

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	January 14, 2026	6:00 P.M.
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Any person may access and comment during the meeting by doing the following:

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

A. OPEN SESSION - 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. ANNOUNCEMENT FROM CLOSED SESSION:

E. PUBLIC COMMENT:

- Members of the public may provide comments to the Board on items that are not on the agenda. We welcome and encourage your comments as the Board takes them into consideration in our deliberations.
- Speakers are limited to a maximum of three minutes.
- The Board may not respond to, discuss, or engage in any type of dialog regarding any public comment; however, the President may direct questions to staff for a later response or future consideration by the Board.
- Appropriate and respectful language and behavior is vital to the functioning of a public meeting. We ask the Board, staff, and members of the public to speak courteously and respectfully. Therefore, the Board prohibits disruptive behavior.

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

1. Approval of agenda
2. Approval of December 10, 2025, Regular Board Meeting minutes
3. Receive and file combined financial reports for November 2025

G. OPERATIONS ACTION ITEMS:

1. Annual Organizational Meeting – Pursuant to Policy #5010.50, the Board will elect a President, Vice President, and Treasurer from among its members
Recommended action: Elect a President, Vice President, Treasurer and appoint the Board Clerk and Ex-Officio Secretary
Public comment:
2. Appointment of standing committee members – Pursuant to Policy #4060.30, the Board President shall appoint members of the Planning Committee and Finance Committee
Recommended Action: Board President to appoint committee members and chair
Public comment:

H. BOARD MEMBER ACTION ITEMS:

1. Review and consider action regarding proposals for Finance Manager services, including selection of a proposal or extension of the response period
Recommended action: Discuss the proposed policy and provide direction to staff
Public comment:
2. Director Foster requests the approval for hiring an independent Attorney to perform an assessment regarding the negotiation process related to the development of the GM's 2024 employment contract for an amount not to exceed \$5,000
Recommended action: Director Foster recommends approval of \$5,000 and hire an independent attorney to assess the negotiation process for the General Manger's 2024 employment contract
Public comment:

I. BOARD MEMBER POLICY ACTION ITEMS:

1. Consideration and possible adoption of new Board Policy 5025 – Agenda Format, Item Submittal & Processing Procedures
Recommended action: Discuss the proposed policy and provide direction to staff
Public comment:
2. Consider revised job description for the Customer Service Representative II position
Recommended action: Direct staff accordingly
Public comment:
3. Director Foster requests to revise Board Policy 2000 (Executive Officer) by deleted *[sic]* section 2000.30
Recommended Action: Agree on this revision and direct staff accordingly

J. DISCUSSION ITEMS:

1. General Manager Report
2. Remarks/reports by Directors
3. Update by board on process to hire a Board Secretary

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

1. None

L. 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., January 7, 2026.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the General Manager at (530)367-2511. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting.

Henry N. White, General Manager

FORESTHILL PUBLIC UTILITY DISTRICT

MINUTES

Item F 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	December 10, 2025	6:00 P.M.
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Any person may access and comment during the meeting by doing the following:

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

A. CALL TO ORDER: 3:00 PM *President Dowling called the meeting to order at 3:00 PM.*

B. OPEN SESSION - 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>

Vance Piggott, Kronick, Moskovitz, Tiedemann and Girard was present.

C. PUBLIC COMMENT:

- Members of the public may provide comments to the Board on items that are not on the agenda. We welcome and encourage your comments as the Board takes them into consideration in our deliberations.
- Speakers are limited to a maximum of three minutes.
- The Board may not respond to, discuss, or engage in any type of dialog regarding any public comment; however, the President may direct questions to staff for a later response or future consideration by the Board.
- Appropriate and respectful language and behavior is vital to the functioning of a public meeting. We ask the Board, staff, and members of the public to speak courteously and respectfully. Therefore, the Board prohibits disruptive behavior.

No public comments were offered.

D. CLOSED SESSION: *The board and counsel went into closed session at 3:01 PM.*

1. Public employee performance evaluation and appointment - General Manager - (Government Code section 54957)

General Manager Henry N. White joined the closed session at approximately 4:00 PM.

E. OPEN SESSION - CALL TO ORDER 6:00 PM *President Dowling called the meeting to order at 6:00 PM.*

F. 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.

G. PLEDGE OF ALLEGIANCE *President Dowling led the Pledge of Allegiance.*

H. ANNOUNCEMENT FROM CLOSED SESSION: *President Dowling announced that during closed session, the General Manager performance evaluation was completed.*

I. PUBLIC COMMENT:

- Members of the public may provide comments to the Board on items that are not on the agenda. We welcome and encourage your comments as the Board takes them into consideration in our deliberations.
- Speakers are limited to a maximum of three minutes.
- The Board may not respond to, discuss, or engage in any type of dialog regarding any public comment; however, the President may direct questions to staff for a later response or future consideration by the Board.
- Appropriate and respectful language and behavior is vital to the functioning of a public meeting. We ask the Board, staff, and members of the public to speak courteously and respectfully. Therefore, the Board prohibits disruptive behavior.

Sue Kiesling commented on the timeline to moving board meetings to the Foresthill Fire Department building.

J. 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 November 12, 2025, Regular Board Meeting minutes
3. Receive and file combined financial reports for October 2025

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

K. OPERATIONS ACTION ITEMS:

1. Presentation of the Annual Financial Report with the Independent Auditor's Report for fiscal year ending June 30, 2025
Recommended action: Receive and file the Annual Financial Report for the fiscal year ending June 30, 2025

Public comment:

Kelly Telford, Lance, Soll & Lunghard presented the Annual Financial Report.

Board Action: *Vice President Bell made a motion to receive and file the Annual Financial Report for the fiscal year ending June 30, 2025. The motion was seconded by President Dowling.*

Public Comment: *Linda Cholcher commented on the high quality of the financial report.*

Board Action: *The motion passed unanimously (5-0).*

L. BOARD MEMBER ACTION ITEMS:

1. Review and consider action regarding proposals for Finance Manager services, including selection of a proposal or extension of the response period
Recommended action: Discuss the proposals received for Finance Manager services and approve a proposal, or extend the response period to allow additional submissions
Public comment: *No public comments were offered.*

Heard at 6:38 PM

Board Action: *President Dowling made a motion to extend the response period to January 30, 2026 and to post on California Special Districts Association, The Auburn Journal, the Foresthill Messenger, Indeed and the Municipal Management Association of Northern California. The motion was seconded by Director Foster and carried (4-1) with Vice President Bell voting no.*

M. BOARD MEMBER POLICY ACTION ITEMS:

1. Consideration and possible adoption of new Board Policy 5025 – Agenda Format, Item Submittal & Processing Procedures
Recommended action: Discuss the proposed policy and provide direction to staff
Public comment: *No public comments were offered.*

Board Action: *President Dowling tabled the item until January 2026.*

2. Consider revised job description for the Customer Service Representative I position and consider staff recommendation
Recommended action: Consider staff recommendation contained in board packet
Public comment:

Board Action: *President Dowling made a motion to approve the revised job description. The motion was seconded by Vice President Bell.*

Public Comment: *Sue Kiesling commented on advertising the Finance Manager position on LinkedIn.*

Board Action: *The motion passed (4-1) with Director Foster voting no.*

Board Action: *Vice President Bell made a motion to remove the job descriptions from the Board Policy Handbook. The motion died for lack of a second.*

Public Comment: *Patty Wade commented on the availability of the handbook on the website.*

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

Board Action: *Director Foster postponed discussion of the item to January 2026.*

N. DISCUSSION ITEMS:

1. Presentation by the California Special Districts Association regarding Governance Best Practices *The presentation was not heard by the board.*
2. General Manager Report *Received*
3. Remarks/reports by Directors *Received*

O. 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. None

Board Action: *None.*

P. ADJOURNMENT

Board Action: *Vice President made a motion to adjourn the meeting. The motion was not seconded.*

President Dowling adjourned the meeting at 7:15 PM

Submitted by:

Attest:

Chase Dowling, Board President

Henry N. White, Clerk and Ex-Officio Secretary

FORESTHILL PUBLIC UTILITY DISTRICT
Statement of Net Position

As of November 30, 2025

Item F 3

	Nov 30, 2025
ASSETS	
Current Assets	
Bank Accounts	
10110 Cash on Hand	250
10120 Wells Fargo Checking	411,449
10510 Local Agency Investment Fund	6,534,428
10512 Umpqua Savings account	7,026
Total Checking/Savings	6,953,153
Accounts Receivable	328,977
Other Current Assets	371,897
Total Current Assets	7,654,028
Fixed Assets	10,841,276
Other Assets	323,861
Total for Assets	\$ 18,819,166
LIABILITIES AND NET POSITION	
Liabilities	
Current Liabilities	176,613
Long-Term Liabilities	1,439,974
Total for Liabilities	1,616,587
Net Position	17,202,579
TOTAL LIABILITIES AND NET POSITION	\$ 18,819,166

FORESTHILL PUBLIC UTILITY DISTRICT
Profit & Loss Budget vs. Actuals
July - November, 2025

	Jul'25 - Nov'25	Budget	\$ over Budget
Income			
41100 Consumption Billed	352,190	270,000	82,190
41150 Base rate - Residential	842,130	832,500	9,630
41200 Base rate - Commercial	99,258	94,167	5,091
42300 Meter Installation	3,750	833	2,917
42330 Line Tap	1,650	-	1,650
49200 Interest - LAIF	70,610	30,750	39,860
49210 Interest - Taxes ¹	84	500	(416)
49251 Interest - Umpqua Bank	-	-	-
49300 Property Tax Revenues ¹	2,451	52,083	(49,632)
49520 Service Charges & Reconnect	58,200	8,333	49,867
49930 Grant Income	-	18,750	(18,750)
Total Income	\$ 1,430,322	\$ 1,307,917	\$ 122,406
Gross Profit	\$ 1,430,322	\$ 1,307,917	\$ 122,406
Expenses			
51000 Wages & Salaries	326,709	380,000	(53,291)
52000 Taxes & Benefits	230,714	187,500	43,214
53000 Materials & Supplies	68,201	54,167	14,035
54000 Equipment costs	9,807	21,667	(11,860)
55000 Contracted services	33,065	70,833	(37,769)
55001 Professional Fees	100,599	102,917	(2,318)
56000 Resource development	23,739	34,167	(10,427)
57000 Utilities	23,667	32,500	(8,833)
58000 Regulatory and General	84,249	80,417	3,832
61000 Capital Activities	93,636	177,917	(84,281)
62400 Depreciation Expense	175,542	-	175,542
Total Expenses	\$ 1,169,928	\$ 1,142,083	\$ 27,845
Net Operating Income	\$ 260,394	\$ 165,834	\$ 94,561
Net Income	\$ 260,394	\$ 165,834	\$ 94,561

¹Pending receipt of October & November property tax revenues from Placer County

FORESTHILL PUBLIC UTILITY DISTRICT
Profit & Loss Budget vs. Actuals
July - November, 2025

	<u>Jul'25 - Nov'25</u>	<u>Budget</u>	<u>\$ over Budget</u>
Administration	273,066	219,167	53,900
Capital Expenditures	93,636	177,917	(84,281)
Customer Service	150,638	170,417	(19,779)
Distribution	185,655	215,000	(29,345)
Pumping	7,702	10,833	(3,131)
Regulatory Compliance	88,480	137,917	(49,437)
Source of Supply	12,544	11,250	1,294
Treatment	182,664	199,583	(16,919)
Depreciation	175,542	-	175,542
TOTAL	<u><u>\$ 1,169,928</u></u>	<u><u>\$ 1,142,083</u></u>	<u><u>\$ 27,845</u></u>

FORESTHILL PUBLIC UTILITY DISTRICT
Fund Balances
July - November, 2025

	<u>7/1/2025**</u>	<u>Received</u>	<u>Paid Out</u>	<u>Transfers</u>	<u>Balance</u>
General Fund - unspendable	11,109,706			(81,906)	11,027,800
General Fund - unrestricted	3,074,463	1,430,322	992,108	(95,913)	3,416,764
Operating reserves	1,139,985	-	-	-	1,139,985
Debt service reserves*	164,030	-	84,184	84,184	164,030
Capital reserves	854,000	-	93,636	93,636	854,000
Emergency reserves	600,000	-	-	-	600,000
Total Fund balances	<u>\$ 16,942,184</u>	<u>\$ 1,430,322</u>	<u>\$ 1,169,928</u>	<u>\$ -</u>	<u>\$ 17,202,579</u>

* This budget includes Debt Service

**Adjusted at FYE25 per Board Resolution 2021-07

FORESTHILL PUBLIC UTILITY DISTRICT
Cash Disbursements Register
November 2025

	Date	Num	Name	Memo	Amount
Nov 25					
	11/03/2025	543695503001 1125	Humana Insurance Co	Retiree health ins Nov 2025	-399.88
	11/03/2025	970895575001 1125	Humana Insurance Co	Retiree health insurance - Nov 2025	-411.83
	11/04/2025	34549	Inland Business Systems	Copier Costs	-142.56
	11/04/2025	34550	Peters Engineering	WTP generator replacement	-2,160.00
	11/04/2025	34551	Secure Record Management	document disposal Q4 2025	-75.00
	11/04/2025	34552	Thatcher Company, Inc.	Chlorine	-7,285.05
	11/04/2025	34553	USA Blue Book	Lime system project	-392.06
	11/04/2025	34554	Solutions, Inc.	IT Service November 2025, UPS Gold plan 2023	-1,832.35
	11/04/2025	34555	Webb Electrical Service, Inc.	SCADA & Lime system electrical work	-6,092.15
	11/04/2025	101725	Pacific Gas & Electric	HQ Power	-508.20
	11/04/2025	ACH 110425	Wells Fargo Bank	AUTHNET GATEWAY MONTHLY BILLING	-122.90
	11/05/2025	1CRW-6G3T-WXWF	Amazon Business	supplies	-869.16
	11/06/2025	14062003684R 1025	Bureau of Reclamation	USBR Sugar Pine Fee- Oct	-1,949.25
	11/06/2025	30915518	Kronick, Moskovitz, et al	Legal Fees	-2,494.03
	11/06/2025	PR 110725	ADP	ADP WAGE PAY 251107	-21,415.28
	11/06/2025	PR 110725	ADP	ADP Tax 251107	-10,405.61
	11/07/2025	PR 110725	CalPERS	CALPERS Classic PR 110725	-3,075.70
	11/07/2025	PR 110725	CalPERS	CALPERS 457b PR 110725	-450.00
	11/07/2025	PR 110725	CalPERS	CALPERS PEPRA PR 110725	-1,877.54
	11/10/2025	71308, 71309	LSL CPAs & Assoc.	Oct accounting assistance, FY25 Audit YE close	-10,102.50
	11/12/2025	34556	Anthracite Filter Media Company	Anthracite	-3,843.36
	11/12/2025	34558	Cranmer Engineering, Inc.	Water quality	-508.50
	11/12/2025	34559	CSI Metrics	SCADA system phases 4 & 8	-7,980.00
	11/12/2025	34560	Foresthill Garage, Inc.	New tires - 2007 Chev, Tire repair - 2025 Chev	-1,522.22
	11/12/2025	34561	Grant Hardware, Inc.	supplies, Lime system	-564.57
	11/12/2025	34562	Hach Company	supplies	-174.01
	11/12/2025	34563	Infosend	Customer invoices October 2025	-1,403.66
	11/12/2025	34564	Inland Business Systems	Copier costs - final bill	-1.88
	11/12/2025	34565	J.S. West	propane	-595.09
	11/12/2025	34566	Sierra Mini Mart, Inc.	October 2025 fuel	-1,286.46
	11/12/2025	34567	Western Hydrologics, LLP	Watershed sanitary survey	-1,667.50

11/12/2025	34568	Worton's Foresthill Grocery	supplies	-24.76
11/12/2025	547189	Economy Pest Control	HQ pest control	-79.00
11/12/2025	ACH 111225	Wells Fargo Bank	CLIENT ANALYSIS SRVC	-335.03
11/14/2025	704745138	ADP	ADP PAYROLL FEES 251114	-172.85
11/14/2025	G00AYSM 1225	Mutual of Omaha	EE Life insurance- Dec 2025	-517.91
11/17/2025	102825	Pacific Gas & Electric	Streetlight	-10.91
11/17/2025	542668	Wizix Technology Group	copier costs	-37.04
11/18/2025	34569	Blackburn Consulting	2024-2025 Sugar Pine Dam Instrumentation Report	-1,062.50
11/18/2025	34570	Ferguson Enterprises Inc.	supplies	-588.21
11/18/2025	34571	Keenan & Associates	December 2025 health insurance	-20,789.68
11/18/2025	34572	Placer County , Personnel	December 2025 dental insurance	-618.38
11/18/2025	78227840	Recology Auburn Placer	HQ Refuse	-40.38
11/18/2025	78238185	Recology Auburn Placer	WTP Refuse	-40.38
11/18/2025	ACH 111825	American Messaging	AMERICANMESSAGIN PAGING 251117	-12.36
11/20/2025	20462231	Sebastian	Oct phone	-562.52
11/20/2025	PR 112125	ADP	ADP Tax 251121	-10,937.53
11/20/2025	PR 112125	ADP	ADP WAGE PAY 251121	-23,205.15
11/21/2025	PR 112125	CalPERS	CALPERS PEPRA PR 112125	-1,877.54
11/21/2025	PR 112125	CalPERS	CALPERS Classic PR 112125	-3,075.70
11/21/2025	PR 112125	CalPERS	CALPERS 457b PR 112125	-450.00
11/24/2025	6127786937	Verizon Wireless	phone/maps	-52.50
11/25/2025	110625	Pacific Gas & Electric	WTP power	-1,933.92
11/25/2025	110625	Pacific Gas & Electric	pump power	-1,095.38
11/25/2025	34573	Foresthill Garage, Inc.	Fuel pump replacement - 2009 Chev	-856.95
11/25/2025	34574	Freedom Landscaping	Park landscape maintenance November 2025	-250.00
11/25/2025	34575	Hach Company	supplies	-32.23
11/25/2025	34576	Meter, Valve & Control	ERTs	-2,497.23
11/25/2025	34577	Telstar Instruments	Calibrations for flow meter	-1,748.00
11/25/2025	34578	Webb Electrical Service, Inc.	Lime system electrical work	-2,697.50
11/25/2025	34579	Wells Fargo Bank	SCADA, pesticide resistance, backflow exam, Starlink & QBO subs, supplies	-3,269.10
11/26/2025	824086246	Vision Service Plan - (CA)	EE Vision Insurance- December	-115.14
11/28/2025	705858899	ADP	ADP PAYROLL FEES 251128	-172.85
TOTAL				<u><u>-\$170,766.93</u></u>

FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

Item G 1

5010.10 Regular meetings of the Board of Directors shall be held on the second Wednesday of each month with a closed session at 3:00 PM and an open session at 6:00 PM. Regular meetings shall be held at the Foresthill Elementary School, 24750 Main Street, Foresthill, CA 95631. An agenda advising the public of the regular meeting and matters to be transacted or discussed must be posted in a location freely accessible to members of the public at least 72 hours before the meeting. The agenda must provide a brief general description of each item of business to be transacted or discussed at the meeting. The Board President may cancel a Regular meeting as necessary.

5010.20 Special meetings are meetings called by the President to discuss discrete items listed on the meeting notice. A notice advising the public of the special meeting, the time and location of the meeting and all business to be transacted or discussed must be delivered to the Board of Directors and posted in a location freely accessible to members of the public at least 24 hours before the meeting. The agenda must provide a brief general description of each item of business to be transacted or discussed at the meeting.

5010.30 Emergency meetings are a limited class of meetings. Emergency meetings are held when prompt action is needed due to actual or threatened disruption of public facilities and are held on little notice.

5010.40 Adjourned Meetings are regular or special meetings that have been adjourned or re-adjourned to a time specified in the order of adjournment. A copy of the order of adjournment must be posted within 24 hours after the adjournment. If a meeting is adjourned for less than five calendar days, no new agenda need be posted so long as a new item of business is not introduced.

5010.50 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in January. The Board will elect a President, Vice President, and Treasurer from among its members, and will appoint the General Manager or other designee as the Board's Clerk and Ex-Officio Secretary. Selection of officers will be based on experience or seniority on the Board.

5010.60 The President of the Board may adjust the order in which an item appearing on the posted agenda shall be considered for discussion and/or action by the Board.

5010.70 Responding to the public. The public can comment about anything within the jurisdiction of the Board of Directors during any type of meeting. The Board cannot act on or discuss an item not on the meeting agenda.

FPUD POLICY HANDBOOK

Amended May 14, 2014, July 14, 2021, November 10, 2021, February 8, 2023, May 11, 2023, February 8, 2024, and June 13, 2024

Policy #5010 - "Board Meetings"

FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

Item G 2

POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 4060

4060.10 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

4060.20 The following shall be standing committees of the Board:

4060.21 Planning Committee;

4060.22 Finance Committee;

4060.30 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

4060.40 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

4060.41 All meetings of standing committees shall conform to all open meeting laws (e.g., Brown Act) that pertain to regular meetings of the Board of Directors.

4060.50 The Board's standing Planning Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals.

4060.60 The Board's standing Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.



Item H 1

Memorandum

To: Board of Directors
From: Henry N. White
Date: January 7, 2026
Subject: Consideration of Finance Manager Services Proposals

Recommendation: Review finance manager services proposals and select the most qualified respondent.

Background: The Board issued a Request for Proposals (RFP) to solicit qualified firms or individuals to provide Finance Manager services. The initial RFP response period closed on November 28, 2024, and five proposals were received.

On December 10, 2024, the Board extended the response period to January 30, 2026, and directed staff to expand outreach by posting the opportunity on the California Special Districts Association website, the Auburn Journal, the Foresthill Messenger, Indeed, and the Municipal Management Association of Northern California website. Staff completed the additional postings on December 17, 2024.

Recommended Action: Review the submitted proposals and select the most qualified respondent to provide Finance Manager services.

From: [Chase Dowling](#)
To: [Hank White](#)
Subject: Agenda policy item 5025
Date: Monday, January 5, 2026 9:22:26 AM
Attachments: [policy 5025 2025 12 09.docx](#)

Item I 1

Hi Hank,

Here is the information that is needed for policy action item 5025. Also attached is the policy. Please use the attached instead of the one I submitted last month.

Background:

FPUD does not currently have a policy that defines how Directors may submit agenda items, how items are categorized, the order in which they are heard, or how items advance from “Future Agenda Items” onto active agendas. In practice, this has created ambiguity and inconsistency in agenda preparation, prioritization, and meeting flow.

The proposed Policy 5025 establishes a clear, transparent, and Brown Act–compliant framework for how agenda items are submitted, processed, scheduled, and heard by the Board. This policy is modeled after common practices used by other public agencies and tailored for FPUD’s specific needs.

Purpose of the New Policy:

Policy 5025 provides structure in four key areas:

1. Defines agenda format and meeting flow
 - Establishes a fixed order for meeting sections
 - Clarifies how items are heard and carried over
2. Clarifies Director Submittal Requirements
 - Requires a title, description, outcome, and supporting documentation
 - Ensures staff has the information needed to prepare materials
3. Creates category limits and priority rules
 - Allows each Director to submit one priority item per category
 - Limits agendas to three items per category to ensure efficient meetings

- Allows additional items to enter “Future Agenda Items” without being blocked
- 4. Creates a transparent Category Queue and Advancement System
 - Items move forward based on First-In–First-Out fairness
 - Items cannot be indefinitely delayed
 - Clarifies when items may be advanced for legal, fiscal, or emergency needs

Overall Intent:

This new policy strengthens transparency, ensures that all Directors have an equal ability to place items, prevents indefinite suppression of agenda requests, and creates consistent guidance for staff and future Boards.

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FORESTHILL PUBLIC UTILITY DISTRICT
BOARD POLICY 5025
Agenda Format, Item Submittal & Processing Procedures
(12/9/25 Draft)

5025.10 – Purpose

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

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

5025.20 – Required Agenda Sections

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adjustments to the Agenda Within Categories
5. Public Comment
6. Consent Calendar
7. Operations Action Items
8. Board Member Action Items
9. Board Member Policy Action Items
10. Discussion Items
11. Future Agenda Items
 - 11.1 Future Board Member Action Items
 - 11.2 Future Policy Action Items
 - 11.3 Future Discussion Items
12. General Manager's Report
13. Directors' Items / Information Only
14. Closed Session
15. Report Out of Closed Session
16. Adjournment

5025.21 – Agenda Item Categories

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

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

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

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

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

5025.22 – Submittal Requirements

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

A). For inclusion into the Agenda in Future Agenda Items (the default location);

1. Category
2. Title
3. A three to five sentence description
4. Requested outcome

B). For inclusion into Board Member Action Item, Board Member Policy Action Item, or Discussion Items Categories;

1. Category
2. Title
3. A three to five sentence description
4. Requested outcome
5. Supporting documentation
6. Additional requirements for Policy Action Items:
 1. A clean version of the policy
 2. A redline version showing proposed changes
 3. A summary of changes

5025.23 – Director Limits

Each Director may submit items for inclusion into the Agenda based on these limits:

- One (1) Board Member Action Item.
- One (1) Board Member Policy Action Item.
- One (1) Discussion Item.

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

The General Manager and Board President jointly review items for:

- 1) Completeness
- 2) Appropriate category
- 3) Workload considerations
- 4) Supporting documentation
- 5) Category Limits

5025.24.1– Category Limits

A maximum of three (3) items per category may be placed on the agenda.

Category limits apply to:

- Board Member Action Items
- Board Member Policy Action Items
- Discussion Items

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

The Board may expand the category limits for the next Regular Meeting by majority vote.
(See .25.3,2)

5025.24.2 - Placement into the Agenda

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

Newly submitted Board Member items are typically added to the Future Agenda Items section within the category submitted by the Board Member. Items may be advanced by the President and GM based on these criteria;

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

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

.2.2 If Multiple Directors Submit in an Empty Category

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

.2.3 Category Already Contains Items

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

5025.25 – Future Agenda Items

.25.1 This is where items are placed for only discussion (no direct action) during the meeting.

.25.2 Future items are divided into:

- 1) Future Board Member Action Items
- 2) Future Policy Action Items
- 3) Future Discussion Items

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

- 1) Which items (if any) warrant moving into an Action Item (Board Member Action Items, Board Member Policy Action Items, or Discussion Items).
- 2) The board may also vote to expand the number of items within a category for the next meeting.

.25.4 – Queuing items for Movement to Action Items

If a category item has reached its category limit;

- 1) items approved by the board for movement to an Action Item, will remain in the Future Agenda Items
- 2) items will be denoted as approved for movement pending room.
- 3) Items will be listed based on date approved for movement.

5025.29 – Two-Hour Meeting Rule

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

5025.30 – Advancing Items

Items may be advanced out of order only for:

- 1) Legal or statutory deadlines
- 2) Fiscal deadlines
- 3) Emergencies – may be adjusted or even added consistent with Brown Act rules to address immediate safety, regulatory, or financial concerns.
- 4) Majority Board vote
- 5) GM + President emergency determination



Item I 2

Memorandum

To: Board of Directors
From: Henry N. White
Date: January 7, 2026
Subject: Revised job description for Customer Service Representative II

Recommendation: Consider the attached revised job description and recommendation from staff.

Background: The Board directed staff to update job descriptions contained in the Board Policy Manual during the November 12, 2025 board meeting. Staff has attached the existing job description and a revised edition.

Recommended Action: Review existing job description, revised job description and consider approval.

FORESTHILL PUBLIC UTILITY DISTRICT

POLICY HANDBOOK

POLICY TITLE: Job Description – Customer Service Representative II
POLICY NUMBER: 2381

SUMMARY DESCRIPTION

To perform customer service related duties associated with collections, new business development and billing including the receipt and resolution of inquiries and processing of payments; and to perform a variety of general clerical duties.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Customer Services Representative series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the General Manager.

EXAMPLES OF DUTIES - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Receive inquiries from customers over the phone, in person, by mail, fax and email, or through referrals.
- Collect and evaluate information from customers to determine the specific nature of their request and to process their requests.
- Investigate, research and analyze documents, historical data, billing/account statements, and other information to answer customers inquiries, process their requests, and complete specialized transactions.
- Process a variety of billing related duties for treated water accounts including, but not limited to, meter and register changes, adjustments, balance transfers, cancelling and creating new accounts, setting up Facilities Agreement locations, issuing work orders and generating customer letters.
- Research and interpret water system maps, as-builts, assessor parcel maps and jurisdiction maps to determine availability and size of existing water lines and recommend private pumping facilities or pressure regulators as appropriate.
- Coordinate and process work orders for installations, meter sets, pre-sets, inspections, fire line installations, and bypass meter replacements.
- Upload and track meter readings.

- Verify and enter agency revenue, fees and miscellaneous service charges into proper accounts.
- Reconcile, log, and process payments and bills.
- Edit billing computer runs.
- Identify and research billing discrepancies.
- Process orders for initial institution of service, discontinuation of service, changes in billing and refund credits for customers.
- Review meter reads and computes usage.
- Distribute orders for rereading meters.
- Process and collect fees.
- Retrieve data for public records requests.
- Develop call lists and communicate information regarding outages and distribution system failures, hazards or damages.
- Keep abreast of new and special programs and changes within existing programs.
- Attend training to stay current in technological changes.
- Obtain sensitive information from customers, and other agencies or business representatives and maintain confidentiality.
- Perform a variety of general clerical duties including data entry, filing and maintaining records.
- Perform complex billing calculations.
- Assist with training Customer Service Representative I's
- Prepare and present monthly data reports.
- Build and maintain positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Perform related duties as assigned.

Qualifications

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation.
- Recordkeeping and filing methods and procedures.
- Agency operations, facilities, policies and procedures related to customer services functions.
- Applicable federal, state and local rules and regulations.
- Agency's software application sufficient to train others in its use.
- Modern office equipment including word processing, database and spreadsheet applications.
- Advanced principles and practices of customer service.

Ability to:

- Maintain a variety of records and files.
- Type at a speed necessary for successful job performance.
- Perform varied clerical work.

- Understand and carry out oral and written instructions.
- Understand, communicate and apply the Agency's rules, regulations, rates and policies.
- Use considerable independent judgment and problem solving to resolve and/or process customer queries, requests, and/or concerns.
- Train and monitor others for training follow-up.
- Prepare procedures and training outlines.
- Perform complex mathematical calculations quickly and accurately.
- Operate a computer using word processing and business software.
- Use common office equipment.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

WORKING CONDITIONS:

- Work is generally carried out in an office setting.
- Frequently sit at a desk and in meetings for long periods of time.
- Frequently twist to reach equipment and perform simple grasping and fine manipulation to write and use keyboard and other office equipment.
- Occasionally lift up to 35 pounds.

Experience and Education – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Two years of progressively responsible experience similar to a Customer Services Representative I with the Foresthill Public Utility District.

Education:

Must have a high school diploma or equivalent.

License or Certificate:

Possession and maintenance of a valid California driver's license and acceptable driving record.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Foresthill Public Utility District

Revision Date: January 7, 2026

Job Specification: Customer Services Representative II

Summary Description: To perform customer service-related duties associated with collections, new business development and billing including the receipt and resolution of customer inquiries and processing of payments; to perform a variety of general clerical duties; and to perform the full range of duties in the assigned area of responsibility.

Distinguishing Characteristics: This is the journey level class in the Customer Services Representative series and is distinguished from the level I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

Supervision Received: Receives general, technical, and functional supervision from the Administrative Assistant.

Examples of Duties:

- Receive inquiries from customers over the phone, in person, by mail, fax and email, or through referrals.
- Collect and evaluate information from customers to determine the specific nature of their request and to process their requests.
- Assist in investigating, researching and analyzing documents, historical data, billing/account statements, and other information to answer customer inquiries, process their requests, and complete specialized transactions.
- Verify and enter district revenue, fees and miscellaneous service charges into proper accounts.
- Reconcile, log, and process payments and bills.
- Edit billing computer runs.
- Identify and research billing discrepancies.
- Process orders for initial institution of service, discontinuation of service, changes in billing and refund credits for customers.
- Review meter reads and compute usage.
- Distribute orders for the rereading of meters.
- Communicate information regarding outages and distribution system failures, hazards or damages.
- Assist others by providing information and instructions, explaining procedures and answering questions regarding applicable procedures and methods.
- Keep abreast of new and special programs and changes within existing programs.
- Attend training to stay current in technological changes.
- Maintain hard copy and electronic records, files, forms, logs and reports.
- Obtain sensitive information from customers and other agencies or business representatives and maintain confidentiality.

- Perform a variety of general clerical duties including data entry, filing and the maintenance of records.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

Required Qualifications:

- Correct English usage, spelling, grammar, and punctuation.
- Record keeping and filing methods and procedures.
- Modern office equipment including use of word processing, databases and spreadsheet applications.
- Principles and practices of customer service.

Ability to:

- Maintain a variety of records and files.
- Type at a speed necessary for successful job performance.
- Perform varied clerical work.
- Understand and carry out oral and written instructions.
- Learn District rules, regulations and policies.
- Operate a computer using word processing and business software.
- Use common office equipment.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Working Conditions:

- Work is generally carried out in an office setting.
- Frequently sit at a desk and in meetings for long periods of time.
- Frequently twist to reach equipment and perform simple grasping and fine manipulation to write and use keyboard and other office equipment.
- Occasionally lift up to 35 pounds.

Experience and Education:

- Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.
- Two years of progressively responsible experience similar to a Customer Services Representative I with the Foresthill Public Utility District.
- Equivalent to the completion of the twelfth grade. College level coursework in accounting, computer operations or customer service is desirable.

License or Certificate:

- Possession and maintenance of a valid California driver's license and acceptable driving record.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

AI Overview

Provided by Director D. Foster for Item I 3



California law explicitly states that the **Board of Directors establishes the policies** for a special district, and the **general manager is responsible for the implementation** of those policies. This means board policies inherently supersede the general manager's operational responsibilities if there is a conflict.

The relevant legal basis is found primarily in the California Government Code, specifically Section **61040(a)**, which states:

"A legislative body of five members known as the board of directors shall govern each district. The board of directors shall establish policies for the operation of the district. The board of directors shall provide for the implementation of those policies which is the responsibility of the district's general manager."

Key points outlining the hierarchy of authority:

- **Policy vs. Implementation:** The fundamental division of labor is that the Board sets policy (the "what" and "why"), and the General Manager manages daily operations to carry out those policies (the "how").
- **General Manager's Role:** The general manager is the chief executive officer who administers the district, but they operate under the direction and pleasure of the Board of Directors. They are expected to dutifully and faithfully carry into effect the lawfully expressed policies of the board.
- **Board Authority:** The board acts as a body (by ordinance, resolution, or motion) to govern the district and an individual board member has no authority over day-to-day operations.
- **Conflict Resolution:** If a policy within a district's own policy manual conflicts with California law, the law prevails. The board's policies are the governing rules for the district's operations and staff, including the general manager.

In essence, the general manager's authority is delegated by the board and is constrained by the policies the board establishes.

California Government Code Section 61000 - 61250

Chapter 3. Board of Directors

61040. (a) A legislative body of five members known as the board of directors shall govern each district. The board of directors shall establish policies for the operation of the district. The board of directors shall provide for the implementation of those policies which is the responsibility of the district's general manager.

61045. (a) A majority of the total membership of the board of directors shall constitute a quorum for the transaction of business.

(b) The board of directors shall act only by ordinance, resolution, or motion.

(c) Except as otherwise specifically provided by law, a majority vote of the total membership of the board of directors is required for the board of directors to take action.

(d) The minutes of the board of directors shall record the aye and no votes taken by the members of the board of directors for the passage of all ordinances, resolutions, or motions.

(e) The board of directors shall keep a record of all its actions, including financial transactions.

(f) The board of directors shall adopt rules or bylaws for its proceedings.

(g) The board of directors shall adopt policies for the operation of the district, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies required by this division.

61050. (a) The board of directors shall appoint a general manager.

61051. The general manager shall be responsible for all of the following:

(a) The implementation of the policies established by the board of directors for the operation of the district.

(b) The appointment, supervision, discipline, and dismissal of the district's employees, consistent with the employee relations system established by the board of directors.

(c) The supervision of the district's facilities and services.

(d) The supervision of the district's finances.

Note: This section of the Government Code does not apply to the Foresthill Public Utility District.

FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

POLICY TITLE: Executive Officer
POLICY NUMBER: 2000

2000.10 The General Manager shall be the Executive Officer of the Foresthill Public Utility District and for the Board of Directors.

2000.20 The terms and conditions of the General Manager's employment shall be specified in the agreement of employment established between the General Manager and the Board of Directors. The agreement of employment shall be for the period of time as specified therein.

~~**2000.30** Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, said agreement of employment shall prevail.~~



Item J 1

Memorandum

To: Board of Directors
From: Henry N. White
Date: January 7, 2026
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 December 11, the team reviewed Bloodborne Pathogens, Infection Control Awareness. These proactive sessions support a strong safety culture and help ensure that all employees are prepared for seasonal workplace challenges.
- 2. Mosquito Fire Reimbursement Payments** - The Mosquito Fire was California's largest wildfire in 2022. The fire ignited on September 6, burned 76,788 acres, and was declared fully contained on October 22. During the incident, staff regularly attended Office of Emergency Services (OES) meetings to support firefighting efforts. Following containment, staff continued to participate in post-fire OES coordination meetings and prepared and submitted reimbursement requests for eligible fire-related expenses.

In late November, Foresthill received an OES reimbursement payment totaling \$6,722.60. An additional reimbursement payment from the Federal Emergency Management Agency (FEMA) is anticipated in the coming weeks, which will bring the total reimbursement amount to \$32,594.40. This outcome reflects a significant staff effort and demonstrates a strong commitment to protecting Foresthill's financial interests and serving the community. This reimbursement brings the outside funding total brought to the district to just under \$5 million since 2014.

3. **Finance Manager** – Pursuant to Board direction, the December 11, 2025 revised Request for Proposals for Finance Manager services was advertised with a closing date of January 30, 2026. The RFP was posted on the California Special Districts Association website, the *Auburn Journal*, the *Foresthill Messenger*, Indeed, and the Municipal Management Association of Northern California.
4. **Board Secretary Position** – The December 11, 2025 revised Board Secretary recruitment advertisement was posted in the *Foresthill Messenger* beginning December 11, 2025, for a period extending through January 2, 2026.
5. **Water Treatment Plant/Distribution Operator Position** – Recruitment for this position closed on December 12, 2025. Interviews were conducted on December 18, 2025. A conditional offer of employment was made to two candidates and the onboarding process is underway.
6. **Board Review of Bank Statement** – Staff circulated a copy of the Placer County Investment Portfolio statement for November 2025 for the board to review.
7. **Customer Service Position Open** – A recruitment to fill a customer service representative position was opened in late December. More details will be provided when available.
8. **Monthly Financial Statement Circulated to Board for Review** – Staff circulated the November 2025 financial report to the board for review. The report included all bank account balances, full transparent disclosure of all income and every single expenditure for the month. The report includes reserve account balances and all other financial information that a board member or member of the public could be interested in. Staff offered to help assist in board member review of the report if necessary.
9. **Employee Evaluations Complete** - Management successfully completed the annual employee evaluation process by December 20. This comprehensive and collaborative effort included individualized, confidential meetings with each employee, providing an opportunity for meaningful dialogue regarding accomplishments, performance strengths, and areas for continued professional

growth. The evaluation process also emphasized forward-looking goal setting, aligning individual objectives with organizational priorities for the coming year. These evaluations represent an important component of the District's ongoing commitment to accountability, professional development, and organizational excellence.

10. Finance Manager Position advertised in the Auburn Journal – Staff sent the Board-prepared advertisement to the Auburn Journal.

11. November 2025 Accounting Services Summary Provided by LSL

1. Bookkeeping

- Recorded daily transactions and maintained ledgers.
- Reconciled bank accounts and customer credit card payments.
- Managed property tax payments, savings account interest, and LAIF monthly entries.
- Reconciled accounts receivable and delinquent accounts with monthly reports.
- Allocated debt payments between FPUD and Tax Assessment District 708.
- Recorded monthly revenue through Starnik and reconciled reports to the general ledger.
- Processed prepaid insurance expenses, depreciation, and monthly expense allocations.
- Reconciled quarterly reports, including payroll tax reports, customer deposits, and performed enhanced quarter close analytics.

2. Accounts Payable Processing

- Processed invoices on November 4th, 11th, 18th, and 25th.

3. Payroll Processing

- Reviewed timecards for accuracy and recorded payroll from ADP in QuickBooks.
- Tracked employee benefits, including comp time and mileage, for future payout.
- Distributed paystubs via email and allocated payroll costs by budget categories.
- Recorded and paid CalPERS contributions; reconciled health insurance contributions.

4. Financial Reporting

- Prepared key financial statements: balance sheet, income statement, and cash flow statement, providing an overview of November's financial performance.

5. Audit

- Finalized audited financial statements for FY25.