

FORESTHILL PUBLIC UTILITY DISTRICT

AGENDA

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

Tuesday	August 25, 2026	6:30 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

1. OPEN SESSION - CALL TO ORDER 6:30 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

4. ADJUSTMENTS TO THE AGENDA WITHIN CATEGORIES

5. 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.

6. CONSENT AGENDA: None

7. OPERATIONS ACTION ITEMS: None

8. BOARD MEMBER ACTION ITEMS:

8.1. **Title: Appointment of Board Secretary as the Primary Person Responsible for Operating Audio/Visual Equipment at Board Meetings, with General Manager as Backup**

- a. **Description:** District Board Meetings are broadcasted live to members of the public through advanced audio/visual equipment from Owl Labs. The Board Secretary is tasked with taking Board meeting minutes. Operating the audio/visual equipment fits well as part of the Board Secretary's secretarial duties.
- b. **Requested Outcome:** (1) Appoint the Board Secretary as the primary person responsible for operating audio/visual equipment at Board meetings, with the District General Manager as a backup; and (2) direct the General Manager to purchase necessary computer equipment and software for use by the Board Secretary in furtherance of this appointment in an amount not to exceed \$5,000.
- c. **Supporting Documentation:** None.
- d. **Submitted by:** Board Member Ron Thompson

9. **BOARD MEMBER POLICY ACTION ITEMS:**

9.1. **Title:** Revision to Policy No. 5025, "Agenda Format, Item Submittal & Processing Procedures," of the Foresthill Public Utility District Policy Handbook

- a. **Description:** The Board of Directors is in the process of reviewing and updating District Policies as recommended by the 2024-2025 Placer County Grand Jury. This item is to review and update Policy No. 5025 with respect to setting the Board meeting agenda.
- b. **Requested Outcome:** Consider and approve a revised and updated Policy No. 5025.
- c. **Supporting Documentation:** Policy No. 5025 of the Foresthill Public Utility District Policy Handbook.
- d. **Submitted by:** Board President Chase Dowling

10. **DISCUSSION ITEMS: None**

11. **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.

11.1. **FUTURE BOARD MEMBER ACTION ITEMS - None**

11.2. **FUTURE POLICY ACTION ITEMS - None**

11.3. **FUTURE DISCUSSION ITEMS - None**

12. **GENERAL MANAGER'S REPORT - None**

13. **DIRECTORS' ITEMS/INFORMATION ONLY**

14. **ADJOURNMENT**

In accordance with Government Code Section 54954.2(a) this notice and agenda were posted in the district's front window at the Foresthill Public Utility District office, 24540 Main Street, Foresthill, CA 95631 on or before 4:30 PM., August 24, 2026.

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.

Foresthill Public Utility District POLICY HANDBOOK

POLICY TITLE: Agenda Format, Item Submittal & Processing Procedures
POLICY NUMBER: 5025

5025.10 – Purpose

This policy establishes the rules and procedures for how agenda items are submitted, categorized, scheduled, and considered by the Foresthill Public Utility District Board of Directors. It provides consistent standards for Director-submitted items, item advancement, required documentation, fairness protections, and a clear, Brown Act–compliant meeting flow.

Policy 5020 governs Brown Act posting, noticing, and agenda creation authority.

5025.20 – Required Agenda Sections

All Regular and Special Meeting agendas shall include the following sections, in the order listed:

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Adjustment to Item Placement/Sequence in the Agenda
- E. Public Comment
- F. Consent Calendar
- G. Operations Action Items
- H. Board Member Action Items
- I. Board Member Policy Action Items
- J. Discussion Items
- K. Future Agenda Items
 - K.1 Future Board Member Action Items
 - K.2 Future Policy Action Items
 - K.3 Future Discussion Items
- L. General Manager’s Report
- M. Directors’ Items / Information Only
- N. Closed Session
- O. Report Out of Closed Session
- P. Adjournment

5025.21 – Agenda Item Categories

- A. Operations Action Items – Items prepared by the General Manager requiring formal Board action.
- B. Board Member Action Items – Director-submitted items seeking Board action or direction.
- C. Board Member Policy Action Items – Items proposing adoption, amendment, or repeal of Board Policies.

D. Discussion Items – Non-action items for updates, conceptual discussion, or informational review.

E. Future Agenda Items – Items awaiting prioritization or placement on a future agenda.

5025.22 – Submittal Requirements

Directors can submit items for inclusion in the Agenda by meeting these requirements:

A. For Inclusion into Board Member Action Items, Board Member Policy Action Items, Future Agenda Items or Discussion Item Categories;

- A.1 Category
- A.2 Title
- A.3 A three to five sentence description
- A.4 Requested outcome
- A.5 Supporting documentation (Except Future Agenda Items)
- A.6 Additional requirements for Policy Action Items:
 - a. A redline version showing proposed changes
 - b. A Proposed Final Draft of Changes

5025.24 – GM + President Screening (Not a Veto - They may not block Director-submitted items.)

The General Manager and Board President jointly review items for:

- A. Completeness
- B. Appropriate category
- C. Workload considerations
- D. Supporting documentation

5025.24.1 – Reserved.

5025.24.2 - Placement into the Agenda

This section describes how the Board President and the General Manager place items within the Board Agenda.

Unfinished items on the previous agenda are automatically moved to the next Board meeting agenda in the same order listed in the previous agenda.

Newly submitted Board Member items will be placed within the category submitted by the board member, if there is room in the category. Items may be advanced by the President and GM based on these criteria;

.2.1 If Action Categories are Empty (no scheduled items):

- A. Items with complete documentation (see .22 A) may be placed in Action Items (Board Member Action Items, Board Member Policy Action Items, or Discussion Items)
- B. Items lacking documentation remain in Future Agenda Items

.2.2 If Multiple Directors Submit in an Empty CategoryA. All qualifying items (complete documentation per .22 A) may appear in Action Items (Board Member Action Items, Board Member Policy Action Items, or Discussion Items).

FPUD POLICY HANDBOOK

Policy # 5025 "Agenda Format, Item Submittal & Processing Procedures"
Adopted 1/14/2026. Revised 5/13/2026. Further Revised ____/2026

.2.3 Category Already Contains Items

- A. All qualifying items (complete documentation per .22 A) may appear in Action Items (Board Member Action Items, Board Member Policy Action Items, or Discussion Items).

5025.25 – Future Agenda Items

.25.1 This is where items are placed for Information and Discussion of priority Only (no direct action) during the meeting.

.25.2 Future items are divided into:

- A. Future Board Member Action Items
- B. Future Policy Action Items
- C. Future Discussion Items

.25.3 The board discusses the intent of the items and then determines, through a vote;

- A. Which items (if any) warrant moving into an Action Item (Board Member Action Items, Board Member Policy Action Items, or Discussion Items) out of order. If there is room the item Automatically Gets placed if next in line.
- B. The board may also vote to expand the number of items within a category for the next meeting.

5025.29 – Two-Hour Meeting Rule

At approximately two hours of meeting duration, the Board shall vote to continue, adjourn, or skip sections. If the meeting is continued, at approximately hour intervals a vote will be taken again on continuation.

5025.30 – Advancing Items

Items may be advanced out of order for:

- A. Legal or statutory deadlines
- B. Fiscal deadlines
- C. Emergencies – may be adjusted or even added consistent with Brown Act rules to address immediate safety, regulatory, or financial concerns.
- D. Majority Board vote
- E. GM + Board President emergency determination
- F. The Board President may call, out of order, a Board Action Item to be followed by a Board Policy Action Item, and continue rotating Items in both categories until the Board has taken action on all Items in these categories on the Agenda.

Foresthill Public Utility District POLICY HANDBOOK

POLICY TITLE: Agenda Format, Item Submittal & Processing Procedures
POLICY NUMBER: 5025

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This policy establishes the rules and procedures for how agenda items are submitted, categorized, scheduled, and considered by the Foresthill Public Utility District Board of Directors. It provides consistent standards for Director-submitted items, ~~category limits~~, item advancement, required documentation, fairness protections, and a clear, Brown Act–compliant meeting flow.

Policy 5020 governs Brown Act posting, noticing, and agenda creation authority.

5025.20 – Required Agenda Sections

All Regular and Special Meeting agendas shall include the following sections, in the order listed:

- ~~1A.~~ Call to Order
- ~~2B.~~ Pledge of Allegiance
- ~~3C.~~ Roll Call
- ~~4D.~~ Adjustments to Item Placement/Sequence in the Agenda ~~Within Categories~~
- ~~5E.~~ Public Comment
- ~~6F.~~ Consent Calendar
- ~~7G.~~ Operations Action Items
- ~~8H.~~ Board Member Action Items
- ~~9I.~~ Board Member Policy Action Items
- ~~10J.~~ Discussion Items
- ~~11K.~~ Future Agenda Items
- ~~11K.1~~ Future Board Member Action Items
- ~~11K.2~~ Future Policy Action Items
- ~~11K.3~~ Future Discussion Items
- ~~12L.~~ General Manager's Report
- ~~13M.~~ Directors' Items / Information Only
- ~~14N.~~ Closed Session
- ~~15O.~~ Report Out of Closed Session
- ~~16P.~~ Adjournment

5025.21 – Agenda Item Categories

~~(a)A.~~ Operations Action Items – Items prepared by the General Manager requiring formal Board action.

~~(b)B.~~ Board Member Action Items – Director-submitted items seeking Board action or direction.

~~(c)~~C. Board Member Policy Action Items – Items proposing adoption, amendment, or repeal of Board Policies.

~~(d)~~D. Discussion Items – Non-action items for updates, conceptual discussion, or informational review.

~~(e)~~E. Future Agenda Items – Items awaiting prioritization or placement on a future agenda.

5025.22 – Submittal Requirements

Directors can submit items for inclusion in the Agenda by meeting these requirements:

A. For Inclusion into Board Member Action Items, Board Member Policy Action Items, Future Agenda Items or Discussion Item Categories;

~~A.1-~~ Category

~~A.2-~~ Title

~~A.3-~~ A three to five sentence description

~~A.4-~~ Requested outcome

~~A.5-~~ Supporting documentation (Except Future Agenda Items)

~~A.6-~~ Additional requirements for Policy Action Items:

1. A redline version showing proposed changes
2. A Proposed Final Draft of Changes

5025.24 – GM + President Screening (Not a Veto - They may not block Director-submitted items.)

The General Manager and Board President jointly review items for:

~~1)~~ ~~A.~~ Completeness

~~2)~~ ~~B.~~ Appropriate category

~~3)~~ ~~C.~~ Workload considerations

~~4)~~ ~~D.~~ Supporting documentation

~~5)~~ ~~Category Limits~~

5025.24.1 – ~~Category Limits~~

~~A. A maximum of two (2) items per category may be placed on the agenda.~~

~~B. Category limits apply to:~~

~~— Board Member Action Items~~

~~— Board Member Policy Action Items~~

~~— Discussion Items~~

~~C. Category limits do not apply to the Future Agenda Items section.~~

~~D. The Board may expand the category limits for the next Regular Meeting by majority vote. (See .25.3.2)Reserved.~~

5025.24.2 - Placement into the Agenda

This section describes how the Board President and the General Manager place items within the Board Agenda.

Unfinished items on the previous agenda are automatically moved to the next Board meeting agenda in the same order listed in the previous agenda.

Newly submitted Board Member items will be placed within the category submitted by the board member, if there is room in the category. Items may be advanced by the President and GM based on these criteria;

.2.1 If Action Categories are Empty (no scheduled items):

- 1) A. Items with complete documentation (see .22 A) may be placed in Action Items (Board Member Action Items, Board Member Policy Action Items, or Discussion Items)
- 2) B. Items lacking documentation remain in Future Agenda Items

.2.2 If Multiple Directors Submit in an Empty Category

- 1) A. ——— All qualifying items (complete documentation per .22 A) may appear in Action ——— Items (Board Member Action Items, Board Member Policy Action Items, or —Discussion Items) subject to Category Limits.
If Category limits would be exceeded, President and GM may select items to appear in Action Items. Remaining items will be placed in Future Agenda Items.

.2.3 Category Already Contains Items

- 1) A. All qualifying items (complete documentation per .22 A) may appear in Action Items (Board Member Action Items, Board Member Policy Action Items, or Discussion Items) subject to Category Limits.
- 2) If Category limits would be exceeded, President and GM may select items to appear in Action Items. Remaining items will be placed in Future Agenda Items.

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.25.1 This is where items are placed for Information and Discussion of priority Only (no direct action) during the meeting.

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- 2) B. Future Policy Action Items
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.25.3 The board discusses the intent of the items and then determines, through a vote;

- 1) A. Which items (if any) warrant moving into an Action Item (Board Member Action Items, Board Member Policy Action Items, or Discussion Items) out of order. If there is room the item Automatically Gets placed if next in line.
- 2) B. The board may also vote to expand the number of items within a category for the next meeting.

.25.4 — Queuing items for Movement to Action Items

If a category item has reached its category limit;

- 1) items approved by the board for movement to an Action Item, will be placed onto the next meeting designated for placement by the board.
- 2) items will be denoted as approved for movement pending room.

~~3) Items will be listed based on date approved for movement.~~

5025.29 – Two-Hour Meeting Rule

At approximately two hours of meeting duration, the Board shall vote to continue, adjourn, or skip sections. If the meeting is continued, at approximately hour intervals a vote will be taken again on continuation.

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Items may be advanced out of order ~~only~~ for:

- ~~1)~~ A. Legal or statutory deadlines
- ~~2)~~ B. Fiscal deadlines
- ~~3)~~ C. Emergencies – may be adjusted or even added consistent with Brown Act rules to address immediate safety, regulatory, or financial concerns.
- ~~4)~~ D. Majority Board vote
- E. GM + Board President emergency determination
- F. The Board President may call, out of order, a Board Action Item to be followed by a Board Policy Action Item, and continue rotating Items in both categories until the Board has taken action on all Items in these categories on the Agenda.
- ~~5)–~~