

# 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](http://www.foresthillpud.com)

Wednesday	March 12, 2025	6:00 P.M.
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### A. CALL TO ORDER 6:00 PM

### B. ROLL CALL

\_\_\_\_\_ President Chase Dowling  
\_\_\_\_\_ Vice President Mark Bell  
\_\_\_\_\_ Treasurer Roger Pruett  
\_\_\_\_\_ Director Ron Thompson  
\_\_\_\_\_ Director Dianne Foster

### C. PLEDGE OF ALLEGIANCE

### D. PUBLIC COMMENT:

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

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

1. Approval of February 12, 2025, Regular Board Meeting minutes.
2. Receive and file combined financial reports for January 2025.

### F. ACTION ITEMS:

1. Approve Phase 3 through Phase 6 of the proposal dated March 2, 2025, from CSI Metrics to provide professional services associated with providing a Supervisory Control and Data Acquisition system (SCADA) for the Foresthill Water Treatment Plant for an amount not exceeding \$54,760.  
Recommended action: Approve Phase 3 through Phase 6 (reject Phase 7) of the proposal and direct staff to execute an appropriate agreement not exceeding \$54,760.

Public comment:

2. Authorize the General Manager to purchase a 2024 Chevrolet fleet vehicle four-wheel drive regular cab work truck through the State of California contract #1-22-23-20D for an amount not to exceed \$45,000.

Recommended action: Authorize the General Manager to purchase a fleet vehicle through the state bid process for an amount not to exceed \$45,000

Public comment:

3. Approve proposal from Western Hydrologics to perform a Watershed Sanitary Survey required by Title 22, Section 64665 of the California Code of Regulations for an amount not to exceed \$13,140.

Recommended action: Approve proposal and direct staff to execute an appropriate agreement.

Public comment:

4. Director Thompson's request to revise Board Policy #5020 Board Agenda.

Recommended action: Adopt Policy #5020 with changes approved 2/12/2025.

Public comment:

5. Revise Policy #3021 Reserve Policy including Capital Reserve balance as requested by Treasurer Bell to conform to the 2021 Cost of Service Study (Rate Study) and update to current needs.

Recommended action: Discuss and approve revision to Policy #3021, Reserves.

Public comment:

6. Director Foster's request to add to the agenda: "Accommodating Board Policy #5060.12, #5060.13 & #5060.22 by video and audio recording Board meetings, and posting the video/audio on FPUD website to improve clarity and transparency."

Recommended action: Discuss and direct staff.

Public comment:

7. Director Foster's request to add to the agenda: "Review and discuss health and welfare benefits - Retiree Medical Insurance, Policy #2110.55 and Changes to Policy and Plans, Policy #2110.60."

Recommended action: Discuss and direct staff.

Public comment:

8. Director Foster's request to add to the agenda: "Review and discuss Organizational Chart Policy #2300, finance Manager Policy #2305, Credit Card Purchases Policy #3032.7."

Recommended action: Discuss and direct staff.

Public comment:

9. Director Foster's request to add to the agenda: "Discussion on FPUD Retiree health benefits paid through MidAmerica Administrative and Retirement Solutions."

Recommended action: Discuss and direct staff.

Public comment:

10. Director Foster's request to add to the agenda: "Video/audio equipment purchase update from GM on recording FPUD meetings."

Recommended action: Discuss and direct staff.

Public comment:

11. Director Foster's request to add to the agenda: "To review and discuss Policy #2110.40 Life Insurance."

Recommended action: Discuss and direct staff.

Public comment:

#### **G. DISCUSSION ITEMS:**

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

#### **H. 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., March 5, 2025.

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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.

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Henry N. White, General Manager

# FORESTHILL PUBLIC UTILITY DISTRICT

## MINUTES

Regular Business Meeting of the  
**FORESTHILL PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS**  
 Foresthill Elementary School, 24750 Main Street, Foresthill, CA 95631  
[www.foresthillpud.com](http://www.foresthillpud.com)

Wednesday	February 12, 2025	6:00 P.M.
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A. CALL TO ORDER 6:00 PM *President Dowling called the meeting to order at 6:02 PM.*

B. ROLL CALL

_____ President Chase Dowling	<i>Present</i>
_____ Vice President Mark Bell	<i>Present</i>
_____ Treasurer Roger Pruett	<i>Present</i>
_____ Director Ron Thompson	<i>Present</i>
_____ Director Dianne Foster	<i>Present</i>

*Henry N. White, General Manager, Kelly Telford, CPA, Partner, Lance, Soll & Lunghard LLP (LSL), and Noah Daniels, CPFO, CPA, Director, LSL were in attendance.*

C. PLEDGE OF ALLEGIANCE *President Dowling led the Pledge of Allegiance.*

D. PUBLIC COMMENT:

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

*Public comment period was made available. No comments were offered.*

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

1. Approval of January 8, 2025, Regular Board Meeting minutes.
2. Receive and file combined financial reports for December 2024.

***Board Action:*** *Director Foster requested Consent Agenda Item #1 be heard separately. Vice President Bell made a motion to approve Consent Agenda Item #2. The motion was seconded by Director Foster and carried unanimously (5-0).*

***Board Action:*** Director Foster suggested two edits to the January 8, 2025 minutes as submitted. Vice President Bell made a motion to approve the minutes as amended. The motion was seconded by Treasurer Pruett and carried 4-1 with Director Foster voting no.

**F. ACTION ITEMS:**

1. Presentation of the Annual Financial Report with the Independent Auditor's Report for fiscal year ending June 30, 2024  
Recommended action: Receive and file the Annual Financial Report for the fiscal year ending June 30, 2024  
Public comment: *No public comments offered.*

***Board Action:*** Kelly Telford and Noah Daniels, LSL CPAs provided the board with a presentation on the FY 2024 Annual Financial Report. Vice President Bell made a motion to receive and file the Independent Auditor's Report for the fiscal year ending June 30, 2024. The motion was seconded by Treasurer Pruett and carried unanimously (5-0).

2. Director Thompson's request to revise Board Policy #5020 Board Agenda.  
Recommended action: Adopt Policy #5020 with changes approved 5/9/2024 and 8/14/2024.  
Public comment: *No public comments offered.*

***Board Action:*** Action Item F 6 was heard concurrently with Action Item F 2. Vice President Bell made a motion to approve Policy #5020 as amended during the meeting. The motion was seconded by Treasurer Pruett and carried 4-1 with Director Thompson voting no. (See action in item F3 for additional information.)

3. Revise Policy #3021 Reserve Policy including Capital Reserve balance as requested by Treasurer Bell to conform to the 2021 Cost of Service Study (Rate Study) and update to current needs.  
Recommended action: Discuss and approve revision to Policy #3021, Reserves and Capital Reserve balance.  
Public comment: *No public comments offered.*

***Board Action:*** Action Item F 7 was heard concurrently with Action Item F 3. Vice President Bell made a motion to revise Policy #3021 using material submitted by Vice President Bell and Director Foster at the meeting and bring Policy #3021 and Policy #5020 back to the board for final approval in March 2025. The motion was seconded by Director Foster and carried unanimously (5-0).

4. Director Foster's request for agenda item: "Placing the entire contents of the FPUD [Foresthil] Board Policy Handbook on the FPUD {Foresthil] website."  
Recommended action: Discuss and direct staff.  
Public comment: *Sue Kiesling commented on posting the policy manual to the website.*

***Board Action:*** Director Foster made a motion to direct staff to post the agency's Policy Handbook to the district website. The motion was seconded by Treasurer Pruett and carried unanimously (5-0).

5. Director Foster's request for a discussion and enforcement of Policy Number 5060.12, 5060.13 & 5060.22 which is regarding "recording public comments" in the minutes.  
Recommended action: Discuss and direct staff.  
Public comment: *Sue Kiesling commented on recording public comments in the minutes.*

**Board Action:** *Director Foster made a motion to direct staff to follow Policy #5060.12, 5060.13, and 5060.22 regarding recording public comments in the minutes. The motion was seconded by Director Thompson and carried (3-2) with Vice President Bell and Treasurer Pruett voting no.*

6. Director Foster's agenda request: "**Policy #5020 (Board Meeting Agenda) Ad Hoc Committee Report.**"  
Recommended action: Discuss and direct staff.  
Public comment: *No public comments offered.*

**Board Action:** *None. President Dowling announced the item was discussed during action item F2.*

7. Director Foster's request to add "Reserve Policy 3021 Revisions" to the agenda.  
Recommended action: Discuss and direct staff.  
Public comment: *No public comments offered.*

**Board Action:** *None. President Dowling announced the item was discussed during action item F3.*

8. Director Foster's request to add to the agenda: "Accommodating Board Policy #5060.12, #5060.13 & #5060.22 by video and audio recording Board meetings, and posting the video/audio on FPUD website to improve clarity and transparency."  
Recommended action: Discuss and direct staff.  
Public comment: *Sue Kiesling provided comments on recording board meetings. Steve Smith provided comments on recording board meetings. Paige White provided comments on recording board meetings.*

**Board Action:** *Vice President Bell made a motion to direct staff to investigate means to record meetings and posting videos to a website or livestream. The motion was seconded by Treasurer Pruett and carried unanimously (5-0).*

#### G. DISCUSSION ITEMS:

1. General Manager Report A *written report was circulated to the board and public.*
2. Remarks/reports by Directors *Received*

**H. ADJOURNMENT** *President Dowling adjourned the meeting at 8:52 PM.*

Submitted by:

Attest:

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Chase Dowling, Board President

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Henry N. White, Clerk and Ex-Officio Secretary

**Foresthill Public Utility District**  
**Statement of Net Position**  
January 31, 2025

Item E 2

	Jan 31, 25
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10110 · Cash on Hand	250
10120 · Wells Fargo Checking	724,321
10510 · Local Agency Investment Fund	330,164
10512 · Umpqua Savings account	7,026
10519 · Wells Fargo Adv - Money Mrkt	3,370
10520 · Wells Fargo Adv - Face Value	5,785,000
	6,850,130
<b>Total Checking/Savings</b>	
<b>Accounts Receivable</b>	320,774
<b>Other Current Assets</b>	111,537
	7,282,441
<b>Total Current Assets</b>	
<b>Fixed Assets</b>	10,928,612
<b>Other Assets</b>	487,931
	18,698,984
<b>TOTAL ASSETS</b>	<b>18,698,984</b>
<b>LIABILITIES &amp; NET POSITION</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	136,087
<b>Long Term Liabilities</b>	1,585,478
	1,721,565
<b>Total Liabilities</b>	
<b>Net Position</b>	16,977,419
	18,698,984
<b>TOTAL LIABILITIES &amp; NET POSITION</b>	<b>18,698,984</b>

**Foresthill Public Utility District**  
**Profit & Loss Budget vs. Actual**  
July 2024 through January 2025

	<u>Jul '24 - Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
41100 · Consumption Billed	455,507	318,500	137,007
41150 · Base rate - Residential	1,151,757	1,198,575	(46,818)
41200 · Base rate - Commercial	134,598	133,175	1,423
42300 · Meter Installation	2,250	1,167	1,083
49200 · Interest - LAIF	7,621	0	7,621
49210 · Interest - Taxes	407	0	407
49220 · Portfolio Income	183,381	43,750	139,631
49251 · Interest - Umpqua Bank	0	0	0
49300 · Property Tax Revenues	71,795	75,833	(4,038)
49310 · Home Owner Prop Tax exemption	311	0	311
49520 · Service Charges & Reconnect	36,172	11,667	24,505
49930 · Grant Income	31,235	26,250	4,985
<b>Total Income</b>	<u>2,075,034</u>	<u>1,808,917</u>	<u>266,117</u>
<b>Gross Profit</b>	2,075,034	1,808,917	266,117
<b>Expense</b>			
51000 · Wages & Salaries	474,623	473,083	1,540
52000 · Taxes & Benefits	243,149	239,867	3,282
53000 · Materials & Supplies	69,715	78,750	(9,035)
54000 · Equipment costs	23,717	33,250	(9,533)
55000 · Contracted services	52,708	89,250	(36,542)
55001 · Professional Fees	200,965	130,667	70,298
56000 · Resource development	52,472	42,583	9,889
57000 · Utilities	34,613	44,917	(10,304)
58000 · Regulatory and General	125,169	122,500	2,669
61000 · Capital Activities	118,596	249,083	(130,487)
62400 · Depreciation Expense	236,763	0	236,763
<b>Total Expense</b>	<u>1,632,490</u>	<u>1,503,950</u>	<u>128,540</u>
<b>Net Ordinary Income</b>	<u>442,544</u>	<u>304,967</u>	<u>137,577</u>
<b>Net Income</b>	<u><u>442,544</u></u>	<u><u>304,967</u></u>	<u><u>137,577</u></u>



**Foresthill Public Utility District**  
**Profit & Loss Budget vs. Actual**  
**July 2024 through January 2025**

	<u>Jul '24 - Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Administration	370,442	314,417	56,025
Capital Expenditures	118,596	249,083	(130,487)
Customer Service	219,174	207,667	11,507
Distribution	248,147	312,667	(64,520)
Pumping	8,303	14,117	(5,814)
Regulatory Compliance	157,954	177,333	(19,379)
Source of Supply	8,274	14,583	(6,309)
Treatment	264,836	214,083	50,753
Depreciation	236,763	0	236,763
<b>TOTAL</b>	<b><u>1,632,490</u></b>	<b><u>1,503,950</u></b>	<b><u>128,540</u></b>

**Fund Balances**

	<u>7/1/2024</u>	<u>Received</u>	<u>Paid Out</u>	<u>Transfers</u>	<u>Balance</u>
General Fund - unspendable	11,109,706			(118,168)	10,991,538
General Fund - unrestricted	3,158,039	2,043,799	1,428,423	(54,664)	3,718,751
Operating reserves	1,076,100				1,076,100
Debt service reserves*	164,030		85,471	85,471	164,030
Capital reserves	427,000	31,235	118,596	87,361	427,000
Emergency reserves	600,000				600,000
<b>Total Fund balances</b>	<b><u>16,534,875</u></b>	<b><u>2,075,034</u></b>	<b><u>1,632,490</u></b>	<b><u>0</u></b>	<b><u>16,977,419</u></b>

\* This budget includes Debt Service.

# Foresthill Public Utility District Cash Disbursements Register

January 2025

Date	Num	Name	Memo	Paid Amount
<b>Jan 25</b>				
01/02/2025	ACH 010225	CalPERS	PR 010325 457B	-250.00
01/02/2025	ACH 010225	Wells Fargo Bank	Authnet Gateway monthly billing	-113.35
01/02/2025	ACH 010225	CalPERS	PR 010325 PEPRA contribution	-1,725.96
01/02/2025	ACH 010225	CalPERS	Classic contribution Paydate 010325	-2,980.62
01/02/2025	ACH 010225	ADP	PR 010325 Taxes	-10,109.18
01/02/2025	ACH 010225	ADP	PR 010325 ADP Wage Pay	-19,735.18
01/02/2025	ACH 010225	Pace Supply Corp.	supplies. cust #29996-00.	-596.73
01/03/2025	ACH 010325	United Healthcare	CL Retiree Health Insurance Jan 2025	-121.60
01/03/2025	ACH 010325	United Healthcare	PL Retiree Health Insurance Jan 2025	-121.60
01/07/2025	34246	Foresthill Valero	Dec Fuel	-921.01
01/07/2025	34247	Sierra Mini Mart, Inc.	Fuel Dec 2024	-389.60
01/07/2025	34248	Worton's Foresthill Grocery	Supplies	-24.76
01/07/2025	ACH 010725	Pacific Gas & Electric	Todd Valley Standby Well	-24.64
01/07/2025	ACH 010725	Pacific Gas & Electric	Indian Ln Standby Well	-55.80
01/07/2025	ACH 010725	Pacific Gas & Electric	HQ Power	-260.57
01/07/2025	ACH 010725	LSL CPAs & Assoc.	Dec 2024 accounting assistance (month end & year end audit assistance)	-9,180.00
01/08/2025	ACH 010825	Bureau of Reclamation	USBR Sugar Pine Fee- Dec 2024	-1,247.52
01/10/2025	ACH 011025	ADP	Payroll service fee 010325	-22.20
01/10/2025	ACH 011025	Economy Pest Control	HQ Pest Control. Acct #128503	-79.00
01/14/2025	34249	Castle Cleaning	HQ Cleaning service - Oct 2 2024- Dec 11 2024- 6 visits	-450.00
01/14/2025	34250	Cranmer Engineering, Inc.	Water Quality	-435.50
01/14/2025	34251	Humana Insurance Co	Feb Retiree health ins	-716.12
01/14/2025	34252	Placer County , Personnel	Feb 25 Dental Insurance	-618.38
01/14/2025	34253	Rogers, Anderson, Malody & Scott (RAMS)	Auditing Services progress payment through 12/31/2024: FYE24	-3,350.00
01/14/2025	34254	USA Blue Book	supplies	-450.73
01/14/2025	34255	Wells Fargo Bank	supplies & uniforms	-2,296.53
01/14/2025	34256	Western Hydrologics, LLP	Annual Water rights usage reporting	-115.00
01/14/2025	ACH 011425	Pacific Gas & Electric	Streetlight	-10.94
01/15/2025	ACH 011525	Infosend	Utility Billing- Dec 2024	-1,516.91
01/16/2025	ACH 011725	ADP	PR 011725 Taxes	-10,859.45
01/16/2025	ACH 011625	ADP	PR 011725 ADP Wage Pay	-21,237.43
01/17/2025	ACH 011725	CalPERS	PR 011725 457B	-1,800.00
01/17/2025	ACH 011725	CalPERS	PR 011725 PEPRA contribution	-1,866.77
01/17/2025	ACH 011725	CalPERS	PR 011725 Classic contribution	-3,069.44
01/17/2025	ACH 011725	American Messaging	Pager Jan 2025	-15.26
01/21/2025	34257	Keenan & Associates	EE medical insurance Feb 25	-18,942.44
01/21/2025	34258	Kurt Reed	Health Insurance Jan 2025	-273.00
01/21/2025	34259	Mutual of Omaha	EE life insurance Feb 25	-390.82
01/21/2025	ACH 012125	Recology Auburn Placer	Dec refuse HQ Acct #041126614	-39.04
01/21/2025	ACH 012125	Recology Auburn Placer	Dec refuse WTP Acct #041126614	-39.04
01/21/2025	ACH 012125	Sebastian	Dec telephone. Acct# 00008712-7	-529.86
01/23/2025	ACH 012325	Verizon Wireless	phone/maps Dec 07 24 - Jan 06 25	-38.01
01/23/2025	ACH 012325	Napa Auto Parts	vehicle maintenance- acct # 8802929	-152.27
01/24/2025	ACH 012425	ADP	Payroll service fee 011725	-22.20
01/27/2025	ACH 012725	Vision Service Plan - (CA)	EE vision insurance Feb 2025- Client ID 30064591	-115.14
01/28/2025	34260	Auburn Area Answering Service	Answering Service- Feb 2025	-122.55
01/28/2025	34261	HydroPro Solutions	Hydrant Meter	-922.06
01/28/2025	34262	Placer County Clerk - Elections	Nov 2024 election fee; Customer ID CU 00765	-5,891.25
01/28/2025	34263	Sierra Safety Company	Supplies	-123.98
01/28/2025	34264	Thatcher Company, Inc.	chlorine	-4,501.32
01/28/2025	34265	Triton Construction Services	Paving Restoration	-4,235.00
01/28/2025	ACH 012825	Pacific Gas & Electric	Sugar Pine Power	-709.52
01/28/2025	ACH 012825	Pacific Gas & Electric	pump plant power	-1,154.38
01/28/2025	ACH 012825	Pacific Gas & Electric	WTP power	-2,378.34
01/29/2025	ACH 012925	CalPERS	SSA Annual Fee 2025	-70.00
01/29/2025	ACH 012925	ADP	Payroll W2 service fee	-214.80
01/30/2025	ACH 013025	ADP	PR 013125 Taxes	-10,790.69
01/30/2025	ACH 013025	ADP	PR 013125 ADP Wage Pay	-21,718.50
01/31/2025	ACH 013125	CalPERS	PR 013125 457B	-1,850.00
01/31/2025	ACH 013125	CalPERS	PR 013125 PEPRA contribution	-1,866.77
01/31/2025	ACH 013125	CalPERS	PR 013125 Classic contribution	-3,069.44
01/31/2025	ach 013125	RFC Wireless	Radio Repair & Installation	-6,333.10
<b>Jan 25</b>				<b>-183,261.30</b>

**Foresthill Public Utility District**  
**Investment Policy Compliance**  
with Government Code Standards, and the Foresthill PUD Investment Plan Standards  
As of January 31, 2025

**Current Portfolio Balance: \$ 6,810,518**

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%	40.97%	Yes
Federal Agency Bonds	100.00%	100.00%	11.99%	Yes
Negotiable certificates of Deposit	30.00%	30.00%	23.49%	Yes
Local Agencies Investment Fund	100.00%	100.00%	4.85%	Yes
Medium Term Corporate Notes	30.00%	30.00%	7.02%	Yes
Money Market Funds	15.00%	15.00%	0.05%	Yes
Collateralized bank deposits	100.00%	100.00%	11.64%	Yes
Shares of Beneficial Interest	20.00%	15.00%	0.00%	Yes
Mortgage pass through security bonds	20.00%	20.00%	0.00%	Yes
<b>Total</b>			<b>100.00%</b>	

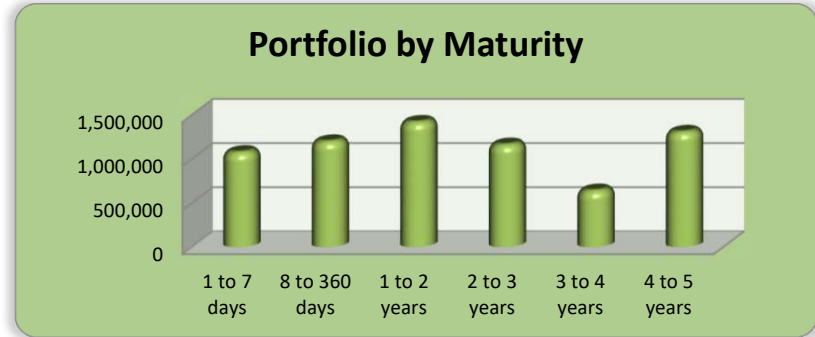
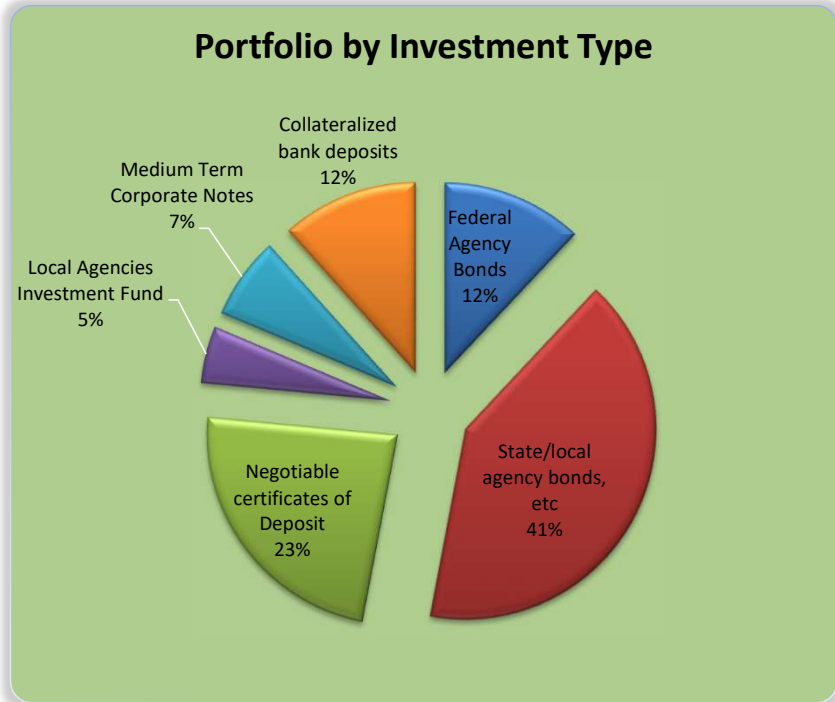
Balance by Maturity	Actual %	Actual \$
Range		
1 to 7 days	16%	1,077,466
8 to 360 days	18%	1,199,749
1 to 2 years	21%	1,419,898
2 to 3 years	17%	1,163,039
3 to 4 years	9%	642,295
4 to 5 years	19%	1,308,071
Over 5 years	0%	-
		<b>6,810,518</b>

**Foresthill PUD**  
**Quality Analysis Report**  
**1/31/2025**

Cusip	Rating	NAME	RATE	Trade Date	Settlement Date	Maturity Date	Units	Discount or Premium	Book Value	Market Value
<b>Cash Accounts</b>										
N/R		Wells Fargo Checking	0.100%				736,906.78		736,906.78	736,906.78
N/R		Umpqua Bank Savings	0.010%				7,025.91		7,025.91	7,025.91
N/R		Local Agency Investment Fund	4.620%				330,163.86		330,163.86	330,163.86
<b>Government Bonds</b>										
3130ASH44	AA+	Fed Home Loan Bank	4.700%	7/31/2023	8/2/2023	6/30/2027	100,000.00	(709.00)	99,291.00	99,966.00
3130ASH44	AA+	Fed Home Loan Bank	4.700%	11/8/2023	11/9/2023	6/30/2027	135,000.00	(630.00)	134,370.00	134,954.10
3133EP3B9	AA+	Fed Farm Credit Bank	4.125%	2/20/2024	2/21/2024	2/13/2029	150,000.00	(227.00)	149,773.00	148,803.00
3133EP5U5	AA+	Fed Farm Credit Bank	4.125%	4/2/2024	4/4/2024	3/20/2029	100,000.00	(502.00)	99,498.00	99,169.00
3134HACV3	AA+	Fed Home Loan Mtg Corp	4.300%	8/7/2024	8/13/2024	8/7/2029	200,000.00	(405.00)	199,595.00	197,886.00
3134HAPX5	AA+	Fed Home Loan Mtg Corp	4.000%	10/7/2024	10/8/2024	4/3/2029	135,000.00	(952.00)	134,048.00	131,604.75
<b>Municipal Bonds</b>										
032556EZ1	AA+	Anaheim CA HSG	1.725%	6/25/2021	6/29/2021	10/1/2025	25,000.00	138.00	25,138.00	24,574.25
046558EU2	AA3	Atascadero CA USD	0.849%	3/4/2021	3/8/2021	8/1/2025	10,000.00	-	10,000.00	9,830.40
088006KA8	AA+	Beverly Hills CA Pub Fin Auth	1.147%	3/28/2022	3/30/2022	6/1/2026	95,000.00	(2,128.00)	92,872.00	91,069.85
130179HD9	A	California EFA	3.863%	8/25/2021	8/25/2021	4/1/2025	10,000.00	-	10,000.00	9,981.50
13048VLK2	A1	California Muni Finance Authority San Die	2.148%	1/27/2021	1/29/2021	10/1/2025	50,000.00	376.00	50,376.00	49,272.00
13063DMA3	AA-	State of CA General Obligation Bond	2.650%	6/16/2021	6/18/2021	4/1/2026	10,000.00	168.00	10,168.00	9,818.00
13067WRC8	AAA	California State DWR	0.790%	2/23/2022	2/25/2022	12/1/2025	35,000.00	(416.00)	34,584.00	34,024.20
13077CT95	AA-	California State University	3.506%	3/4/2021	3/8/2021	11/1/2025	10,000.00	10.00	10,010.00	9,934.60
13077DKF8	AA-	California State University	2.001%	11/17/2022	11/21/2022	11/1/2027	50,000.00	(3,499.00)	46,501.00	46,806.00
13077DKG6	AA-	California State University	2.084%	2/20/2024	2/21/2024	11/1/2028	150,000.00	(11,311.00)	138,689.00	137,275.50
157411TL3	AA-	Chaffey CA USD	2.375%	6/16/2021	6/18/2021	8/1/2025	35,000.00	301.00	35,301.00	34,676.60
223077AJ7	AA-	Covina CA Wastewater Dist	2.606%	12/14/2022	12/16/2022	10/1/2027	50,000.00	(2,500.00)	47,500.00	47,572.00
292521GR6	AA+	Encinitas Pub Fing Auth	1.460%	8/13/2024	8/14/2024	10/1/2027	100,000.00	(6,720.00)	93,280.00	92,186.00
341271AE4	AA	Florida State Board	1.705%	11/17/2022	11/21/2022	7/1/2027	50,000.00	(3,400.00)	46,600.00	46,750.50
420507CM5	AA	Hawthorne, CA	3.250%	9/16/2020	9/18/2020	8/1/2025	15,000.00	-	15,000.00	14,912.70
451443F34	AA	Idaho Bldg Auth	2.365%	8/31/2020	9/2/2020	9/1/2025	50,000.00	386.00	50,386.00	49,449.50
482092E22	AA+	Jarupa CA CSD	6.347%	1/11/2021	1/13/2021	9/1/2025	25,000.00	630.00	25,630.00	25,195.00
54148TAR7	AA	Loma Linda CA	2.750%	8/25/2021	8/25/2021	8/1/2025	10,000.00	67.00	10,067.00	9,912.80
57563RQH5	AA	Mass EDL Fing Auth	3.455%	8/13/2024	8/14/2024	7/1/2028	55,000.00	(1,394.00)	53,606.00	52,673.50
57604TAB2	AA+	Mass Trans Housing	5.203%	8/26/2020	8/28/2020	6/1/2025	10,000.00	78.00	10,078.00	10,006.00
60636UJV2	AAA	Missouri Env Impt Res Auth	1.349%	2/9/2022	2/11/2022	7/1/2026	25,000.00	(268.00)	24,732.00	23,960.00
611583BT1	AA	Monrovia CA	3.750%	8/25/2021	8/25/2021	5/1/2025	10,000.00	-	10,000.00	9,975.90
612414EC2	AA+	Monterey CA Reg Waste	1.360%	2/7/2022	2/9/2022	4/1/2025	75,000.00	-	75,000.00	74,650.50
61741GAD2	AA	Morgan Hill CA	0.961%	5/25/2022	5/27/2022	9/1/2025	140,000.00	(2,010.00)	137,990.00	137,240.60
677765GW3	AA+	Ohlone CA Cmty Coll	1.975%	3/4/2021	3/8/2021	8/1/2025	10,000.00	-	10,000.00	9,886.80
683042AJ4	AA	Ontario CA Airport	2.898%	8/25/2021	8/25/2021	5/15/2025	15,000.00	-	15,000.00	14,939.85
68442CCZ7	AAA	Orange Cnty CA Water Dist	2.225%	12/14/2022	12/16/2022	8/15/2026	50,000.00	(1,733.00)	48,267.00	48,469.50
689729JT3	AA-	Orcutt CA USD	1.350%	12/14/2022	12/16/2022	2/1/2027	50,000.00	(3,018.00)	46,982.00	47,067.00
697364EC7	AA+	Palo Alto Cap Imp Proj	3.690%	6/12/2024	6/13/2024	11/1/2027	125,000.00	(3,597.00)	121,403.00	121,713.75
697511FV0	AA	Palomar CA CCD	1.313%	12/14/2022	12/16/2022	8/1/2027	50,000.00	(2,959.00)	47,041.00	46,392.00
70879QZC0	AA1	Penn HSG Fin Agy	4.774%	10/7/2024	10/8/2024	4/1/2029	80,000.00	1,325.00	81,325.00	80,042.40
713575TE8	AA-	Peralta Comm Coll Dist	6.909%	1/22/2021	1/26/2021	8/1/2025	10,000.00	273.00	10,273.00	10,077.50
725837AZ1	A	Pixley, CA USD	1.227%	9/3/2021	9/16/2021	8/1/2026	45,000.00	109.00	45,109.00	42,953.40
752147HJ0	AA	Rancho Sanitago CA CCD	0.734%	4/6/2022	4/8/2022	9/1/2025	40,000.00	-	40,000.00	39,204.80
77781RCR2	AA	Roseville, CA Elec Sys	1.111%	3/23/2021	3/25/2021	2/1/2026	35,000.00	-	35,000.00	33,923.75
777865BD7	AA	Roseville, CA	2.620%	1/27/2021	1/29/2021	9/1/2025	20,000.00	196.00	20,196.00	19,787.20
797055DQ0	AA	San Buenaventura CA WTR	1.719%	1/23/2025	1/24/2025	1/1/2030	210,000.00	(26,196.00)	183,804.00	183,294.30
79727LBS7	AA-	San Diego CA Convenion Cent	1.677%	3/4/2021	3/8/2021	4/15/2025	40,000.00	-	40,000.00	39,782.00
797299MP6	AA-	San Diego CA Pub Fac Fing	1.812%	1/3/2023	1/5/2023	10/15/2026	40,000.00	(1,824.00)	38,176.00	38,304.80
797669ZK7	AA+	San Francisco CA BART Dist	2.208%	1/27/2021	1/29/2021	7/1/2025	55,000.00	396.00	55,396.00	54,532.50
79771FFQ5	AA-	San Francisco CA PUC	0.843%	3/16/2021	3/18/2021	11/1/2025	25,000.00	-	24,973.75	24,363.75
798136XU6	A-	San Jose Airport	1.209%	3/25/2021	4/7/2021	3/1/2025	50,000.00	-	50,000.00	49,869.50
798136XV4	A-	San Jose Airport	1.359%	3/25/2021	4/7/2021	3/1/2026	50,000.00	-	50,000.00	48,334.00
799055QW1	AAA	San Mateo Foster City	1.919%	7/6/2023	7/8/2023	8/1/2027	55,000.00	(3,840.00)	51,160.00	51,897.45
80169PES8	AA+	Santa Clarita Pub Fing Auth	2.067%	8/13/2024	8/14/2024	6/1/2029	200,000.00	(15,912.00)	184,088.00	179,658.00
81888TAJ2	AA	Shafter, CA	3.375%	2/5/2021	2/7/2021	11/1/2025	25,000.00	300.00	25,300.00	24,776.75
835376AR5	AA-	Somis, CA USD	1.344%	8/6/2020	8/10/2020	8/1/2025	10,000.00	-	10,000.00	9,829.60
835569GU2	AA	Sonoma County CA	2.539%	11/17/2022	11/21/2022	8/1/2027	40,000.00	(1,872.00)	38,128.00	38,214.80
845389JK2	AA-	Southwestern CCD	1.347%	12/14/2022	12/16/2022	8/1/2027	50,000.00	(2,955.00)	47,045.00	46,432.00
91412GE27	AA	University of CA	2.587%	3/28/2022	3/30/2022	5/15/2026	40,000.00	(162.00)	39,838.00	39,136.00
91412GBX6	AA	University of CA	3.159%	2/23/2022	2/25/2022	5/15/2025	20,000.00	-	20,000.00	19,931.60
91412GXQ3	AA	University of CA	3.359%	9/16/2020	9/18/2020	5/15/2025	15,000.00	117.00	15,117.00	14,952.75
91412HFM0	AA	University of CA	0.933%	6/16/2021	6/18/2021	5/15/2025	40,000.00	-	40,000.00	39,616.00
91857RBF9	A+	Vacaville CA	2.956%	9/3/2021	9/8/2021	9/1/2026	15,000.00	411.20	15,411.20	14,636.55
933002AC1	AA+	Walnut valley CA	0.962%	3/28/2022	3/30/2022	6/1/2026	45,000.00	(1,116.00)	43,884.00	43,087.95
95236PGC8	A+	West Covina CA	2.318%	3/26/2021	3/30/2021	8/1/2025	85,000.00	-	85,000.00	84,121.95
95332RDJ5	AA+	West Hollywood Pub fin Auth	1.800%	3/28/2022	3/30/2022	4/1/2026	25,000.00	(227.00)	24,773.00	24,279.75
955627CS1	AA-	West Sac Flood Ctl	2.451%	11/8/2023	11/10/2023	9/1/2027	100,000.00	(6,262.00)	93,738.00	94,816.00
956134AQ3	A+	West Stanislaus CA IRR	1.280%	1/22/2021	1/26/2021	1/1/2026	30,000.00	-	30,000.00	29,133.00
<b>Negotiable Certificates of Deposit</b>										
05600XCP3	CD	BMO Harris Bank	1.000%	3/23/2021	4/13/2021	4/13/2026	100,000.00	-	100,000.00	96,211.00
066519QT9	CD	BankUnited	0.950%	3/23/2021	3/31/2021	3/31/2026	100,000.00	-	100,000.00	96,246.00

Foresthill PUD  
Quality Analysis Report  
1/31/2025

Cusip	Rating	NAME	RATE	Trade Date	Settlement Date	Maturity Date	Units	Discount or Premium	Book Value	Market Value
<b>Cash Accounts</b>										
N/R		Wells Fargo Checking	0.100%				736,906.78		736,906.78	736,906.78
N/R		Umpqua Bank Savings	0.010%				7,025.91		7,025.91	7,025.91
N/R		Local Agency Investment Fund	4.620%				330,163.86		330,163.86	330,163.86
<hr/>										
<b>Government Bonds</b>										
2546732B1	CD	Discover Bank	4.900%	11/17/2022	11/30/2022	11/30/2027	250,000.00		250,000.00	254,295.00
38149MXU2	CD	Goldman Sachs Bank	1.000%	7/27/2021	8/4/2021	8/4/2026	250,000.00		250,000.00	238,120.00
61690U3L2	CD	Morgan Stanley Bank	4.900%	3/17/2023	3/23/2023	3/23/2028	250,000.00		250,000.00	254,810.00
61768EAQ6	CD	Morgan Stanley Pvt Bank	1.800%	2/13/2020	2/20/2020	2/20/2025	50,000.00		50,000.00	49,921.00
61768ERA3	CD	Morgan Stanley Pvt Bank	4.900%	3/17/2023	3/23/2023	3/23/2028	200,000.00		200,000.00	203,848.00
795451AB9	CD	Sallie Mae Bank	1.000%	7/19/2021	7/21/2021	7/21/2026	200,000.00		200,000.00	190,738.00
856285VE8	CD	State Bank of India	0.900%	3/23/2021	3/25/2021	3/25/2026	100,000.00		100,000.00	96,281.00
90348JN48	CD	UBS Bank	0.750%	6/16/2021	6/23/2021	6/23/2026	100,000.00		100,000.00	95,237.00
<hr/>										
<b>Corporate Securities</b>										
037833BY5	AA1	Apple Inc	3.250%	3/23/2021	3/25/2021	2/23/2026	100,000.00	1,668.00	101,668.00	98,930.00
09290DAA9	AA-	Blackrock Funding	4.700%	4/2/2024	4/4/2024	3/14/2029	100,000.00	296.00	100,296.00	100,437.00
166764BW9	AA-	Chevron Corp	1.554%	3/4/2021	3/8/2021	5/11/2025	100,000.00	392.00	100,392.00	99,236.00
30303M8S4	AA3	Meta Platforms	4.300%	10/7/2024	10/8/2024	8/15/2029	100,000.00	1,001.30	101,001.30	98,797.00
30303M8S4	AA3	Meta Platforms	4.300%	11/12/2024	11/13/2024	8/15/2029	75,000.00	(357.50)	74,642.50	74,097.75
N/R		Wells Fargo Advisors Money Market	0.027%				3,369.89		3,369.89	3,369.89
<b>Total Portfolio</b>							5,788,369.89	(100,463.00)	5,687,880.64	5,622,164.34
<b>Accrued Portfolio Interest</b>							48,541.24		48,541.24	48,541.24
<b>Portfolio and Cash Accounts</b>								(100,463.00)	6,810,518.43	6,744,802.13



**To:** Board of Directors  
**From:** Henry N. White  
**Date:** March 3, 2025  
**Subject:** Requesting approval of proposal for phases 3 through 6 for a Supervisory Control and Data Acquisition system for the water treatment plant

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**Recommendation:** Approve the proposal to complete phases 3 through 6 for a Supervisory Control and Data Acquisition (SCADA) system for the Foresthill water treatment plant.

**Background:** The Foresthill Water Treatment Plant is a 3 million gallon per day direct filtration plant constructed in 1982. Control of plant operations remains 1980's technology, is cumbersome and labor intensive. Technology is available to improve control of the operation of the plant and improve resiliency of operation during emergency operations.

Phase 1 and 2 of the project, were the backbone of the SCADA system. This work was approved in October 2024 and completed in February 2025. These phases provided the hardware and software for the project and improve the existing plant operation alarm system. Phases 3 through 6 will complete the system and provide complete remote monitoring of plant operations. Note: staff is recommending rejecting Phase 7 of the project at this time.

## **Overview of the Project Phases**

### **Phase 1 and 2: Foundation of SCADA System**

- **Objective:** Establish the basic hardware and software framework for modernizing plant operations.
- **Key Enhancements:**

- Upgrade existing alarm systems to improve real-time response capabilities.
- Implement user-friendly interfaces for operators to monitor systems more effectively.
- Streamline operational processes to reduce labor intensity and increase productivity.

### **Phases 3 to 6: Comprehensive Monitoring and Control**

- **Objective:** Complete the SCADA system to enable full remote monitoring and control.
- **Key Enhancements:**
  - Remote access to critical plant operations, allowing for quicker decision-making.
  - Integration of advanced analytics to predict maintenance needs and optimize performance.
  - Enhanced security measures to protect against cyber threats and ensure operational integrity.

### **Benefits of the Upgrades**

#### **1. Operational Efficiency:**

- Automation reduces the manual workload on staff, allowing them to focus on more strategic tasks.
- Real-time data access leads to quicker responses to issues, minimizing downtime.

#### **2. Emergency Resilience:**

- Improved monitoring and control systems enhance the plant's ability to respond to emergencies, ensuring continued water quality and supply.
- Predictive analytics can identify potential failures before they occur, further enhancing resiliency.

#### **3. Regulatory Compliance:**



- Upgraded technology helps ensure compliance with current water quality regulations, avoiding potential fines and ensuring public health.

#### 4. **Cost Savings:**

- Reduced labor costs and improved operational efficiency can lead to significant long-term savings.

#### 5. **Environmental Impact:**

- More efficient processes can lead to reduced energy consumption and waste, supporting sustainability goals.

### **Next Steps**

- **Stakeholder Engagement:** Gather feedback from plant operators to ensure the system meets all operational needs.
- **Implementation Timeline:** Develop a clear timeline for the completion of each phase to ensure project milestones are met.
- **Training Programs:** Plan for comprehensive training for staff on the new systems to maximize the benefits of the upgrades.

**Financial Implications:** The 2024 - 2029 Capital Improvement Plan budget allocated \$150,000 for a treatment plant SCADA project and replacement of the plant's control panel. Phases 1 and 2 were completed in February 2025 for \$38,843. Funds for the remainder of the project are available for this much needed upgrade.

By following this structured approach, the Foresthill Water Treatment Plant can transition into a modern facility equipped to meet current and future demands while ensuring safe and reliable water treatment operations.

### **Attachments:**

Proposal for Phase 3 through 7 of the treatment plant SCADA system.



DATE: March 2, 2025  
ATTN: Vince Longley  
JOB NAME: Foresthill PUD WTP Upgrade Projects

Dear Vince,

Thank you for the opportunity for CSI Metrics, LLC, to continue to support the district with our professional services in the continued enhancements in the plant control and monitoring of your system. I have prepared a list of tasks that continue from our initial project (tasks 1 and 2) that I feel are necessary for the district to remain efficient and compliant in the maintenance of a modern water treatment facility.

I this quote into six additional phases for your consideration (we can rearrange importance at your direction):

- 1) Phase 3: WTP, AGM Removal,
  - a. Remove old, antiquated level control system and move control to new PLC with required screen changes in SCADA.
  - b. Verify Alarm callout functional.
- 2) Phase 4: WTP, Filter Backwash Automation
  - a. Move Filter Controls from hand switches to PLC, need to access if adequate IO exists in the new PLC or need to add additional PLC.
  - b. Modify electrical schematics for electricians.
  - c. PLC and SCADA programming to support new changes.
  - d. Oversight of electrical work (commissioning and decommissioning)
- 3) Phase 5: Spare Hardware
  - a. Spare computer (cold spare standby computer)
  - b. Phone Modem & spare for new alarm notification.
- 4) Phase 6: Pump House SCADA Integration
  - a. Replace SLC battery
  - b. Network option review
  - c. Update SLC 5/03 with Ethernet enabled 5/05
  - d. Add Pump house controls from local PanelView to SCADA
- 5) Phase 7: Remote Data Monitoring at Dam
  - a. Inhouse: repair of dam antenna and repeater



- b. Replace existing radio infrastructure with new GE MDS Orbit radios (3)
- c. Install Dam controller with PLC (ML1400 or?) to translate IO to Plant SCADA computer.
- d. Dam call out alarms.

Please review the following cost outline on page 3 for detailed cost information.

We can modify the tasks to be included depending on the district's priorities.

If you have any questions, please do not hesitate to contact me!

Sincerely,

*Tim Cooper*

**CEO / Sr. Controls Engineer**

**CSI Metrics, LLC**

**916.990.7195**



Project Cost Outline:

Foresthill PUD Programming Upgrade Tasks					
Phase	Area	Details	Qty/Ho	Rate	Cost
3	WTP: AGM Removal	Add Tank Hi/Low Callout alarms to SLC.	4	\$ 210.00	\$ 840.00
		Add Tank Flow Control SP to SCADA to replace AGM SP.	4	\$ 210.00	\$ 840.00
		Assist Electrician in removal of AGM & control boards/alarms.	8	\$ 210.00	\$ 1,680.00
			<b>16</b>		<b>\$ 3,360.00</b>
4	WTP: Filter/BW Automation	Map out Filter Valve IO to SLC. (Determine if enough space. Possible additional rack?.	8	\$ 210.00	\$ 1,680.00
		Review existing electrical schematics and layout changes to	16	\$ 210.00	\$ 3,360.00
		Map out Backwash timers and switches/sequencer to PLC	16	\$ 210.00	\$ 3,360.00
		Develop electrical schematic for electrician	16	\$ 210.00	\$ 3,360.00
		Shutdown plan	4	\$ 210.00	\$ 840.00
		SCADA: Develop BW screen to replace manual switches/sequencer w operational approval	24	\$ 210.00	\$ 5,040.00
		SCADA: Filter controls/status	16	\$ 210.00	\$ 3,360.00
		PLC: Program Filter Control/status	24	\$ 210.00	\$ 5,040.00
		PLC: Program BW control/sequence	16	\$ 210.00	\$ 3,360.00
		Electrical decommissioning/ new plc wiring	24	\$ 210.00	\$ 5,040.00
			<b>164</b>		<b>\$ 34,440.00</b>
5	General	Computer, SCADA spare * estimate based on 3/1/25	1		\$ 4,800.00
		Time to configure Computer/modem	16	\$ 210.00	\$ 3,360.00
		Computer phone modem (plus spare) * estimate based on 3/1/25	2		\$ 400.00
				<b>\$ 8,560.00</b>	
6	Pump House	Replace SLC 5/03 Battery. (Noticed bad 2/13/25). Shutdown coordination with Operations. Verify UPS at time of installation	4	\$ 210.00	\$ 840.00
		Review possible networking path between Control room and Pump house control room and planning. (phone line	4	\$ 210.00	\$ 840.00
		Fiber optic or Ethernet (Operations procure/electrician pull) CSI oversight	4	\$ 210.00	\$ 840.00
		Replace SLC 5/03 with SLC 5/05 (from City of Roseville) after communications completed to pump house.	4	\$ 210.00	\$ 840.00
		Add Pump House Control and feedback to SCADA	24	\$ 210.00	\$ 5,040.00
	<b>40</b>		<b>\$ 8,400.00</b>		
7	Remote Data Points	Repair broken antennae tower at dam. (in house project)			
		Replace DFS hardware with GE MDS Orbit radios (3 min to dam)* estimated 3/1/25	3	\$ 1,500.00	\$ 4,500.00
		Evaluate dam IO/PLC. Possible migrate to ML 1400 (from Filter Control Panel)	8	\$ 210.00	\$ 1,680.00
		Wire IO to new PLC, verify comms to Filter Control Room	8	\$ 210.00	\$ 1,680.00
		Add Dam Inputs to new SCADA screen	8	\$ 210.00	\$ 1,680.00
		Add Dam Alarms to callout.	4	\$ 210.00	\$ 840.00
	<b>28</b>		<b>\$ 10,360.00</b>		
<b>All Tasks Total:</b>					<b>\$ 65,140.00</b>

**To:** Board of Directors  
**From:** Henry N. White  
**Date:** March 3, 2025  
**Subject:** Requesting approval for purchase of a 2024 Chevrolet 1500 fleet vehicle four-wheel drive regular cab work truck through the State of California contract #1-22-23-20D for an amount not to exceed \$45,000.

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**Recommendation:** Approve the purchase of a 2024 Chevrolet 1500 fleet vehicle four-wheel drive regular cab work truck through the State of California contract #1-22-23-20D for an amount not to exceed \$45,000.

**Background:** Vehicle #7 in Foresthill's rolling fleet is a 2009 Chevrolet 1500 regular cab work truck with 140,000 miles. The vehicle has been in service for 16 years. Recently, the transmission failed and must be replaced. Replacement costs are on the order of \$5,000.

Due to the vehicle's age, high mileage, and evident signs that it is nearing the end of its service life, staff recommends its replacement. The average age of Foresthill's fleet is 14.7 years, and regular replacement of vehicles is considered a best practice to ensure operational efficiency and reliability.

**Financial Implications:** The 2024-2029 Capital Improvement Plan has allocated \$100,000 for vehicle replacement. The funds for this purchase are available within the budget.

Attachments:

- Price quotation from Winner Chevrolet under State Contract #1-22-23-20D for \$44,104.44.
- Price quotation from Roseville Chevrolet for \$47,975.17.

The recommended option is to purchase the vehicle through the State of California contract with Winner Chevrolet, as it offers the most cost-effective pricing at \$44,104.44.





**Elk Grove Auto Group/Winner Chevrolet, Inc.**

Casey De Koning | 916-813-4592 | cdekoning@lasherauto.com

Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10703) 4WD Reg Cab 126" Work Truck





# Elk Grove Auto Group/Winner Chevrolet, Inc.

Casey De Koning | 916-813-4592 | cdekoning@lasherauto.com

## Table of Contents

- Dealership Information
- Window Sticker
- Standard Equipment
- Weight Rating
- Technical Specifications

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## Elk Grove Auto Group/Winner Chevrolet, Inc.

Casey De Koning | 916-813-4592 | cdekoning@lasherauto.com

## Elk Grove Auto Group/Winner Chevrolet, Inc.

### Prepared By:

Casey De Koning

Elk Grove Auto Group/Winner Chevrolet, Inc.

916-813-4592

cdekoning@lasherauto.com

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Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10703) 4WD Reg Cab 126" Work Truck (✔ Complete)

## Window Sticker

### SUMMARY

[Fleet] 2025 Chevrolet Silverado 1500 (CK10703) 4WD Reg Cab 126" Work Truck MSRP:\$41,600.00

Interior:Jet Black, Vinyl seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, TurboMax

Transmission, 8-speed automatic, electronically controlled

### OPTIONS

CODE	MODEL	MSRP
CK10703	[Fleet] 2025 Chevrolet Silverado 1500 (CK10703) 4WD Reg Cab 126" Work Truck	\$41,600.00
<b>OPTIONS</b>		
1WT	Work Truck Preferred Equipment Group	\$0.00
AZ3	Seats, front 40/20/40 split-bench	\$0.00
GAZ	Summit White	\$0.00
GU6	Rear axle, 3.42 ratio	\$0.00
H2G	Jet Black, Vinyl seat trim	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system	\$0.00
L3B	Engine, TurboMax	\$0.00
MFC	Transmission, 8-speed automatic, electronically controlled	\$0.00
QBN	Tires, 255/70R17 all-season, blackwall	\$0.00
QBR	Tire, spare 255/70R17 all-season, blackwall	\$0.00
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel	\$0.00
VK3	License plate kit, front	\$0.00
VQ2	Fleet Processing Option	\$0.00
YF5	Emissions, California state requirements	\$0.00
---	Option/package discount	(\$1,350.00)
<b>SUBTOTAL</b>		<b>\$40,250.00</b>
Adjustments Total		\$0.00

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Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10703) 4WD Reg Cab 126" Work Truck (✔ Complete)

Destination Charge \$1,995.00

**TOTAL PRICE \$42,245.00**

## FUEL ECONOMY

Est City:17 MPG

Est Highway:20 MPG

Est Highway Cruising Range:480.00 mi

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Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10703) 4WD Reg Cab 126" Work Truck (✔ Complete)

## Standard Equipment

### Package

Chevy Safety Assist includes (UHY) Automatic Emergency Braking, (UKJ) Front Pedestrian Braking, (UHX) Lane Keep Assist with Lane Departure Warning, (UE4) Following Distance Indicator, (UEU) Forward Collision Alert and (TQ5) IntelliBeam

### Mechanical

Durabed, pickup bed

Engine, TurboMax (310 hp [231 kW] @ 5600 rpm, 430 lb-ft of torque [583 Nm] @ 3000 rpm) (STD) (Not available with (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (ZW9) pickup bed delete.)

Transmission, 8-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Included and only available with (L3B) TurboMax engine. Requires (AZ3) front 40/20/40 split-bench seats.)

GVWR, 6800 lbs. (3084 kg) (Requires 4WD Regular Cab Standard Bed model.)

Rear axle, 3.42 ratio

Push Button Start

Automatic Stop/Start (Not available with (5W4) Special Services Package, (9C1) Police Pursuit Package or (FHS) E85 FlexFuel capability.)

Transfer case, single speed electronic Autotrac with push button control (4WD models only)

Four wheel drive

Battery, heavy-duty 730 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power

Alternator, 220 amps (Included with (L3B) TurboMax engine, (VYU) Snow Plow Prep Package, (5W4) Special Service Package or (9C1) Police Pursuit Package.)

Recovery hooks, front, frame-mounted, Black

Frame, fully-boxed, hydroformed front section

Suspension Package, Standard

Steering, Electric Power Steering (EPS) assist, rack-and-pinion

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Brake lining wear indicator

Capless Fuel Fill

Exhaust, single outlet

### Exterior

Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel (STD)

Tires, 255/70R17 all-season, blackwall (STD)

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Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10703) 4WD Reg Cab 126" Work Truck (✔ Complete)

## Exterior

- Tire, spare 255/70R17 all-season, blackwall (STD) (Included with (QBN) 255/70R17 all-season, blackwall tires.)
- Wheel, 17" x 8" (43.2 cm x 20.3 cm) full-size, steel spare
- Tire carrier lock, keyed cylinder lock that utilizes same key as ignition and door
- Bumpers, front, Black (semi-gloss)
- Bumpers, rear, Black (semi-gloss)
- CornerStep, rear bumper
- Cargo tie downs (12), fixed rated at 500 lbs per corner
- Headlamps, halogen reflector with halogen Daytime Running Lamps
- IntelliBeam, automatic high beam on/off
- Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel (incandescent on Regular Cab models, LED on Crew Cab and Double Cab models)
- Taillamps with incandescent tail, stop and reverse lights
- Mirrors, outside heated power-adjustable (Standard on Regular Cab models. Included and only available with (PCV) WT Convenience Package on Crew Cab and Double Cab models. When (PQA) WT Safety Package is ordered, includes (DP6) high gloss Black mirror caps.)
- Glass, solar absorbing, tinted
- Door handles, Black
- Tailgate and bed rail protection cap, top
- Tailgate, standard
- Tailgate, locking utilizes same key as ignition and door (Removed when (QT5) EZ Lift power lock and release tailgate is ordered.)
- Tailgate, gate function manual, no EZ Lift

## Entertainment

- Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)
- Sirius XM, delete (Can be upgraded to (U2K) SiriusXM.)
- Audio system feature, 2-speaker system (Requires Regular Cab model.)
- Wireless phone projection for Apple CarPlay and Android Auto
- Bluetooth for phone, connectivity to vehicle infotainment system
- Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)

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## Interior

- Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)
- Seat trim, Vinyl
- Seat adjuster, driver 4-way manual
- Seat adjuster, passenger 4-way manual
- Floor covering, rubberized-vinyl (Not available with LPO floor liners.)
- Steering wheel, urethane
- Steering column, Tilt-Wheel, manual with wheel locking security feature
- Steering column lock, electrical
- Instrument cluster, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
- Driver Information Center, 3.5" diagonal monochromatic display
- Exterior Temperature Display located in radio display
- Compass located in instrument cluster
- Window, power front, drivers express up/down
- Window, power front, passenger express down
- Door locks, power
- Remote Keyless Entry, with 2 transmitters
- Cruise control, electronic with set and resume speed, steering wheel-mounted
- Power outlet, front auxiliary, 12-volt
- USB Ports, 2, Charge/Data ports located on instrument panel
- Air conditioning, single-zone manual
- Mirror, inside rearview, manual tilt
- Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted

## Safety-Mechanical

- Automatic Emergency Braking
- Front Pedestrian Braking
- StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

## Safety-Exterior

- Daytime Running Lamps with automatic exterior lamp control

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## Safety-Interior

Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar Services capable (See onstar.com for details and limitations. Services vary by model. Service plan required.)

OnStar Basics (OnStar Fleet Basics for Fleet) Drive confidently with core OnStar services including remote commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (OnStar Basics includes remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. For MY25 vehicles, OnStar Basics is standard for 8 years; OnStar plan, working electrical system, cell reception and GPS signal required. OnStar links to emergency services. Service coverage varies with conditions and location. Service availability, features and functionality vary by device and software version. See onstar.com for details and limitations.)

HD Rear Vision Camera

Lane Keep Assist with Lane Departure Warning

Following Distance Indicator

Forward Collision Alert

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu

Tire Pressure Monitoring System, auto learn includes Tire Fill Alert (does not apply to spare tire)

## WARRANTY

Warranty Note: <<< Preliminary 2025 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: Silverado TurboMax<sup>TM</sup> engines, 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: Silverado TurboMax<sup>TM</sup> engines, 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Maintenance Note: First Visit: 12 Months/12,000 Miles

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Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10703) 4WD Reg Cab 126" Work Truck (✔ Complete)

## Weight Ratings

### WEIGHT RATINGS

Front Gross Axle Weight Rating:	3800 lbs
Rear Gross Axle Weight Rating:	3800 lbs
Gross Vehicle Weight Rating:	6800.00 lbs

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Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10703) 4WD Reg Cab 126" Work Truck (✔ Complete)

## Technical Specifications

### Powertrain

#### Transmission

Drivetrain	Four Wheel Drive	Trans Order Code	MFC
Trans Type	8	Trans Description Cont.	Automatic
Trans Description Cont. Again	N/A	First Gear Ratio (:1)	4.56
Second Gear Ratio (:1)	2.97	Third Gear Ratio (:1)	2.08
Fourth Gear Ratio (:1)	1.69	Fifth Gear Ratio (:1)	1.27
Sixth Gear Ratio (:1)	1.00	Reverse Ratio (:1)	3.82
Clutch Size	N/A	Trans Power Take Off	N/A
Final Drive Axle Ratio (:1)	N/A	Transfer Case Model	N/A
Transfer Case Gear Ratio (:1), High	N/A	Transfer Case Gear Ratio (:1), Low	N/A
Transfer Case Power Take Off	N/A	Seventh Gear Ratio (:1)	0.85
Eighth Gear Ratio (:1)	0.65		

#### Mileage

EPA Fuel Economy Est - Hwy	20 MPG	Cruising Range - City	408.00 mi
EPA Fuel Economy Est - City	17 MPG	Fuel Economy Est-Combined	18 MPG
Cruising Range - Hwy	480.00 mi	Estimated Battery Range	N/A

#### Engine

Engine Order Code	L3B	Engine Type	Turbocharged Gas I4
Displacement	2.7L/166	Fuel System	Direct Injection
SAE Net Horsepower @ RPM	310 @ 5600	SAE Net Torque @ RPM	430 @ 3000
Engine Oil Cooler	N/A		

#### Electrical

Cold Cranking Amps @ 0° F (Primary)	730	Cold Cranking Amps @ 0° F (2nd)	N/A
Cold Cranking Amps @ 0° F (3rd)	N/A	Maximum Alternator Capacity (amps)	220

#### Cooling System

Total Cooling System Capacity	N/A
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Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10703) 4WD Reg Cab 126" Work Truck (✔ Complete)

## Powertrain

### Cooling System

## Vehicle

### Emissions

Tons/yr of CO2 Emissions @ 15K mi/year 8

EPA Greenhouse Gas Score 4

## Chassis

### Weight Information

Standard Weight - Front 0.00 lbs

Standard Weight - Rear 0.00 lbs

Base Curb Weight N/A

Gross Axle Wt Rating - Front 3800 lbs

Gross Axle Wt Rating - Rear 3800 lbs

Curb Weight - Front 2746 lbs

Curb Weight - Rear 1761 lbs

Option Weight - Front 0.00 lbs

Option Weight - Rear 0.00 lbs

Reserve Axle Capacity - Front 1054.00 lbs

Reserve Axle Capacity - Rear 2039.00 lbs

As Spec'd Curb Weight 4507.00 lbs

As Spec'd Payload 2293.00 lbs

Maximum Payload Capacity 2293.00 lbs

Gross Combined Wt Rating 14000 lbs

Gross Axle Weight Rating 7600.00 lbs

Curb Weight 4507.00 lbs

Reserve Axle Capacity 3093.00 lbs

Total Option Weight 0.00 lbs

Payload Weight Front 0 lbs

Payload Weight Rear 0 lbs

Gross Vehicle Weight Rating 6800.00 lbs

### Trailer

Dead Weight Hitch - Max Trailer Wt. 5000 lbs

Dead Weight Hitch - Max Tongue Wt. 500 lbs

Wt Distributing Hitch - Max Trailer Wt. 8900 lbs

Wt Distributing Hitch - Max Tongue Wt. 890 lbs

Fifth Wheel Hitch - Max Trailer Wt. 8800 lbs

Fifth Wheel Hitch - Max Tongue Wt. 2200 lbs

Maximum Trailering Capacity 8900 lbs

### Frame

Frame Type Box Ladder

Sect Modulus Rails Only N/A

Frame RBM N/A

Frame Strength N/A

Frame Thickness N/A

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Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10703) 4WD Reg Cab 126" Work Truck (✔ Complete)

## Chassis

### Suspension

Suspension Type - Front	Independent coil-over-shock	Suspension Type - Rear	Solid Axle
Spring Capacity - Front	N/A	Spring Capacity - Rear	N/A
Axle Type - Front	N/A	Axle Type - Rear	N/A
Axle Capacity - Front	N/A	Axle Capacity - Rear	N/A
Axle Ratio (:1) - Front	3.42	Axle Ratio (:1) - Rear	3.42
Shock Absorber Diameter - Front	N/A	Shock Absorber Diameter - Rear	N/A
Stabilizer Bar Diameter - Front	1.30 in	Stabilizer Bar Diameter - Rear	N/A

### Tires

Front Tire Order Code	QBN	Rear Tire Order Code	QBN
Spare Tire Order Code	QBR	Front Tire Size	255/70R17
Rear Tire Size	255/70R17	Spare Tire Size	255/70R17
Front Tire Capacity	N/A	Rear Tire Capacity	N/A
Spare Tire Capacity	N/A	Revolutions/Mile @ 45 mph - Front	N/A
Revolutions/Mile @ 45 mph - Rear	N/A	Revolutions/Mile @ 45 mph - Spare	N/A

### Wheels

Front Wheel Size	17 x 8 in	Rear Wheel Size	17 x 8 in
Spare Wheel Size	17 x 8 in	Front Wheel Material	Steel
Rear Wheel Material	Steel	Spare Wheel Material	Steel

### Steering

Steering Type	Electric Rack & Pinion	Steering Ratio (:1), Overall	N/A
Steering Ratio (:1), On Center	N/A	Steering Ratio (:1), At Lock	N/A
Turning Diameter - Curb to Curb	40.7 ft	Turning Diameter - Wall to Wall	N/A

### Brakes

Brake Type	Pwr	Brake ABS System	4-Wheel
Brake ABS System (Second Line)	N/A	Disc - Front (Yes or )	Yes

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Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10703) 4WD Reg Cab 126" Work Truck (  Complete )

## Chassis

### Brakes

Disc - Rear (Yes or )	Yes	Front Brake Rotor Diam x Thickness	13 x 1.18 in
Rear Brake Rotor Diam x Thickness	13.6 x 0.79 in	Drum - Rear (Yes or )	N/A
Rear Drum Diam x Width	N/A		

### Fuel Tank

Fuel Tank Capacity, Approx	24 gal	Aux Fuel Tank Capacity, Approx	N/A
Fuel Tank Location	N/A	Aux Fuel Tank Location	N/A

## Dimensions

### Interior Dimensions

Passenger Capacity	3	Front Head Room	43.11 in
Front Leg Room	44.53 in	Front Shoulder Room	66.02 in
Front Hip Room	60.9 in	Second Head Room	N/A
Second Leg Room	N/A	Second Shoulder Room	N/A
Second Hip Room	N/A		

### Exterior Dimensions

Wheelbase	126.5 in	Length, Overall w/o rear bumper	N/A
Length, Overall w/rear bumper	N/A	Length, Overall	210.94 in
Width, Max w/o mirrors	81.14 in	Height, Overall	75.85 in
Overhang, Front	N/A	Overhang, Rear w/o bumper	N/A
Front Bumper to Back of Cab	N/A	Cab to Axle	N/A
Cab to End of Frame	N/A	Ground to Top of Load Floor	N/A
Ground to Top of Frame	N/A	Frame Width, Rear	N/A
Ground Clearance, Front	8.26 in	Ground Clearance, Rear	8.26 in
Body Length	0.00 ft	Cab to Body	N/A

### Cargo Area Dimensions

Cargo Box Length @ Floor	79.44 in	Cargo Box Width @ Top, Rear	N/A
Cargo Box Width @ Floor	71.4 in	Cargo Box Width @ Wheelhousings	50.63 in

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Vehicle: [Fleet] 2025 Chevrolet Silverado 1500 (CK10703) 4WD Reg Cab 126" Work Truck (✔ Complete)

## Dimensions

### Cargo Area Dimensions

Cargo Box (Area) Height	22.4 in	Tailgate Width	N/A
Cargo Volume	71.7 ft³	Ext'd Cab Cargo Volume	N/A

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**QUOTE**

DATE 03/03/2025

PAGES: \_\_\_\_\_

From : Ryan Montoya

Buyer : VINCE LONGLY

Direct Line : **916.610.2215**

COMPANY: FORESTHILL PUD

Cell # **916.671.4877**

[rmontoya@myrosevillechevrolet.com](mailto:rmontoya@myrosevillechevrolet.com)

=====

VIN / STOCK # 161026

NOTES:

INVOICE/MSRP: \$43,830.00

MARKUP: \$ -500.00

DELIVERY: FREE

UPFITTING: N/A

DOC FEE/ELEC: 85.00

DMV/FEES EST: \$ 656.75 (Exempt) ?

SALES TAX: \$ 3,403.42 (Exempt) ?

OUT THE DOOR: \$47,975.17

**ALL VEHICLES SUBJECT TO PRIOR SALE**

*RYAN MONTOYA*

Foresthill Public Utility District  
Hank White, General Manager  
P.O. Box 266  
Foresthill, CA 95631

February 7, 2025

**Subject: Proposal to Perform Sanitary Survey**

Dear Mr. White,

Western Hydrologics (WHC) is pleased to present this proposal to provide consulting services in support of the District’s need to complete a Watershed Sanitary Survey as required by Title 22, Section 64665 of the California Code of Regulations. The following is the proposed scope of work to complete the survey and associated report.

**Scope of Work**

This scope of work will result in an update to the 2021 Sanitary Survey prepared by Western Hydrologics. As required, the update to the Sanitary Survey will include the following:

- Physical and hydrogeological description of the watershed
- Summary of source water quality monitoring data
- Description of activities and sources of contamination
- Description of any significant changes which could affect quality
- Description of watershed control and management practices
- Evaluation of system ability to meet requirements
- Recommendations for corrective actions

This scope of work will be completed by executing the following Tasks 1 – 3, described below.

**Task 1 – Review existing information**

Preliminary watershed maps for Shirttail Creek and Mill Creek will be developed during this Task to identify the extent of the watershed boundaries to guide the site visit and extent of the research area. WHC plans to contract with ECORP Consulting to provide mapping services for this task. Once maps are complete, District staff will be interviewed to guide the review process. There are several known information sources for review, including existing water quality data collected by the District and the Watershed Sanitary Survey by Western Hydrologics dated January 26, 2021. In addition, the U.S. Forest Service will be contacted to obtain information on wildfire, recreation and logging activities, and the U.S. Geologic Survey will be contacted to obtain hydrologic data and mining information within the watersheds.

Task 1 Cost Estimate ..... \$6,570

## Task 2 – Site Visit

Once the existing information is reviewed, the project team will visit key water supply facilities and potential source contaminant sites within the watershed, documenting locations and activities. During the site visit, specific facility locations and sites of interest will be noted. Key features will be added to the watershed maps as necessary.

Task 2 Cost Estimate ..... \$3,350

## Task 3 – Report Preparation

Following the Information review and site visit, the Sanitary Survey report will be prepared and organized to provide watershed and water supply system descriptions, results of the water quality data review, potential watershed contaminant sources review, Foresthill PUD Water Treatment Plant intake evaluation, and findings and recommendations.

A Draft copy of the Watershed Sanitary Survey report will be provided for District review. The Final document will address comments made by the District.

Task 3 Report Preparation ..... \$3,220

## Total Cost Estimate

The total estimated cost to update the Watershed Sanitary Survey is \$13,140. Compensation will be based upon actual hours expended multiplied by our current standard billing rates. 2025 billing rates are identified in Exhibit “A”, attached hereto and incorporated in by reference.

Western Hydrologics appreciates the opportunity to provide this proposal. Tasks will be invoiced based on the Rate Schedule for Professional Services (Attachment A). If you have any questions, please contact me at (916) 390-5829.

Sincerely,



Jeffrey K. Meyer, P.E.  
Principal  
Attachment(s)



Rate Schedule for Professional Services

**"Attachment A"**

**RATE SCHEDULE FOR PROFESSIONAL SERVICES<sup>1</sup>**

Project Principal .....	\$230.00
Senior Water Resources Engineer .....	\$215.00

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**Expense Reimbursement/Other:**

1. Subcontractor expenses are reimbursed with a 5% administrative handling charge.
2. Mileage is reimbursed at current IRS rate.

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<sup>1</sup> Rates effective January 2025 and are subject to change. Depending on the project requirements, titles may vary.

*NOTE: This publication is meant to be an aid to the staff of the State Board's Division of Drinking Water and cannot be relied upon by the regulated community as the State of California's representation of the law. The published codes are the only official representation of the law. Refer to the published codes—in this case, 17 CCR and 22 CCR—whenever specific citations are required. Statutes related to the State Board's drinking water-related activities are in the Health & Safety Code, the Water Code, and other codes.*

(e) The report shall include a written explanation of the cause of any violation of performance standards specified in sections 64653 or 64654 and operating criteria specified in section 64660(b)(9).

(f) The report shall include a summary of water quality complaints and reports of gastrointestinal illness received from consumers.

(g) The report shall include the monthly reporting specified in section 64650(f)(1).

**§64664.2. Supplemental Reports.**

(a) A supplier shall submit supplemental reports to the State Board in accordance with table 64664.2:

**Table 64664.2  
Supplemental Reports**

<i>If a supplier uses...</i>	<i>The supplier shall submit...</i>
(1) Conventional or direct filtration treatment and serves 10,000 or more persons	(A) Within 28 days of the exceedance of section 64660(b)(7)(F), the filter self-assessment report prepared pursuant to table 64660; and  (B) Within 90 days of the exceedance of section 64660(b)(7)(G), the CPE prepared pursuant to table 64660.
(2) Conventional or direct filtration treatment and serves fewer than 10,000 persons	Within 120 days of the exceedance of section 64660(b)(7)(G), the CPE prepared pursuant to table 64660.

(b) A supplier shall comply with the supplemental reporting requirements specified in section 64650(f).

CCR Title 22. Social Security  
Division 4. Environmental Health  
Chapter 17. Surface Water Treatment  
Article 7. Sanitary Surveys

**Article 7. Sanitary Surveys**

**§64665. Watershed Requirements.**

(a) All suppliers shall have a sanitary survey of their watershed(s) completed at least every five years. The first survey shall be completed by January 1, 1996.

(b) A report of the survey shall be submitted to the State Board not later than 60 days following completion of the survey.

*NOTE: This publication is meant to be an aid to the staff of the State Board's Division of Drinking Water and cannot be relied upon by the regulated community as the State of California's representation of the law. The published codes are the only official representation of the law. Refer to the published codes—in this case, 17 CCR and 22 CCR—whenever specific citations are required. Statutes related to the State Board's drinking water-related activities are in the Health & Safety Code, the Water Code, and other codes.*

(c) The survey and report shall include physical and hydrogeological description of the watershed, a summary of source water quality monitoring data, a description of activities and sources of contamination, a description of any significant changes that have occurred since the last survey which could affect the quality of the source water, a description of watershed control and management practices, an evaluation of the system's ability to meet requirements of this chapter, and recommendations for corrective actions.

#### **§64665.5. Additional Requirements.**

A supplier shall comply with the sanitary survey requirements specified in section 64650(f)(1).

### **Article 8. Public Notification**

#### **§64666. Consumer Notification.**

(a) For water systems that filter approved surface water, the supplier shall notify persons served by the system whenever there is a failure to comply with any of the treatment requirements specified in sections 64652, 64653, 64653.5(b), and 64654(a) or performance standards specified in sections 64653(c) and (h) and 64654(b).

(b) For water systems that do not filter approved surface water, the supplier shall notify persons served by the system whenever:

(1) There is a failure to comply with sections 64652.5(b) through (k), sections 64652 and 64654(a), or section 64654(b);

(2) The turbidity level in a representative sample of the approved surface water immediately prior to the first or only point of disinfectant application exceeds 5 NTU; or

(3) The unfiltered approved surface water has been identified as a source of waterborne microbial disease outbreak.

(c) The notification required by either subsections (a) or (b) shall be given in accordance with sections 64463.1(a)(4) or 64463.4(a)(1), as required.

(d) For water systems that filter approved surface water, the supplier shall notify persons served by the system whenever there is a failure to comply with the monitoring requirements specified in sections 64655 or 64656. The notification shall be given in accordance with section 64463.7.

(e) For water systems that do not filter approved surface water, the supplier shall notify persons served by the system whenever there is a failure to comply with the monitoring requirements specified in sections 64652.5(b), (d), or (e), or 64656. The notification shall be given in accordance with section 64463.7.

(f) If a supplier is unable to remove a source from service pursuant to section 64652.5(l), the supplier shall notify the State Board immediately, and notify persons served by the system pursuant to section 64463.1.

**To:** Board of Directors  
**From:** Henry N. White  
**Date:** March 3, 2025  
**Subject:** Director's request to revise Policy #5020

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**Recommendation:** Discuss the issue and direct staff accordingly.

**Background:** During the Regular Board Meeting held on January 8, 2025, the Board of Directors established an ad hoc committee to discuss revisions to Policy 5020 and report to the full board in February 2025. The committee consisted of Director Foster (Chair) and Vice President Bell (member). The board discussed the issue in open session on February 12, 2025 and agreed to a revision of policy 5020.

The attached documents are the revision to Policy #5020 from the February meeting in track changes and a clean version.

**Financial Implications:** The financial impact of revising Policy 5020 is negligible.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Board Meeting Agenda  
**POLICY NUMBER:** 5020

5020 in Track  
Changes

**5020.10** ~~The Board President~~General Manager, in consultation with the General Manager~~Board President~~The Board President and General Manager, shall prepare an agenda meeting the requirements of the Ralph M. Brown Act (Sections 54953 and 54954) 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-ninth (9th)~~ day preceding the regular meeting of the Board of Directors. For example, if Board meetings are on ~~Thursday~~Wednesday, the agenda will be closed to new items at 12 PM on the preceding ~~Thursday~~Monday.

**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 ~~decide 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 the Board of Directors to reconsider any adverse decision. Any Director may request that the item be placed on the agenda of a ~~regularly-regular~~ 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.

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# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Board Meeting Agenda  
**POLICY NUMBER:** 5020

5020 Clean  
Version

**5020.10** The Board President and General Manager, shall prepare an agenda meeting the requirements of the Ralph M. Brown Act (Sections 54953 and 54954) 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 ninth (9th) day preceding the regular meeting of the Board of Directors. For example, if Board meetings are on Wednesday, the agenda will be closed to new items at 12 PM on the preceding Monday.

**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 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 to the Board of Directors to reconsider any adverse decision. Any Director may request that the item be placed on the agenda of a regular scheduled Board meeting.

**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.

**To:** Board of Directors  
**From:** Henry N. White  
**Date:** March 3, 2025  
**Subject:** Director's request to revise Policy #3021

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**Recommendation:** Discuss the issue and direct staff accordingly.

**Background:** During the Regular Board Meeting held on December 11, 2024, the Board of Directors established a deadline of January 15, 2025, for directors to submit comments on a revision of Policy #3021 Reserves. Comments from Vice President Bell and Director Foster were submitted and discussed during the February 12, 2025, public meeting. The board directed staff to revise Policy #3021 using material submitted by Vice President Bell and Director Foster and to bring the policy back to the board for final approval in March 2025.

**Financial Implications:** The financial impact of revising Policy 3021 is negligible.

## Foresthill Public Utility District POLICY HANDBOOK

**POLICY TITLE:** Reserves  
**POLICY NUMBER:** 3021

3021 in Track Changes

### **3021.10 Purpose.**

The Foresthill Public Utility District Reserve Policy has been developed to establish and maintain prudent financial resources that safeguard the District's ability to continue operations and provide critical services in the event of temporary unexpected revenue shortfalls or unpredicted one-time expenses. The Reserve Policy ensures that appropriate reserves are available to: to consider the minimum level necessary to maintain the District's credit worthiness and to adequately provide for:

- Provide for ~~C~~cash flow requirements
- Maintain the District's credit worthiness.
- Address ~~C~~contingencies for unforeseen operating or capital needs
- Respond to ~~E~~conomic uncertainties, local disasters or catastrophic events and other financial hardships or downturns in the local, state or national economy.
- Perform routine investments in critical infrastructure and long-term capital improvements and replacements.

### **3021.20 Policy.**

Through the annual budget process, the District will maintain a minimum discretionary fund balance as close to 50% of the operating revenues in the General Fund as is practicable at fiscal year-end.

By enacting this policy, the District is setting the following reserves and goals:

### **3021.30 Specific Designations of Discretionary Fund Reserves Balance.**

#### **3021.31 Operating Reserve Rate Stabilization**

This designation represents the portion of fund balance set aside as a rate stabilization fund. Set goal of maintaining a minimum level of operating reserve to approximately 50%, or six months, of operating budget appropriations for the upcoming fiscal year. Funds from this reserve are to be used to pay operating expenses during any and each month wherein the expenses cannot be paid via the unrestricted General Fund.

#### **3021.32 Capital Reserves Depreciable Asset Replacement**

This designation represents the portion of fund balance set aside to cover expenditures arising from depreciable asset replacements. For General Fund assets, the District will provide the timely replacement of vehicles and capital equipment. The annual designation will be based on the estimated life schedule for vehicles and equipment.

Set an annual goal of reserving \$427,000 for water-rate-funded capital expenses, reflecting the District's commitment to funding critical infrastructure and long-term capital improvements. Additional funds from connection charges (Will Serve) are designated to be added to this reserve. Additional funds may be allocated to the reserve from grants,

surplus revenues, water transfer revenue, or by any other formal vote of the Board of Directors. Funds from this reserve are designated exclusively for capital expenditures, insuring the District can address its infrastructure needs in a timely and effective manner. Unspent reserves will roll over annually, allowing for the accumulation of funds for large-scale or multi-year capital projects. ~~If the project cost exceeds funds available, the project will not go forward.~~

### **3021.33 Emergency Reserve Events**

Set a goal to establish and maintain a reserve for emergency repair and replacement purposes of approximately 2% of the book value of the District's depreciable capital assets (\$600,000 in 2021). Funds from this reserve are designated exclusively for addressing urgent and unforeseen needs, such as major equipment failures, infrastructure damage, or disaster abatement and recovery.- Any use of this reserve must be either approved in advance by the Board of Directors, or in extreme emergencies, or in cases wherein gathering the Board of Directors is not possible, the expenditures are reported to the Board of Directors at the next scheduled meeting. This designation represents ~~the portion of a~~ fund balance set aside to cover expenditures associated with emergency situations.

### **3021.34 Insurances**

This designation represents ~~the portion of fund balance set aside for possible future insurance claims and fluctuations in insurance premiums.~~

### **3021.345 Debt Service Reserve. Other Designations.**

In addition to the designations noted above, ~~fund balance levels will be sufficient to meet funding requirements for:~~

- ~~Projects approved in prior years which are carried forward into the new year.~~
- ~~Set a goal of maintaining approximately a fiscal year's loan debt service payments, including both principal and interest obligations. Funds from this reserve are strictly designated for meeting annual debt service obligations, insuring timely and complete payment. The district's debt service payment varies by year and is between \$280,802 and \$338,135 for the years 2021-2026. Reserve funds will be used for each fiscal year for debt service. Replenishment of reserve funds will include contributions from Assessment District #2, a specific property tax revenue, as well as being replenished in the subsequent budget cycle from the unrestricted General Funds to the targeted reserve level. Debt service requirements as prescribed by the bond covenants adopted at the time of the issuance of debt.~~
- ~~Encumbrances and other designations required by contractual obligations, state law, or generally accepted accounting principals.~~

### **3021.50 Specific Designations of Restricted Fund Balance**

#### **3021.51 Sugar Pine Designation.**

This designation represents ~~the restricted portion of fund balance generated by Sugar Pine Surcharge as per Ordinance No. 03-02.~~

#### **3021.52 Assessment 708 Designation.**

~~This designation represents the portion of fund balance generated by District's Assessment 708 which is restricted for the sole purpose of said assessment.~~

~~**3021.53 Capital Reserves Designation.**~~

~~The Board will designate specific fund balance levels for future acquisitions and for the development of capital projects as determined in the Five Year Plan or in the best long-term interests of the District.~~

**3021.60 Annual Reserve Evaluations.**

The Finance Committee, ~~or and/or~~ General Manager, ~~shall may~~ shall perform a reserve analysis to be submitted to the District Board based upon the occurrence of any one of the following events for each of the designated Reserves:

- District Board deliberation of the annual budget.
- ~~Presentation of the annual audit.~~
- ~~Mid-year budget review.~~
- When a major change in conditions threatens the reserve levels established within the policy.

**Foresthill Public Utility District  
POLICY HANDBOOK**

**POLICY TITLE:** Reserves  
**POLICY NUMBER:** 3021

3021 Clean Version

**3021.10 Purpose.**

The Foresthill Public Utility District Reserve Policy has been developed to establish and maintain prudent financial resources that safeguard the District’s ability to continue operations and provide critical services in the event of temporary unexpected revenue shortfalls or unpredicted one-time expenses. The Reserve Policy ensures that appropriate reserves are available to:

- Provide for cash flow requirements
- Maintain the District’s credit worthiness.
- Address contingencies for unforeseen operating or capital needs
- Respond to economic uncertainties, local disasters or catastrophic events and other financial hardships or downturns in the local, state or national economy.
- Perform routine investments in critical infrastructure and long-term capital improvements and replacements.

**3021.20 Policy.**

By enacting this policy, the District is setting the following reserves and goals:

**3021.30 Specific Designations of Discretionary Fund Reserves .**

**3021.31 Operating Reserve**

Set goal of maintaining a minimum level of operating reserve to approximately 50%, or six months, of operating budget appropriations for the upcoming fiscal year. Funds from this reserve are to be used to pay operating expenses during any and each month wherein the expenses cannot be paid via the unrestricted General Fund.

**3021.32 Capital Reserves**

Set an annual goal of reserving \$427,000 for water-rate-funded capital expenses, reflecting the District’s commitment to funding critical infrastructure and long-term- capital improvements. Additional funds from connection charges (Will Serve) are designated to be added to this reserve. Additional funds may be allocated to the reserve from grants, surplus revenues, water transfer revenue, or by any other formal vote of the Board of Directors. Funds from this reserve are designated exclusively for capital expenditures, insuring the District can address its infrastructure needs in a timely and effective manner. Unspent reserves will roll over annually, allowing for the accumulation of funds for large-scale or multi-year capital projects. If the project cost exceeds funds available, the project will not go forward.

**3021.33 Emergency Reserve**

Set a goal to establish and maintain a reserve for emergency repair and replacement purposes of approximately 2% of the book value of the District’s depreciable capital assets (\$600,000 in 2021). Funds from this reserve are designated exclusively for addressing

urgent and unforeseen needs, such as major equipment failures, infrastructure damage, or disaster abatement and recovery. Any use of this reserve must be either approved in advance by the Board of Directors, or in extreme emergencies, or in cases wherein gathering the Board of Directors is not possible, the expenditures are reported to the Board of Directors at the next scheduled meeting. This designation represents a fund balance set aside to cover expenditures associated with emergency situations.

**3021.34 Debt Service Reserve.**

Set a goal of maintaining approximately a fiscal year's loan debt service payments, including both principal and interest obligations. Funds from this reserve are strictly designated for meeting annual debt service obligations, insuring timely and complete payment. The district's debt service payment varies by year and is between \$280,802 and \$338,135 for the years 2021-2026. Reserve funds will be used for each fiscal year for debt service. Replenishment of reserve funds will include contributions from Assessment District #2, a specific property tax revenue, as well as being replenished in the subsequent budget cycle from the unrestricted General Funds to the targeted reserve level.

**3021.60 Reserve Evaluations.**

The Finance Committee, and/or General Manager, shall perform a reserve analysis to be submitted to the District Board based upon the occurrence of any one of the following events for each of the designated Reserves:

- District Board deliberation of the annual budget.
- When a major change in conditions threatens the reserve levels established within the policy.

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

Item F 6

**POLICY TITLE:** Minutes of Board Meetings  
**POLICY NUMBER:** 5060

**5060.10** The Board's Clerk and Ex-Officio Secretary shall keep minutes of all regular and special meetings of the Board.

**5060.11** Copies of a meeting's minutes will be distributed to Directors as part of the information packet for the subsequent meeting as soon as practical, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet, and will be posted on the District's web site.

**5060.12** An audio tape recording of regular and special meetings of the Board of Directors may be made. The recording will be posted on Vimeo (on\_line) by volunteers from the community.

**5060.13** Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- 5060.14 Date, place and type of each meeting;
- 5060.15 Directors present and absent by name;
- 5060.16 Management staff present by name;
- 5060.17 Call to order;
- 5060.18 Time and name of late arriving Directors;
- 5060.19 Time and name of early departing Directors;
- 5060.20 Names of Directors absent during any agenda item upon which action was taken;
- 5060.21 Summary record of staff reports;
- 5060.22 Summary record of public comment regarding matters not on the agenda, including names of commentators;
- 5060.23 Approval of the minutes or modified minutes of preceding meetings;
- 5060.24 Approval of financial reports;
  
- 5060.25 Complete information as to each subject of the Board's deliberation;
- 5060.26 Record of the vote of each Director on every action item for which the vote was not unanimous;
- 5060.27 Resolutions and ordinances described as to their substantive content and sequential numbering;
- 5060.28 Record of all contracts and agreements, and their amendment, approved by the Board;



- 5060.29 Approval of the annual budget;
- 5060.30 Approval of all policies, rules and/or regulations;
- 5060.31 Approval of all dispositions of District assets;
- 5060.32 Approval of all purchases of District assets; and,
- 5060.33 Time of meeting's adjournment.

**5060.40** The Board's Clerk and Ex-Officio Secretary of the Board of Directors will not record or keep minutes of closed session discussions.

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Health and Welfare Benefits  
**POLICY NUMBER:** 2110

Item F 7 and F 11

**2110.10** State Disability. All District employees are automatically enrolled in the California State Disability Program. The employee and District agrees to integrate SDI benefits with sick leave. The employee shall pay required premium costs which will be deducted from their paycheck and transmitted to the State by the District.

**2110.15** Short Term/Long Term Disability Insurance. The District maintains a Group Long Term Disability Insurance Policy in addition to State Disability. The District pays all premiums for regular full-time employees only.

**2110.20** Medical Insurance. The District will cover 100% of the premium for a single employee at the lowest cost premium offered by the District annually. Should employee choose a different plan or include a spouse and/or dependent/s the District will pay 80% of the total cost for spouse and/or dependent/s. Dependents will be covered by the district up to age 26, employee will then be responsible for the full cost of dependents. This plan does not provide benefits to dependents of deceased employees or retirees.

**2110.21** Vision Care Insurance. The District will pay 80% of the premium for its group vision care plan for regular full-time employees, their spouses and/or dependents. Dependents will be covered by the District up to age 21, employee will then be responsible for the full cost of dependent/s. This plan does not provide benefits to dependents of deceased employees or retirees.

**2110.22** Dental Care Insurance. The District pays 80% of the premium for its group dental care plan for the employees, their spouses and/or dependents. Dependents will be covered by the District up to age 21, employee will then be responsible for the full cost of dependents. This plan does not provide benefits to dependents of deceased employees or retirees.

**2110.30** Workers' Compensation Insurance. Pursuant to State law, all District employees will be insured against industrial injuries.

**2110 .40** Life Insurance. The District provides life insurance for all regular full-time employees in all job classifications, in an amount equal to the employee's annual salary.

Additional life insurance for up to two (2) times the amount of an employee's annual salary is available at the employee's expense.

**2110.50** Retirement Plan. In addition to social security coverage, the District offers a CALPERS 457 plan and provides CALPERS defined benefit retirement plan. The employee may voluntarily contribute as prescribed by IRS rules. The District does NOT contribute to this plan.

**2110.51 Classic Employees.** The District provides the California Public Employee Retirement Plan 3% at 60 formula for all probationary and regular Classic employees. Classic employees are generally those employees who were members of the CalPERS retirement system before January 1, 2013. The employee's contribution of 8% of gross pay is paid by the District per Resolution No. 06-01, "Declaring the Official Intent for Employer Paid Member Contributions".

**2110.52 PEPRA Employees.** The District provides the California Public Employee Retirement Plan 2% @ 62 formula for all probationary and regular PEPRA employees. PEPRA Employees are generally those employees who became members of the CalPERS retirement system on or after January 1, 2013, the effective date of the Public Employee Pension Reform Act (PEPRA). PEPRA employees are required to pay no less than 50% of the actuarially determined cost of the retirement plan.

**2110.55 Retiree Medical Insurance.** For those individuals currently receiving this benefit, the District will cover 100% of the health insurance premium plan for a single retiree and spouse offered by the District annually (this is limited to spouses who are identifiable at the employee's retirement date, subsequent spouses are not eligible). Retiree and Spouse upon eligibility for Medicare will be required to enroll in both Medicare Parts A & B. Health Insurance Premium Plans will be reviewed annually before open enrollment by the District and the District reserves the right to make changes to plans offered during open enrollment. In order to be eligible for this benefit, retirees hired before January 1, 2015, must retire under the Public Employee Retirement System and have 15 years of continuous service with the District. Nothing herein shall be construed to "vest" retirees with certain health insurance benefits.

In the event of retiree's death, the District will cover 100% of the health insurance premium plan offered by the District annually for the surviving spouse (so long as the spouse was added at time of FPU D employee's retirement). Health Insurance Premium Plans will be reviewed annually before open enrollment by the District and the District reserves the right to make changes to plans offered during open enrollment. Nothing herein shall be construed to "vest" retirees surviving spouse with certain health insurance benefits.

For employees hired **after** January 1, 2015, the District shall reimburse up to \$300 per month for retiree and shall reimburse up to \$400 per month for retiree plus spouse (this is limited to spouses who are identifiable at the employee's retirement date, subsequent spouses are not eligible ) for the costs of health insurance benefits. In order to be eligible for this benefit the employee must retire under the Public Employee Retirement System and have 20 years of continuous service to the District. Nothing herein shall be construed to "vest" retirees with certain health benefits. Upon retiree's death, the District shall reimburse up to \$400 per month for surviving spouse (so long as the spouse was added at time of FPU D employee's retirement) for health insurance benefits.

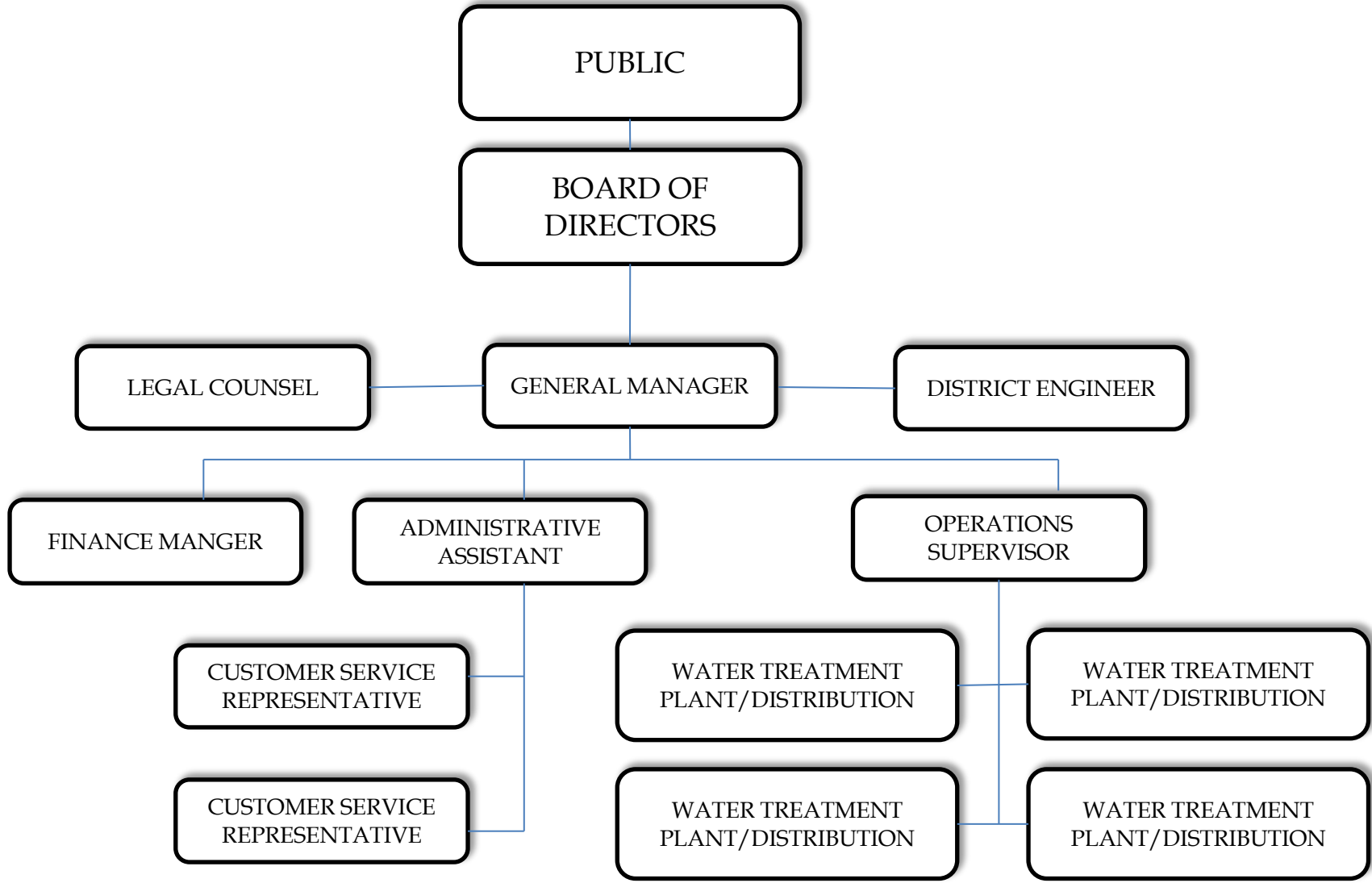
**2110.60 Changes to Policy and Plans.** The District reserves the right to eliminate or change benefits, insurance carriers or other plan provisions and all of the preceding are subject to periodic review and revision by the Board of Directors regardless of whether changes affect current employees and/or retirees.

Foresthill Public Utility District  
POLICY HANDBOOK

Policy Title: Organizational Chart, November 2014

Policy Number: 2300

Item F 8



# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

Item F 8

**POLICY TITLE:** Job Description – Finance Manager  
**POLICY NUMBER:** 2305

### **SUMMARY DESCRIPTION**

To organize, direct and coordinate general accounting, budgeting, and the conduct of complex financial analysis; to coordinate financial analysis activities with other divisions and departments; and to provide highly complex staff assistance to the General Manager.

### **DISTINGUISHING CHARACTERISTICS**

The Financial Manager operates with a great deal of independence and discretion.

### **SUPERVISION RECEIVED AND EXERCISED**

Receive administrative direction from the General Manager.  
Exercises direct supervision over professional and technical personnel.

**EXAMPLES OF DUTIES** - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- *Develop and implement division goals, objectives, policies and procedures.*
- *Plan, organize, and direct financial activities including financial analysis, budgeting, accounting, and related program support.*
- *Direct, oversee and participate in the development of the work plan related to financial analysis including the assignment, monitoring and review of work activities, projects and programs.*
- *Recommend the appointment of personnel and provide staff training, conduct performance evaluations and implement discipline procedures as required to maintain high standards necessary for the efficient and professional operations of the department.*
- *Participate in and implement various financial projects and programs, including but not limited to, administrative, financial, economic, systems and rate analysis.*
- *Create and analyze technical financial information.*
- *Perform professional accounting work in accordance with prescribed accounting standards (GASB, GAAP, Utility Accounting).*
- *Reconcile and analyze accounts.*
- *Perform cost-benefit analysis.*
- *Assist in the coordination, preparation and monitoring of the Agency budgets.*
- *Maintain statistical and economic data for estimates and forecasts.*
- *Review and/or perform overhead analysis for Capital Improvement Projects and other cost allocations.*

- *Manage and/or participate in the preparation of a wide variety of complex financial reports and analyses.*
- *Query accounting system database and develop custom reports.*
- *Prepare complex reports, manuals, memoranda, correspondence and other documents.*
- *Prepare and analyze historical, current and future revenue and expense trends and forecasts.*

- Coordinate and/or review grant details including the Agency's Financial Assistance Program and other grants awarded to the Agency.
- Perform internal audit functions.
- Conduct special projects.
- Make recommendations for improvements to efficiency, cost effectiveness and quality of operations.
- Represent the division and department to outside agencies and organizations and participate in outside community and professional groups and committees.
- Research and prepare technical and administrative reports and prepare written correspondence.
- Perform related duties as required.

## **QUALIFICATIONS**

### **KNOWLEDGE OF:**

- Principles and practices of complex financial analysis as it relates to a public utility.
- Federal, state and local laws, codes and regulations pertinent to accounting, budgeting and financial analysis at a public utility.
- Accounting principles and procedures applicable to utilities and government agencies.
- Principles and practices of local government budget preparation and administration.
- Finance and cost distribution systems.
- English usage, grammar and punctuation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, state and federal rules, regulations and laws.
- Modern office equipment including use of word processing, database and spreadsheet applications.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training and personnel management.
- Principles and practices of customer service.

### **ABILITY TO:**

- Organize and direct complex financial operations.
- Understand and communicate to others the Agency's financial and budget systems.

- Interpret and apply principles, procedures, regulations and laws related to budget preparation and administration.
- Analyze data, draw appropriate conclusions and adopt appropriate courses of action.
- Work independently.
- Conduct feasibility studies, cost-benefit analyses, and the analysis of fiscal information.
- Read and understand technical information.
- Compile data and prepare technical and analytical reports.
- Develop forecasts and trend analyses.
- Estimate and project revenues, project costs and general expenditures.
- Query databases and develop reports using a variety of computer report-writing tools.
- Learn integrated computer budgeting and accounting systems.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply Agency and department policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.

**WORKING CONDITIONS:**

- Work is generally carried out in an office setting.
- Frequently sit at a desk and in meetings for long periods of time.
- Frequently twist to reach office equipment and perform simple grasping and fine manipulation to write and use keyboard.
- Occasionally lift up to 35 pounds.

**Experience and Education** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Six years of increasingly responsible public sector finance and budgeting experience, including two years of supervisory responsibility.

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university in Business Administration, Accounting or a related field.

**License or Certificate:**

Possession and maintenance of a valid California driver's license and acceptable driving record.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the*

*job.*



# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Credit Card Purchases  
**POLICY NUMBER:** 3032

Item F 8

**3032.1** Purpose. The purpose of this policy is to prescribe the internal controls for management of District credit cards.

**3032.2** Scope. This policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.

**3032.3** Implementation. A credit card shall be issued to the General Manager. Credit cards shall not be issued or used by members of the Board of Directors.

**3032.4** All credit card bills shall be paid in a timely manner to avoid late fees and finance charges.

**3032.5** All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card.

**3032.6** All credit-card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.

**3032.7** The Finance Manager shall review and approve credit-card transactions by the General Manager. The General Manager shall review and approve credit-card transactions by the Finance Manager.

Deliver to Dianne

All - meeting owl camera

From Ron Thompson  
For ITEM #8 2/12/2025  
@ 8:38 PM

Rufus

Camera & Photo Deals Best Sellers DSLR Cameras Mirrorless Cameras Lenses Point-and-Shoots Sports & Action Cameras Camcorders

Item F10

Back to results

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360°



Roll over image to zoom in

Meeting Owl 3 Premium  
360-Degree, 1080p  
Smart Video Conference  
Camera, Microphone, and  
Lighter (Automatic  
Focus & Smart  
Tracking and Noise  
Cancelling)

Owl Labs Store 26 ratings

\$1,199.00

Two-Day  
FREE Returns

FREE delivery Saturday,  
January 18. Order within 11 hrs  
53 mins

Deliver to Dianne - Forest Hill  
95661

In Stock

Quantity: 1

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Buy Now

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Sold by Amazon.com  
Returns 30-day  
refund/replacement  
Support Product support  
included  
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Add a Protection Plan:

- 2-Year Protection Plan for \$89.99
- 3-Year Protection Plan for \$119.99
- Asurion Complete Protect: One plan covers all eligible past and future purchases (Renews Monthly Until Cancelled) for \$16.99/month

Add a gift receipt for easy returns

Add to List

\$1,199.00

Or \$239.80/mo (5 mo). Select from 2 plans

Two-Day  
FREE Returns

Pay \$99.92/month for 12 months, interest-free upon approval for Prime Visa

Brand	Owl Labs
Photo Sensor Technology	CMOS
Video Capture Resolution	1080p

See more

About this item

- ENGAGING HYBRID COLLABORATION. The Meeting Owl 3 is an all-in-one video conferencing device that captures 360° video in 1080p HD and 360° audio up to 18' (5.5m) away. Automatically focuses on whoever is speaking to foster active collaboration and increased participation while showing a 360° view of the room.
- AWARD-WINNING INTELLIGENCE. Features the award-winning and proprietary Owl Intelligence System, which uses visual and audio cues to automatically focus on and capture the best view of in-room speakers so remote participants can engage and participate in hybrid discussions effectively and productively.
- EASY DEPLOYMENT. Go from unboxing to your first meeting in 6 min with our plug-and-play USB device. IT admins can seamlessly manage their fleet of devices from our management tool, The Nest, via bulk registration, default settings management, and more.

Ask Rufus

- Does it require software installation?
- Can it connect to wireless networks?
- Is it compatible with Zoom video conferencing?

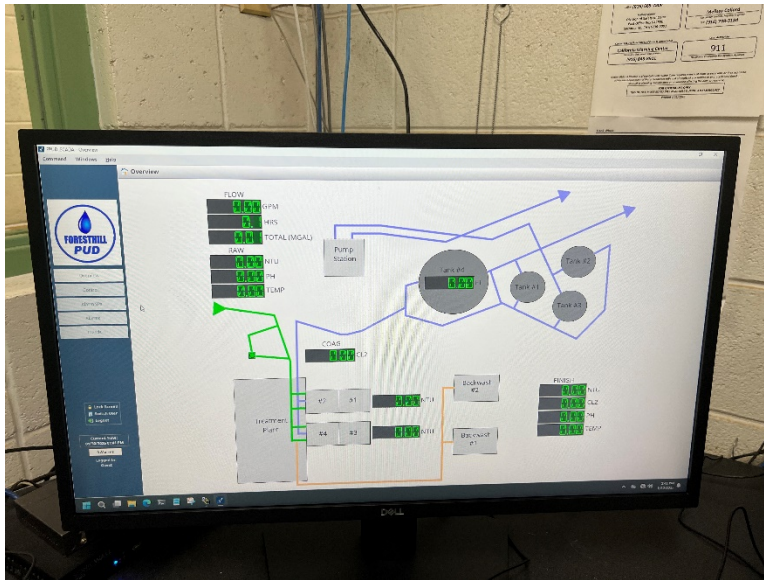
Sponsored

**To:** Board of Directors  
**From:** Henry N. White  
**Date:** March 5, 2025  
**Subject:** General Manager's Report

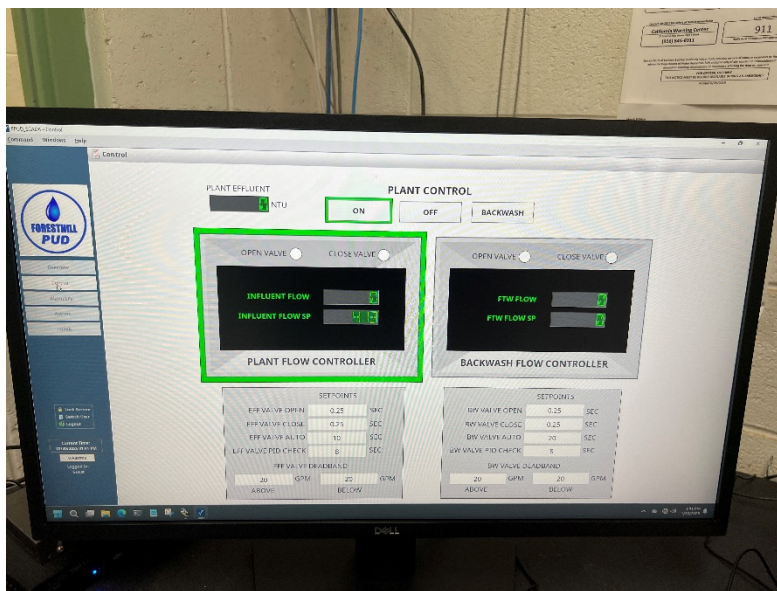
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Topics of General Interest:

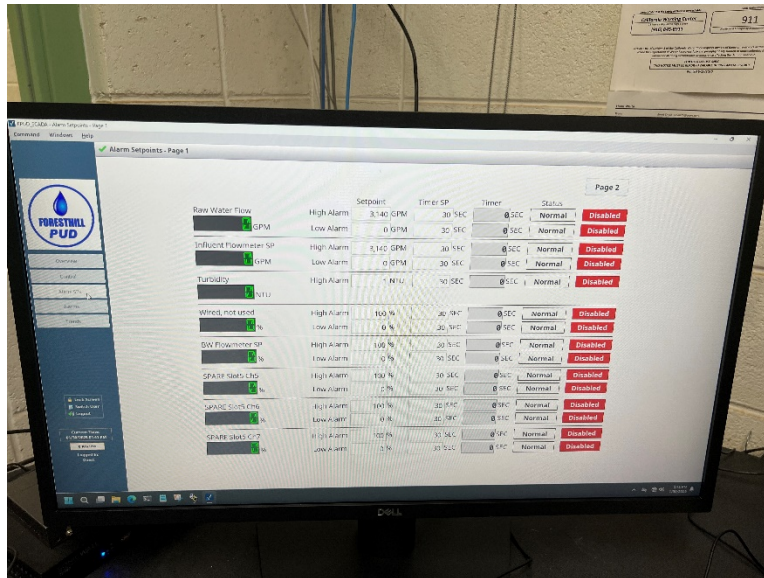
- 1. Safety Meeting Update** - Foresthill staff participate in a series of safety meetings throughout the year. On February 6, 2025, staff reviewed General office safety. Safety meetings reflect Foresthill's ongoing commitment to ensuring the safety and well-being of our staff.
- 2. January 28, 2025, Added Virtual Endorsement to check scanning deposits** - Added a feature to the deposit process to speed deposits and improve efficiency.
- 3. Water treatment plant Supervisory Control and Data Acquisition (SCADA) system in service** - The SCADA system approved by the board on October 9, 2024 was completed on February 10, 2025. Using "Ignition" software, the WTP overview, operational trends, alarm setpoints/status and finish water analytics are now collected in one location. This improvement allows the operator to track plant operation and reduces the potential for error.



Master/operator control station



Operations screen



Alarm screen

4. **Division of Drinking Water Inspection on 2/19/2025** – The Division of Drinking Water inspected the Foresthill Water Treatment Plant for regulatory compliance. The inspector suggested upgrading turbidity meters for individual filter effluent. This work was completed by March 3, 2025.
5. **Posted policy manual to website on 2/26/2025** – Staff posted the entire policy manual to the website on 2/26/2025. The document is a searchable document to facilitate research and improve the ability to retrieve documents.
6. **Updated policy 5020 2/26/2025** – Policy 5020 was updated by staff pursuant to direction of the board.
7. **Updated policy 3021 2/26/2025** - Policy 3021 was updated by staff pursuant to direction of the board.
8. **Public Records Request completed 2/21/2025** – Staff completed a Public Records Act Request on 2/21/2025.
9. **Change in required fishery maintenance flow from Sugar Pine Reservoir** - Staff increased the required fishery maintenance flow from Sugar Pine Reservoir on 2/1/2025 to five cubic feet per second. Water Right Permit 15375 contains a condition requiring the release of water to maintain the fishery below Sugar Pine Dam. The requirement changes seasonally and staff ensures the permit condition is satisfied.
10. **Mountain Counties Water Resources Authority Legislative Committee meeting** – Staff participated in the MCWRA legislative committee meeting on 2/27/2025.
11. **Voluntary Agreement Upstream Operators Group** – Staff participated in a meeting of American River purveyors on 2/27/2025. The purpose of the meeting was to protect American River water rights holders interests.
12. **Capital Improvement Update – Itron Mobile Collection Equipment** – In August 2024, the board approved the purchase of Itron Mobile Collection

Equipment to replace existing automated meter reading equipment that is no longer supported by the manufacturer. The equipment has been purchased and configured to Foresthill's existing utility billing software. Staff training sessions are complete and initial testing of the equipment is underway. Staff expects the project to be fully implemented and in-service by March 15, 2025. The project was completed on budget.



*Automatic meter reading equipment installed in vehicle*