

# 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)

Pursuant to Government Code section 54953(b), Treasurer Roger Pruett will be participating in the meeting remotely. The teleconference location is 22235 Foresthill Road, Space 26, Foresthill, CA 95631. Treasurer Pruett will participate in the meeting via telephone or Zoom Meeting (depending on internet availability).

Pursuant to Government Code section 54953(b), Vice President Mark Bell will be participating in the meeting remotely. The teleconference location is Mesa Verde National Park, Montezuma County, Colorado. Vice President Mark Bell will participate in the meeting via telephone or Zoom Meeting (depending on internet availability).

Wednesday	October 8, 2025	6:00 P.M.
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Any person may access and comment during the meeting by doing the following:

Join Zoom Meeting: <https://us06web.zoom.us/j/82837681166> Meeting ID: 828 3768 1166

A. CALL TO ORDER 6:00 PM *President Dowling called the meeting to order at 6:04 PM.*

### B. ROLL CALL

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

*Henry N. White, General Manager, was 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 that are 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.

*No public comments were offered.*

**E. Approval of participation of Vice President Bell by teleconference pursuant to Government Code Section 54953(b) and waiver of Teleconference Policy #4020.30**

Recommended action: Approve the participation by Vice President Bell

Public comment:

***Board Action:*** *President Dowling made a motion to waive the teleconferencing policy (#4020.30) and allow Vice President Bell to participate in the meeting. Director Foster seconded the motion. The motion failed (1-2) with Directors Foster and Thompson voting no to waive the policy and allow Vice President Bell to participate in the meeting.*

*Vice President Bell muted his microphone and did not participate as a board member for the rest of the meeting. Vice President Bell remained in attendance as a member of the public.*

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

1. Approval of agenda.

***Board Action:*** *President Dowling made a motion to approve a revised agenda. The revision included moving item K6 to H1 and combining the discussion for those two items. President Dowling moved item K 4 to a new item at J 3. The motion was seconded by Director Foster and carried unanimously (3-0).*

2. Approval of August 13, 2025, and September 10, 2025, Regular Board Meeting minutes.

***Board Action:*** *President Dowling made a motion to approve the August 13 and September 10 minutes as presented. The motion was seconded by Director Foster and carried unanimously (3-0).*

3. Receive and file combined financial reports for July and August 2025.

***Board Action:*** *President Dowling made a motion to approve the financial reports as submitted. The motion was seconded by Director Foster and carried unanimously (3-0).*

4. Approval of August 17 Special Board Meeting minutes.

***Board Action:*** *The board did not take action on this item.*

**G. OPERATIONS ACTION ITEMS:**

1. None.

**H. BOARD MEMBER ACTION ITEMS:**

1. Director request to discuss “Hiring an in-house Finance Manager.”  
Recommended action: Review and approve request for proposals for recruitment to select Finance Manager.  
Public comment:

*Agenda items H1 and K6 were discussed at the same time at 6:46 PM.*

***Board Action: President Dowling made a motion to approve the request for proposals to hire a Finance Manager, introductory paragraph developed and read during the meeting. President Dowling saved the file to his telephone during the meeting. The motion was seconded by Director Foster and carried unanimously (3-0).***

***Board Action: President Dowling made a motion to approve the scope of services to be included in the request for proposals for recruiting a Finance Manager. The scope of services was developed during the meeting, and a copy will be provided by President Dowling. The motion was seconded by Director Foster and carried unanimously (3-0).***

***Board Action: President Dowling made a motion to approve the education requirements to be included in the request for proposals to recruit a Finance Manager. President Dowling will provide a copy of the education requirements developed during the meeting. The motion was seconded by Director Foster and carried unanimously (3-0).***

***Board Action: President Dowling made a motion to post the completed request for proposals on the district website, Indeed (employment recruiting website), Municipal Management Association of Northern California (MMANC) (employment recruiting website) and on the California Special District Association website. The motion died for lack of a second.***

***Board Action: President Dowling made a motion to post the completed request for proposal to the district website, Indeed, MMANC if the sites will post the recruitment for free. The motion was seconded by Director Foster. President Dowling amended the motion by adding that responses to the request for proposals be directed to President Dowling. Director Foster seconded the amendment and the amended motion passed unanimously (3-0).***

***Board Action: President Dowling made a motion to set a deadline for responses to the request for proposals of November 28, 2025. The motion was seconded by Director Foster and carried unanimously (3-0).***

***Board Action: President Dowling made a motion to direct President Dowling to write if the final draft of the request for proposals to recruit a Finance Manager and present the final document to staff. The motion was seconded by Director Foster and carried unanimously.***

2. Board approval of hiring a board secretary.  
Recommended action: Discuss and direct staff accordingly.  
Public comment:

***Board Action: President Dowling made a motion to approve hiring of a Board Secretary. The motion further clarified that the position would report to the President of the Board and the General Manager according to policies #5020.10 and 5060.10. The motion was seconded by Director Foster and carried unanimously (3-0).***

**Board Action:** *President Dowling direct staff to place an item on the next agenda, under "Board Action Items" to present a request for proposals to hire a Board Secretary.*

**I. BOARD MEMBER POLICY ACTION ITEMS**

1. Board member request to revise policy 5060.10 pursuant to decision to hire a Board Secretary

**Recommended action:** Discuss and direct staff accordingly.

**Public comment:**

**Board Action:** *President Dowling made a motion to approve the revised policy 5060 as provided in the board packet. The motion was seconded by Director Foster and carried unanimously (3-0).*

**J. DISCUSSION ITEMS:**

1. General Manager Report *Received*
2. Remarks/reports by Directors *None provided*

**Board Action:** *The board moved item K4 to be heard at this time (8:45 PM).*

**Board Action:** *On item K4 - No action taken.*

**Board Action:** *President Dowling made a motion to move item K3 to the Board Member Policy Actions for the November 2025 meeting. The motion was seconded by Director Foster and carried unanimously (3-0).*

**K. FUTURE AGENDA ITEMS -** Future agenda items are to help the General Manager and Board President craft the next month's agenda. Unless otherwise voted upon, the future agenda will comprise of no more than one new board member action item and no more than one new policy action item. Now is the time to discuss which items the board would like to see first to help prioritize efficiency.

1. Discussion on revision to Policy 2000.  
**Recommended Action:** By motion, approve.

**Board Action:** *No action taken.*

2. Consider and approve following Board Policy #2360 for taking Board minutes (as per Grand Jury Recommendation 5) until such time an external Board Secretary is hired.  
**Recommended Action:** By motion, approve.

**Board Action:** *No action taken.*

3. Consider and approve the General Manager updating job description Policies #2301 through #2381 (as per Grand Jury Recommendation #3) by November Board meeting.  
**Recommended Action:** By motion, approve.

**Board Action: No action taken.**

4. Consider and approve updating the status of securing Sugar Pine water right permit as per Grand Jury recommendation #10.

Recommended Action: By motion, approve.

**Board Action: No action taken.**

5. Consider and approve revising the form used "to establish performance goals and objectives for the General Manager." Specifically the point system revised.

Recommended Action: By motion, approve.

**Board Action: No action taken.**

6. Consider and approve posting a "Finance Manager" opening.

Recommended Action: By motion, and approve.

**Board Action: No action taken.**

L. ADJOURNMENT *President Dowling adjourned the meeting at 9:09 PM.*

Submitted by:

Attest:

  
\_\_\_\_\_  
Chase Dowling, Board President

  
\_\_\_\_\_  
Henry N. White, Clerk and Ex-Officio Secretary