

FORESTHILL PUBLIC UTILITY DISTRICT

www.foresthillpud.com

BOARD OF DIRECTORS

Gregory L. Wells
Duane L. Frink
William L. Sadler, Jr.
Brett C. Grant
George S. Shaw

Kurt W. Reed, General Manager
Paul Chamberlain, District Counsel

NOTICE OF MEETING AND AGENDA FORESTHILL PUBLIC UTILITY DISTRICT FINANCE COMMITTEE

May 5, 2009
6:00 PM

Foresthill Public Utility District Office
24540 Main Street
Foresthill, California

Brett C Grant, Chairperson

Adam W. Larsen, Committee Member

- A. CALL TO ORDER/ROLL CALL
- B. INTRODUCTIONS AND PRESENTATIONS
- C. AGENDA CHANGES AND REVIEW
- D. PUBLIC COMMENT
Any member of the public may address the Committee on any matter within the jurisdictional authority of the Committee, or on any item on this agenda before or during the Committee's consideration of that item. Such testimony shall be limited to three minutes per person, or such other time limit as may be imposed by the Chairperson in order to enable the Committee to complete its agenda within a reasonable period of time.
- E. GENERAL ITEMS
 - 1. New Business
 - a. Review Fiscal Year 2008 – 2009 Budget Report (as of 3/31/09) and draft proposed 2009-2010 Preliminary Budget.
 - b. Review on-call-duty and operations overtime and call-out policies.
 - c. Formulate outline for 2009-2010 Budget recommendation to Board of Directors.
- F. ADJOURNMENT

I certify that on April 30, 2009 I personally posted a copy of this agenda in public view at 24540 Main Street in Foresthill, California.

Jo Ann Glover
Business Manager

PRELIMINARY BUDGET
2009-2010

GENERAL FUND	March Closing ACTUAL		BUDGET	2009-2010 Preliminary Budget
REVENUE:				
WATER - RESIDENTIAL	\$734,878	76%	\$960,795	\$995,000
WATER - BUSINESS	\$106,587	43%	\$245,622	\$222,000
WATER - INDUSTRIAL	\$243	68%	\$360	\$300
METER INSTALLATION	\$1,956	16%	\$12,500	\$6,250
SERVICE INSTALLATIONS	\$81	5%	\$1,500	\$1,500
INSPECTION FEES	\$0	0%	\$5,000	\$0
SUGAR PINE SURCHARGE	\$132,316	75%	\$177,500	\$177,500
INTEREST - TAXES	\$403	47%	\$850	\$900
INTEREST - DISTRICT CHECKING	\$26	26%	\$100	\$75
PROPERTY TAX REVENUE	\$46,850	74%	\$63,280	\$86,000
WATER CHARGES PENALTIES	\$15,195	89%	\$17,000	\$21,500
SERVICE CHARGES & RECONNECTS	\$4,745	73%	\$6,500	\$7,500
MISCELLANEOUS INCOME	\$2,517	20%	\$12,500	\$7,000
STANDBY CHARGES	\$0	0%	\$2,700	\$2,700
TOTAL REVENUE:	\$1,045,797	69%	\$1,506,207	\$1,528,225
EXPENSES:				
SOURCE OF SUPPLY - SALARIES	\$7,383	114%	\$6,500	\$8,500
SOURCE OF SUPPLY - MAINTENANCE	\$809	81%	\$1,000	\$1,500
SOURCE OF SUPPLY - INSTRUMENTATION STU	\$745	19%	\$4,000	\$3,000
SOURCE OF SUPPLY - PIPELINE MAINTENANCE	\$106	1%	\$11,500	\$10,000
SOURCE OF SUPPLY - RESTORATION FEE	\$18,133	76%	\$24,000	\$24,000
SOURCE OF SUPPLY - STATE DAM INSPECTION	\$1,490	5%	\$29,000	\$31,000
SOURCE OF SUPPLY - H2O RIGHTS & STORAGE	\$1,029	94%	\$1,100	\$2,500
SOURCE OF SUPPLY - VEHICLE EXPENSE	\$285	57%	\$500	\$400
SOURCE OF SUPPLY - POWER	\$2,717	80%	\$3,400	\$3,000
SOURCE OF SUPPLY SUB-TOTAL	\$32,697	40%	\$81,000	\$83,900
PUMPING - MAINTENANCE	\$24	2%	\$1,000	\$500
PUMPING - POWER	\$5,813	78%	\$7,500	\$7,800
PUMPING - PROPANE	\$754			\$1,000
PUMPING - VEHICLE EXPENSE	\$220	55%	\$400	\$400
PUMPING SUB-TOTAL	\$6,811	77%	\$8,900	\$9,700
TREATMENT - SALARIES	\$80,388	79%	\$102,000	\$107,000
TREATMENT - EQUIPMENT MAINTENANCE	\$7,773	222%	\$3,500	\$7,000
TREATMENT - GENERAL MAINTENANCE	\$3,710	41%	\$9,000	\$4,500
TREATMENT - STATE DEPT. OF HEALTH SERVICE	\$3,580	30%	\$12,000	\$7,500
TREATMENT - WATER ANALYSIS	\$7,022	78%	\$9,000	\$9,000
TREATMENT - VEHICLE EXPENSE	\$2,046	68%	\$3,000	\$2,500
TREATMENT - VEHICLE MAINTENANCE	\$99	10%	\$1,000	\$500
TREATMENT - CHEMICALS	\$17,234	104%	\$16,500	\$18,500
TREATMENT - POWER	\$4,532	43%	\$10,500	\$8,000
TREATMENT - PROPANE	\$2,426			\$3,000
TREATMENT SUB-TOTAL	\$128,810	77%	\$166,500	\$167,500
T & D - SALARIES	\$136,379	73%	\$188,000	\$195,000
T & D - MAINTENANCE	\$12,001	65%	\$18,500	\$15,000

PRELIMINARY BUDGET
2009-2010

T & D - PIPELINE MAINTENANCE	\$2,310	27%	\$8,500	\$8,000
T & D - EQUIPMENT REPAIR	\$4,253	142%	\$3,000	\$3,500
T & D - VEHICLE EXPENSE	\$6,729	96%	\$7,000	\$8,000
T & D - VEHICLE MAINTENANCE	\$2,389	40%	\$6,000	\$3,000
T & D - USA	\$150	100%	\$150	\$150
T & D - SHOP PROPANE	\$73			\$200
T & D SUB -TOTAL	\$164,284	71%	\$231,150	\$232,850
METER READING - SALARIES	\$14,540	102%	\$14,200	\$17,000
METER READING - VEHICLE EXPENSE	\$1,052	78%	\$1,350	\$1,600
METER READING SUB-TOTAL	\$15,592	100%	\$15,550	\$18,600
ADMINISTRATION - SALARIES	\$162,331	71%	\$227,500	\$228,000
ADMINISTRATION - BOARD REMUNERATION	\$5,850	65%	\$9,000	\$9,000
ADMINISTRATION - OFFICE MAINTENANCE	\$1,558	78%	\$2,000	\$2,000
ADMINISTRATION - VEHICLE MAINT/EXPENSE	\$1,047	70%	\$1,500	\$1,500
ADMINISTRATION - ACCOUNTING & AUDITING	\$7,100	109%	\$6,500	\$7,500
ADMINISTRATION - COUNTY TAX COLLECTION	\$0	0%	\$2,600	\$2,500
ADMINISTRATION - LEGAL SERVICES	\$30,779	205%	\$15,000	\$20,000
ADMINISTRATION - ENGINEERING SERVICES	\$7,422	49%	\$15,000	\$12,000
ADMINISTRATION - OFFICE SUPPLIES	\$15,719	131%	\$12,000	\$16,500
ADMINISTRATION - UTILITIES/TELEPHONE	\$3,752	42%	\$9,000	\$5,500
ADMINISTRATION SUB-TOTAL	\$235,558	78%	\$300,100	\$304,500
TRAVEL - SEMINAR/WORKSHOP	\$3,826	64%	\$6,000	\$5,000
OTHER GENERAL EXPENSE	\$5,333	63%	\$8,500	\$7,000
PUBLIC INFORMATION PROGRAM	\$2,377	59%	\$4,000	\$4,000
DUES & SUBSCRIPTIONS	\$8,368	112%	\$7,500	\$8,500
COMPUTER ENHANCEMENT SERVICE	\$11,527	96%	\$12,000	\$13,000
WORKMAN'S COMPENSATION INSURANCE	\$15,609	104%	\$15,000	\$15,000
OPEB - MEDICAL PRE-FUNDING	\$0	0%	\$0	\$75,888
LIABILITY AND VEHICLE INSURANCE	\$24,440	72%	\$34,000	\$34,000
DENTAL INSURANCE	\$6,993	70%	\$10,000	\$9,000
FICA - MC	\$30,798	86%	\$36,000	\$39,950
VISION INSURANCE	\$2,393	68%	\$3,500	\$3,500
MEDICAL INSURANCE	\$79,306	61%	\$130,000	\$108,000
LIFE & DISABILITY INSURANCE	\$3,821	85%	\$4,500	\$5,600
RETIREMENT	\$81,690	89%	\$91,500	\$109,000
STATE UNEMPLOYMENT INSURANCE	\$1,433	96%	\$1,500	\$1,900
UNIFORMS	\$3,588	94%	\$3,800	\$4,700
EDUCATION INCENTIVE	\$193	5%	\$4,000	\$4,000
MAINTENANCE - GENERAL PLANT	\$193	19%	\$1,000	\$600
PROPERTY TAXES	\$65	87%	\$75	\$65
ELECTION EXPENSE	\$5,036	144%	\$3,500	\$0
PROPOSITION 218 COST	\$268	9%	\$3,000	\$0
SUGAR PINE DEBT SERVICE	\$132,313	57%	\$230,313	\$226,338
GENERAL EXPENSES SUB-TOTAL	\$419,570	69%	\$609,688	\$675,041
TOTAL EXPENSES:	\$1,003,322	71%	1,412,888	1,492,091
CONTRIBUTION TO RESERVES	\$42,474	46%	\$93,319	\$36,134

DISTRICT RESERVES

ACTUAL

BUDGET

PRELIMINARY BUDGET
2009-2010

BEGINNING BALANCE	\$442,339	90%	\$491,384	\$445,928
REVENUE:				
GENERAL FUND RESERVE FUNDING	\$42,474	45%	\$94,819	\$36,134
INTEREST	\$11,287	63%	\$18,000	\$15,000
GRANT REVENUE - PCWA - MASTER PLAN	\$0		\$15,000	\$15,000
TOTAL REVENUE:	\$53,761	42%	\$127,819	\$66,134
EXPENSES:				
SOURCE OF SUPPLY				
MISCELLANEOUS TOOLS & EQUIPMENT/REN	\$0	0%	\$3,000	\$2,500
INSTRUMENT REPLACEMENT				\$6,000
TREATMENT				
MISCELLANEOUS TOOLS & EQUIPMENT/REN	\$2,240	90%	\$2,500	\$4,000
DISTRIBUTION				
MISCELLANEOUS TOOLS & EQUIPMENT/REN	\$458	9%	\$5,000	\$3,000
ADMINISTRATION				
ASSESSMENT #708: 91-02 & 91-03 LOAN	\$45,490	91%	\$50,000	\$100,000
MASTER PLAN - RATE STUDY	\$1,984	13%	\$15,000	\$26,000
TOTAL EXPENSES:	\$50,172	66%	\$75,500	\$141,500
ENDING BALANCE	\$445,928	82%	\$543,703	\$370,562

CAPITAL RESERVES	ACTUAL		BUDGET	
BEGINNING BALANCE	\$346,192	100%	\$346,192	\$164,000
REVENUE:				
*DISTRICT SYSTEM CONNECT CHARGES	\$14,421	12%	\$120,175	\$97,000
INTEREST	\$10,481	50%	\$21,000	\$14,000
TOTAL REVENUE:	\$24,902	18%	\$141,175	\$111,000
EXPENSES:				
SOURCE OF SUPPLY				
SP DAM - DOORS/FLOATS	\$0	0%	\$3,500	\$1,500
TREATMENT				
(TANK UPGRADE)	\$3,348	33%	\$10,000	
MISCELLANEOUS	\$0	0%	\$2,000	\$2,000
DISTRIBUTION				
NEW SERVICE SUPPLIES	\$789.59	9%	\$8,500	\$1,000
ELECTRONIC READ METER PROJECT	\$122,201.00	111%	\$110,000	\$71,750
DISTRIBUTION LINE UPGRADE/REPLACEMENT	\$0	0%	\$5,000	\$5,000
INSTALL SAMPLE STATIONS	\$0	0%	\$7,000	\$0

PRELIMINARY BUDGET
2009-2010

ADMINISTRATION				
ASSESSMENT #708: 91-02 LOAN	\$16,667	67%	\$25,000	\$0
ASSESSMENT #708: 91-03 LOAN	\$16,667	67%	\$25,000	\$0
COMPUTER SOFTWARE/MISC HARDWARE	\$5,897	118%	\$5,000	\$4,000
FLEET				
2-2007 1/2 TON PICK-UP TRUCKS (LEASE)	\$14,175	84%	\$16,961	\$16,961
2-2009 1/2 TON PICK-UP TRUCKS (LEASE)	\$14,175	83%	\$17,000	\$17,000
0	\$0	0%	\$13,192	\$0
TOTAL EXPENSES:	\$193,919	78%	\$248,153	\$119,211
ENDING BALANCE	\$177,175	74%	\$239,214	\$155,789
*Represents increase to \$9699/Will Serve and 10 new connects				
FACILITY REPAIR REPLACEMENT FUND (RESTRICTED)				
BEGINNING BALANCE	\$0		0.00	\$76,000
REVENUE				
REPAIR REPLACEMENT SURCHARGE	\$52,740	59%	89,400.00	\$89,860
INTEREST	\$431	13%	3,200.00	\$3,400
TOTAL REVENUE	\$53,171	57%	92,600.00	\$93,260
EXPENSES				
REPAIR-REPLACEMENT (Engineering start costs for tank addition)	\$0		0	\$40,000
TOTAL EXPENSES	\$0		0	\$0
ENDING BALANCE	\$53,171	57%	92,600	129,260

FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

POLICY TITLE: Hours of Work and Overtime
POLICY NUMBER: 2010

2010.10 This policy shall apply to all employees.

2010.20 The regular hours of work each day shall be consecutive except for interruptions for meal periods.

2010.30 The work week shall consist of seven (7) consecutive days from 12:01 o'clock A.M. Monday, through midnight Sunday.

2010.40 Overtime is define as:

2010.41 Time worked in excess of forty (40) hours in a work week;

2010.42 Time worked in excess of eight (8) hours on a scheduled workday if a five (5) day, eight (8) hour per day workweek is in effect; or,

2010.43 Time worked in excess of ten (10) hours on a scheduled workday if a four (4) day, ten (10) hour per day workweek is in effect; or,

2010.44 Time worked on a designated holiday.

2010.50 Other than regular hours of work, any time worked by an employee in emergency repair or emergency maintenance of facilities of the District shall be compensated at the overtime rate of pay.

2010.51 A schedule shall be maintained by Operations Supervisor whereby operations personnel shall be assigned, on a rotational basis, to be "on-call" on weekends, holidays and other times not considered regular hours of work for District employees.

- 2010.52** When an employee is on-call, he/she shall be provided a pager which will provide notification in the event of an emergency repair/maintenance work need. Said pager shall be kept in the on-call employee's possession during the entire on-call period of time. Notification of an emergency repair/ maintenance work need may also be given verbally, in person or telephonically, by the General Manager, Operations Manager or other responsible employee.
- 2010.53** When an employee is on-call, he/she shall be free to utilize his/her time as desired, but must remain within the general Foresthill Public Utility District area, going no farther than 30 minutes travel time away from any District facility.
- 2010.54** When an employee is on-call, he/she shall receive on-call pay at the following rate:
- Weekday On Call: Two (2) times regular hourly rate of pay per day.
Weekend On-Call: Three (4) times regular hourly rate of pay per day.
Holiday On-Call: Four (5) times regular hourly rate of pay per day.
(Amended July 1, 2008)
- 2010.55** Weekend or Holiday treatment plant checks shall be made each day at 8:00 am, 12:00 noon and 4:00 pm. Each plant check shall earn a minimum of one hour of pay and to the nearest quarter hour thereafter paid at the rate of one and one-half (1.5) times the employee's regular hourly rate of pay. (Amended July 11, 2001)
- 2010.56** When an employee is on-call and is dispatched out for a service or system call, the employee shall be compensated a minimum of two hours pay Any such call outs in excess of three (3) in any duty period (16 hour weekday, 24 hours weekend or holiday) shall be compensated at a minimum of one (1) hour pay at the rate of one and one-half (1.5) times the employee's regular rate of pay. (Amended March 1, 2006)
- 2010.60** Overtime shall be compensated for at the rate of one and one-half (1.5) times the employee's regular rate of pay or may be accumulated as compensated time off. Whenever possible, compensated time off shall be scheduled with General Manager three (3) days in advance of requested time off. An employee shall be limited to forty (40) hours of accrued compensated time. Compensated time accrued shall be used prior to vacation time whenever possible.
- 2010.61** Employees may request payment of accumulated compensated time provided said request be submitted in writing prior to and for payment the next regular pay period.
- 2010.70** All employees are entitled to take a fifteen (15) minute rest period for each four (4) hours of work performance by such employee in a work day period. If not taken, such rest period is waived.