

# FORESTHILL PUBLIC UTILITY DISTRICT

## MINUTES

Regular Meeting of  
FORESTHILL PUBLIC UTILITY DISTRICT  
FORESTHILL VETERANS MEMORIAL HALL  
Leroy E. Botts Memorial Park  
24601 Harrison Street, Foresthill, CA 95631  
[www.foresthillpud.com](http://www.foresthillpud.com)

Remote Locations: 25543 Foresthill Rd., Foresthill CA 95631

**NOTE: Vice President Tamra West will be appearing by telephone from the remote location listed above. The public has the right to attend this meeting by telephone and to testify from the same location in accordance with section 54954.3.**

Wednesday	December 13, 2017	2:00 P.M.
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Written material introduced into the record: Citizens wishing to introduce written material on any item into the record at the public meeting are requested to provide a copy of the written material to the Clerk of the Board prior to the meeting date so that the material may be distributed to the Board of Directors prior to the meeting.

**A. CALL TO ORDER: 2:00p.m. by President Rogers West**

**B. ROLL CALL:**

_____	President Helen Rogers West	<i>Present</i>
_____	Vice President Tamra West	<i>Present by telephone at 2:05 PM</i>
_____	Treasurer Linda Cholcher	<i>Present</i>
_____	Director Neil Cochran	<i>Present</i>
_____	Director Mark Bell	<i>Present</i>

**C. PLEDGE OF ALLEGIANCE: Led by Addie Poulos**

**D. MEETING PROCEDURES:**

All items on the agenda will be open for public comment before final action is taken. Speakers are requested to restrict comments to the item as it appears on the agenda and stay within a five-minute time limit. The President has the discretion of limiting the total discussion time for an item. As a courtesy to others, please turn off cell phones and any other distracting devices.

**E. ADOPTION OF THE AGENDA:** (This is the time for agenda modifications) *Treasurer Cholcher made a motion to move item J6 to the January meeting and adopt the agenda without any other changes. The motion was seconded by Director Cochran and carried unanimously (4-0).*

**F. PUBLIC COMMENT:** This is the time for any member of the public to address the Board of Directors on any matter not on the agenda that is within the subject matter jurisdiction of the District. Directors and staff are limited by law to brief responses and clarifying questions or comments. There will be no votes on non-agenda items. Concerns may be referred to staff or placed on the next available agenda. Please note that comments from the public will also be taken on each agenda item. Comments shall be limited to five minutes per person, or such other time limit as may be imposed by the President. *No public comment*

**G. CONSENT AGENDA:** All items listed under the Consent Agenda are considered to be routine in nature and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board or audience requests otherwise, in which case the item will be removed for separate consideration. Any item removed will be taken up following the motion to approve the Consent Agenda.

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|---|---------|
| 1. Minutes of November 8, 2017 Regular Meeting            | Approve |
| 2. Minutes of November 20, 2017 Finance Committee Meeting | Approve |
| 3. Cash Disbursements Register, October 2017              | Approve |
| 4. Statement of Net Position, October 2017                | Approve |
| 5. Statement of Revenues & Expense, October 31, 2017      | Approve |
| 6. Monthly and Year to Date Report, October 31, 2017      | Approve |
| 7. Fund Accounts, October 31, 2017                        | Approve |
| 8. Investment Policy Compliance, October 31, 2017         | Approve |
| 9. Quality Analysis Report, October 31, 2017              | Approve |
| 10. Activity Detail, October 31, 2017                     | Approve |
| 11. Portfolio Graphically Presented, October 31, 2017     | Approve |

***Board Action:*** Director Bell made a motion to approve the Consent Agenda. The motion was seconded by Treasurer Cholcher and carried unanimously (4-0)

*At 2:05 Vice President West joined the meeting by telephone*

**H. PRESENTATIONS:** None

**I. CORRESPONDENCE:** None

**J. BUSINESS: ACTION ITEMS**

1. Organizational Meeting and election of officers per Policy 5010.50  
Recommended Action: By motion, elect a President, Vice President, Treasurer and appoint the Board Clerk and Ex-Officio Secretary  
Public Comment: *No Public Comment*

***Board Action:*** President Rogers West opened the nominations at 2:05 PM. Treasurer Cholcher nominated President Rogers West for President. President Rogers West nominated Director Cochran for vice President. President Rogers West nominated Treasurer Cholcher for Treasurer. Being there were no further nominations, President Rogers West closed the nominations. Director Bell made a motion to elect Helen Rogers West as President, Neil Cochran as Vice President and Linda Cholcher as Treasurer. The motion was seconded by Treasurer Cholcher and carried unanimously (5-0).

**Board Action:** *Treasurer Cholcher made a motion to appoint Henry N. White as Board Clerk and Ex-Officio Secretary. The motion was seconded by Director Bell and Carried unanimously (5-0).*

2. Board President to appoint Standing Committee members and Chairpersons  
Recommended Action: Appoint the Chairperson and member of the Finance and Planning Standing Committees  
Public Comment: *Public comment was received*

**Board Action:** *President Rogers West appointed Vice President Cochran and Director West to the Planning Committee and appointed Treasurer Cholcher and Director Bell to the Finance Committee. President Rogers West designated Vice President Cochran and Treasurer Cholcher as the chair of the respective committees.*

3. Consider request by Tyler and Lynzie Wolters for a refund of will serve fees paid for Assessor's Parcel Number 078-240-023  
Recommended Action: Authorize refund of \$11,284  
Public Comment: *Public comment was received*

**Board Action:** *Treasurer Cholcher made a motion to authorize a refund of will serve fees paid by Tyler and Lynzie Wolters in the amount \$11,284.00 contingent on receipt of certification that the owners will communicate with district prior to developing the parcel.. The motion was seconded by Director Bell and carried unanimously (5-0). The Board directed staff to distribute Resolution 208 with applications for will serve letters and to add language to the will serve letter to make it clear that the fees are not refundable.*

4. Consider request by retiree Evelyn Henry for a refund of health insurance co-pays paid during a lapse in retiree insurance coverage  
Recommended Action: Authorize reimbursement of \$1,869.12  
Public Comment: *Public comment was received*

**Board Action:** *Director Bell made a motion to authorize reimbursement of payments made by Evelyn Henry in the amount of \$1,869.12 for medical services with proof of payment and a release of liability for any future responsibility. The motion was seconded by Vice President Cochran and carried unanimously (5-0).*

5. Consider request for remote service connection by Mr. Jeremy Pedigo for 5177 Crestline Drive (APN 257-080-017)  
Recommended Action: Authorize remote service connection  
Public Comment: *Public comment was received*

**Board Action:** *Vice President Cochran made a motion to authorize a remote service connection for 5177 Crestline Drive, APN 257-080-017 contingent upon execution of a participation agreement and proof of easement submitted by Jeremy Pedigo. The motion was seconded by Treasurer Cholcher and carried unanimously (5-0).*

6. Receive and consider approval of the annual audit for fiscal year 2016/2017 as presented by Treasurer Linda Cholcher

Recommended Action: Approve audit report for fiscal year 2016/2017  
Public Comment: *No public comment*

*No Board action was taken. The item moved to the regular board meeting in January 2018.*

7. Authorize the Clerk to the Board to file a Notice of Completion for the 2017 Sugar Pine Spillway Repair Project with Sierra Mountain Construction  
Recommended Action: Authorize Clerk to file Notice of Completion  
Public Comment: *No public comment*

***Board Action:*** *Treasurer Cholcher made a motion to authorize the Clerk to the Board to file a Notice of Completion for the 2017 Sugar Pine Spillway Repair Project. The motion was seconded by Vice President Cochran and carried unanimously (5-0).*

8. Board to discuss and consider approving extending paid Monday holidays to District Finance Manager Roger Carroll, per his request and similar to District staff in lieu of approving a pay raise in 2018. (Note: The District Finance Manager works on Mondays only. Therefore, if approved, when a holiday falls on a Monday, Roger Carroll would receive a paid holiday  
Recommended Action: By motion, Board will approve/deny extending paid Monday holidays to the District Finance Manager  
Public Comment: *Public comment was received.*

*No Board action was taken. Treasurer Cholcher was directed to discuss the issue with Roger Carroll and the item moved to the regular board meeting in January 2018.*

9. Board to discuss and consider approving a recommendation from the Finance Committee for 2.0% cost of living adjustment to salary schedule  
Recommended Action: Consider recommendation and direct staff accordingly  
Public Comment: *Public comment was received.*

***Board Action:*** *Director West made a motion to approve a 2.0% cost of living adjustment to the salary schedule(Policy 2390) effective with the first full pay period in January 2018. The motion was seconded by Treasurer Cholcher and carried unanimously (5-0).*

**K. DISCUSSION ITEMS: DIRECTOR/COMMITTEE/STAFF REPORTS:**

1. General Manager's Report – This is the time for the General Manager to report on any correspondence, meetings, or other information that the Board members and the community need to be aware of: Storage tank project, water rights, water sales
2. Director reports – This is the time for Board members to report on any webinars, classes, seminars, meetings or other information they have learned and share with their fellow Board members and the community.

***ADJOURNMENT OF OPEN MEETING At 3:51 p.m. Vice President Cochran made a motion to adjourn the open meeting. The motion was seconded by Director Bell and carried unanimously (5-0).***

**L. CLOSED SESSION**

1. Conference with Legal Counsel — Existing Litigation (Subdivision (d)(1) of Government Code section 54956.9). Name of administrative agency adjudicatory proceeding: State Water Resources Control Board, In re petition for extension of time for water right permit No. 15375.
2. Conference with Legal Counsel — Anticipated Litigation (Subdivision (d)(2) of Government Code section 54956.9 Number of cases: 2
3. Conference with Legal Counsel — Existing Litigation Subdivision (a) of Government Code Section 54956.9. Name of Case: Miner's Camp vs. Foresthill Public Utility District

**M. ANNOUNCEMENT FROM CLOSED SESSION:** *At 5:33 PM, President Rogers West announced in open session that no reportable action was taken during closed session.*

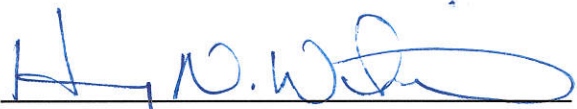
**ADJOURNMENT:** *The meeting was adjourned at 5:33 PM*

Submitted by:

Attest:



Helen Rogers West, Board President



Henry N. White, Clerk and Ex-Officio Secretary