project” that was not completed needs an accounting of funds allocated, but not utilized.

Recommended Action: Discuss and direct staff accordingly.

Board Action: President Thompson read the items requested by Vice President Stahler. Treasurer Bell made a motion to delay the items until the next regular board meeting where Vice President Stahler can attend. The motion was seconded by President Thompson and carried unanimously (4-0).

K. DISCUSSION ITEMS:

1. General Manager Report - *Written report was submitted via the Board Packet.*
2. Remarks/reports by Directors - *A verbal report was made by Treasurer Bell.*

At 7:04 PM, Counsel Vance Piggott reported that no reportable action was taken during closed session (See item G above)

L. ADJOURNMENT

Board Action: *Treasurer Bell made a motion to adjourn the meeting at 7:05 PM. The motion was seconded by Director Pruett and carried unanimously (4-0).*

Submitted by:

Attest:

Ron Thompson, Board President

Mark Bell, Clerk and Ex-Officio Secretary

Foresthill Public Utility District Statement of Net Position

April 30, 2017

Jun 30, 24

ASSETS

Current Assets

Checking/Savings

10110 - Cash on Hand	250
10120 - Wells Fargo Checking	388,901
10510 - Local Agency Investment Fund	318,944
10512 - Umpqua Savings account	7,025
10519 - Wells Fargo Adv - Money Mrkt	675
10520 - Wells Fargo Adv - Face Value	5,625,000

Total Checking/Savings 6,340,795

Accounts Receivable 278,428

Other Current Assets 289,255

Total Current Assets 6,908,478

Fixed Assets 10,754,729

Other Assets 443,735

TOTAL ASSETS 18,106,942

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities 229,873

Total Current Liabilities 229,873

Long Term Liabilities 538,462

Total Liabilities 768,335

Equity 17,338,608

TOTAL LIABILITIES & EQUITY 18,106,943

Item I 2

Foresthill Public Utility District
Profit & Loss Budget vs. Actual
 July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
41100 · Consumption Billed	553,792	540,000	13,792
41105 · Residential Overage Charge	0	0	0
41150 · Base rate - Residential	2,019,032	1,800,000	219,032
41200 · Base rate - Commercial	214,187	200,000	14,187
42300 · Meter Installation	2,516	6,000	(3,484)
49200 · Interest - LAIF	9,303	0	9,303
49210 · Interest - Taxes	3,566	0	3,566
49220 · Portfolio Income	280,780	65,000	215,780
49251 · Interest - Umpqua Bank	1	0	0
49300 · Property Tax Revenues	117,996	125,000	(7,004)
49310 · Home Owner Prop Tax exemption	630	0	630
49510 · Water Charges Penalties	0	0	0
49520 · Service Charges & Reconnect	28,326	15,000	13,326
49930 · Grant Income	0	40,000	(40,000)
Total Income	<u>3,230,129</u>	<u>2,791,000</u>	<u>439,129</u>
Expense			
51000 · Wages & Salaries	659,353	774,000	(114,647)
52000 · Taxes & Benefits	365,972	407,897	(41,925)
53000 · Materials & Supplies	124,464	140,000	(15,536)
54000 · Equipment costs	25,217	74,000	(48,783)
55000 · Contracted services	219,794	234,000	(14,206)
55001 · Professional Fees	182,888	224,000	(41,112)
56000 · Resource development	64,618	70,000	(5,382)
57000 · Utilities	62,317	76,000	(13,683)
58000 · Regulatory and General	171,040	126,000	45,040
61000 · Capital Activities	473,837	427,000	46,837
62400 · Depreciation Expense	354,971	0	354,971
Total Expense	<u>2,704,471</u>	<u>2,552,897</u>	<u>151,574</u>
Net Ordinary Income	<u>525,658</u>	<u>238,103</u>	<u>287,555</u>
Net Income	<u><u>525,658</u></u>	<u><u>238,103</u></u>	<u><u>287,555</u></u>

Foresthill Public Utility District
Profit & Loss Budget vs. Actual
 July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Administration	436,554	439,397	46,373
Capital Expenditures	473,837	427,000	(427,000)
Customer Service	380,977	397,000	(19,414)
Distribution	371,283	531,000	53,462
Pumping	13,556	32,500	(18,629)
Regulatory Compliance	236,734	316,000	(81,972)
Source of Supply	27,826	40,000	51,034
Treatment	426,505	370,000	79,538
ZZSP Dbt Svc	22,876	0	0
Depreciation	354,971	0	0
TOTAL	<u>2,745,119</u>	<u>2,552,897</u>	<u>192,222</u>

Fund Balances

	<u>7/1/2023</u>	<u>Received</u>	<u>Paid Out</u>	<u>Transfers</u>	<u>Balance</u>
General Fund - unspendab	11,109,706			118,866	11,228,572
General Fund - unrestrictec	3,320,738	3,230,129	2,060,938	(762,399)	3,727,530
Operating reserves	1,150,830				1,150,830
Debt service reserves	204,676		169,696	169,696	204,676
Capital reserves	427,000		473,837	473,837	427,000
Emergency reserves	600,000				600,000
Total Fund balances	<u>16,812,950</u>	<u>3,230,129</u>	<u>2,704,471</u>	<u>(0)</u>	<u>17,338,608</u>

* This budget includes Debt Service

Foresthill Public Utility District
Cash Disbursements Register
June 2024

Date	Num	Name	Memo	Paid Amount
Jun 24				
06/04/2024	33948	Badger Meter	Meters	-2,750.06
06/04/2024	33949	Bureau of Reclamation	USBR Sugar Pine Fee- May 2024	-2,313.11
06/04/2024	33950	Inland Business Systems	copier costs - inv date 05/30/2024	-129.44
06/04/2024	33951	MidAmerica Admin & Ret Solutions, Inc.	HRA Admin Fees 1/1/24 - 3/31/24	-213.00
06/04/2024	33952	Pacific Gas & Electric	Todd Valley Standby Well	-63.14
06/04/2024	33953	Secure Record Management	document disposal Q2 2024	-75.00
06/04/2024	33954	Streamline	Web hosting 06012024 though 05312025	-2,988.00
06/04/2024	33955	Vision Quest Information Solutions, Inc.	IT Service July 2024	-1,563.00
06/04/2024	33956	West Landscape Maintenance	Park Landscape Maintenance May 2024	-126.00
06/04/2024	ACH 060424	Wells Fargo Bank	Authnet Gateway monthly billing	-110.05
06/04/2024	ACH 060424	EFTPS	Form 720 Q2	-12.00
06/05/2024	ACH 060524	MidAmerica Admin & Ret Solutions, Inc.	retiree insurance	-670.00
06/06/2024		QuickBooks Payroll Service	Created by Payroll Service on 06/05/2024	-15,535.69
06/06/2024	ACH060624	EDD/State of CA	Paydate 06072024	-8.83
06/06/2024	ACH060624	EDD/State of CA	Paydate 06062024	-1,615.38
06/06/2024	ACH 060624	CalPERS	Paydate 06072024 457b	-1,775.00
06/06/2024	ACH 060624	CalPERS	Paydate 06072024 Pepra	-1,704.96
06/06/2024	ACH 060624A	CalPERS	Classic contribution Paydate 06-07-2024	-2,972.11
06/07/2024	ACH 060724	EFTPS	Paydate 06072024	-7,296.44
06/11/2024	33957	Castle Cleaning	HQ Cleaning service - Feb 7 2024- May 29 2024- 8 \	-600.00
06/11/2024	33958	Foresthill Union Elementary School Distri	Board Meeting costs. Cust #000111	-50.00
06/11/2024	33959	Kronick, Moskovitz, et al	Legal Services- Client #012257	-3,696.00
06/11/2024	33960	Kurt Reed	Health Insurance June 2024	-273.00
06/11/2024	33961	LSL CPAs & Assoc.	May 2024 accounting assistance	-15,445.00
06/11/2024	33962	Mountain Counties Water Resources Assoc	FY 24/25 Membership Dues	-5,545.00
06/11/2024	33963	Recology Auburn Placer	May Refuse HQ & WTP	-75.50
06/11/2024	33964	Sebastian	May telephone. Acct #00008712-7	-519.30
06/11/2024	33965	US Postal Service	Annual Post office box rental 07012024-06302025	-84.00
06/18/2024	33966	Cranmer Engineering, Inc.	water quality	-349.00
06/18/2024	33967	Foresthill Valero	May Fuel	-1,236.89
06/18/2024	33968	Grant Hardware, Inc.	May supplies	-509.98
06/18/2024	33969	Itron, Inc.	Quarterly license for meters and scanners 7/1/24- 9/	-932.52
06/18/2024	33970	Keenan & Associates	EE medical insurance July 24	-17,300.60
06/18/2024	33971	Pacific Gas & Electric	May Power Sugar Pine Dam, Pump Station, & WTP	-3,821.03
06/18/2024	33972	Placer County , Personnel	July 24 Dental Insurance	-618.38
06/18/2024	33973	Sierra Mini Mart, Inc.	Fuel May 2024	-104.28
06/18/2024	33974	Special District Risk Mngnt Authority	FY 24-25 Liab & WC insurance	-161,484.06
06/18/2024	33975	Worton's Foresthill Grocery	supplies	-36.36
06/20/2024	ACH 062024A	American Messaging	Pager June	-10.66
06/21/2024	1651	Paydate 06/21/24	Net Pay	-17,951.73
06/21/2024	1651	Paydate 06/21/24	Payroll Taxes	-8,804.56
06/24/2024	ACH 062424	CalPERS	PR 062124 Classic Contribution	-2,972.11
06/24/2024	ACH 062424	CalPERS	PR 062124 PEPRA contribution	-1,698.59
06/24/2024	ACH 062424	CalPERS	PR 062124 457B	-1,775.00
06/27/2024	33976	Auburn Area Answering Service	Answering Service- July 2024	-120.35
06/27/2024	33977	Gold Country Fire Protection	fire extinguisher service	-347.02
06/27/2024	33978	Humana Insurance Co	Retiree Insurance July	-716.12
06/27/2024	33979	Kronick, Moskovitz, et al	Legal Services- Client #012257	-8,570.28
06/27/2024	33980	Mutual of Omaha	EE life insurance July 2024	-390.82
06/27/2024	33981	Napa Auto Parts	supplies- acct # 8802929	-39.66
06/27/2024	33982	Pacific Gas & Electric	May Power HQ, Indian Ln Well, Todd Valley Well	-487.54
06/27/2024	33983	Prospect Communications, Inc.	phone	-381.56
06/27/2024	33984	United Healthcare	Retiree Insurance July	-243.20
06/27/2024	33985	Verizon Wireless	cell phone May 07 24 - June 06 24/maps	-38.01
06/27/2024	33986	Vision Service Plan - (CA)	EE vision insurance July 2024- Client ID 30064591	-115.14
06/27/2024	33987	Wells Fargo Bank	supplies	-3,515.20
06/28/2024	ACH 062824	ADP	Payroll service fee	-190.68

Foresthill Public Utility District
Cash Disbursements Register
June 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
06/30/2024		fiserv credit card processing	Service Charge	-1,271.41
				<u>-304,241.75</u>

Jun 24

Foresthill Public Utility District
Investment Policy Compliance
with Government Code Standards, and the Foresthill PUD Investment Plan Standards
As of June 30, 2024

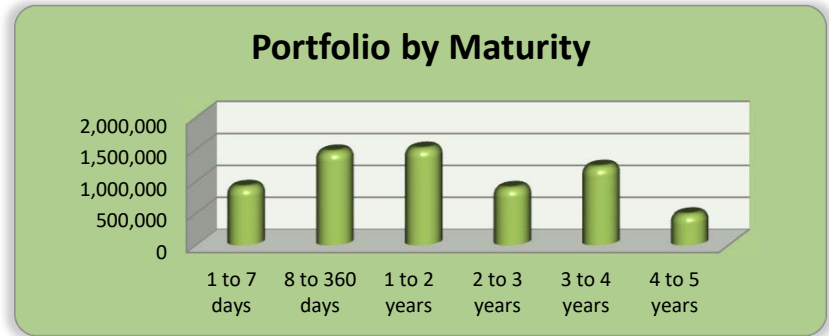
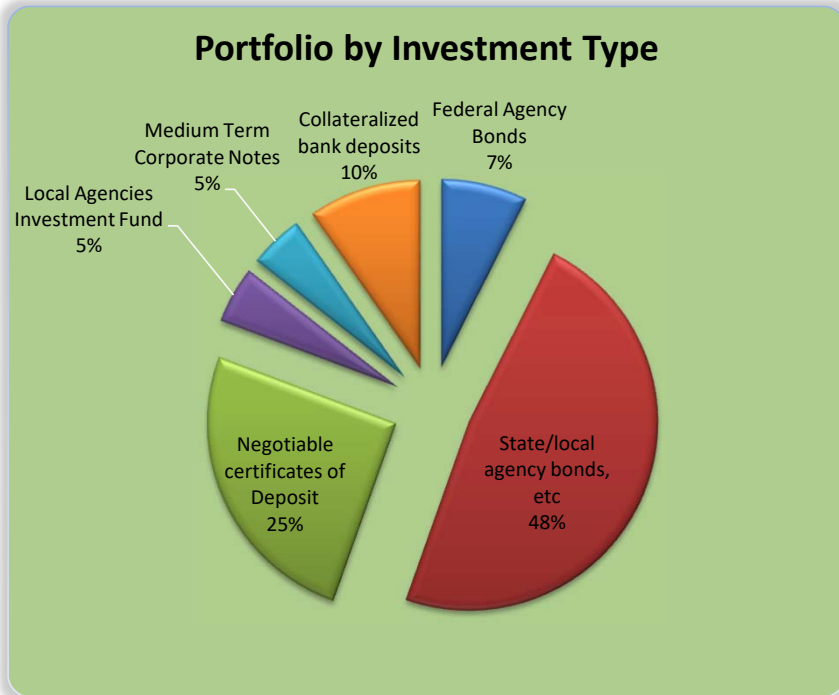
Current Portfolio Balance: \$ 6,518,125

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%	48.00%	Yes
Federal Agency Bonds	100.00%	100.00%	7.40%	Yes
Negotiable certificates of Deposit	30.00%	30.00%	25.31%	Yes
Local Agencies Investment Fund	100.00%	100.00%	4.89%	Yes
Medium Term Corporate Notes	30.00%	30.00%	4.66%	Yes
Money Market Funds	15.00%	15.00%	0.01%	Yes
Collateralized bank deposits	100.00%	100.00%	9.72%	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	14%	916,810
8 to 360 days	23%	1,469,067
1 to 2 years	23%	1,514,732
2 to 3 years	14%	899,818
3 to 4 years	19%	1,231,178
4 to 5 years	7%	486,520
Over 5 years	0%	-
		6,518,125

Foresthill PUD
Quality Analysis Report
6/30/2024

Cusip	Rating	NAME	RATE	Trade Date	Settlement Date	Maturity Date	Units	Discount or Premium	Book Value	Market Value
Cash Accounts										
	N/R	Wells Fargo Checking	0.100%				590,164.71		590,164.71	590,164.71
	N/R	Umpqua Bank Savings	0.010%				7,025.49		7,025.49	7,025.49
	N/R	Local Agency Investment Fund	4.480%				318,944.45		318,944.45	318,944.45
Government Bonds										
835569GU2	AA	Sonoma County CA	2.539%	11/17/2022	11/21/2022	8/1/2027	40,000.00	(2,362.00)	37,638.00	37,440.40
845389JK2	AA-	Southwestern CCD	1.347%	12/14/2022	12/16/2022	8/1/2027	50,000.00	(4,047.00)	45,953.00	45,178.00
91412GE27	AA	University of CA	2.987%	3/28/2022	3/30/2022	5/15/2026	40,000.00	(253.00)	39,747.00	38,278.00
91412GXB6	AA	University of CA	3.159%	2/23/2022	2/25/2022	5/15/2025	20,000.00	18.00	20,018.00	19,640.20
91412GXQ3	AA	University of CA	3.359%	9/16/2020	9/18/2020	5/15/2025	15,000.00	327.00	15,327.00	14,742.90
91412HFM0	AA	University of CA	0.933%	6/16/2021	6/18/2021	5/15/2025	40,000.00	22.00	40,022.00	38,532.40
91857RBF9	A+	Vacaville CA	2.956%	9/3/2021	9/8/2021	9/1/2026	15,000.00	551.00	15,551.00	14,301.60
933002AC1	AA+	Walnut valley CA	0.962%	3/28/2022	3/30/2022	6/1/2026	45,000.00	(1,620.00)	43,380.00	41,748.30
95236PGC8	A+	West Covina CA	2.318%	3/26/2021	3/30/2021	8/1/2025	85,000.00	25.00	85,025.00	82,178.85
95332RDJ5	AA+	West Hollywood Pub fin Auth	1.800%	3/28/2022	3/30/2022	4/1/2026	25,000.00	(402.00)	24,598.00	23,630.50
955627CS1	AA-	West Sac Flood Ctl	2.451%	11/8/2023	11/10/2023	9/1/2027	100,000.00	(7,676.00)	92,324.00	92,792.00
956134AQ3	A+	West Stanislaus CA IRR	1.280%	1/22/2021	1/26/2021	1/1/2026	30,000.00	-	30,000.00	28,247.10
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	93,276.00
066519QT9	CD	BankUnited	0.950%	3/23/2021	3/31/2021	3/31/2026	100,000.00		100,000.00	93,280.00
2546732B1	CD	Discover Bank	4.900%	11/17/2022	11/30/2022	11/30/2027	250,000.00		250,000.00	250,775.00
38149MXU2	CD	Goldman Sachs Bank	1.000%	7/27/2021	8/4/2021	8/4/2026	250,000.00		250,000.00	230,840.00
61690U3L2	CD	Morgan Stanley Bank	4.900%	3/17/2023	3/23/2023	3/23/2028	250,000.00		250,000.00	251,452.50
61768EAQ6	CD	Morgan Stanley Pvt Bank	1.800%	2/13/2020	2/20/2020	2/20/2025	50,000.00		50,000.00	48,898.50
61768ERA3	CD	Morgan Stanley Pvt Bank	4.900%	3/17/2023	3/23/2023	3/23/2028	200,000.00		200,000.00	201,162.00
795451AB9	CD	Sallie Mae Bank	1.000%	7/19/2021	7/21/2021	7/21/2026	200,000.00		200,000.00	184,942.00
856285SK8	CD	State Bank of India	2.000%	1/14/2020	1/22/2020	1/22/2025	50,000.00		50,000.00	49,079.00
856285VE8	CD	State Bank of India	0.900%	3/23/2021	3/25/2021	3/25/2026	100,007.00		100,007.00	93,273.00
90348JN48	CD	UBS Bank	0.750%	6/16/2021	6/23/2021	6/23/2026	100,000.00		100,000.00	92,198.00
Corporate Securities										
037833BY5	AA1	Apple Inc	3.250%	3/23/2021	3/25/2021	2/23/2026	100,000.00	2,928.00	102,928.00	97,196.00
09290DAA9		Blackrock Funding	4.700%	4/2/2024	4/4/2024	3/14/2029	100,000.00	338.00	100,338.00	99,566.00
166764BW9	AA-	Chevron Corp	1.554%	3/4/2021	3/8/2021	5/11/2025	100,000.00	770.00	100,770.00	96,807.00
	N/R	Wells Fargo Advisors Money Market	0.027%				675.44		675.44	675.44
Total Portfolio							5,625,682.44	(59,770.00)	5,565,886.19	5,421,290.59
Accrued Portfolio Interest							36,103.93		36,103.93	36,103.93
Portfolio and Cash Accounts								(59,770.00)	6,518,124.77	6,373,529.17



RESOLUTION NO. 2024-04

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE FORESTHILL PUBLIC UTILITY DISTRICT
ADOPTING FISCAL YEAR 2024-2025 OPERATING BUDGET

Whereas, the Foresthill Public Utility District desires that its operations be performed in a fiscally responsible manner, and

Whereas, the District has charged the General Manager with preparing and delivering a balanced budget.

Whereas, the General Manager prepared a Proposed Budget for the Year Ending June 30, 2025, and

Whereas, the attached document, "Foresthill Public Utility District, Adopted Operating Budget, For the Year Ending June 30, 2025," was presented at the Board Meeting on August 14, 2024, and

Whereas, this resolution is required for the orderly operation and maintenance of District records and activities and setting forth the usual and projected expenses of the District during the 2024-2025 fiscal year beginning July 1, 2024 and ending June 30, 2025;

THEREFORE, BE IT RESOLVED that the Board of Directors of the Foresthill Public Utility District does hereby adopt the budget for the fiscal year 2024-2025.

APPROVED, PASSES AND ADOPTED by the Foresthill Public Utility District Board of Directors on August 14, 2024, by the following vote:

AYES

NOES

ABSENT

ABSTAIN

Ron Thompson, President, Board of Directors
Foresthill Public Utility District

ATTEST:

Mark Bell, Clerk, Board of Directors
Foresthill Public Utility District



Foresthill Public Utility District

Draft Operating Budget

For the Year Ending June 30, 2025

Board of Directors

Ron Thompson - President
Jane Stahler - Vice President
Mark Bell - Treasurer
Roger Pruett - Board Member
Peter Kappelhof - Board Member

Finance Committee

Peter Kappelhof
Roger Pruett

General Manager

Hank White

Draft Date: 8/6/24 Proposed Budget

Effective Date: Pending Approval

**Foresthill Public Utility District
Draft Budget
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For the Year Ending June 30, 2025**

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August 14, 2024

To: Board of Directors

From: Hank White

Re: Operating Budget 2024-25

This transmittal is included in the Operating Budget in order to better disseminate the financial information to the Board of Directors, Foresthill rate payers, and other interested parties.

Generally, the budget process begins in March and April after the mid-year review has been completed for the current fiscal year. Certain unprecedented events in FY 22-23 have significantly delayed the process. Specifically, the loss of Roger Carroll; Foresthill's long-time and very capable Finance Manager in April 2023. The district is still recovering from this loss.

The numbers contained in the budget are based on known conditions, economic forecasts, and trend analysis for the previous five years. Described below is a general description of the budget including the revenue and payroll assumptions, how expenses are grouped by function and some of the changes in revenues and expenses between years.

General fund

The General fund accounts for the day-to-day operations of the District. Revenues in this fund are "unrestricted" and may be used for any and all activities of the District.

Revenues:

Here are the FY 24-25 revenue assumptions:

- Water Service: the current rate plan allows for a 2% increase in the rates effective July 15, 2024 and has been included in the revenue projection.
- Meter installation: with unknown construction activity, a conservative estimate was used.
- Interest income: investments will continue to follow the Board of Director's policy 3035.
- Property tax increases are capped at 2% by Proposition 13, except when properties are resold. A conservative estimate was made to approximate property tax revenue.

- Water charge penalties. Due to restrictions emanating from the COVID pandemic, the district is no longer charging penalties to customers for paying their account late.
- Service charges and reconnects: conservative budgeting directs this estimation to be below the lower end of the five-year trend analysis.
- Grants, water transfers and reimbursed expenses: The grant and water transfer market are soft for FY 24-25 so a very conservative estimation was included in the budget.

Wages and Salaries:

Payroll costs are allocated to the various departments based on historical experience and projected activities. The percentage of each employee's cost is presented at the bottom of each departmental page. As can be seen from history, the distribution between the functions can vary quite a bit depending on the actual needs of the District throughout the year. To see how the total costs compare to the budget, look at the Functional Expenses page that shows the costs for the entire District.

Currently, all approved positions are filled. On May 9, 2024, the board approved a 10% cost of living adjustment. The last cost of living adjustment was in 2020 so the 2024 cost of living adjustment is roughly equivalent to a 2.5% increase per year. The Board also approved a 3% cost of living adjustment effective January 2025 which is included in this budget. The compensation adjustment will significantly improve Foresthill's ability to recruit and retain qualified employees.

Description of Expenses by Function:

- The United States Bureau of Labor Statistics published the Consumer Price Index for Urban Wage Earners and Clerical Workers for the period July 2023 through June 2024. The published price index is 3.5%. This budget predicts an expense increase less than inflation due to efforts by staff to control costs. The FY 24/25 budget expense increase is 1.8% over the FY 23/24 budget.
- Salaries: this includes the salaries, regular and overtime wages, on-call wages, and vacation and sick leave usage.
- Taxes: this includes the employer share of Social Security and Medicare tax and State Unemployment Insurance.
- Benefits: this includes the costs of worker's compensation insurance through the Special District Risk Management Authority and the retirement plan through CalPERS. The District pays 80% of the cost of health insurance, dental insurance and vision insurance. These costs are charged to the departments equal to the percentage of salaries and wages per department.
- Supplies: this includes all office and operating supplies for running the district, including items like paper and postage to chemicals, pipe and water meters.
- Equipment: this includes the cost of maintaining and operating district equipment and includes fuel, parts and repairs for vehicles, copier and computer maintenance, etc.

- Contracted services includes all costs paid to outside agencies, like water testing, dam inspection, legal and auditing services and customer billing services.
- Utilities: this includes costs of power, phone service and internet access.
- Insurances and fees includes the cost of general liability insurance, and regulatory, permitting, banking and other processing fees.

Other items of interest:

1. Insurance costs continue to climb. Liability insurers are finding California to be a higher risk due to runaway jury verdicts and devastating wildfires and are raising rates accordingly.
2. Utilities and vehicle fuel costs have reached unprecedented levels, and we have attempted to budget accordingly.
3. Some items of interest are contained within the budget as comments on the pertinent budget page.

General fund reserves and net operations:

General fund reserves are the accumulation of excess revenue over expenses. Going into the 2024-25 budget year, the General fund reserves are fully funded pursuant to Board policy. While a public utility is expected to collect only the revenue it needs to provide the expected services, reserves are necessary to fund future capital replacement and expansion projects and maintain stability during a poor economy.

Capital expenditures and depreciation expense:

Capital expenditures are items or projects that exceed \$5,000 and are expected to benefit the District for more than one year. They include water lines added or replaced, equipment and vehicles, land and buildings and contracts or studies that produce a “right” for the District, such as a water rights permit or cost of service study.

These items are not expenditures in the Operating Budget, rather the costs are recorded as fixed assets, then expended over the life of the asset as depreciation or amortization. Industry standards do not recommend including depreciation and amortization in an operating budget, as these expenses don’t require current operations to pay for them; they are essentially “non-cash” expenditures.

The District’s Planning Committee prepares a Capital Improvement Plan that outlines the expected capital projects over the coming five years. The Finance Committee reviews the upcoming year’s projects and allocates funds to those projects.

Special Revenue funds

Special Revenue funds are funds that have been assessed and collected for a specific purpose and therefore are not available for the general day to day operations. The District has four special revenue funds as contained within the latest rate study and restricted by actions of the Board of Directors:

Operating Reserves: These funds were collected for the additional stability of the District to provide operating capital in the event of economic downturn or disaster that hinders the collection of service fees. The goal is to have six months of operating funds in reserve.

Debt Service Reserves: these funds are collected to pay principal and interest on the Sugar Pine Reservoir loan and the 1997 Improvement Project loans. The goal is to have a full year's loan repayment in reserve.

Capital Reserves: These funds are from connection fees collected by the District upon new development of properties, from Board directed additions from non-operating revenue such as grants and funds from water transfers and from funds transferred from revenues. The reserve goal is to earmark \$427,000 annually from operating revenue to capital reserves. Funds from this reserve are used for capital improvements and capital repairs.

For questions or other additional information, please contact Hank White, General Manager, at gm@foresthillpud.com or (530) 367-2511.

**Foresthill Public Utility District
Draft Budget
Budget Revenues and Expenses by Fund and Category
For the Year Ending June 30, 2025**

Description	FY 2025 Proposed Budget	FY 2024 Budget	FY 2024 Projected	FY 2023 Actual	FY 2022 Actual	FY 2021 Actual	FY 2020 Actual	FY 2019 Actual
General Fund Revenues	3,101,000	2,791,000	3,062,440	4,145,333	2,828,350	2,864,459	2,233,493	2,315,687
Operational Expenses								
Source of Supply	25,000	40,000	8,546	21,656	39,757	53,106	33,508	51,992
Pumping	24,200	32,500	13,437	24,522	22,663	25,800	23,295	20,196
Treatment	368,000	370,000	431,873	465,559	366,848	275,567	268,467	239,993
Distribution	536,000	531,000	377,613	478,018	331,380	383,321	348,913	363,784
Customer Service	356,000	397,000	356,641	332,361	470,688	444,124	428,856	372,973
Regulatory Compliance	304,000	316,000	230,404	233,420	284,930	301,575	328,102	218,797
Management and Administration	539,000	427,000	433,097	358,930	328,635	315,350	236,204	259,903
Total Operational Expenses	2,152,200	2,113,500	1,851,611	1,914,466	1,844,901	1,798,843	1,667,344	1,527,637
Net Operations	948,800	677,500	1,210,830	2,230,867	983,449	1,065,616	566,149	788,050
Non-Operating Activity								
Sale of fixed assets	0	0		0	0			0
Transfers for Debt Service	0	0		0	0	0	0	0
General Fund contribution to Assessment #2	(86,000)	(100,000)	(86,000)	0	0	(100,000)	(100,000)	0
General fund contribution to Capital activities	(472,000)	(427,000)	(427,000)	1,244,036	363,573	73,738	10,634	0
Total Non-Operating Activity	(558,000)	(527,000)	(513,000)	1,244,036	363,573	(26,262)	(89,366)	0
Increase/(Decrease) in Net Position	\$390,800	\$150,500	\$697,830	\$3,474,903	\$1,347,022	\$1,039,354	\$476,783	\$788,050

Overview of Revenues, Expenses and Non-operating activity. Revenue and Operational Expenses are shown in greater detail in following pages

General Fund contribution to Assessment District #2 was \$100,000 per year. Assessment District #2 was formed by the voters in 1996 for

Water System Improvement and Highway Relocation Projects

General Fund Revenues high in FY23 due to large \$1.2M grant from PCWA

FY 23 Actual Revenue includes \$1.2M grant

FY 23 Actual General Fund contribution to Capital Activities includes \$1.2M grant

FY 23 Non-operating activity subject to audit results.

FY 24 General Fund contribution (\$427k) to Capital activities is from 2021 Rate study and is based on average projected contribution.

Management and Administration expenses increasing due to loss of Finance Manager and additional consulting services to replace salaried employee

FY 25 General Fund contribution to Assessment District #2 is now around \$86,000 a year

**Foresthill Public Utility District
Draft Budget
General Fund Revenues
For the Year Ending June 30, 2025**

Description	FY 2024 Draft Budget	FY 2024 Budget	FY 2024 Projected	FY 2023 Actual	FY 2022 Actual	FY 2021 Actual	FY 2020 Actual	FY 2019 Actual
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General Fund Revenues

Water Service	2,283,000	2,000,000	2,237,962	2,128,763	1,796,611	1,808,836	1,863,457	1,829,583
Water - Usage	546,000	540,000	535,248	553,237	711,457	224,213	177,125	188,479
Meter Installation	2,000	6,000	2,744	4,289	11,433	5,250	2,250	6,000
Interest Income	75,000	65,000	137,819	110,203	63,288	67,235	78,242	91,038
Property Tax Revenue	130,000	125,000	118,531	124,440	112,792	107,050	103,522	98,347
Water Charges Penalties		-	-	-	-	-	32,309	44,520
Service Charges and Reconnects	20,000	15,000	30,137	23,710	22,399	20,202	26,507	12,657
Grants, water transfers and reimbursed expenses	45,000	40,000	-	1,200,691	115,789	682,680	5,824	100,568

Total General Fund Revenues	3,101,000	2,791,000	3,062,440	4,145,333	2,828,350	2,864,459	2,233,493	2,315,687
Total General Fund less Grants	3,056,000	2,751,000	3,062,440	2,944,642	2,712,561	2,181,779	2,227,669	2,215,119

Revenues

The majority of revenues for the District come from customer billings for water service. The District currently bills approximately 1975 residential and 80 non-residential for a total of 2055 customers.

The expected revenues are conservative and carries on the rates that went into effect on July 15, 2024 which included a 2.0% annualized increase.

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

Water Charges Penalties removed within 2020 due to Governor's orders under COVID and not reinstated.

FY2024 budget comments

FY 2022 actual contains three months from prior rate study, which impacts the split of revenue between Service and Usage.

During 2022-23, a grant from the Placer County Water Agency provided \$1,250,000 of the Sierra View Line project.

FY 23 and FY 22 Property taxes are shown based on the tax year. Financial Audit will depict tax revenue based on date recorded.

FY 2025 Budget Comments

Financial advisor indicates that FYE 2025 may be a softer year than 2024 for Interest Income

**Foresthill Public Utility District
Draft Budget
Summary of Expenses by Function
For the Year Ending June 30, 2025**

Description	FY 2025 Proposed Budget	FY 2024 Budget	FY 2024 March Projection	FY 2023 Actual	FY2022 Actual	FY 2021 Actual	FY 2020 Actual	FY 2019 Actual
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Summary of Expenses by Function

51000	Salaries	811,000	774,000	659,683	782,518	814,361	752,845	740,172	703,085
52000	Taxes	62,200	60,500	50,867	62,139	60,317	60,213	55,441	55,159
52000	Benefits	349,000	305,000	296,373	317,335	346,759	323,017	299,967	313,073
53000	Supplies	137,000	142,000	128,188	131,633	93,244	115,418	78,563	94,728
54000	Equipment	56,000	72,000	24,408	69,724	65,335	62,970	42,043	29,848
55000	Contracted Services	434,000	511,000	445,885	389,848	259,615	303,525	309,599	184,563
57000	Utilities	77,000	76,000	61,988	67,137	52,874	52,991	50,607	40,301
58000	Insurances and fees	226,000	173,000	182,670	94,132	152,395	127,864	90,953	106,880

Total	2,152,200	2,113,500	1,850,062	1,914,466	1,844,901	1,798,843	1,667,344	1,527,637
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This is a summary sheet of Expenses by Function. The details are within the following sheets

FY 2023 actual, account 58000 includes a one time credit of \$86603 based on an accrual for Miners Camp restitution.

This was finally determined to be only \$468 and the excess accrual was credited back.

This is an unusual event and not expected to reoccur. The detail for this item is in the Regulatory Function

FY 2024 Budget Comments

Contracted Services, 55000, includes services for accounting and operations activities and is instead of Salaries and Benefits.

Details are on the following sheets. This is due to loss of Finance Manager and operations employees.

FY 2025 Budget Comments

Salaries return to routine without contract services for operations, but accounting remains as Contract Service.

**Foresthill Public Utility District
Draft Budget
Source of Supply
For the Year Ending June 30, 2025**

Account Number	Description	FY 2025 Proposed Budget	FY 2024 Budget	FY 2024 March Projection	FY 2023 Actual	FY 2022 Actual	FY 2021 Actual	FY 2020 Actual	FY 2019 Actual
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Source of Supply

51000	Salaries	9,000	20,000	480	10,462	24,332	29,047	18,945	29,115
52000	Taxes	1,000	2,000	34	834	1,802	1,786	1,419	2,284
52100	Benefits	3,000	7,000	181	3,896	9,048	12,440	7,322	10,747
53000	Maintenance	2,000	2,000	-	646	1,573	2,342	218	1,805
54000	Vehicle Expense	2,000	2,000	-	-	1,087	23	-	1,839
55000	Contracted Services	1,000	1,000	-	410	(310)		2,500	
56000	Training and Seminars			-	-		-	-	
57020	Utilities	7,000	6,000	7,851	5,408	2,224	7,469	3,104	6,201
58055	Other (depreciation)	-	-	-	-		-	-	

Total		25,000	40,000	8,546	21,656	39,757	53,106	33,508	51,992
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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*

General Manager	0%
Admin Assistant (step 2)	0%
Customer Service (PT)	0%
Customer Service (PT)	0%
Utility Operator III (Step III)	5%
Utility Operator IV (Step 6)	5%
Utility Operator V (Step 7)	0%
Operations Supervisor (Step 9)	0%
Chief Operator (PT)	0%

* 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
Draft Budget
Pumping
For the Year Ending June 30, 2025**

Account Number	Description	FY 2025 Proposed Budget	FY 2024 Budget	FY 2024 March Projection	FY 2023 Actual	FY 2022 Actual	FY 2021 Actual	FY 2020 Actual	FY 2019 Actual
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Pumping

51000	Salaries	2,000	6,000	-	3,804	5,066	4,735	6,896	6,386
52000	Taxes	200	500	-	304	375	291	517	501
52100	Benefits	1,000	2,000	-	1,417	1,884	2,028	2,665	2,357
53000	Materials and supplies	2,000	2,000	677	1,127	952	587	476	642
54000	Equipment expense	1,000	1,000	-		448	5,989	869	
57020	Utilities	12,000	13,000	11,547	11,232	10,379	9,202	7,821	9,511
57030	Propane	6,000	8,000	1,212	6,638	3,560	2,969	4,052	799
58000	Other (Depreciation)			-	-				

Total		24,200	32,500	13,437	24,522	22,663	25,800	23,295	20,196
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Pumping

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

General Manager	0%
Admin Assistant (step 2)	0%
Customer Service (PT)	0%
Customer Service (PT)	0%
Utility Operator III (Step III)	1%
Utility Operator IV (Step 6)	1%
Utility Operator V (Step 7)	0%
Operations Supervisor (Step 9)	0%
Chief Operator (PT)	0%

* 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
Draft Budget
Treatment
For the Year Ending June 30, 2025**

Account Number	Description	FY 2025 Proposed Budget	FY 2024 Budget	FY 2024 March Projection	FY 2023 Actual	FY 2022 Actual	FY 2021 Actual	FY 2020 Actual	FY 2019 Actual
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Treatment

51000	Salaries	176,000	157,000	228,204	226,790	197,259	140,531	144,904	138,647
52000	Taxes	13,000	12,000	15,614	18,088	14,610	8,638	10,854	10,877
52100	Benefits	65,000	59,000	83,923	84,463	73,353	60,185	56,004	51,178
53030+40	Operating supplies	15,000	9,000	13,887	7,189	2,717	2,647	2,041	8,905
53060	Uniforms	3,000	5,000	7,008	5,957	2,603	2,436	2,946	1,076
53500	Chemicals	46,000	40,000	43,963	37,784	43,288	34,455	23,575	16,817
54020	Vehicle Expense	2,000	5,000	-	2,858	3,762	2,318	9,819	3,382
54040	Equipment Maintenance	2,000	4,000	-	1,025	1,953	4,521	1,180	1,656
54110	General Shop Maintenance	3,000	3,000	1,549	2,947	2,448	1,250		
55000	Contracted Services	10,000	45,000	11,566	51,313	4,299			
56000	Training and Seminars	1,000	1,000	-	125				
57000	Utilities	27,000	24,000	25,760	21,800	19,256	17,737	14,230	7,408
57030	Propane	5,000	6,000	400	5,220	1,300	850	2,914	47
58000	Other (depreciation)			-	-				

Total		368,000	370,000	431,873	465,559	366,848	275,567	268,467	239,993
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Treatment	
The treatment facility filters and treats the water to make sure it is of the highest quality. Most of the activities and procedures at the treatment plant are to comply with State and Federal regulations and could be reported in the Regulatory Compliance cost center.	
Since these costs are specific to the treatment function, they are reported here, in the Treatment Department	
General Manager	0%
Admin Assistant (step 2)	0%
Customer Service (PT)	0%
Customer Service (PT)	0%
Utility Operator III (Step III)	42%
Utility Operator IV (Step 6)	42%
Utility Operator V (Step 7)	25%
Operations Supervisor (Step	0%
Chief Operator (PT)	80%
* 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.	
For part of FY23 and part of FY 24, Contracted Services includes a contract employee instead of Salary and Benefits for Chief Operator.	
For 2025, plan is to have regular employees and not contract employees in this function.	

**Foresthill Public Utility District
Draft Budget
Distribution
For the Year Ending June 30, 2025**

Account Number	Description	FY 2025 Proposed Budget	FY 2024 Budget	FY 2024 March Projection	FY 2023 Actual	FY 2022 Actual	FY 2021 Actual	FY 2020 Actual	FY 2019 Actual
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Distribution

51000	Salaries	303,000	256,000	153,220	239,501	189,928	201,862	200,737	203,968
52000	Taxes	23,000	20,000	10,273	18,935	14,067	12,408	15,036	16,002
52100	Benefits	112,000	96,000	55,372	88,319	70,627	86,451	77,583	75,290
53000	Operating Supplies	52,000	66,000	49,727	60,708	27,821	54,331	32,324	37,474
53060	Uniforms	3,000	5,000	4,024	3,057	4,139	4,087	4,674	5,818
54020	Vehicle Expense	20,000	18,000	17,315	18,163	22,091	8,366	13,745	12,341
54030	Equipment rentals/repairs	9,000	10,000	6,888	13,149	565	5,099	3,122	4,775
54110	General Shop Maintenance	4,000	4,000	-	2,186	444	9,445		1,579
55000	Contracted Services	6,000	52,000	76,321	32,319	351		693	3,512
56000	Training and Seminars	1,000	2,000	547	-	195			100
57000	Utilities	3,000	2,000	3,100	1,681	1,150	1,272	1,000	2,925
58100	Regulatory and General	-	-	825	-				

Total		536,000	531,000	377,613	478,018	331,380	383,321	348,913	363,784
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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. Many of the activities and procedures in the Distribution department are to comply with State and Federal regulations and could be reported in the Regulatory Compliance cost center. Since these costs are specific to the distribution function, they are reported separately, here, in the Distribution department.

General Manager	0%
Admin Assistant (step 2)	0%
Customer Service (PT)	0%
Customer Service (PT)	0%
Utility Operator III (Step III)	42%
Utility Operator IV (Step 6)	42%
Utility Operator V (Step 7)	75%
Operations Supervisor (Step 9)	100%
Chief Operator (PT)	20%

* 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.

**For part of FY23 and expected part of FY 24, Contracted Services includes a contract employee instead of a portion of Salary and Benefits for Utility Operator / Chief Operator
For 2025, plan is to have regular employees and not contract employees in this function.**

**Foresthill Public Utility District
Draft Budget
Customer Service
For the Year Ending June 30, 2025**

Account Number	Description	FY 2025 Proposed Budget	FY 2024 Budget	FY 2024 March Projection	FY 2023 Actual	FY 2022 Actual	FY 2021 Actual	FY 2020 Actual	FY 2019 Actual
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Customer Service

51000	Customer Service Salaries	192,000	218,000	199,111	193,247	280,412	236,117	244,964	228,280
52000	Taxes	15,000	17,000	12,859	14,712	20,769	14,514	18,348	17,909
52100	Benefits	70,000	82,000	69,373	68,278	104,275	101,121	94,676	84,264
53010	Office Supplies	6,000	5,000	7,985	5,112	3,151	3,320	4,006	12,938
54010	Equipment maintenance	3,000	5,000	205	6,680	10,012	1,876	1,239	1,900
55020	Computer Enhancement Service	16,000	16,000	15,709	18,598	15,020	14,820	14,970	13,118
55210	Contracted Services	42,000	42,000	39,737	15,506	27,841	63,356	38,123	7,000
57010	Telephone & Internet	12,000	12,000	11,662	10,228	9,208	8,999	12,529	7,564
58010	Other (Bank Fees)			-	-				

Total		356,000	397,000	356,641	332,361	470,688	444,124	428,856	372,973
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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.

General Manager	50%
Admin Assistant (step 2)	70%
Customer Service (PT)	100%
Customer Service (PT)	80%
Utility Operator III (Step III)	5%
Utility Operator IV (Step 6)	5%
Utility Operator V (Step 7)	0%
Operations Supervisor (Step 9)	0%
Chief Operator (PT)	0%

* 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.

Cost reductions can be seen post FY 2022 as a result of a reduction in staffing from roughly 3 to 1.8

**Foresthill Public Utility District
Draft Budget
Regulatory Compliance
For the Year Ending June 30, 2025**

Account Number	Description	FY 2025 Proposed Budget	FY 2024 Budget	FY 2024 March Projection	FY 2023 Actual	FY 2022 Actual	FY 2021 Actual	FY 2020 Actual	FY 2019 Actual
Regulatory Compliance									
51000	Salaries	74,000	66,000	41,849	44,710	45,387	39,941	47,908	42,388
52000	Taxes	6,000	5,000	2,645	3,367	3,362	2,455	3,588	3,326
52100	Benefits	27,000	25,000	14,244	15,606	16,878	17,105	18,516	15,646
53000	Supplies	1,000	1,000	87	3,729	355	4,588	2,093	2,748
54050	Department of Transportation testing	-	1,000	-	-	194	536	536	
55010	Water Analysis	10,000	10,000	8,786	7,733	6,444	11,096	7,061	8,430
55030	Accounting and Auditing	2,000	30,000	2,200	19,496	12,611	13,825	13,300	10,800
55050	Legal Services	50,000	50,000	43,342	101,961	95,258	72,935	129,844	29,083
55080	State Dam Inspection	65,000	65,000	62,515	59,841	55,597	50,940	52,910	66,869
56050	Restoration Fee - US Bureau of Reclamation	25,000	25,000	22,215	22,776	23,384	47,884	23,246	20,711
56060	State Dept. of Public Health	18,000	13,000	18,105	18,791	5,621	12,503	8,932	7,874
56040	Water Rights and Storage Fees	14,000	14,000	4,416	13,475	13,306	13,086	12,965	3,448
58000	Other fees	6,000	6,000	4,076	(85,363)	2,097	5,655	5,655	5,706
58055	Placer County Hazmat permit	6,000	5,000	5,923	7,298	4,438	9,026	1,549	1,768
60000	Instrumentation Study - Div. of Safety of Dams		-	-					
Total		304,000	316,000	230,404	233,420	284,930	301,575	328,102	218,797

Regulatory Compliance	
The expenses in this department are for activities imposed upon the District by outside agencies, like the Federal and State governments.	
General Manager	30%
Admin Assistant (step 2)	10%
Customer Service (PT)	0%
Customer Service (PT)	0%
Utility Operator III (Step III)	5%
Utility Operator IV (Step 6)	5%
Utility Operator V (Step 7)	0%
Operations Supervisor (Step 9)	0%
Chief Operator (PT)	0%
* 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.	
FY 24 Budget Comments	
Accounting and Auditing includes required annual financial Audit, which is now expected to be more costly	
Legal services lowered due to end of Miner's Camp lawsuit part way through FY 24	
Other Fees, FY 23 is due to a one-time event and will not occur again in FY 24. As is appropriate, an estimated settlement amount for the Miner's Camp lawsuit was placed in a liability account pending the litigation outcome. When the litigation was court settled for a total of \$468, the expense was backed out of the liability account with an entry here.	
FY 25 Comments: Accounting and Auditing moved to Administrative	
Additional labor has been budgeted here to comply with EPA Lead Service Line Inventory and several Division of Drinking Water new requirements	

**Foresthill Public Utility District
Draft Budget
Management and Administration
For the Year Ending June 30, 2025**

Account Number	Description	FY 2025 Proposed Budget	FY 2024 Budget	FY 2024 March Projection	FY 2023 Actual	FY 2022 Actual	FY 2021 Actual	FY 2020 Actual	FY 2019 Actual
Management and Administration									
51000	Salaries	55,000	51,000	36,818	64,004	71,977	100,613	75,818	54,301
52000	Taxes	4,000	4,000	9,442	5,899	5,331	20,121	5,679	4,260
52000	Benefits	21,000	19,000	17,215	35,595	53,136	28,600	29,303	60,420
52090	Retiree Medical Insurance	50,000	15,000	56,065	19,761	17,559	15,087	13,899	13,171
53000	Materials and supplies	7,000	7,000	829	6,324	6,645	6,626	6,209	6,505
54110	Maintenance	10,000	20,000	-	22,716	22,526	24,083	12,070	2,376
55040	County Tax Collection Charge	3,000	3,000	-			2,544	2,520	1,718
55030	Accounting and Auditing	172,000	144,000	140,973	27,629				
56010	Dues and Subscriptions	12,000	12,000	8,931	19,531	11,319	11,186	10,988	9,693
56020	Travel - Seminars/Workshops	2,000	2,000	2,338		879	373	1,456	1,394
57020	Utilities	5,000	5,000	455	4,930	5,796	4,494	4,957	5,846
58010	General Expense	5,000	5,000	4,231	-	5,883	1,903	165	2,216
58020	Election Expense	6,000	-	-	5,816		5,706		500
58050	Bank analysis/other fees	17,000	10,000	21,293	12,791	17,401	5,228	5,199	5,383
58060	Liability and Vehicle Insurance	140,000	100,000	107,766	102,183	83,813	63,176	45,336	40,120
58422	Pension liability	30,000	30,000	26,741	31,751	26,370	25,610	20,605	40,000
Total		539,000	427,000	433,097	358,930	328,635	315,350	236,204	259,903

Management, Administration 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.

General Manager	20%
Admin Assistant (step 2)	20%
Customer Service (PT)	0%
Customer Service (PT)	20%
Utility Operator III (Step III)	0%
Utility Operator IV (Step 6)	0%
Utility Operator V (Step 7)	0%
Operations Supervisor (Step 9)	0%
Chief Operator (PT)	0%

* 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.

FY 24 Budget comments
Starting around April 2023 a Contractor was hired to replace the loss of Financial Manager. That replacement is expected to continue.
Maintenance includes \$6,567 of depreciation, which should have not been included. [Post adopted comment]
FY 25 Comments: Accounting and auditing now includes routine accounting service and annual audit as well as increases in annual audit cost and accounting support for the audit. (transferred from regulatory due to recommendation from accounting consultant)
Liability and vehicle insurance estimation based on communication with Special District Risk Management Authority.

Item J 2

2025 Review of 2015 FPUD 5-YR. Repair & Replacement Study				FYE 2025	FYE 2026	FYE 2027	FYE 2028	FYE 2029	5 YR. Total
Sugar Pine Dam & Reservoir	Useful Life	Action Due	Estimate						
Water Right Permit Extension	50 yrs.	in process	\$1,000,000	\$10,000					\$10,000
Radial Gates Project	50 yrs.	on hold	\$10,000,000						
Roof Repairs at Sugar Pine Bldg. (2K ft^2)	30 yrs.	on hold	\$80,000						
Deformation Survey and monuments	5	2028	\$30,000				\$30,000		\$30,000
Auxiliary power system	10	2025	\$50,000	\$50,000					\$50,000
Regulatory Expenses									
DSOD Emergency Action Plan	10	2023	\$10,000	\$10,000					\$10,000
Cost of Service Study	5	2026	\$125,000		\$125,000				\$125,000
DSOD Spillway Condition Assessment	5	2023	\$10,000	\$10,000					\$10,000
Treatment Plant									
Addition of Filter	20 yrs.	on hold	\$2,000,000						
Auxiliary Generators	20 yrs.	2025	\$200,000	\$100,000	\$100,000				\$200,000
Scaffold system for filters	30	2025	\$20,000	\$20,000					\$20,000
Control Panel Replacement	15	2025	\$100,000	\$100,000					\$100,000
SCADA/GIS	15	2025	\$50,000	\$25,000	\$25,000				\$50,000
Lime system rehabilitation	20	2025	\$80,000	\$80,000					\$80,000
Rehabilitate storage tank	40	2027	\$500,000			\$500,000			\$500,000
Asphalt sealing (51,000 sq.-ft)	10	2025	\$30,000	\$30,000					\$30,000
** Eq/Inventory building	30 yrs.	2026	\$200,000		\$100,000	\$100,000			\$200,000
Replace surface wash nozzles	10	2025	\$10,000		\$10,000				\$10,000
Transmission & Distribution									
Ditch Witch Vacuum Trailer	20 yrs.	2025	\$120,000	\$120,000					\$120,000
Auxiliary Storage Tank/pump station	50 yrs.	2025	\$2,045,000	\$45,000				\$2,000,000	\$2,045,000
Race Track PL (2,000 ft)	50 yrs.	2027	\$1,000,000			\$1,000,000			\$1,000,000
Remaining Pipes (Distribution)	50 yrs.	Planning	\$18,000,000				\$500,000	\$500,000	\$1,000,000
ltron Receiver/Handhelds	10 yrs.	2025	\$80,000	\$80,000					\$80,000
Pressure Reducing Stations QTY 42	40 yrs.	Annual	\$200,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000
Lead service line inventory	20 yrs.	2025	\$15,000	\$15,000					\$15,000
Bulk water filling station	20 yrs.	2025	\$50,000	\$50,000					\$50,000
Mobile light tower (Generac)	20 yrs.	2025	\$15,000	\$15,000					\$15,000
Administration									
Computers & Software	5 yrs.	in process	\$20,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$20,000
Replace copy machine	15	2025	\$15,000	\$15,000					\$15,000
Facilities/Repairs (Paint & back office)	annual	in process	\$27,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Equipment/Vehicles									
Vehicle Fleet (2023 Service Rig)	10 yrs.	in process	\$180,000	\$100,000		\$100,000		\$100,000	\$300,000
Backhoe	20 yrs.	Pending	\$150,000	\$150,000					\$150,000
Estimates:			\$36,412,000	\$1,074,000	\$409,000	\$1,749,000	\$579,000	\$2,649,000	\$6,460,000

Item J 3

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: _____

From: (Public Agency): _____

(Address)

Project Title: _____

Project Applicant: _____

Project Location - Specific:

Project Location - City: _____ Project Location - County: _____

Description of Nature, Purpose and Beneficiaries of Project:

Name of Public Agency Approving Project: _____

Name of Person or Agency Carrying Out Project: _____

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
Declared Emergency (Sec. 21080(b)(3); 15269(a));
Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
Categorical Exemption. State type and section number:
Statutory Exemptions. State code number:

Reasons why project is exempt:

Lead Agency

Contact Person: _____ Area Code/Telephone/Extension: _____

If filed by applicant:

- 1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

Item J 4

To: Board of Directors
From: Henry N. White
Date: August 7, 2024
Subject: Requesting approval for purchase of Itron mobile collection equipment

Recommendation: Approve the purchase of meter reading equipment for an amount not to exceed \$60,000.

Background: In February 2014, Foresthill purchased Itron MC Lite meter reading mobile collector devices to automatically read water meters throughout the district. Staff has been informed by the Itron corporation that this equipment will no longer be supported by the corporation. Staff researched replacement equipment and found the Itron Temetra Driveby MC4Max to be the appropriate replacement equipment. Replacement of this equipment now is necessary to maintain the efficiencies provided by automatic meter reading and to get ahead of the 2026 end-of-life for the existing equipment.

Financial Implications: There are adequate provisions to purchase the equipment in the 2024 – 2029 Capital Improvement Plan budget.

Attachments:

Quotation for purchase of necessary equipment and subscription



Meter, Valve & Control
 1499 SUNNYBROOK RD
 ALAMO, CA 94507

Quote

Date	Quote #
04/02/2024	SO-009337

Name / Address
FORESTHILL PUBLIC UTILITY DISTRICT 24540 MAIN ST FORESTHILL, CA 94631 United States (530) 367-2121 NLongly@foresthillpud.com

Ship to
FORESTHILL PUBLIC UTILITY DISTRICT NATHAN LONGLY 24540 MAIN ST FORESTHILL, CA 94631 United States

Reference	Payment Terms	FOB	Lead Time
ITRON METER READING SOLUTION UPGRADE (TEMETRA) - MC4MAX	NET 30	ALAMO CA 94507	INQUIRE AT TIME OF PURCHASE

Item	Description	Qty	Cost	Comment	Amount
WME-MC4Max-NoComputer-25K	Itron MC4Max - Mobile Collection Equipment Bundle NO COMPUTER NO DOCK, 1-24,999 Connections/Endpoints	1	26,334.94		26,334.94
WME-IMR-0902-003	ITRON MOBILE RADIO 2, PROVIDED WITH USB CABLE AND CHARGER	1	2,842.08		2,842.08
ME-IMR-CLIP (MSE-0440-002)	ITRON MOBILE RADIOWALK BY READER CARRY ACCESSORY, INCLUDING SHOULDER AND BELT CLIP	1	115.60		115.60
SVC-TEMETRA-RWK-SETUP	Temetra Network Setup (Creation of New Temetra Environment by Itron Cloud Services)	1	3,000.00		3,000.00
SVC-TEM-DB-A-SUB	Temetra Driveby, Up To 2500 Endpoints, Subscription	1	5,665.00	Annual Fee - Amendment to Itron Contract	5,665.00

Item	Description	Qty	Cost	Comment	Amount
SERVICES-ITRON-TEMETRA	Hybrid (Remote/On-site) Implementation, Integration, Setup and Training Delivery Services	1	15,000.00	See Template Statement of Work Attached for Detail	15,000.00
SALES TAX ADJUSTED	SALES TAX ADJUSTED	1	2,123.71	7.25% (Hardware Only)	2,123.71

Prices are firm for 30 days, subject to change without notice after 30 days. Returns are subject to a 30% restocking charge and must be in good condition and in original packaging for MV&C evaluation.	Subtotal	55,081.33
	Tax	0.00
	Total	55,081.33

Phone #	Fax #	Sales Representative	Website
877-666-3837	(925) 407-2903	CHRIS HENRICH chris@mvandc.com	www.mvandc.com

Quote Memo:
 Current Meter Reading Hardware + Software (Solution):



Item J 5

Memorandum

To: Board of Directors
From: Henry N. White
Date: August 7, 2024
Subject: Requesting extension of General Manager employment agreement

Recommendation: Approve the extension of the General Manager employment agreement through December 31, 2029, with no changes to compensation approved by the Board of Directors on May 9, 2024.

Background: The current employment agreement expires on December 31, 2024, and I am requesting an extension to that contract. I have been serving as the agency's General Manager since August 2013. During my tenure, Foresthill has invested over \$8 million in capital projects without any additional debt. Foresthill has secured \$1,770,291 in grant funding and brought in \$1,896,400 in revenue from water transfers. Foresthill has saved \$1,086,995 in interest expense by the successful refinancing of existing debt. I assisted customers during COVID 19 by securing \$62,002 in federal funding that directly benefitted customers. I also assisted customers by enrolling in the Low-Income Household Water Assistance Program, bringing in \$17,433 to pay water bills for low-income families. Foresthill has had no worker's compensation claims for six consecutive years and no paid property liability claims in nine consecutive years. During my service, 10% of Foresthill's aging distribution system has been replaced and treated water storage has been doubled. Over the last 11 years, Foresthill has had zero Safe Drinking Water Act violations, zero boil orders and zero extended outages or interruptions to service. Foresthill has experienced 11 consecutive years of closing the year in a positive net position and ten consecutive independent audits with the highest ratings for the accuracy of the agency's financial reporting. Considering my 36 years of experience in the industry and full support of district staff, extending this employment agreement is a reasonable and appropriate decision.

FORESTHILL PUBLIC UTILITY DISTRICT
GENERAL MANAGER EMPLOYMENT AGREEMENT

This General Manager Employment Agreement (“Agreement”) is made and entered into this 13 day of May 2015, by and between the **Foresthill Public Utility District** ("District") and **Henry (Hank) N. White** ("Employee").

AGREEMENT

1. DUTIES.

1.1 The District hereby employs Employee as General Manager to perform the functions and duties specified in the laws of the State of California, Ordinances, Resolutions and the Policy Handbook of the District, and to perform such other duties and functions as the Board of Directors (the “Board”) shall from time-to-time assign.

1.1.1 Full Energy and Skill. Employee shall perform the duties of the District General Manager and shall be available at all reasonable times to the extent required to perform the duties of his position. Although it is generally understood that the normal business hours of the District are from 8:00 a.m. to 4:30 p.m. (excluding Saturday, Sunday and holidays), Employee and the District agree, because of Employee’s responsibility as General Manager, that Employee shall not be designated to work specific assigned hours each day, but shall be available at all reasonable times to the extent required to perform the duties of the General Manager, unless on approved vacation leave, sick leave, administrative leave or other approved leave. Thus, based on the requirements of his management position, Employee shall not be entitled to receive overtime. The General Manager position is an exempt position.

1.1.2 Conflict. Employee shall not engage in any employment, activity, consulting service, or other enterprise for compensation or otherwise, which is actually in conflict with, inimical to, or which interferes with the performance of his duties as District General Manager. He acknowledges that he is subject to the various conflict of interest requirements found in the California Government Code and state and local policies and regulations. The expenditure of reasonable amounts of time not in conflict with the District’s needs and interests for educational, charitable, community and professional activities shall not be deemed a breach of this Agreement and shall not require prior consent.

1.1.3 Permission Required for Outside Activities. Employee shall not engage in any employment, activity, consulting service or other enterprise for compensation or otherwise, without the express, written consent of the District Board. Employee’s activities as a landlord or as an executor of an estate shall not be subject to the limitations of this section.

1.1.4 Professional Activities. During his appointment as District General Manager, Employee may, with the consent of the District Board, attend and/or participate in professional activities, including, but not limited to, meetings, conferences and other events conducted or sponsored by, for example and without limitation, the California Special Districts

Association and the Association of California Water Agencies, Mountain counties Water Resources Association and Rural Communities Assistance Corporation.

2. TERM OF AGREEMENT.

The term of this Agreement shall be for five (5) years commencing on May 13th, 2015, and continuing through December 31, 2020, unless sooner terminated or otherwise extended as provided for in this AGREEMENT. This AGREEMENT may be extended for such additional term and on such other terms, conditions and provisions as may be mutually agreed upon between DISTRICT and WHITE.

3. COMPENSATION AND BENEFITS.

3.1 Salary. The District agrees to pay Employee for services rendered at the rate of one hundred twenty-six thousand dollars and No/100 Dollars (\$126,000.00) per year, payable bi-monthly, in accordance with standard payroll processing of the District. All salary shall be subject to all necessary withholdings and deductions for Social Security, income taxes, retirement or other approved deductions. The Board may consider adjustments in Employee's salary as the Board deems warranted based on performance and achievement of results by the Employee.

3.2 Administrative Leave. Employee shall be granted twenty (20) paid administrative leave days per year. The accrual of the entire twenty (20) days of administrative leave shall occur on the first day of employment and the annual anniversary date of that first day of employment thereafter. Accrual of Administrative Leave shall not exceed 40 days unless approved by the Board. Upon separation of employment, if Employee has administrative leave remaining, Employee will be compensated at Employee's rate of pay at the time of separation for any unused hours remaining.

3.3 Cost of Living. During the term of this Agreement, Employee may receive a periodic cost of living increase as determined by the Board in its sole discretion.

3.4 Benefits. In addition to the salary referred to above, the District shall provide the following compensation package:

Vacation: Employee shall accrue vacation at the rate of 7.69 hours per two week pay period. The amount of vacation can be increased by the Board of Directors based on additional years of service. Vacation accrual for Employee shall not exceed 1,040 hours unless approved by the Board of Directors. Upon Separation of employment, if Employee has vacation time remaining, Employee will be compensated at Employee's rate of pay at the time of separation for any unused hours remaining.

Holidays – 13 holidays per year.

Paid Sick Leave – 96 hours per year accrued on a bi-monthly basis. Upon separation of employment, the Employee shall be compensated at Employee's rate of pay at the time of separation for any unused sick leave. The Employee may elect to use sick leave pursuant to California Public Employee Retirement rules at retirement.

Retirement – Employee will participate in California Public Employees Retirement System in the 3% @ 60 plan and the District agrees to pay employee’s full eight percent (8%) contribution. The District also participates in Social Security.

Health Insurance – ACWA/JPIA Healthcare Program, with a choice of HMOs and PPOs and the District paying 80% of the Premium for the plan selected by the Employee for Employee and family.

Dental Insurance – District pays the full premium for Employee and family.

Vision Insurance – Offered through ACWA/JPIA, with the District paying 80% of the premium for Employee and family.

Life Insurance – Offered through ACWA/JPIA in an amount equal to Employee’s annual salary, with the District paying 80% of the premium.

Cell Phone—The District shall pay \$60 per month to assist in providing Employee with a cell phone plan for his communication with the District Board, staff and others.

4. MOTOR VEHICLE.

The District shall provide Employee with a vehicle for use on District business at no cost to Employee. Vehicle shall be stored at or about District Offices when not in use and shall not be used for purposes of commuting to and from work.

5. TERMINATION.

5.1. In the event Employee terminates this Agreement by (i) written voluntary resignation, (ii) death, or (iii) disability rendering Employee unable to perform the essential function of his job before the expiration of the employment term or any renewal(s) thereof, neither Employee nor Employee’s estate or heirs shall be entitled to any severance pay, or as otherwise provided in Section 6 herein. In the event Employee voluntarily resigns, Employee shall give the District at least thirty (30) days advance written notice, unless the parties agree otherwise. Employee, or in the event of death, Employee’s estate or heirs, shall be paid for any earned salary and any in lieu payments for accumulated benefits or leaves to which Employee was entitled as of the effective date of termination, or date of death.

5.2. The District reserves the right to terminate this Agreement “for cause.” Termination for cause is defined as follows: Termination because of Employee’s (i) material breach of any term of this agreement, (ii) breach of fiduciary duty involving personal profit; (iii) willful violation of law resulting in a conviction by a court of a felony, State or Federal regulations. In the event of a termination for cause as defined, Employee shall not be entitled to any severance pay as provided in Section 6 of this Agreement. Any such termination “for cause” under this section shall be by a four-fifths (4/5ths) majority vote of all of the members of the Board.

5.3 The General Manager shall not be removed from office, nor shall notice of removal be determined, during or within a period of ninety (90) days after any district election

held at which a member of the Board of Directors is elected. The purpose of this provision is to allow any newly elected member to the Board of Directors to observe the actions and ability of the General Manager in his performance prior to making any decisions regarding his continued employment with the District.

6. EMPLOYMENT TERMINATION AND SEVERANCE PAY.

Should the District Board terminate this Agreement for reasons other than “for cause,” as defined in Section 5.2 above, the Employee shall be entitled to severance pay equal to six (6) months salary (plus any in lieu payment for accumulated accrued benefits and leaves). As a condition to receipt of this severance payment, Employee agrees that he will execute a release agreement in an agreeable form presented to him by the District at the time of his termination without cause. Termination of this Agreement for reasons other than “for cause” shall require the affirmative vote of at least four-fifths (4/5ths) majority vote of all of the members of the Board of Directors.

7. PERFORMANCE EVALUATION.

7.1 Employee shall be evaluated at times, and at intervals, determined by the District Board in its sole discretion. Nothing in this provision shall be construed to require the District to grant the Employee pay increases based upon the performance standards, if any, mentioned above, nor to limit in any manner the discretion of the District to grant or not grant pay increases.

7.2 The Board shall schedule annually a meeting of the Board to establish performance goals and objectives which the Board wishes the Employee to address or achieve each fiscal year. The Board may, at its discretion, establish a committee to meet with the Employee to establish and review these performance goals and objectives.

8. REIMBURSEMENT.

The District shall reimburse Employee for reasonable expenses necessarily incurred by Employee in the performance of his duties on behalf of the District. Such reimbursement shall be in the form of either cash reimbursement, based upon proper expense vouchers, or in the alternative, the utilization of a credit card or other similar deferred payment program. Such reimbursement shall be subject to subsequent approval by the District Board. The District Board approval shall not be unreasonably withheld.

9. LICENSING OF EMPLOYEE AND HIS PROFESSIONAL OBLIGATIONS.

Employee shall at all times during the term of this Agreement be licensed as necessary to perform his job. If Employee knows that an actual or apparent agent of the District acts or intends, or refuses, to act in a manner that is likely to be a violation of law reasonably imputable to the District, Employee shall take such actions as are necessary to protect the lawful interests of the District.

10. BONDING, DEFENSE AND INDEMNIFICATION.

10.1 The District shall bear the full cost of any fidelity or other bonds required of Employee under any law or ordinance.

10.2 To the extent permitted by law, the District shall defend, indemnify and hold harmless Employee from any suit, demand, claim or cause of action (collectively "proceeding") brought against him by any third-party or parties for acts or omissions arising from the performance of his official duties, including, but not limited to, claims of negligence or professional malpractice.

10.3 The District retains the authority to settle or compromise any proceeding brought against Employee when, in the sole discretion of the District, such settlement or compromise is in the best interest of the District.

11. OTHER TERMS.

The District, in consultation with Employee, shall fix any other terms and conditions of employment as the District may determine from time-to-time relating to Employee's performance as District General Manager, provided such terms and conditions are not inconsistent with, or in conflict with, the provisions of this Agreement, District Ordinances or Resolutions or any other law. No such terms and conditions shall be binding upon the parties to this Agreement unless and until they are reduced to writing and signed by both parties. Neither party may rely upon such terms and conditions without such an executed writing.

12. NOTICES.

Notices pursuant to this Agreement shall be in writing given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

If to District: Foresthill Public Utility District
P.O. Box 266
Foresthill, CA 95631
Attn: President, Board of Directors

If to Employee: Henry (Hank) N. White
2488 Buffalo Hill Road
Georgetown, CA 95634

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to the civil judicial process. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

13. GENERAL PROVISIONS.

13.1 The text herein shall constitute the entire agreement between the parties and supersedes any and all other writings, documents, correspondence, agreements or understandings, either oral or in writing, between the parties hereto, with respect to the

employment of Employee by the District. Each party to this Agreement acknowledges that no representation, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party that are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding on either party.

13.2 Consistent with other terms herein, this Agreement shall be binding upon and inure to the benefit of Employee's heirs at law and executors.

13.3 If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

13.4 Any modification of this Agreement will be effective only if it is in writing and signed by both Employee and the District.

13.5 This Agreement shall be governed by the laws of the State of California. The venue for any and all litigation arising from this Agreement shall be in the Superior Court located in Placer County or Federal Courts located in Sacramento, California.

13.6 This Agreement may be modified or amended, or any of its provisions waived, only by a subsequent written agreement executed by each of the parties. The parties agree that this requirement for written modifications cannot be waived and any attempted waiver shall be void.

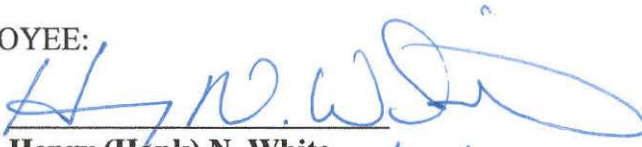
13.7 Employee and the District agree and acknowledge that the provisions of this Agreement have been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the provisions of this Agreement and to have such provisions reviewed by legal counsel, and that both parties agree that they either have had the provisions of this Agreement reviewed by legal counsel or have voluntarily chosen not to do so. The parties agree any ambiguities in construing or interpreting this Agreement shall not be resolved against the drafting party. The titles of the various sections are merely informational and shall not be construed as a substantive portion of this Agreement.

13.8 Employee acknowledges and agrees that this Agreement is for the rendering of professional services to the District and that it may not be assigned to any person, firm, or entity, in whole or in part.

Employee and the District have executed this Agreement as of the date first written above.

EMPLOYEE:

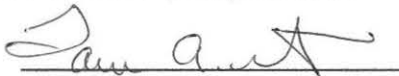
By:


Henry (Hank) N. White
5/18/15

DISTRICT:

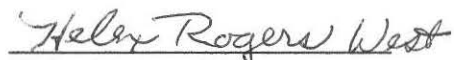
Foresthill Public Utility District

By:


Tamra A. West,
President, Board of Directors

ATTEST:

By:


Name: **Helen Rogers West**
Acting District Clerk

**FORESTHILL PUBLIC UTILITY DISTRICT
GENERAL MANAGER EMPLOYMENT AGREEMENT
AMENDMENT Number 5:**

This Amendment Number 5 ("Amendment") is made and entered into on the 13th day of November 2019 to the General Manager Employment Agreement ("Agreement") signed and executed on the 13th day of May 2015 between the Foresthill Public Utility District ("District") and Henry (Hank) N. White ("Employee").

WHEREAS, the parties hereto desire to amend the Agreement, as hereinafter set forth.

NOW, therefore, in consideration of the mutual agreement, warranties, covenants and agreements contained in the Agreement, as amended, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

Amendment to Section #2. TERM OF AGREEMENT, as follows:

The term of the Agreement shall be amended; continuing and extending the term through December 31, 2024; unless sooner terminated or otherwise extended, as provided for in the Agreement and as may be mutually agreed upon between District and Employee.

Amendment to Section #3. COMPENSATION AND BENEFITS, as follows:

3.1 Salary. Effective August 21, 2019, the District agrees to pay Employee for services rendered at the rate of ONE HUNDRED SIXTY-NINE THOUSAND THREE HUNDRED THIRTY-SEVEN DOLLARS (\$169,337) per year, payable bi-monthly, in accordance with standard payroll processing of the District.

Effective the first pay period in January 2020, and in addition to the salary effective in August 2019, the District agrees to pay Employee for services rendered a Cost of Living Allowance ("COLA") salary adjustment as deemed warranted by the District Board.

All salary shall be subject to all necessary withholdings and deductions for Social Security, income taxes, retirement or other approved deductions. The District Board may consider adjustments in Employee's salary as the District Board deems warranted based on performance and achievement of results by the Employee.

3.4. Benefits.

Health Insurance. The District offers a selection of HNOs and PPOs, with the District paying 80% of the premium for the plan selected by the Employee for Employee and Family.

Vision Insurance. The District offers a selection of Vision plans, with the District paying 80% of the premium for the plan selected by the Employee for Employee and Family

Life Insurance. The District offers a selection of Life insurance plans in an amount equal to Employee's annual salary, with the District paying 80% of the premium.

ENTIRE AGREEMENT:

The Agreement, as amended by the Amendment, contains the entire agreement between the parties and there are no agreements, warranties or representations which are not set forth therein or herein. This Agreement and Amendment may not be modified or amended except by an instrument in writing duly signed by or on behalf of the parties hereto.

GOVERNING LAW:

This Amendment shall be governed by and construed and enforced in accordance with the local laws of California applicable to agreements made and to be performed entirely within the State, without regard to conflict of lawful principles.

SIGNATURES:

Employee and District have executed this Amendment as of the 13th Day of November 2019. It shall be signed on behalf of the Foresthill Public Utility District ("District") by Neil Cochran, President, Board of Directors, and by Henry (Hank) N. White ("Employee") and witness by Addie Poulos, Administrative Assistant.

EMPLOYEE:

BY:  11/18/2019
Henry (Hank) N. White, General Manager

DISTRICT: Foresthill Public Utility District

BY:  11/18/2019
Neil Cochran, President, Board of Directors

ATTEST:

BY:  11/18/2019
Addie Poulos, Administrative Assistant

**FORESTHILL PUBLIC UTILITY DISTRICT
GENERAL MANAGER EMPLOYMENT AGREEMENT
AMENDMENT Number 6:**

This Amendment Number 6 (“Amendment”) is made and entered into on the 14th day of August 2024 to the General Manager Employment Agreement (“Agreement”) signed and executed on the 13th day of May 2015 between the Foresthill Public Utility District (“District”) and Henry N. White (“Employee”).

WHEREAS, the parties hereto desire to amend the Agreement, as hereinafter set forth.

NOW, therefore, in consideration of the mutual agreement, warranties, covenants and agreements contained in the Agreement, as amended, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

Amendment to Section #2. TERM OF AGREEMENT, as follows:

The term of the Agreement shall be amended; continuing and extending the term through December 31, 2029; unless sooner terminated or otherwise extended, as provided for in the Agreement and as may be mutually agreed upon between District and Employee.

Amendment to Section #3. COMPENSATION AND BENEFITS, as follows:

“3.1 Salary. Effective January 3, 2024, the District agrees to pay Employee for services rendered at the rate of \$189,251.03 per year, payable bi-monthly, in accordance with standard payroll processing of the District.

Effective the first pay period in January 2025, and January 2026 and in addition to the salary effective in January 2024, the District agrees to pay Employee for services rendered a cost-of-living allowance salary adjustment equal to the Social Security cost-living-adjustment but not less than 3% as approved by the Board of Directors on May 9, 2024.

All salary shall be subject to all necessary withholdings and deductions for Social Security, income taxes, retirement or other approved deductions. The District Board may consider adjustments in Employee’s salary as the District Board deems warranted based on performance and achievement of results by the Employee.

ENTIRE AGREEMENT:

The Agreement, as amended by the Amendment, contains the entire agreement between the parties and there are no agreements, warranties or representations which are not set forth therein or herein. This Agreement and Amendment may not be modified or amended except by an instrument in writing duly signed by or on behalf of the parties hereto.

GOVERNING LAW:

This Amendment shall be governed by and construed and enforced in accordance with the local laws of California applicable to agreements made and to be performed entirely within the State, without regard to conflict of lawful principles.

SIGNATURES:

Employee and District have executed this Amendment as of the 14th Day of August 2024. It shall be signed on behalf of the Foresthill Public Utility District (“District”) by a member of the Board of Directors and by Henry N. White (“Employee”) and witness by Amber Borba, Administrative Assistant.

EMPLOYEE:

BY: _____
Henry N. White, General Manager

DISTRICT: Foresthill Public Utility District

BY: _____
Board of Directors

ATTEST:

BY: _____
Amber Borba, Administrative Assistant

BOARD MEETING AGENDA 5020

POLICY NUMBE 5020

Type to enter text

Mark

Item J 6 - Markup of Policy 5020 provided by Ron Thompson

5020.10. The Board President in consultation with the General Manager, 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 PM on the seventh day preceding the regular meeting of the Board of Directors. For example, if Board meetings are on Thursday, the agenda will be closed to new items at 12 PM on the preceding Thursday.

5020.21 The request must be in writing and be submitted to the General Manager and forwarded to the President together with supporting documents and information, if any, at least seven (7) business days prior to the close of the agenda for the meeting where the item is to be considered.

5020.22. The Board President, in consultation with the General Manager, shall decide 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 ^{submit a} request ~~that~~ the Board of Directors ^{reconsider} any adverse decision ~~at the next regular meeting of the Board of Directors~~. Any Director may request that the item be placed on the agenda of a regularly scheduled Board regular meeting at the earliest feasible date.

50 fine 54954.2(b)(3)

5020.25 Pursuant to the Browns Act, (54954.29(b)(3) , where an item posted on an agenda for a prior meeting, the item may be continued to a subsequent meeting that is held within five (5) days of the meeting for which the item was properly posted. Under these circumstances, the items need not be posted for the subsequent meeting.

Mark - sent to Board

Mark / Tom Seem

502
Motion: Mark + accept revision per Ron's
for the first 2 paragraphs (5020.10, 21) and to accept revision 22 as modified down the meeting.

Special exclusion the last para in 5020.25

FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020

Item J 6 - Track change
version of Policy 5020
discussed during
5/9/2024 board meeting

5020.10 The ~~General Manager~~Board President, in consultation with the ~~Board President~~General Manager, 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 seventh day preceding the regular meeting of the Board of Directors. For example, if Board meetings are on Thursday, the agenda will be closed to new items at 12 PM on the preceding Thursday.

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 and forwarded to the President 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 Board President, in consultation with 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 submit a request to that the Board of Directors to reconsider any adverse decision. ~~the General Manager's adverse decision at the next regular meeting of the Board of Directors.~~ Notwithstanding the determination of the General Manager, a 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 9

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.