

FORESTHILL PUBLIC UTILITY DISTRICT

www.foresthillpud.com

BOARD OF DIRECTORS

Adam W. Larsen
Bradley D. Reeves
William L. Angerer
Brett C. Grant
Vacant

Glenn Carnahan, Interim General Manager

Jeffrey L. Massey, District Counsel
Eric N. Robinson, District Counsel
Kronick, Moskovitz, Tiedemann & Girard

BOARD OF DIRECTORS FORESTHILL PUBLIC UTILITY DISTRICT

April 25, 2011
6:00 p.m., Planning Committee Meeting

Foresthill Public Utility District Office
Conference Room
24540 Main Street
Foresthill, California

Members of the Planning Committee:

Adam W. Larsen, Chairman

Brett C. Grant, Committee Member

A. CALL TO ORDER AND ROLL CALL

1. Roll Call

PRESENT

ABSENT

Chairman Larsen called the meeting to order at 6:00 p.m.

Adam W. Larsen

Brett C. Grant

Staff: Glenn Carnahan, Interim General Manager, Addie Poulos, Customer Service and Chad Odell, Lead Treatment Operator.

Seven members of the public were in attendance.

2. Pledge of Allegiance

Led by Chairman Larsen.

3. Introductions & Presentations

None.

- B. PUBLIC COMMENT: This is the time for any member of the public to address the Board of Directors on any matter not on the agenda that is within the subject matter jurisdiction of the District. Directors and staff are limited by law to brief responses and clarifying questions to such comments and Directors may request staff to report back to the Board concerning such matter and direct staff to put the matter on a future agenda. Any item that is on this agenda may be addressed by the public during the Board's consideration of that item. Comments shall be limited to **five minutes** per person, or such other time limit as may be imposed by the Chair, in order to enable the Board to complete its agenda within a reasonable period of time.

Not read.

Tamra West asked if the District was seeking bid proposals for an auditor. Interim GM responded by stating the RFP's have gone out and will be on a future Finance Committee agenda. Additionally, Ms. West asked the status of District access to Counsel. Committee member Grant stated it was an oversight and would be on a future Planning Committee agenda.

C. GENERAL ITEMS

1. Review Salary and Benefit Survey and develop a recommendation to modify District benefits, including second tier benefits for future hires.

Interim GM presented an updated spreadsheet and District policy for review. Committee Member Grant stated he would like to have post employment health benefits changed, as most Districts provide a certain dollar amount (for future hires). Additionally, he suggested new hires pay a larger portion of their benefits for the first five years, decreasing with the number of years of service.

Committee Member Grant stated the previous Planning Committee recommended retirement of 2.5% @ 60 and he thought that was reasonable. He was also fine with 2% @ 55 and the employee should pick up their share of the CalPers portion, possibly decreasing with years of service to the District.

Committee Member Grant suggested looking into modification of on call pay and look into surrounding area agency on call pay.

Committee Member Grant will put together a proposal with his ideas on a graduated scale for the next meeting.

Staff was directed to check into any impacts of a two tier system, including 2% @ 55 and 2.5% at 60.

Staff was also directed to follow up with NID and PCWA for Treatment Plant Operator pay.

Differences with the District system and other District's discussed. Chad Odell to be involved in salary survey, as he has more knowledge with job descriptions in the field.

2. Discuss progress with the District's diversion permit.

Interim GM presented a memo updating the committee on the process. Radial gates and environmental impacts were discussed, as well as marketing water and the master plan.

3. Discuss updating policy on drug and background checks.

Interim GM presented a memo from counsel, which included examples of policies. Staff directed to contact Department of Public Health to find out if there are guidelines for implementing such a policy and to present a draft for the committee.

Tamra West suggested contacting the same agencies used for the salary and benefit survey for their background and drug testing policy. Sherry Wicks asked why the writ of mandate is still open filed by Forest Ranch and what the costs have been to the District.

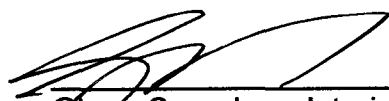
This item to be on the next Planning Committee agenda.

D. ADJOURNMENT

There being no further business, Chairman Larsen adjourned the meeting at 7:16 p.m.

ATTEST:


Adam W. Larsen, Chairman


Glenn Carnahan, Interim General Manager

THE NEXT RESOLUTION NUMBER IS 11-04

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (530) 367-2511. Notification by Monday noon preceding the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (29 CFR 35. 102-35. 104 ADA Title II)

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 July 9, 2010.

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

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OFFICIAL MINUTES FORESTHILL PUBLIC UTILITY DISTRICT AD-HOC COMMITTEE FOR BOARD MEMBER APPOINTMENT April 25, 2011 5:30 p.m.

Meeting Location:
Foresthill Public Utility District Office
24540 Main Street
Foresthill, California

Adam W. Larsen, Chairperson

Brett C. Grant, Committee Member

A. CALL TO ORDER AND ROLL CALL

1. Roll Call

Chairman Larsen called the meeting to order at 5:33 pm.

PRESENT

ABSENT

Adam W. Larsen
Brett C. Grant

Staff: Glenn Carnahan, Interim General Manager, Addie Poulos, Customer Service Representative and Chad Odell, Lead Treatment Operator.

Six members of the public were in attendance.

2. Pledge of Allegiance

Led by Chairman Larsen.

3. Introductions & Presentations

The audience introduced themselves.

- B. PUBLIC COMMENT: This is the time for any member of the public to address the Board of Directors on any matter not on the agenda that is within the subject matter jurisdiction of the District. Directors and staff are limited by law to brief responses and clarifying questions to such comments and Directors may request staff to report back to the Board concerning such matter and direct staff to put the matter on a future agenda. Any item that is on this agenda may be addressed by the public during the Board's consideration of that item. Comments shall be limited to **three minutes** per person, or such other time limit as may be imposed by the Chair, in order to enable the Board to complete its agenda within a reasonable period of time.

Read by Chairman Larsen. No comments.

Committee Member Grant noted that the agenda be corrected with General Items as Item C and Adjournment as Item D.

C. GENERAL ITEMS

1. Review and discuss Board member applicants. Select date and times for the interviews.

Committee Member Grant recommended a full board interview of the three candidates at the next regular meeting, ½ an hour before the start of the meeting or conduct a special meeting.

Sherry Wicks asked if the interview process would have to be in closed session and if so, would the public have an opportunity to ask the candidates questions. Ms. Wicks wanted to know what would happen should there be a tie vote. Chairman Larsen stated it was his understanding that Placer County Board of Supervisors would select the board member.

Staff was directed to get the following information for clarification: public comment, closed door session obligations and the process should there be not be a quorum.


The next Ad-Hoc Committee meeting is scheduled for May 9 to provide a recommendation for the board.

D. ADJOURNMENT

There being no further business, Chairman Larsen adjourned the meeting at 5:48 p.m.

ATTEST:


Adam W. Larsen, Chairman


Glenn Carnahan, Interim General Manager

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Schedule of Upcoming Board Meetings

- **Wednesday, May 11, 2011, 7:00 p.m.** – Regular Board of Directors' meeting at the Foresthill Fire Protection District office, 24320 Main Street, Foresthill, California.

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OFFICIAL MINUTES BOARD OF DIRECTORS FORESTHILL PUBLIC UTILITY DISTRICT

Wednesday, April 13, 2011
7:00 p.m., Regular Meeting

Foresthill Fire Protection District
Conference Room
24320 Main Street, Foresthill, CA 95631

Members of the Board of Directors:

Adam W. Larsen, President

Bradley D. Reeves, Vice President
Brett C. Grant, Director

William L. Angerer, Treasurer
Vacant



A. CALL TO ORDER AND ROLL CALL

1. Roll Call

Meeting called to order at 7:02 p.m. by President Larsen

PRESENT

Adam W. Larsen
William L. Angerer
Brett C. Grant

ABSENT

Bradley D. Reeves

Staff: Glenn Carnahan, Interim General Manager, Jo Ann Glover, Business Manager, Chad Odell, Lead Distribution Operator and Ron Mills, Utility Operator.
Approximately 35 members of the public were in attendance.

2. Pledge of Allegiance

Led by Treasurer Angerer.

3. Correspondence

None.

4. Introductions & Presentations

None.

B. AGENDA CHANGES AND REVIEW

The business Manager asked for the minutes of March 24, 2011 be added under E. Consent Calendar Item 11. President Larsen requested that under F. General Items, 1. New Business, background checks be added to the sentence on Item 8.

C. **PUBLIC COMMENT:** This is the time for any member of the public to address the Board of Directors on any matter not on the agenda that is within the subject matter jurisdiction of the District. Directors and staff are limited by law to brief responses and clarifying questions to such comments and Directors may request staff to report back to the Board concerning such matter and direct staff to put the matter on a future agenda. Any item that is on this agenda may be addressed by the public during the Board's consideration of that item. Comments shall be limited to **five minutes** per person, or such other time limit as may be imposed by the Chair, in order to enable the Board to complete its agenda within a reasonable period of time.

Mr. Kurt Reed asked if the District has filed for bankruptcy. Interim G.M. responded by saying no.

Sherry Wicks read a letter that she presented to the board, stating the following: hire a full time General Manager sooner than later, as the District is in crises; a probationary period should be included in the General Manager's contract, and she asked to be told the status of PCWA's review of the FPUD's Master Plan. Interim GM stated that the Master Plan was given as a courtesy and PCWA was not reviewing it. Mr. Reed stated that PCWA was given a copy when it was completed.

Mr. Duane Frink stated more copies of the agendas and the board packets should be made available to the public.

Mr. Roy West asked President Larsen if he was a member of a union. President Larsen stated he has never been a member of any union, and the District he currently works for is non union.

President Larsen stated that he appointed former General Manager Kurt Reed to the Ad-Hoc General Manager Selection Committee because he has 25 years of experience with the District and would be knowledgeable with the needs of the District. Treasurer Angerer agreed.

Mr. Frink stated it is traditional to provide expertise during the selection process.

President Larsen stated he would encourage anyone to call him or email him with any questions.

Questions regarding the Interim GM's salary and contract were discussed.

Tamra West suggested an amendment to the current Interim GM's contract for clarification of benefits.

D. **STAFF REPORTS**

1. Financials.
2. Blue Line Report – March 31, 2011.
3. Blue Line Report – Forecast June 30, 2011.

Interim General Manager Glenn Carnahan presented updated financial reports, providing operational detail, as well as financial projections for the remainder of the fiscal year. Questions on actual amounts spent versus the budget were discussed and clarified.

4. Salary and Benefit Report.

Interim GM reported on surrounding area agency salary and benefits. Director Grant requested staff add some additional information to the report for a more complete comparison. Information will be presented at the next Planning Committee meeting.

E. **CONSENT CALENDAR:** All items listed under the consent calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board, audience, or staff requests a specific item be removed from the consent calendar for separate action. Any item so removed will be taken up following the motion to approve the consent calendar.

1. Approve minutes of special meeting held March 9, 2011.
2. Approve minutes of regular meeting held March 9, 2011.
3. Approve minutes of special meeting held March 14, 2011.
4. Approve minutes of regular meeting (replacing March 9) held March 14, 2011.
5. Approve minutes of special meeting held March 17, 2011.

6. Approve minutes of Ad-Hoc Committee/General Manager Interview Selection meeting held March 21, 2011.
7. Approve minutes of Finance Committee meeting held March 21, 2011.
8. Approve minutes of special meeting held March 28, 2011.
9. Approve minutes of special meeting held April 1, 2011.
10. Approve March 2011 financial reports.
11. Approve minutes of special meeting held March 24, 2011.

Director Grant motioned to pull Items 1,2,4,7 for edits but to approve the remaining items. Seconded by Treasurer Angerer.

PASSED UNANIMOUSLY.

There was discussion on changes for Items 1,2,4,7. After edits were made to those items, Director Grant motioned to approve as amended and was seconded by Treasurer Angerer.

PASSED UNANIMOUSLY.

F. GENERAL ITEMS

1. New Business

1. Action Item: Approve request for single residential rate as opposed to current triple service by Mr. Norman Bratton.

After discussion, Treasurer Angerer motioned to deny this item and was seconded by Treasurer Grant.

PASSED UNANIMOUSLY.

2. Action Item: Select nomination for open position on ACWA HBA Board of Directors.

No action taken.

3. Action Item: Approve Resolution 11-02 requesting collection of delinquent charges on tax roll 2011-2012 by Placer County.

After clarification, Director Grant motioned to approve and was seconded by Treasurer Angerer. PASSED UNANIMOUSLY.

4. Action item: Approve Resolution 11-03 requesting collection of Assessment District No. 2 (708) on tax roll 2011-2012 by Placer County.

Director Grant motioned to approve and was seconded by Treasurer Angerer. PASSED UNANIMOUSLY.

5. Action Item: Approve vendor bid for Treatment Plant roof repair.

After discussion, Director Grant motioned to table this item and directed staff to contact the District insurance company to see if the repair is covered. Additionally, staff was directed to get a scope of work for competitive bidding.

6. Action Item: Approve vendor bid for Treatment Plant mold remediation.

Director Grant motioned to table this item and was seconded by Treasurer Angerer. PASSED UNANIMOUSLY.

7. Action Item: Consider funding the District's Other Post-Employment Benefits (OPEB) obligation with the CalPERS funding trust (CERBT). CERBT account needs to be established by June 1, 2011 in order to fund by June 30, 2011, as required by GASB 45.

After discussion, Treasurer Angerer motioned to approve funding and was seconded by Director Grant.

PASSED UNANIMOUSLY.

8. Discuss implementing drug testing policy for all employees and board members (as well as background checks).

Mr. Reed reminded the board to be careful of individual rights. Treasurer Angerer stated the board should have the same policies as personnel. Mr. George Shaw stated you can't require government workers to have drug tests. Treasurer Angerer suggested volunteering. Mr. West

asked if the results could be made public. Director Grant directed staff to have counsel prepare a memo on what can and cannot be done and present that information to the board.

2. Old Business

1. Discuss implementing prior Planning Committee's recommendation for future hires to be offered CalPers 2.5% @ 60 retirement plan and that those employees pay the full employee contribution amount (currently at 8% of compensation).

President Larsen stated this must be acted on before a permanent GM is hired. The Planning Committee will review this item at their next meeting. The date of that meeting to be determined.

- G. REPORTS BY DIRECTORS: In accordance with Government Code § 54954.2(a), Directors may make brief announcements or brief reports on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.

None.

- H. REPORTS BY LEGAL COUNSEL

None.

- I. MANAGEMENT DISCUSSION

1. General Manager Management Discussion Memo.

Interim GM reported that Clifford Lander gave notice and his last day with the District is 4/21/11. Additional items reported on: Water rights discussion and strategy, filing for grant funds with PCWA, possible water marketing, piezometer flushing and budget preparation.

- J. COMMITTEE REPORTS

1. Ad-Hoc Committee – See minutes E.6.

Committee Chairman Larsen provided a brief summary of the March 21 meeting.

2. Finance Committee – See minutes E.7.

Treasurer Angerer had nothing to add to the minutes.

- K. CLOSED DOOR SESSION

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Subdivision (a) of Section 54956.9)

Name of Case: Public Employment Relations Board, International Union of Operating Engineers, Stationary Engineers, Local 39, AFL-CIO, Case No. SA-PC-16-M.

At 8:59 p.m., Director Grant motioned to adjourn regular meeting and open closed door session. Seconded by Treasurer Angerer. PASSED UNANIMOUSLY.

No action taken.

At 9:15p.m., Director Grant motioned to adjourn the closed door session and reopen the regular meeting. Seconded by Treasurer Angerer.

PASSED UNANIMOUSLY.

- L. ADJOURNMENT

There being no further business, Director Grant motioned to adjourn the meeting at 9:16p.m. and was seconded by Treasurer Angerer.
PASSED UNANIMOUSLY.

ATTEST:


Adam W. Larsen
President, Board of Directors


Glenn Carnahan
Interim General Manager

THE NEXT RESOLUTION NUMBER IS 11-04

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OFFICIAL MINUTES FORESTHILL PUBLIC UTILITY DISTRICT FINANCE COMMITTEE

Thursday, April 28, 2011
3:00 p.m.

Foresthill Public Utility District Office
Conference Room
24540 Main Street, Foresthill, CA 95631

William L. Angerer, Chairperson

Bradley D. Reeves, Committee Member

A. CALL TO ORDER AND ROLL CALL

The Finance Committee Meeting was called to order at 3:01 pm.

Present: William L. Angerer and Bradley D. Reeves

Staff: Interim GM Glen Carnahan, Jo Ann Glover, Business Manager and Chad Odell, Lead Treatment Operator.

Eleven members of the public were in attendance.

Committee Member Brad Reeves led the pledge of allegiance.

B. INTRODUCTIONS AND PRESENTATIONS

None.

C. AGENDA CHANGES AND REVIEW

None.

D. PUBLIC COMMENT:

Any member of the public may address the Committee on any matter that is 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.

Read by Chairman Angerer.

Sherry Wicks asked if her previously asked questions would be addressed at this meeting. Interim G.M. stated he would be covering those questions, if not, they could be addressed offline.

Ms. Wicks asked if the time limit for Public Comments should be limited to three minutes per person or five minutes. The Business Manager stated she would review the policy and reply to Sherry.

E. GENERAL ITEMS:

1. Discuss restoring the Base Allocation amounts back to levels that existed prior to the 2010 Rate Increase (e.g. going from 7,500 gallons per month back to 10,000 gallons per month).

After discussion, it was decided to wait until after the election.

2. Review and discuss draft Fiscal Year 2011-2012 budget based on the next scheduled rate increase.
3. Review and discuss draft Fiscal Year 2011-2012 budget based on keeping current (FY 2010-2011) rate structure.
4. Review and discuss draft Fiscal Year 2011-2012 budget based on rates decreasing back to the FY 2009-2010 rate structure.

Items 2,3 and 4 were discussed as one item. Interim GM discussed three budget options. First budget suggested rate increase going forward, second budget would be for the rates staying the same, and the third budget considered the rates rolled back. Items discussed: depreciation, overage among the District's highest users, FPUD Water Rate Study, Repair and Replacement charge, Repair and Replacement Ordinance, cameras for the system and District expenses and charges.

Chairman Angerer stated he would like to move forward with Budget 1 and Budget 3 as a recommendation for the Board.


5. Review and discuss Fiscal Year 2011-2012 objectives.

After discussion, it was determined that any objectives would have to wait until after the election.

F. ADJOURNMENT

There being no further business, Chairman Angerer adjourned the meeting at 4:30 p.m.

ATTEST:



William L. Angerer, Chairperson



Glenn Camahan, Interim General Manager