

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

Wednesday	May 14, 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 agenda.
2. Approval of March 12, 2025, Regular Board Meeting minutes, March 21, 2025, Special Board Meeting minutes and April 9, 2025, Special Board Meeting minutes.
3. Receive and file combined financial reports for March 2025.

F. OPERATIONS ACTION ITEMS:

1. Approve Resolution 2025-01 requesting collection of charges on Placer County tax roll for tax year 2025/2026 for Assessment District #2.
Recommended action: Approve Resolution 2025-01.
Public comment:

2. Approve Resolution 2025-02 requesting collection of delinquent charges on Placer County tax roll for tax year 2025/2026.

Recommended action: Approve Resolution 2025-02.

Public comment:

G. BOARD MEMBER ACTION ITEMS

1. Discuss potential of new position of Board Secretary to handle transcription of meeting minutes. Ad hoc committee update.

Recommended action: Discuss and direct staff accordingly.

Public comment:

H. BOARD MEMBER POLICY ACTION ITEMS

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

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

Public comment:

2. President Dowling request to discuss and amend Policy #3075 and form an ad hoc committee to discuss revision. Potential update from ad hoc committee.

Recommended action: Discuss and direct staff.

Public comment:

I. DISCUSSION ITEMS:

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

J. 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. Future new board action items.
 - a. None
2. Future new policy action items.
 - a. Creation of Policy # 5025 - Meeting Agenda Template.
 - b. Director request to review Policy # 5040.14

K. 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., May 7, 2025.

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.

Henry N. White, General Manager

FORESTHILL PUBLIC UTILITY DISTRICT

MINUTES

Item E 2

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

Wednesday	March 12, 2025	6:00 P.M.
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A. CALL TO ORDER - *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>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 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 February 12, 2025, Regular Board Meeting minutes.
2. Receive and file combined financial reports for January 2025.

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 (4-0).*

Board Action: *After discussion, Director Foster made a motion to approve the minutes. The motion was seconded by Vice President Bell and carried unanimously (4-0).*

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.

Board Action: *Vice President Bell made a motion to approve Phase 3 through Phase 6, reject Phase 7, of the proposal and direct staff to execute an appropriate agreement not exceeding \$54,760. The motion was seconded by Director Foster.*

Public comment: *Sue Kiesling made a comment regarding the rejection of Phase 7.*

Board Action: *The motion carried unanimously (4-0).*

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

Board Action: *Vice President Bell made a motion to authorize the General Manager to purchase a fleet vehicle through the state bid process for an amount not to exceed \$45,000. The motion was seconded by Director Foster.*

Public comment: *Sue Kiesling made a public comment regarding the purchase of used vehicles.*

Board Action: *The motion carried 3-1 with Director Thompson voting no.*

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.

Board Action: *Vice President Bell made a motion to 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. The motion was seconded by Director Foster.*

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

Board Action: *The motion carried unanimously (4-0).*

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

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

Board Action: Vice President Bell made a motion to approve Policy #5020 as amended and presented in the board packet. The motion was seconded by Director Foster.

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

Board Action: The motion carried unanimously (4-0).

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.

Board Action: Director Foster made a motion to postpone the item and table until the next meeting. The motion was seconded by Director Thompson.

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

Board Action: The motion carried unanimously (4-0).

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.

Board Action: None - the item was skipped so that it could be discussed during Action Item 10.

Public comment: None.

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.

Board Action: Director Foster made a motion to rescind Policy #2110.55, Retiree Medical Insurance. The motion died for lack of a second.

Public comment: No comments were offered.

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.

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

Public comment: No comments were offered.

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.

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

Public comment: *No comments were offered.*

Board Action: *Director Thompson left the meeting under protest at 7:21 PM.*

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.

Board Action: *Director Thompson returned to the meeting at 7:21 PM.*

Board Action: *Vice President Bell made a motion to authorize the purchase of equipment to record audio and video of the board meetings in an amount not to exceed \$1,200. Vice President Bell rescinded the motion prior to a second.*

Board Action: *Vice President Bell made a motion to purchase equipment in support of video/audio recording of board meeting in an amount not to exceed \$1,600. The motion was seconded by Director Thompson.*

Public comment: *No comments were offered.*

Board Action: *The motion carried unanimously (4-0).*

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.

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

Public comment: *Sue Kiesling made public comments regarding board members making motions.*

G. DISCUSSION ITEMS:

Board Action: *Director Thompson left the meeting at 7:31 PM.*

1. General Manager Report A *written report was circulated to the board and public and the General Manager gave an oral presentation of the material on the report.*
2. Remarks/reports by Directors *Received*

H. ADJOURNMENT *President Dowling adjourned the meeting at 7:36 PM.*

Submitted by:

Attest:

Chase Dowling, Board President

Henry N. White, Clerk and Ex-Officio Secretary

DRAFT

FORESTHILL PUBLIC UTILITY DISTRICT

MINUTES

Item E 2

Special Business Meeting of the
FORESTHILL PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS
Foresthill Fire Protection District Office, 24320 Main St., Foresthill, CA 95631
www.foresthillpud.com

Friday	March 21, 2025	5:00 P.M.
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A. CALL TO ORDER *President Dowling called the meeting to order at 5:04 PM.*

B. ROLL CALL

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

Henry N. White, General Manager and Dal Youn, First Vice President - Investment Officer, Wells Fargo Advisors were in attendance.

C. PLEDGE OF ALLEGIANCE *Director Thompson led the Pledge of Allegiance.*

D. PUBLIC COMMENT:

- Members of the public may provide comments to the Board on items 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. DISCUSSION/INFORMATION ITEMS:

1. Receive information on options for funds invested in Wells Fargo Advisors account.
Recommended action: Discuss the item.

Board Action: *Director Thompson made a motion to close the Wells Fargo Advisors investment account and move the funds to the Local Agency Investment Fund. The motion was seconded by Director Foster.*

Public Comment: *Public comment was received but the Clerk was unable to record the comments.*

Board Action: *After a roll call vote, the motion carried unanimously (3-0).*

F. ADJOURNMENT *President Dowling adjourned the meeting at 5:52 PM.*

Submitted by:

Attest:

Chase Dowling, Board President

Henry N. White, Clerk and Ex-Officio Secretary

DRAFT

FORESTHILL PUBLIC UTILITY DISTRICT

MINUTES

Item E 2

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

Wednesday	April 9, 2025	5:00 P.M.
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A. CALL TO ORDER 5:00 PM *President Dowling called the meeting to order at 5:12 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, was in attendance. This meeting was recorded.

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.

Sue Kiesling commented on Item J 1 regarding public comment.

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

Directors Thompson and Foster requested to hear the consent items separately.

1. Approval of agenda.

Board Action: *Treasurer Pruett made a motion to approve the agenda. The motion was seconded by Director Foster and carried unanimously (5-0).*

2. Approval of March 12, 2025, Regular Board Meeting minutes and March 21, 2025, Special Board Meeting minutes.

Board Action: Vice President Bell made a motion to approve the March 12, 2025 minutes as amended. The motion died for lack of a second.

Board Action: Vice President Bell made a motion to approve the March 21, 2025 minutes. The motion was seconded by President Dowling and failed 2-2 with President Dowling and Vice President Bell voting yes, Directors Thompson and Foster voting no, and Treasurer Pruett abstaining.

Board Action: President Dowling directed the board members to send written objections to the minutes as written to President Dowling and General Manager White prior to the next meeting. Director Foster agreed to send information.

3. Receive and file combined financial reports for February 2025.

Board Action: Vice President Bell made a motion to approve the financial reports for February 2025. The motion was seconded by Treasurer Pruett and carried unanimously (5-0).

F. OPERATIONS ACTION ITEMS:

1. Board to consider casting ballot for Placer County Local Agency Formation Commission to fill open special district board member seat.

Recommended action: Review candidate statements and cast ballot to fill vacant special district seat on the Placer County Local Agency Formation Commission.

Public comment:

Board Action: Vice President Bell made a motion to cast a LAFCO ballot for Richard Hercules. The motion was seconded by Treasurer Pruett.

Public comment: No public comments were offered.

Board Action: After a roll call vote, the motion passed unanimously (5-0).

G. BOARD MEMBER ACTION ITEMS

1. Discuss potential of new position of Board Secretary to handle transcription of meeting minutes.

Recommended action: Discuss and consider the formation of ad hoc committee.

Public comment:

Board Action: President Dowling made a motion to form a board member ad hoc committee to investigate hiring a Board of Directors Secretary. The motion was seconded by Director Foster.

Public Comment: Sue Kiesling commented that she felt the agency was not following policy and current staff should prepare the minutes.

Board Action: After a roll call vote, the motion passed 3-2 with President Dowling and Directors Thompson and Foster voting yes and Vice President Bell and Treasurer Pruett voting no.

Board Action: *President Dowling appointed President Dowling and Director Foster to the ad hoc committee and directed the committee to report back to the board in two months.*

Board Action: *Vice President Bell suggested the ad hoc committee obtain training for appropriate minutes for California Special Districts.*

H. BOARD MEMBER POLICY ACTION ITEMS

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

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

Public comment:

Board Action: *Vice President Bell made a motion to revise Policy #3021 included in the packet by striking the sentence, "Funding will need to come from connection fees, grants, and sale of surplus water" from section 3021.33 and adopt the revised policy. The motion was seconded by Treasurer Pruett.*

Public Comment: *No public comments were offered.*

Board Action: *After a roll call vote, the motion passed 3-2 with Vice President Bell, Treasurer Pruett and Director Thompson voting yes. President Dowling and Director Foster voted no.*

Board Action: *President Dowling directed staff to return this item as an action item on the next regular board meeting agenda for final approval.*

2. President Dowling request to discuss and amend Policy #3075 and form an ad hoc committee to discuss revision.

Recommended action: Discuss and direct staff.

Public comment:

Board Action: *Vice President Bell made a motion to convene an ad hoc committee to discuss revisions to Policy #3075. The motion was seconded by Treasurer Pruett.*

Public Comment: *No public comments were offered.*

Board Action: *After a roll call vote, the motion passed 4-1 with President Dowling, Vice President Bell, Treasurer Pruett and Director Foster voting yes. Director Thompson voted no.*

Board Action: *President Dowling appointed Vice President Bell and Treasurer Pruett to an ad hoc committee to investigate necessary revisions to Policy #3075 and provided a target for a report back to the board by June 2025.*

I. DISCUSSION ITEMS:

1. General Manager Report *A written report was circulated to the board and public and the General Manager gave an oral presentation of the material on the report.*

2. Remarks/reports by Directors *Director Foster remarked that she would like to hire a Finance Manager for the agency for an amount less than \$100,000 and place the new hire in complete control of the agencies books.*

J. 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. Future new board action items.
 - a. None

Board Action: None

2. Future new policy action items.
 - a. Creation of Policy # 5025 - Meeting Agenda Template.

Board Action: President Dowling discussed his interest in creating a new policy for a meeting agenda template.

Board Action: President Dowling requested the board members to provide any agenda items they would be adding for the next agenda. There were no additions of agenda items for the May 2025 board meeting.

K. ADJOURNMENT *President Dowling adjourned the meeting at 6:42 PM.*

Submitted by:

Attest:

Chase Dowling, Board President

Henry N. White, Clerk and Ex-Officio Secretary

Foresthill Public Utility District
Statement of Net Position
March 31, 2025

Item E 3

	<u>Mar 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
10110 · Cash on Hand	250
10120 · Wells Fargo Checking	1,683,686
10510 · Local Agency Investment Fund	5,080,164
10512 · Umpqua Savings account	7,026
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Total Checking/Savings	6,771,126
Accounts Receivable	334,419
Other Current Assets	255,253
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Total Current Assets	7,360,797
Fixed Assets	10,860,965
Other Assets	487,931
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TOTAL ASSETS	<u>18,709,694</u>
LIABILITIES & NET POSITION	
Liabilities	
Current Liabilities	121,641
Long Term Liabilities	1,585,478
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Total Liabilities	1,707,119
Net Position	17,002,575
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TOTAL LIABILITIES & NET POSITION	<u>18,709,694</u>

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

	<u>Jul '24 - Mar 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
41100 · Consumption Billed	504,612	409,500	95,112
41150 · Base rate - Residential	1,481,889	1,541,025	(59,136)
41200 · Base rate - Commercial	170,137	171,225	(1,088)
42300 · Meter Installation	2,250	1,500	750
49200 · Interest - LAIF	7,621	0	7,621
49210 · Interest - Taxes	752	0	752
49220 · Portfolio Income	251,549	56,250	195,299
49251 · Interest - Umpqua Bank	0	0	0
49300 · Property Tax Revenues	71,795	97,500	(25,705)
49310 · Home Owner Prop Tax exemption	311	0	311
49520 · Service Charges & Reconnect	38,138	15,000	23,138
49930 · Grant Income	31,235	33,750	(2,515)
Total Income	<u>2,560,289</u>	<u>2,325,750</u>	<u>234,539</u>
Gross Profit	2,560,289	2,325,750	234,539
Expense			
51000 · Wages & Salaries	602,905	608,250	(5,345)
52000 · Taxes & Benefits	310,030	308,400	1,630
53000 · Materials & Supplies	83,247	101,250	(18,003)
54000 · Equipment costs	31,124	42,750	(11,626)
55000 · Contracted services	68,114	114,750	(46,636)
55001 · Professional Fees	251,469	168,000	83,469
56000 · Resource development	61,407	54,750	6,657
57000 · Utilities	49,224	57,750	(8,526)
58000 · Regulatory and General	152,716	157,500	(4,784)
61000 · Capital Activities	177,944	320,250	(142,306)
62400 · Depreciation Expense	304,409	0	304,409
Total Expense	<u>2,092,589</u>	<u>1,933,650</u>	<u>158,939</u>
Net Ordinary Income	<u>467,700</u>	<u>392,100</u>	<u>75,600</u>
Net Income	<u><u>467,700</u></u>	<u><u>392,100</u></u>	<u><u>75,600</u></u>

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

	Jul '24 - Mar 25	Budget	\$ Over Budget
Administration	457,751	404,250	85,373
Capital Expenditures	177,944	320,250	(276,967)
Customer Service	290,308	267,000	22,934
Distribution	305,006	402,000	123,159
Pumping	11,289	18,150	(6,603)
Regulatory Compliance	190,598	228,000	(37,402)
Source of Supply	13,916	18,750	47,257
Treatment	341,367	275,250	189,156
Depreciation	304,409	0	-
TOTAL	2,092,589	1,933,650	158,939

Fund Balances

	7/1/2024	Received	Paid Out	Transfers	Balance
General Fund - unspendable	11,109,706			(105,715)	11,003,991
General Fund - unrestricted	3,158,039	2,529,054	1,829,174	(126,465)	3,731,454
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	177,944	146,709	427,000
Emergency reserves	600,000				600,000
Total Fund balances	16,534,875	2,560,289	2,092,589	(0)	17,002,575

* This budget includes Debt Service.

Foresthill Public Utility District Cash Disbursements Register

March 2025

Date	Num	Name	Memo	Paid Amount
Mar 25				
03/04/2025	34290	Auburn Area Answering Service	Answering Service- Mar 2025	-134.10
03/04/2025	34291	Hach Company	turbidimeters. Acct #110055, Ref #321267669-1 minus credit memo 2212953	-8,936.59
03/04/2025	34292	Home Depot Credit Services	SCADA Supplies	-199.51
03/04/2025	34293	Jeffrey Raye	VOID: Jeff reimbursement for payment of paint recycling	0.00
03/04/2025	34294	Vision Quest Information Solutions, Inc.	IT Service Apr 2025, UPS Gold plan 2023	-1,849.35
03/04/2025	34295	Webb Electrical Service, Inc.	SCADA electric work	-3,722.50
03/04/2025	ACH 030425	Wells Fargo Bank	Authnet Gateway monthly billing	-114.90
03/05/2025	ACH 030525	United Healthcare	PL Retiree Health Insurance Mar 2025	-121.60
03/05/2025	ACH 030525	United Healthcare	CL Retiree Health Insurance Mar 2025	-121.60
03/07/2025	ACH 030725	Economy Pest Control	HQ Pest Control. Acct #128503	-79.00
03/07/2025	ACH 030725	ADP	Payroll service fee 022825	-165.68
03/07/2025	ACH 030725	Bureau of Reclamation	USBR Sugar Pine Fee- Feb 2025	-571.78
03/10/2025	ACH 031025	Pacific Gas & Electric	Indian Ln Standby Well	-92.68
03/10/2025	ACH 031025	Pacific Gas & Electric	HQ Power	-245.68
03/10/2025	ACH 031025	LSL CPAs & Assoc.	Feb 2025 accounting assistance (year end, special project, & monthly assistance)	-18,747.31
03/11/2025	34296	Ferguson Enterprises Inc.	cust #414764. Supplies	-74.00
03/11/2025	34297	Foresthill Valero	VOID: Feb Fuel	0.00
03/11/2025	34298	Grant Hardware, Inc.	Feb Supplies	-591.95
03/11/2025	34299	Hach Company	supplies. Acct #110055	-241.68
03/11/2025	34300	Itron, Inc.	Temetra 1 yr subscription 3/1/25- 2/28/26	-6,231.50
03/11/2025	34301	Kurt Reed	Health Insurance Feb 2025	-273.00
03/11/2025	34302	Sierra Mini Mart, Inc.	Fuel Feb 2025	-175.88
03/11/2025	34303	Umpqua Bank	Semi annual interest on LORB	-13,571.20
03/11/2025	34304	Wells Fargo Bank	supplies, vehicle maintenance, SCADA supplies	-5,129.30
03/11/2025	34305	Worton's Foresthill Grocery	Supplies	-36.36
03/11/2025	ACH 031125	Pacific Gas & Electric	Todd Valley Standby Well	-23.82
03/11/2025	ACH 031125	Kronick, Moskovitz, et al	Legal Services- Client #012257	-1,983.00
03/11/2025	ACH 031125	Wells Fargo Bank	bank return check fee	-102.63
03/13/2025	ACH 031325	ADP	PR 031425 Taxes	-9,798.19
03/13/2025	ACH 031325	ADP	PR 031425 ADP Wage Pay	-19,892.47
03/14/2025	ACH 031425	CalPERS	PR 031425 PEPRA contribution	-1,866.77
03/14/2025	ACH 031425	CalPERS	PR 031425 Classic contribution	-3,069.44
03/14/2025	ACH 031425	CalPERS	PR 031425 457B	-2,000.00
03/18/2025	34306	Blackburn Consulting	2023/2024 Sugar Pine Dam Instrumentation Report Yr 2	-1,542.00
03/18/2025	34307	California Smog	Smog Test. Cust ID #24280	-40.00
03/18/2025	34308	Cranmer Engineering, Inc.	Water Quality	-867.00
03/18/2025	34309	Ferguson Enterprises Inc.	cust #414764. Supplies	-396.12
03/18/2025	34310	Humana Insurance Co	April retiree health	-716.12
03/18/2025	34311	Itron, Inc.	FCS 1 yr subscription 4/1/25- 3/31/26	-988.47
03/18/2025	34312	J.S. West	Propane.Ref #333649,736400,73753,739177,739477	-2,676.38
03/18/2025	34313	Jeffrey Raye	Jeff reimbursement for payment of paint recycling	-59.06
03/18/2025	34314	Keenan & Associates	EE medical insurance Apr 25	-18,942.44
03/18/2025	34315	Placer County , Personnel	Apr 25 Dental Insurance	-618.38
03/18/2025	34316	Volcano Creek Enterprises	SCADA - Mastication for path clearing	-2,700.00
03/18/2025	34317	Wells Fargo Bank	supplies, vehicle maintenance, propane	-5,015.34
03/18/2025	ACH 031825	Pacific Gas & Electric	Streetlight	-10.96
03/18/2025	ACH 031825	Recology Auburn Placer	Feb refuse HQ Acct #041126614	-39.04
03/18/2025	ACH 031825	Recology Auburn Placer	Feb refuse WTP Acct #041126614	-39.04
03/19/2025	ACH 031925	American Messaging	Pager Mar 2025	-11.76
03/19/2025	ACH 031925	Napa Auto Parts	supplies- acct # 8802929	-173.11
03/20/2025	ACH 032025	Sebastian	Feb telephone. Acct# 00008712-7	-533.72
03/21/2025	ACH 032124	ADP	Payroll service fee 031425	-165.68
03/24/2025	ACH 032425	Verizon Wireless	phone/maps Feb 07 25 - Mar 06 25	-38.01
03/25/2025	34318	Meter, Valve & Control	meter end points	-2,736.12
03/25/2025	34319	Mutual of Omaha	EE life insurance Apr 25	-390.82
03/25/2025	ACH 032525	Pace Supply Corp.	supplies. cust #29996-00.	-3,215.62
03/25/2025	ACH 032525	Vision Service Plan - (CA)	EE vision insurance Apr 2025- Client ID 30064591	-115.14
03/27/2025	34320	Foresthill Valero	Feb Fuel	-339.20
03/27/2025	ACH 032725	ADP	PR 032825 Taxes	-9,859.38
03/27/2025	ACH 032725	ADP	PR 032825 ADP Wage Pay	-19,814.83
03/28/2025	ACH 032825	Pacific Gas & Electric	Sugar Pine Power	-959.18
03/28/2025	ACH 032825	Pacific Gas & Electric	pump plant power	-1,236.35
03/28/2025	ACH 032825	Pacific Gas & Electric	WTP power	-2,510.53
03/28/2025	ACH 032825	Kronick, Moskovitz, et al	Legal Services- Client #012257	-2,049.03
03/28/2025	ACH 032825	CalPERS	PR 032825 457B	-2,000.00
03/28/2025	ACH 032825	CalPERS	PR 032825 PEPRA contribution	-1,866.77
03/28/2025	ACH 032825	CalPERS	PR 032825 Classic contribution	-3,069.44
03/31/2025	ACH 033125	United Healthcare	PL Retiree Health Insurance Apr 2025	-121.60
03/31/2025	ACH 033125	United Healthcare	CL Retiree Health Insurance Apr 2025	-121.60
Mar 25				-186,141.71

Investment Account Closure

Investment Transactions	CUSIP	Name	Par Value	Principal Received	Accrued Interest	Bank Fee	Deposited	Realized Gain/(Loss)
	3130ASH44	Fed Home Loan Bank	235,000.00	235,000.00	2,638.53	(7)	237,631.53	2,631.53
	3133EP3B9	Fed Farm Credit Bank	150,000.00	149,064.00	739.06	(7)	149,796.06	(203.94)
	3133EP5U5	Fed Farm Credit Bank	100,000.00	99,567.52	68.75	(7)	99,629.27	(370.73)
	3134HACV3	Fed Home Loan Mtg Corp	200,000.00	196,564.00	1,170.56	(7)	197,727.56	(2,272.44)
	3134HAPX5	Fed Home Loan Mtg Corp	135,000.00	131,692.50	2,595.00	(7)	134,280.50	(719.50)
	032556EZ1	Anaheim CA HSG	25,000.00	24,608.75	210.83	(7)	24,812.58	(187.42)
	046558EU2	Atascadero CA USD	10,000.00	9,849.80	13.21	(7)	9,856.01	(143.99)
	088006KA8	Beverly Hills CA Pub Fin Auth	95,000.00	91,074.60	348.08	(7)	91,415.68	(3,584.32)
	130179HD9	California EFA	10,000.00	9,979.00	188.86	(7)	10,160.86	166.86
	13048VLK2	California Muni Finance Authority San Diego	50,000.00	49,304.50	525.07	(7)	49,822.57	(177.43)
	13063DMA3	State of CA General Obligation Bond	10,000.00	9,790.20	129.56	(7)	9,912.76	(87.24)
	13067WRC8	California State DWR	35,000.00	34,080.55	89.09	(7)	34,162.64	(837.36)
	13077CT95	California State University	10,000.00	9,918.60	142.19	(7)	10,053.79	53.79
	13077DKF8	California State University	50,000.00	46,507.00	402.98	(7)	46,902.98	(3,097.02)
	13077DKG6	California State University	150,000.00	137,133.00	1,259.08	(7)	138,385.08	(11,614.92)
	157411TL3	Chaffey CA USD	35,000.00	34,682.90	129.31	(7)	34,805.21	(194.79)
	223077AJ7	Covina CA Wastewater Dist	50,000.00	47,200.50	633.40	(7)	47,826.90	(2,173.10)
	292521GR6	Encinitas Pub Fing Auth	100,000.00	92,136.00	709.72	(7)	92,838.72	(7,161.28)
	341271AE4	Florida State Board	50,000.00	46,570.50	201.28	(7)	46,764.78	(3,235.22)
	420507CM5	Hawthorne, CA	15,000.00	14,904.60	75.83	(7)	14,973.43	(26.57)
	451443F34	Idaho Bldg Auth	50,000.00	49,482.50	85.40	(7)	49,560.90	(433.10)
	482092EZ2	Jarupa CA CSD	25,000.00	24,865.00	114.60	(7)	24,972.60	(27.40)
	54148TAR7	Loma Linda CA	10,000.00	9,910.80	42.78	(7)	9,946.58	(53.42)
	57563RQH5	Mass EDL Fing Auth	55,000.00	52,341.85	448.67	(7)	52,783.52	(2,216.48)
	57604TAB2	Mass Trans Housing	10,000.00	9,995.00	167.65	(7)	10,155.65	155.65
	60636UJV2	Missouri Env Impmt Res Auth	25,000.00	23,970.75	79.63	(7)	24,043.38	(956.62)
	611583BT1	Monrovia CA	10,000.00	9,978.90	152.08	(7)	10,123.98	123.98
	612414EC2	Monterey CA Reg Waste	75,000.00	74,857.50	498.67	(7)	75,349.17	349.17
	61741GAD2	Morgan Hill CA	140,000.00	137,573.80	97.17	(7)	137,663.97	(2,336.03)
	677765GW3	Ohlone CA Cmty Coll	10,000.00	9,894.90	30.72	(7)	9,918.62	(81.38)
	683042AJ4	Ontario CA Airport	15,000.00	14,945.25	159.39	(7)	15,097.64	97.64
	68442CCZ7	Orange Cnty CA Water Dist	50,000.00	48,320.00	126.70	(7)	48,439.70	(1,560.30)
	689729JT3	Orcutt CA USD	50,000.00	46,991.50	103.13	(7)	47,087.63	(2,912.37)
	697364EC7	Palo Alto Cap Imp Proj	125,000.00	121,897.50	1,857.81	(7)	123,748.31	(1,251.69)
	697511FV0	Palomar CA CCD	50,000.00	46,214.00	100.30	(7)	46,307.30	(3,692.70)
	70879QZC0	Penn HSG Fin Agy	80,000.00	79,867.20	1,856.56	(7)	81,716.76	1,716.76
	713575TE8	Peralta Comm Coll Dist	10,000.00	10,050.40	107.47	(7)	10,150.87	150.87
	725837AZ1	Pixley, CA USD	45,000.00	42,928.20	85.89	(7)	43,007.09	(1,922.91)
	752147HJ0	Rancho Sanitago CA CCD	40,000.00	39,313.60	21.20	(7)	39,327.80	(672.20)
	77781RCR2	Roseville, CA Elec Sys	35,000.00	33,964.70	60.49	(7)	34,018.19	(981.81)
	77865BD7	Roseville, CA	20,000.00	19,779.80	37.84	(7)	19,810.64	(189.36)
	797055D00	San Buenaventura CA WTR	210,000.00	182,794.50	862.37	(7)	183,649.87	(26,350.13)
	79727LBS7	San Diego CA Convenion Cent	40,000.00	39,860.00	301.86	(7)	40,154.86	154.86
	797299MP6	San Diego CA Pub Fac Fing	40,000.00	38,103.60	324.15	(7)	38,420.75	(1,579.25)
	797669ZK7	San Francisco CA BART Dist	55,000.00	54,578.15	290.11	(7)	54,861.26	(138.74)
	79771FFQ5	San Francisco CA PUC	25,000.00	24,418.25	85.47	(7)	24,496.72	(503.28)
	798136XV4	San Jose Airport	50,000.00	48,443.50	49.07	(7)	48,485.57	(1,514.43)
	799055QW1	San Mateo Foster City	55,000.00	51,753.35	161.25	(7)	51,907.60	(3,092.40)
	80169PE58	Santa Clarita Pub Fing Auth	200,000.00	178,886.00	1,332.07	(7)	180,211.07	(19,789.93)
	81888TAJ2	Shafter, CA	25,000.00	24,739.00	342.19	(7)	25,074.19	74.19
	835376AR5	Somis, CA USD	10,000.00	9,866.40	20.91	(7)	9,880.31	(119.69)
	83566GU2	Sonoma County CA	40,000.00	37,980.40	155.16	(7)	38,128.56	(1,871.44)
	845389JK2	Southwestern CCD	50,000.00	46,477.50	102.90	(7)	46,573.40	(3,426.60)
	91412GEZ7	University of CA	40,000.00	38,894.00	376.55	(7)	39,263.55	(736.45)
	91412GXB6	University of CA	20,000.00	19,941.00	231.66	(7)	20,165.66	165.66
	91412GXQ3	University of CA	15,000.00	14,959.65	184.75	(7)	15,137.40	137.40
	91412HFM0	University of CA	40,000.00	39,768.80	136.84	(7)	39,898.64	(101.36)
	91857RBF9	Vacaville CA	15,000.00	14,518.05	30.79	(7)	14,541.84	(458.16)
	933002AC1	Walnut valley CA	45,000.00	42,929.55	138.29	(7)	43,060.84	(1,939.16)
	95236PGC8	West Covina CA	85,000.00	84,112.60	306.49	(7)	84,412.09	(587.91)
	95332RDJ5	West Hollywood Pub fin Auth	25,000.00	24,208.50	220.00	(7)	24,421.50	(578.50)
	955627CS1	West Sac Flood Ctl	100,000.00	94,559.00	170.21	(7)	94,722.21	(5,277.79)
	956134AQ3	West Stanislaus CA IRR	30,000.00	29,124.30	91.73	(7)	29,209.03	(790.97)
	05600KCP3	BMO Harris Bank	100,000.00	96,286.00	197.26	(7)	96,476.26	(3,523.74)
	066519QT9	BankUnited	100,000.00	96,344.00	67.67	(7)	96,404.67	(3,595.33)
	2546732B1	Discover Bank	250,000.00	252,542.50	3,893.15	(7)	256,428.65	6,428.65
	38149MXU2	Goldman Sachs Bank	250,000.00	238,855.00	342.47	(7)	239,190.47	(10,809.53)
	61690U3L2	Morgan Stanley Bank	250,000.00	252,900.00	100.68	(7)	252,993.68	2,993.68
	61768ERA3	Morgan Stanley Pvt Bank	200,000.00	202,320.00	80.55	(7)	202,393.55	2,393.55
	795451AB9	Sallie Mae Bank	200,000.00	191,314.00	350.68	(7)	191,657.68	(8,342.32)
	856285VE8	State Bank of India	100,000.00	96,476.00	2.47	(7)	96,471.47	(3,528.53)
	90348JN48	UBS Bank	100,000.00	95,506.00	6.16	(7)	95,505.16	(4,494.84)
	037833BY5	Apple Inc	100,000.00	98,886.00	297.92	(7)	99,176.92	(823.08)
	09290DAA9	Blackrock Funding	100,000.00	100,418.00	156.67	(7)	100,567.67	567.67
	166764BW9	Chevron Corp	100,000.00	99,553.00	582.75	(7)	100,128.75	128.75
	30303M8S4	Meta Platforms	175,000.00	172,905.25	857.01	(7)	173,755.26	(1,244.74)
	478160DJ0	Johnson & Johnson	150,000.00	150,885.00	705.00	(7)	151,583.00	1,583.00
Total			5,835,000.00	5,662,878.52	32,059.80	(539.00)	5,694,399.32	(140,600.68)



Item F 1

Memorandum

To: Board of Directors
From: Henry N. White
Date: May 14, 2025
Subject: Submittal of Assessments to Placer County for Collection on the 2025/26 Tax Rolls - Assessment District No. 2

Recommendation: Approve the attached resolution and authorize the General Manager to submit the required documentation to Placer County for inclusion of assessments on the 2025/26 tax rolls.

Background: Assessment District No. 2 was established in 1996 following voter approval, with the purpose of financing water system improvements throughout significant portions of the Foresthill Public Utility District. Bonds were issued to fund the improvements, and repayment of the bond principal and interest was structured over a 30-year period through annual property assessments collected via Placer County's tax rolls.

At present, 1,794 parcels are included in the assessment district. The average annual assessment per parcel is \$46.05, resulting in total projected assessment revenues of \$82,609.98 for the 2025/26 fiscal year. Submission of the appropriate documentation to Placer County is necessary to ensure these assessments are included in the upcoming tax roll.

Financial Implications: Failure to approve the resolution and submit the documentation would result in a loss of \$82,609.98 in assessment revenue, requiring the General Fund to absorb the cost. This would unfairly burden ratepayers by reducing taxes on taxpayers who benefit from the associated improvements.

Attachments:

Resolution Requesting Collection of Charges
Placer County Direct Charge Transmittal Form

RESOLUTION NO. 2025-01

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE FORESTHILL PUBLIC UTILITY DISTRICT
REQUESTING COLLECTION OF CHARGES ON TAX ROLL
FOR TAX YEAR 2025-2026

TAX CODE NUMBER 70800

DIRECT CHARGE NAME Assessment District No. 2

Whereas, the Foresthill Public Utility District (hereinafter “District”) requests the County of Placer collect on the County tax rolls certain charges which have been imposed pursuant to section 16469 of the California Public Utilities Code by the District, attached hereto, and

Whereas, the County has required as a condition of the collection of said charges that the District warrant the legality of said charges and defend and indemnify the County from any challenge to the legality thereof,

Now, Therefore, Be It Hereby Resolved by the Board of the District that:

1. The Auditor-Controller of Placer County is requested to attach for collection on the County tax rolls those taxes, assessments, fees and/or charges, attached hereto.
2. The District warrants and represents that the taxes, assessments, fees and/or charges imposed by the District and being requested to be collected by Placer County comply with all requirements of state law, including but not limited to Articles XIIC and XIID of the California Constitution (Proposition 218).
3. The District releases and discharges County, and its officers, agents and employees from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by County on the property tax roll of any taxes, assessments, fees and/or charges on behalf of District.
4. In consideration for the County’s collection of the charge through the County’s property tax roll, the District agrees to and shall defend, indemnify and hold harmless the County, its officers, agents and employees (the “Indemnified Parties”) from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by County of any of District’s said taxes, assessments, fees and/or charges requested to be collected by County for District, or in any manner arising out of District’s establishment and imposition of said taxes, assessments, fees and/or charges. District agrees that, in the event a judgment is entered in a court of law

against any of the Indemnified Parties as a result of the collection of one of District's taxes, assessments, fees and/or charges, the County may offset the amount of the judgment from any other monies collected by County on behalf of District, including property taxes.

5. The District agrees that its officers, agents and employees will cooperate with the County by responding to all inquiries referred to District by County from any person concerning the District's taxes, assessments, fees and/or charges, and that District will not refer such persons to County officers and employees for response.
6. The District agrees to pay the County for the reasonable and ordinary charges to recoup its costs of placement and collection on the tax rolls at the agreed upon rate of 1% of the taxes, assessments, fees and/or charges, as provided by Government Code sections 29304 and 51800.

APPROVED, PASSED AND ADOPTED by the Foresthill Public Utility District Board of Directors on May 14, 2025, by the following vote:

AYES:

NOES:

ABSENT:

Signed and approved by me after its passage this 14th day of May 2025:

Chase Dowling, President of the Board of Directors

ATTEST: _____
Henry N. White, Clerk and Ex-Officio Secretary of the Board

2025/26 DIRECT CHARGE TRANSMITTAL

District Name Foresthill Public Utility District

District Address P.O. Box 266, Foresthill CA 95631

Direct Charge Name Assessment District No. 2

Tax Code No. 70800

Resolution No. 2025-01

Parcel Count 1794

Total Amount \$82,609.98

Type of Direct Charge and Proposition 218 Compliance: (Check type and check method of compliance)

- () Assessment for Special Benefit:
 - () Approved by weighted majority of ballots returned
 - () Exempt by Proposition 218

 - () Special Tax: Approved by electorate vote

 - () Fee/Charge:
 - () Approved by majority vote of property owners
 - () Approved by electorate vote
 - () Exempt by Proposition 218

 - (X) 1915 Act Bond: Exempt by Proposition 218
-

Authorized Signature _____

Date 5/14/2025

Contact Person Henry N. White

Contact Email Address: gm@foresthillpud.com

Contact Telephone No. (530) 367-2511

Contact Fax No. None

Telephone Number to Appear on Tax Bill (530) 367-2511

Provide a brief explanation of significant (10%+) increases or decreases from last year:

Parcel count % change N/A Total dollar amount % change N/A

Explanation: N/A



Item F 2

Memorandum

To: Board of Directors
From: Henry N. White
Date: May 14, 2025
Subject: Submittal of Assessments to Placer County for Collection on the 2025/26 Tax Rolls - Delinquent Accounts

Recommendation: Approve the resolution and authorize the General Manager to submit the required documentation to Placer County for inclusion of delinquent utility accounts on the 2025/26 property tax rolls.

Background: Placer County permits the District to recover unpaid utility bills by placing delinquent charges on the annual property tax roll. This process ensures that the financial responsibility for water usage remains with the benefiting property owner, thereby preventing the burden from being shifted to other paying ratepayers. The method is cost-effective and does not affect the customer's credit rating.

As of the current reporting period, the total outstanding balance is \$149,407.38 across 168 accounts. Property owners with delinquent accounts have been notified and offered payment plans; those who have enrolled in a payment plan have been removed from the list.

Financial Implications: If the resolution is not approved, the District will be unable to recover the \$149,407.38 from delinquent accounts, shifting the financial burden onto compliant property owners. Utilizing the tax roll for collections provides a reliable and equitable recovery mechanism.

Attachments:

Resolution Requesting Collection of Charges
Direct Charge Transmittal Form
List of Assessed Properties

RESOLUTION NO. 2025-02

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE FORESTHILL PUBLIC UTILITY DISTRICT
REQUESTING COLLECTION OF CHARGES ON TAX ROLL
FOR TAX YEAR 2025-2026

TAX CODE NUMBER 72700

DIRECT CHARGE NAME Foresthill PUD Delinquent Charges

Whereas, the Foresthill Public Utility District (hereinafter “District”) requests the County of Placer collect on the County tax rolls certain charges which have been imposed pursuant to section 16469 of the California Public Utilities Code by the District, attached hereto, and

Whereas, the County has required as a condition of the collection of said charges that the District warrant the legality of said charges and defend and indemnify the County from any challenge to the legality thereof,

Now, Therefore, Be It Hereby Resolved by the Board of the District that:

1. The Auditor-Controller of Placer County is requested to attach for collection on the County tax rolls those taxes, assessments, fees and/or charges, attached hereto.
2. The District warrants and represents that the taxes, assessments, fees and/or charges imposed by the District and being requested to be collected by Placer County comply with all requirements of state law, including but not limited to Articles XIIC and XIID of the California Constitution (Proposition 218).
3. The District releases and discharges County, and its officers, agents and employees from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by County on the property tax roll of any taxes, assessments, fees and/or charges on behalf of District.
4. In consideration for the County’s collection of the charge through the County’s property tax roll, the District agrees to and shall defend, indemnify and hold harmless the County, its officers, agents and employees (the “Indemnified Parties”) from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by County of any of District’s said taxes, assessments, fees and/or charges requested to be collected by County for District, or in any manner arising out of District’s establishment and imposition of said taxes, assessments, fees and/or charges. District agrees that, in the event a judgment is entered in a court of law

against any of the Indemnified Parties as a result of the collection of one of District's taxes, assessments, fees and/or charges, the County may offset the amount of the judgment from any other monies collected by County on behalf of District, including property taxes.

5. The District agrees that its officers, agents and employees will cooperate with the County by responding to all inquiries referred to District by County from any person concerning the District's taxes, assessments, fees and/or charges, and that District will not refer such persons to County officers and employees for response.
6. The District agrees to pay the County for the reasonable and ordinary charges to recoup its costs of placement and collection on the tax rolls at the agreed upon rate of 1% of the taxes, assessments, fees and/or charges, as provided by Government Code sections 29304 and 51800.

APPROVED AND ADOPTED by the Foresthill Public Utility District Board of Directors on May 14, 2025, by the following vote:

AYES:

NOES:

ABSENT:

Signed and approved by me after its passage this 14th day of May 9, 2024:

Chase Dowling, President of the Board of Directors

ATTEST: _____
Henry N. White, Clerk and Ex-Officio Secretary of the Board

2025/26 DIRECT CHARGE TRANSMITTAL

District Name Foresthill Public Utility District

District Address P.O. Box 266, Foresthill CA 95631

Direct Charge Name Foresthill PUD Delinquent Charges

Tax Code No. 72700 Resolution No. 2025-02

Parcel Count 168 Total Amount \$149,407.38

Type of Direct Charge and Proposition 218 Compliance: (Check type and check method of compliance)

- () Assessment for Special Benefit:
 - () Approved by weighted majority of ballots returned
 - () Exempt by Proposition 218
 - () Special Tax: Approved by electorate vote
 - () Fee/Charge:
 - () Approved by majority vote of property owners
 - (X) Approved by electorate vote
 - () Exempt by Proposition 218
 - () 1915 Act Bond: Exempt by Proposition 218
-

Authorized Signature _____ Date 5/14/2025

Contact Person Henry N. White

Contact Email Address: gm@foresthillpud.com

Contact Telephone No. (530) 367-2511 Contact Fax No. None

Telephone Number to Appear on Tax Bill (530) 367-2511

Provide a brief explanation of significant (10%+) increases or decreases from last year:

Parcel count % 148% Total dollar amount % 155%

Explanation: Undetermined differences in payment habits of customers. Probably due to Gubernatorial restrictions on terminating water service during COVID – 19 and AB 998.

Tax Year 2025/2026 Delinquent Parcel List					
Total Due	Parcel Number	Total Due	Parcel Number	Total Due	Parcel Number
\$300.28	007-170-011-000	\$609.24	257-170-009-000	\$1,181.28	255-100-027-000
\$414.64	007-230-005-000	\$648.88	073-410-009-000	\$990.06	255-060-044-000
\$366.58	007-045-042-000	\$702.96	257-070-062-000	\$994.92	257-240-040-000
\$369.42	255-080-020-000	\$658.28	073-360-023-000	\$1,017.44	257-210-039-000
\$399.06	257-140-042-000	\$658.56	007-240-047-000	\$1,000.80	257-100-019-000
\$394.34	257-070-003-000	\$658.92	257-180-009-000	\$1,087.06	007-220-072-000
\$365.58	007-070-010-000	\$699.74	257-040-009-000	\$1,206.90	073-410-012-000
\$458.76	257-250-010-000	\$757.96	257-150-015-000	\$1,024.88	257-090-050-000
\$509.44	257-260-018-000	\$690.38	257-090-056-000	\$1,030.02	255-060-034-000
\$408.90	257-180-047-000	\$733.04	257-280-001-000	\$1,037.92	257-060-019-000
\$402.60	257-240-022-000	\$794.54	255-100-048-000	\$1,020.88	007-090-009-000
\$478.78	073-380-037-000	\$685.68	258-170-040-000	\$1,175.20	007-045-025-000
\$372.06	257-190-013-000	\$704.18	257-160-010-000	\$1,057.74	257-160-017-000
\$374.32	257-240-011-000	\$795.84	007-045-066-000	\$1,077.66	257-210-018-000
\$401.52	257-060-007-000	\$752.24	257-100-009-000	\$1,143.94	007-060-012-000
\$405.84	257-130-013-000	\$758.06	257-150-017-000	\$1,080.46	257-140-033-000
\$470.60	257-180-052-000	\$789.24	257-190-034-000	\$1,144.32	257-080-019-000
\$511.64	007-240-055-000	\$756.96	007-170-021-000	\$1,173.18	007-090-014-000
\$435.84	257-010-024-000	\$768.88	257-060-014-000	\$1,098.58	255-070-036-000
\$444.48	257-110-035-000	\$805.46	255-060-037-000	\$1,179.46	007-104-008-000
\$445.80	257-270-031-000	\$834.98	257-280-004-000	\$1,114.92	257-170-039-000
\$516.86	007-170-019-000	\$823.02	257-270-009-000	\$1,124.48	255-080-018-000
\$495.86	257-110-015-000	\$823.42	257-150-051-000	\$786.02	257-250-030-000
\$566.68	258-190-008-000	\$817.18	257-100-034-000	\$1,138.48	007-240-062-000
\$559.10	257-190-058-000	\$823.16	255-090-023-000	\$1,192.34	257-130-045-000
\$609.80	257-110-032-000	\$902.80	255-080-016-000	\$1,200.38	257-110-006-000
\$481.46	255-080-019-000	\$947.36	257-140-047-000	\$1,130.58	257-180-014-000
\$124.58	007-045-022-000	\$1,060.26	257-190-022-000	\$1,126.26	007-110-012-000
\$592.86	257-030-016-000	\$921.10	257-020-030-000	\$1,271.08	257-180-034-000
\$131.40	257-090-052-000	\$881.52	007-240-019-000	\$1,260.44	257-120-039-000
\$485.50	257-020-031-000	\$962.26	257-180-049-000	\$1,171.32	255-070-041-000
\$688.44	257-040-005-000	\$987.88	258-130-050-000	\$1,190.14	257-100-013-000
\$451.16	007-152-001-000	\$921.34	257-240-053-000	\$1,298.30	255-100-024-000
\$484.20	257-070-053-000	\$1,028.14	257-170-065-000	\$1,238.50	073-390-049-000
\$153.38	257-240-014-000	\$888.54	007-160-011-000	\$1,294.54	073-390-027-000
\$526.24	257-210-064-000	\$888.54	007-045-077-000	\$1,282.96	257-130-029-000
\$499.20	257-050-010-000	\$888.54	007-045-027-000	\$1,379.26	073-380-007-000
\$518.98	257-100-015-000	\$888.54	007-152-005-000	\$1,252.28	257-260-001-000
\$531.52	257-280-039-000	\$888.54	007-183-022-000	\$1,246.34	255-090-008-000
\$506.34	257-240-005-000	\$888.54	007-060-014-000	\$1,349.80	257-250-006-000
\$545.90	257-130-005-000	\$890.18	007-090-009-000	\$1,379.48	007-045-090-000
\$566.66	257-220-027-000	\$893.90	007-090-005-000	\$1,363.48	257-110-003-000
\$570.58	007-045-017-000	\$896.08	257-040-035-000	\$1,265.76	257-080-030-000
\$502.76	257-210-046-000	\$958.82	257-070-019-000	\$1,318.36	007-090-009-000
\$606.10	255-070-013-000	\$921.08	007-220-063-000	\$1,446.90	007-182-015-000
\$553.06	257-190-009-000	\$947.00	007-060-026-000	\$1,317.12	255-040-045-000
\$521.70	257-070-018-000	\$1,020.80	257-140-026-000	\$1,490.52	257-260-012-000
\$573.74	257-060-028-000	\$936.92	257-110-030-000	\$1,418.04	257-140-027-000
\$536.94	255-090-019-000	\$934.40	257-180-037-000	\$1,564.14	258-210-066-000
\$531.18	257-200-017-000	\$939.44	257-250-009-000	\$3,188.72	007-045-049-000
\$559.98	258-190-029-000	\$1,047.88	257-180-001-000	\$1,928.06	256-010-012-000
\$581.96	257-260-030-000	\$942.74	007-151-010-000	\$2,242.06	007-104-007-000
\$572.42	258-130-043-000	\$964.42	257-190-038-000	\$1,938.14	255-080-031-000
\$574.20	007-154-005-000	\$1,044.82	257-100-025-000	\$5,999.18	007-060-013-000
\$580.38	007-080-044-000	\$966.90	255-070-014-000		
\$262.70	257-070-028-000	\$969.94	255-060-030-000	168	Parcel Count
\$649.16	257-180-044-000	\$1,062.82	073-360-032-000	\$149,407.38	Total

May 14, 2025 Regular Board Meeting

Ad Hoc Committee Report -- At the April 9th, 2025 Board meeting, the Board agreed to research the possibility of hiring, and at what cost, an independent, contracted person to attend Board meetings and write-up the minutes. It was also pointed out that there needs to be possible revisions to Board Policy #2360 (*Job Description--Administrative Assistant*) since among those duties included "...taking and transcribing official minutes" which currently is not assigned to the person in this job position.

Committee members: *Directors* Chase Dowling and Dianne Foster.

Two Employment agencies, *Robert Half, Inc.*, and *Adecco Temporary Staff Services* was explored. At the time of contact, both agencies had no one available and would need to search for someone. Also, both agencies require a significant fee for their service.

Putting an ad in the newspapers might be an option to explore. Also Supervisor Cindy Gustafson's office was contacted, asking how they find and hire MAC secretaries. This was the response:

"Often, we have an individual that expresses interest in becoming a MAC secretary, and we keep their information for when an opening occurs. If we do not have any interested parties at the time an opening does occur, I will ask our Public Information Department to post a notice on the Placer County website so that we may recruit for the position. It may also be announced at a MAC meeting that there is a current opening for a MAC secretary.

Compensation is currently \$250.00 for meetings up to 2.5 hours. For meetings over 2.5 hours, compensation is \$50.00 per each full 30-minute period.

It is a multi-supplier contract and the Placer County Procurement Department drafts and distributes the contracts to the MAC Secretaries. Secretaries are expected to attend meetings, including special and joint meetings, take and transcribe minutes, maintain records of their minutes, and physically post the agendas and cancelation notices at the meeting site."

This is where we are now. Reevaluating Board Policy #2360 will take an additional few weeks, targeted for a June Board Meeting report.

Directors Chase Dowling and Dianne Foster



Item H 1

Memorandum

To: Board of Directors
From: Henry N. White
Date: May 7, 2025
Subject: Director's request to revise Policy #3021

Recommendation: Discuss the issue and provide direction to staff.

Background: At the December 11, 2024 Regular Board Meeting, the Board of Directors set a deadline of January 15, 2025, for submission of comments regarding a revision of Policy #3021 – Reserves. Vice President Bell and Director Foster submitted comments, which were reviewed and discussed during the February 12, 2025 public meeting.

Following this discussion, the Board directed staff to revise Policy #3021 incorporating the submitted material. Staff presented the amended version of the policy at the March 12, 2025 meeting. The Board tabled the item and instructed staff to include it on the agenda for the April 2025 regular meeting.

In April, the Board approved a revised version of Policy #3021 and directed staff to return with a clean version of the policy for a second approval.

Financial Implications: The financial impact of revising Policy 3021 is unable to be determined.

Foresthill Public Utility District POLICY HANDBOOK

POLICY TITLE: Reserves
POLICY NUMBER: 3021

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.



Item H 2

Memorandum

To: Board of Directors
From: Henry N. White
Date: April 2, 2025
Subject: President Dowling's request to revise Policy #3075 – Fleet Management

Recommendation: Discuss the issue and direct staff accordingly.

Background: On March 31, 2025, President Dowling requested a review and revision of Policy #3075 – Fleet Management. In response, the board established an ad hoc committee during the April 2025 board meeting. This committee, comprising Vice President Bell and Treasurer Pruett, was tasked with drafting a proposed revision and reporting back to the board by June 2025.

This agenda item provides time for the committee to present any updates, findings, or a draft revision, and for the board to provide input or direction as needed.

Financial Implications: To be determined, pending the scope and content of the proposed revisions.

Foresthill Public Utility District
POLICY HANDBOOK

POLICY TITLE: FLEET MANAGEMENT
POLICY NUMBER: 3075

3075.30 Responsibilities.

3075.31 General Manager. Oversee and manage the acquisition, operation and disposal of all District owned and leased vehicles and equipment. Budget for fleet replacement and additions, ensure fleet management policies and procedures are followed. Amend fleet management policies and procedures as required by the Board of Directors to accomplish adopted fleet management objectives. Authorize the service and repair of all units, consistent with District Policy No. 3082. Manage inventories and/or purchase of fuel, oil, tires and replacement parts. Document the maintenance history and cost, fuel use and accumulated mileage or hours for each unit. Identify units to be disposed of.

3075.90 Buying New, Used or Lease Purchase Units.

3075.91 Units shall be purchased through the state's Vehicle Procurement Program, Manufacturer's Government Lease Purchase Program or any other program affording less expensive vehicle purchase.

Foresthill Public Utility District
POLICY HANDBOOK

POLICY TITLE: FLEET MANAGEMENT
POLICY NUMBER: 3075

~~3075.30~~ ~~Responsibilities.~~

~~3075.31~~ ~~General Manager.~~ ~~Oversee and manage the acquisition, operation and disposal of all District owned and leased vehicles and equipment. Budget for fleet replacement and additions, ensure fleet management policies and procedures are followed. Amend fleet management policies and procedures as required by the Board of Directors to accomplish adopted fleet management objectives. Authorize the service and repair of all units, consistent with District Policy No. 3082. Manage inventories and/or purchase of fuel, oil, tires and replacement parts. Document the maintenance history and cost, fuel use and accumulated mileage or hours for each unit. Identify units to be disposed of.~~

~~3075.90~~ ~~Buying New, Used or Lease Purchase Units.~~

~~3075.91~~ ~~Units shall be purchased through the state's Vehicle Procurement Program, Manufacturer's Government Lease Purchase Program or any other program affording less expensive vehicle purchase.~~

3075.10 Purpose.

The District's fleet represents a significant investment in the tools needed to deliver day-to-day services. This section outlines responsibilities, policies and procedures for managing the District's fleet according to established objectives.

3075.20 Objectives.

3075.21 Minimize Fleet Operation and Maintenance Costs. Typically, operation and maintenance costs increase as vehicles and equipment get older and accumulate more miles/hours.

3075.22 Avoid Unnecessary Capital Outlays for Fleet Expansion and Replacement. Expanding the fleet or replacing an existing unit may not make sense if the unit is used only sparingly.

3075.23 Improve Fleet Safety, Utility, Reliability and Economy. Newer vehicles usually incorporate more advanced technology such as airbags, anti-lock braking systems, and engines that burn cleaner, last longer and use less fuel. New equipment usually incorporates technology that improves the productivity and safety of employees. Also, newer units are naturally more reliable.

3075.24 Maintain a Positive Image for the District. Operating older vehicles and equipment can sometimes indicate cost-consciousness but if the units are unsightly, noisy or inefficient, it can reflect lack of care or concern. Also, stylish features with marginal utility may project an inappropriate image of luxury or extravagance.

3075.25 Encourage Responsible Use of District Vehicles and Equipment. Conscientious use of District vehicles and equipment can improve safety and reduce liability.

3075.30 Responsibilities.

3075.31 General Manager. Oversee and manage the acquisition, operation and disposal of all District owned and leased vehicles and equipment. Budget for fleet replacement and additions, ensure fleet management policies and procedures are followed. Amend fleet management policies and procedures as required by the Board of Directors to accomplish adopted fleet management objectives. Authorize the service and repair of all units. Manage inventories and/or purchase of fuel, oil, tires and replacements parts. Document the maintenance history and cost, fuel use and accumulated mileage or hours for each unit. Identify units to be disposed of.

3075.32 Vehicle and Equipment Operator Responsibilities. Exercise good judgement. Consult a supervisor or General Manager if any operator responsibilities are not clear. Use District units only for District business. Record routine service such as oil changes, fuel/air filter replacement, tune-ups and tire rotations. Wash and vacuum units periodically to maintain finish and appearance. Pay for any parking fees and tolls required while on District business. Submit receipts for reimbursement. Pay any traffic and parking fines incurred. These payments are not reimbursable. Carry a valid California Driver's License, obey all traffic laws, use turn signals and drive defensively. Use seat belts. In case of accident, follow instructions included in the accident folder.

3075.40 Maintaining Proper Fleet Size.

3075.41 Minimum Fleet Size. The number of units in the fleet should not exceed the minimum number of units needed to effectively and safely conduct District business.

3075.42 Reviewing Vehicle Use. When budgeting for fleet replacements, average annual mileage or hours should be calculated for each unit to be replaced. If average annual use appears to be much lower than the average annual use within the same vehicle or equipment category, the following options should be considered instead of replacement:

3075.421 Renting a vehicle or equipment item for a limited period of time. Requires General Manager approval.

3075.422 Reimbursing an employee for use of a privately owned, personal vehicle. Requires General Manager approval. Copy of proof of insurance for privately owned vehicle shall be provided to District prior to authorization.

3075.43 Reimbursement of Business Use of Personal Vehicles. When use of a privately owned, personal vehicle is authorized for District business, reimbursement will be made at the current Internal Revenue Service rate allowed for business use of vehicles.

3075.44 Timely Disposal of Replacement Units. Replacement of units will not be used as a strategy to expand the fleet. When a unit is replaced, it will expeditiously be declared surplus and be disposed of, unless it is assigned to backup service which shall require Board approval. Disposal of surplus units shall be in accordance with District Policy No. 3085.

3075.50 Buying New Versus Used.

3075.51 To Ensure Reliability and Value. The District should generally purchase new vehicles and equipment when replacements are needed.

3075.52 Exception. The District may purchase used medium and heavy trucks, trailers, construction equipment, boats and other portable equipment.

3075.60 Age and Mileage Targets Before Replacement. The following table shows the age and mileage expected from District units in front line operation before replacement or assigned to backup service:

3075.61

<u>Vehicle or Equipment Category</u>	<u>Age in Years</u>	<u>Mileage</u>	<u>Yrs Allowed in Backup Service</u>
<u>General Purpose Vehicles</u>			
Sedans	10	90,000	0
Wagons/SUV's	10	90,000	0
Vans	10	90,000	0
Utility Vehicles	11	100,000	0
Pickup Trucks < 1 ton	11	100,000	3
<u>Special Purpose Vehicles</u>			
Light Trucks < 1 ton	12	100,000	3
Medium Trucks 1-2 tons	12	80,000	0
Heavy Trucks > 2 tons	12	80,000	0

Trailers	18	n/a	0
Construction Equipment	17	n/a	0
Boats	21	n/a	0
Other Portable Equipment	15	n/a	0

3075.62 For units bought used, the age and mileage targets apply to age and mileage since new, rather than age and mileage since acquired by the District.

3075.63 Age and mileage standards will be periodically reviewed and may be adjusted due to improvements in technology or maintenance practices.

3075.64 The age and mileage targets are only guidelines. Units in exceptional condition with low cost repair histories may continue in service beyond expected age and mileage targets. Conversely, units may be recommended for replacement before expected age and mileage targets are reached if there are problems with unrepairable damage, high maintenance cost, unreliability, unsafe components, or technological obsolescence.

3075.70 Equipping and Marking Newly Acquired Units.

3075.71 Unless it is impractical or unsafe, the General Manager shall cause each unit to be equipped with the following articles:

- A. First Aid Kit
- B. Fire Extinguisher
- C. Flares
- D. Flashlight
- E. Blanket
- F. Litter Bag
- G. Vehicle Registration Forms
- H. Proof of Insurance

3075.72 Accident folder that includes an incident report form, an information exchange card, and witness information cards.

3075.73 All units, including special purpose units, will be marked with the current standard District logo decal on each side and District identification number on the rear or other conspicuous area.

3075.74 All units shall be painted basic white with the exception of construction equipment, trailers and portable equipment.

3075.80 Budgeting for Fleet Additions and Replacements.

3075.81 Budgeting for Fleet Additions.

- A. Prepare a Capital Improvement plan project request for each unit to be added.
- B. Group similar units within one operating program into a single request.
- C. The District’s budget policies will apply to all such requests.

3075.82 Budgeting for Fleet Replacements.

- A. Examine units that are near or beyond age and mileage targets. Recommend replacement if justified by maintenance history, overall condition, value and obsolescence.
- B. Prepare a Capital Improvement project request for each unit to be replaced. Group similar units within one operating program into a single request. Include the following minimum information for each unit to be replaced:
- District identification number
 - Model year, make and model
 - Description
 - Assigned department
 - Assigned program
 - Acquisition year
 - Acquisition price
 - Recommend replacement year
 - Estimated total replacement price (including the price of additional equipment such as lights, radios, and installation for new or transferred equipment).
 - Itemization of total replacement price (including base price, price of special equipment, price of special equipment installation, sales tax and five percent (5%) price contingency).
 - Estimated surplus value
 - Basis of estimated surplus value; Blue Book.
 - Current odometer or hour meter reading.
 - Projected odometer or hour meter reading at replacement.
 - Maintenance cost since acquisition.
 - Maintenance cost in the last full fiscal year.
 - Justification for replacement prior to age or mileage targets.
 - Justification for replacement with other than like unit.

3075.90 Buying New, Used or Lease Purchase Units.

3075.91 Purchase and/or lease purchase of new or used units shall be as per District Policy No. 3080.



item I 1

Memorandum

To: Board of Directors
From: Henry N. White
Date: May 7, 2025
Subject: General Manager's Report

Topics of General Interest:

- 1. Safety Meeting Update** - As part of Foresthill's ongoing commitment to employee safety and well-being, staff participate in regular safety meetings throughout the year. On April 10, 2025, the team reviewed heat stress awareness and best practices for working safely in hot weather conditions. These proactive sessions support a strong safety culture and help ensure that all employees are prepared for seasonal workplace challenges.
- 2. Water treatment plant Supervisory Control and Data Acquisition (SCADA) system in service** - The Supervisory Control and Data Acquisition (SCADA) system for the Water Treatment Plant was successfully brought into service on February 10, 2025, following Board approval on October 9, 2024. Utilizing Ignition software, the system consolidates the WTP overview, operational trends, alarm setpoints/status, and finish water analytics into a single, centralized interface. This enhancement significantly improves operational oversight and reduces the risk of human error.

Development of Phases 3 through 6, approved on March 12, 2025, is currently underway. A key milestone was reached on March 24, 2025, with the successful integration of the plant controller into the SCADA system – bringing the project closer to full implementation.

Ongoing work includes integration of chlorine injection pump control and lime system improvements, further advancing automation and system reliability.

3. **Lead Service Line Inventory Submission**– On March 21, 2025, the final Lead Service Line (LSL) inventory was submitted to the Division of Drinking Water (DDW) and was accepted the same day by the State Water Resources Control Board (SWRCB). This marked a major compliance milestone under state drinking water regulations.

To address remaining data needs, staff submitted an updated workplan on April 25, 2025, which was also accepted by the DDW. Work is currently underway to finalize the inventory in accordance with state feedback and requirements.

4. **Government Compensation Report Submission** - On April 7, 2025, Foresthill staff completed and submitted the annual Special Districts – Government Compensation Report for calendar year 2024 to the California State Controller’s Office. This report is part of a statewide effort to promote transparency and accountability in the allocation of public funds related to employee compensation. The timely submission reflects Foresthill’s commitment to compliance and open government practices.
5. **Temetra conversion complete 4/23/2025** – The conversion to Temetra equipment was successfully completed on April 23, 2025, marking a major objective in Foresthill’s meter reading modernization efforts. The legacy MC Lite FC 300 units – originally purchased in February 2014 for \$10,256 – provided 11 years of reliable field service, a commendable lifespan for electronic devices.

In 2024, staff were notified that the Field Collection System (FCS) would reach its end of service by 2026, prompting the need for a transition plan. The proposed Temetra conversion was included in the 2025–2029 Five-Year Capital Improvement Plan and presented to the Finance and Planning Committee. The project received full approval from the Board of Directors on August 14, 2024.

The conversion was completed one year ahead of schedule and came in at 4% under budget, reflecting strong planning, execution, and cost management by the project team.

6. **QuickBooks Online Conversion** – The conversion from QuickBooks Desktop to QuickBooks Online is scheduled for May 12, 2025. This upgrade will provide the District with enhanced local control, improved accessibility, and cost savings

over time. For further details, refer to the Special Addendum prepared by Angela Wade, which outlines the financial and operational benefits of the transition.

7. Consumer Confidence Report – Drinking Water Quality - The Consumer Confidence Report (CCR) is an annual report required by the U.S. Environmental Protection Agency (EPA) for community water systems. It provides residents with information about the quality of their drinking water, including:

- Sources of water (e.g., lakes, rivers, aquifers)
- Detected contaminants and their levels
- Health effects associated with any violations of water quality standards
- Compliance status with EPA regulations
- Educational information for vulnerable populations

These reports are typically distributed by July 1 each year and are essential for public awareness and health protection. Foresthill submitted the 2024 CCR to the Division of Drinking Water for review on 5/1/2024 and will circulate the document to the public in early June.

8. Sugar Pine Reservoir Watershed Sanitary Survey – The Sugar Pine Reservoir Watershed Sanitary Survey is a regulatory requirement mandated every five years by the Division of Drinking Water. In March 2025, the Board authorized a contract with Western Hydrologics to conduct the survey. Preliminary work is underway, with the physical field survey scheduled for May 28, 2025. Once complete, the final report will be circulated to the Board for review and recordkeeping.

SPECIAL ADDENDUM

Subject: Conversion from QuickBooks Desktop to QuickBooks Online

Prepared by: Angela Wade

Date: 5/1/2025

Benefits of Switching to QBO (QuickBooks Online) from QBD (QuickBooks Desktop):

Flexibility:

- QBO offers flexibility that QBD does not. Users have the capability to work on any device because QBO is cloud-based. With QBD, you can only work on a dedicated machine. Before the transition, QBD could only be accessed from Roger's machine, and this has presented as a challenge since his machine is no longer in use. Jennifer can only access QBD by remoting in using IT software. Hank cannot get in to pull reports from his end, therefore he sends a request to Jennifer which adds to her workload and time.
- Multiple users can collaborate on projects, across multiple devices and locations. This works well for users working remotely (LSL). Adding more users on QBD adds additional fees, whereas multiple users are included in QBO subscriptions.

Time Savings = Cost Savings:

- QBO saves time in various ways, including the robust functionality of the software. It offers automation of tasks including recurring tasks, bank connections, bank rules, etc. QBO has the capability to link bank accounts, credit card accounts, etc., which can automatically code transactions, saving time and minimizing manual entry mistakes. QBD has limited functionality in these areas, as most things must be entered manually.
- Switching to QBO will eventually lead to billing of less LSL hours, as accounts payable and other routine tasks will be able to be completed in-house. Before the transition, Jennifer was the only one with QBD access, which left all bookkeeping

duties up to Jennifer, including entering of bills, running of reports, etc. Performing these simple tasks in-house will reduce LSL hours billed, and save her time and ours.

As an example: Jennifer spends approximately 2-3 hours per week on routine AP (entering bills into QBD, filing, and weekly AP check cutting). At a rate of \$190/hour, this could save the district up to \$1520 - \$2280 a month, or \$18,240 - \$27,360 annually.

- QBO subscriptions are more affordable for the district's needs. The annual Desktop Subscription for FY25 is \$999. This only includes one login, which is not ideal for separation of duties purposes. Any additional logins added to a QBD subscription are an additional cost. Our QBO subscriptions (2 are needed) total \$984 for the first year. This cost will go up after the first year, but they do offer bundling discounts when 2 subscriptions are needed. These plans include 5 users which are included in the cost. 2 accountant users and "reports only" users do not count towards the 5- user limit.

Security & Audit Compliance:

- Since QBO is cloud-based, data will no longer be stored on a local server or hard drive, so we don't have to worry about losing everything in a fire or unforeseen event at the office. While the district does retain records in several ways, (physical filing, document scanning onto server, etc.), there will be no need to worry about backing up files in QB. If something were to physically happen to a machine, you would simply login to QBO on another machine.
- QBO does automatic updates that include the latest security capabilities. There is no downloading and installing updates like QBD. In turn, this shifts the burden of security to Intuit, rather than the user.
- Users can have different permission controls. Hank will be the Company Administrator, Jennifer and her team will have the accounting permissions, and any other users can be set up to access only what they need to perform their jobs. For example, personnel in accounts payable or accounts receivable positions would only access those portions of QBO. The Company Administrator also has the ability to view the activity of each user. This is ideal for separation of duties and allows FPUd to be in better audit compliance.

Hank White

From: Dianne Foster
Sent: Monday, April 28, 2025 6:47 PM
To: Hank White; Chase Dowling
Cc: Mark Bell; Roger Pruett; Ron Thompson
Subject: Agenda Item request
Attachments: Policy #5040.pdf

Item J 2 b

I would like to place on the May Agenda "discussion on Board Policy 5040.14 — Approval or rejection of any contract or expenditure." See attached.

Dianne Foster

FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Actions and Decisions
POLICY NUMBER: 5040

5040.10 Actions by the Board of Directors include but are not limited to the following:

5040.11 Adoption or rejection of regulations or policies;

5040.12 Adoption or rejection of a resolution;

5040.13 Adoption or rejection of an ordinance;

5040.14 Approval or rejection of any contract or expenditure;

5040.15 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

5040.16 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

5040.20 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three (3) votes to be effective (unless a 4/5 vote is required by policy or other law).

5040.21 A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum. Refer to Policy 4050 regarding when Directors should recuse themselves from participating in the discussion or vote.

5040.22 Example: If three of five Directors are present at a meeting, a quorum exists and business can be conducted. However, if one of three Directors comprising the quorum abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

5040.23 Example: If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

5040.24 Example: If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

5040.30 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

5040.31 The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

5040.32 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

5040.33 Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.