

**FORESTHILL PUBLIC UTILITY DISTRICT  
POLICY HANDBOOK**

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# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Purpose of Board Policies  
**POLICY NUMBER:** 1000

**1000.10** It is the intent of the Board of Directors of the Foresthill Public Utility District to maintain a Policy Handbook. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Policy Handbook will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

**1000.20** If any policy or portion of a policy contained within the Policy Handbook is in conflict with rules, regulations or legislation having authority over Foresthill Public Utility District, said rules, regulations or legislation shall prevail.

**1000.30** The provisions of this Handbook, including but without limitation the provisions set forth in Series 2000 (Personnel); Series 3000 (Operation) shall upon the Handbook becoming effective to supersede in its entirety the former Employee Manual revised October 1999.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Adoption/Amendment of Policies  
**POLICY NUMBER:** 1010

**1010.10** Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the General Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and the General Manager through the District office, and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors.

**1010.20** Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a majority affirmative vote of the Board of Directors.

**1010.30** Before considering to adopt or amend any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board of Directors meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting of consideration.

**1010.40** Throughout this Handbook references and citations have been made to various sections of California Codes for information purposes. In the event of future amendment or appeal of any of these referenced code sections this Handbook shall be deemed amended and modified accordingly.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Conflict of Interest  
**POLICY NUMBER:** 1020

**1020.10** The Political Reform Act, Government Code 81000, *et seq.*, requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, Title 2 California Code of Regulations, Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of Title 2 California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Foresthill Public Utility District.

**1020.20** Designated employees shall file statements of economic interests with the Placer County Elections Office, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.).

## APPENDIX A

### PART I - DESIGNATED EMPLOYEES

<u>Position</u>	<u>Disclosure Category</u>	<u>Applicable FPPC Form</u>
Board Members	1, 2	700
General Manager	1, 2	700
Treasurer	1, 2	700
Finance Manager	1, 2	700
Operations Supervisor	1, 2	700
Attorney	1, 2	700
Consultants <sup>1</sup>	1, 2	700

### PART II - DISCLOSURE CATEGORIES

#### Category 1

Investments and business positions in any business entity and sources of income, including gifts, loans, and travel payments, if:

- a. The source is of the type which, within the last two years, has contracted with the District to furnish supplies or services; or,
- b. The source is of the type which, within the last two years, has contracted to furnish supplies or services as a subcontractor in any contract with the District; or
- c. The source is of the type which provides private-sector services similar to those provided by the District.

#### Category 2

All interests in real property located within two miles of the District's service area; sources of income, including gifts, loans, and travel payments, derived from, or investments and business positions in business entities that engage in land development, construction, or the disposition of real property (Please see the latest guidance pamphlet located on the Fair Political Practices Commission web site: [https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Form%20700/2019-2020/Ref\\_Pamphlet\\_2019.20\\_FINAL.pdf](https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Form%20700/2019-2020/Ref_Pamphlet_2019.20_FINAL.pdf)).

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1 Note: "Consultants" are included in the list of designated positions and must disclose interests and investments in accordance with the broadest disclosure category in the District's Conflict of Interest Code, subject to the following limitation: The General Manager of the District may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and locations as this conflict of interest code.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Public Complaints  
**POLICY NUMBER:** 1030

**1030.10** The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

**1030.20** A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state or federal statute of which the individual has been adversely affected.

**1030.30** The method of resolving complaints shall be as follows:

**1030.31** The individual with a complaint shall first discuss the matter with the General Manager with the objective of resolving the matter informally.

**1030.32** If the individual registering the complaint is not satisfied with the resolution of the complaint by the General Manager, then the individual may appeal to the Board of Directors.

**1030.40** This policy in no way prohibits or is intended to deter a member of the community or staff member from appearing before the Board to present verbally a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.



# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Claims Procedures  
**POLICY NUMBER:** 1040

**1040.10** The purpose of this policy is to provide the public, district staff and Board of Directors guidelines on how damage claims are to be handled.

**1040.20** Prior to any payment being made to a third party (Claimant) for injuries or damage to real or personal property, a claim must be filed with the Foresthill Public Utility District (District). The claim must specify the allegations against the District and the amount of the claim. The claim must be signed by the claimant or by some person on their behalf. (see attached).

**1040.30** A claim relating to a cause of action for death or for injury to person or to personal property shall be presented not later than six months after the accrual of the cause of action.

**1040.40** The following information must be contained in the claim; 1.) Name and address of the Claimant, 2.) The date, place and other circumstances of the occurrence or transaction which gave rise to the claim, 3.) A general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known at the time of presentation of the claim, 4.) The name or names of the public employee or employees causing the injury, damage or loss, if known, 5.) The amount claimed, and 6.) The date and signature of the Claimant.

**1040.50** Following receipt of the claim, the District has 45 days in which to act on the claim. If the District takes no action within the 45 day time period, the claim is deemed to have been automatically rejected as a matter of law.

**1040.60** If the claim is rejected by the District, the District must send the Claimant a rejection notice advising the Claimant that they have six months from the date of the Notice of Rejection to file a lawsuit (see attached).

**1040.70** If the information submitted in the claim is insufficient, the District shall provide the Claimant a Notice of Insufficient Claim within 20 days of the submittal of the claim. The Claimant has 15 days from the day the Notice of Insufficient Claim is issue by the District to amend the claim correcting the insufficiency. If the Claimant does not submit an amended claim within the time period allowed, the claim is deemed to have been rejected.

**1040.80** The General Manager may reject or approve any and all justified claims in amounts up to the District's property loss insurance deductible.

**1040.85** Liability release must be executed on any approved claim (see attached)

**1040.90** Any claims exceeding the District's property loss insurance deductible shall be submitted to the insurance carrier for processing.



# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Copying Public Documents  
**POLICY NUMBER:** 1050

**1050.1** Individuals requesting copies of public documents shall be charged twenty cents (\$.20) per sheet copied to defray expenses associated with the copying process.

**1050.2** Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity (based on normal audience attendance) of such documents shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged twenty cents (\$.20) per sheet. The copy charge will be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Public Records Act Policy  
**POLICY NUMBER:** 1060

**1060.1** Upon any request for a copy of public records which reasonably describes an identifiable record or information produced therefrom and which is not otherwise exempt from disclosure, the District shall make the records promptly available to any person upon payment of fees. See Policy 1050 for Copying Public Documents.

**1060.2** Any person desiring to inspect any public record shall identify the specific records to be inspected. The District shall, in accordance with Government Code Section 6253.1 and to the extent such records are not exempt, assist the member of the public to make a focused and effective request that reasonably describes an identifiable record or records to the extent reasonable.

**1060.3** Records of the Foresthill Public Utility District are open to inspection at all times during open office hours at the District's Office located at 24540 Main Street, Foresthill, California. Every person has the right to inspect any District record except those records exempted by statute from public disclosure.

**1060.4** The term "public record" is defined by law to include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District regardless of the physical form or characteristics.

**1060.5** The term "writing" means handwriting, typewriting, printing, photo-stating, photographing, photocopying, electronic mail, facsimile, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds, or symbols, or any combination thereof, regardless of the manner in which the record has been stored.

**1060.6** Within ten (10) calendar days after receipt of such request, the Clerk of the District Board or designee shall comply with such request or if unable to comply shall immediately notify the person making the request of such determination and the reasons therefor.

**1060.7** Inspection of public records shall be made only in the District office, and no document shall be removed therefrom. A representative of the District will be present during the inspection of any records.

**1060.8** The public records policy of the District shall at all times be subject to the California Public Records Act as it may be amended from time to time, and if there is any conflict between that Act and this policy, the Act shall prevail.

# 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.

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Hours of Work and Overtime  
**POLICY NUMBER:** 2010

**2010.20** Regular hours of work shall be from 7:00 a.m. to 4:30 p.m. with a one-half hour meal period. Pay periods shall consist of two week periods in which the employee shall work a schedule consisting of eight nine hour workdays and one eight hour workday. This is a 9/80 alternative work schedule. Workday schedules are set by the General Manager.

**2010.30** The work week shall consist of seven (7) consecutive days from 12:01 o'clock A.M. Wednesday, through midnight Tuesday. This is a 9/80 alternative work schedule.

**2010.40** Overtime is defined as:

**2010.41** Time worked in excess of forty (40) hours in a work week consisting of 5 days at 8 hours per day or,

**2010.42** Time worked in excess of nine (9) hours or eight (8) hours on a 9/80 alternative work schedule,

**2010.44** Time worked on a designated holiday.

**2010.51** A schedule shall be maintained by field staff and approved by the General Manager, whereby operations personnel shall be assigned, on a rotational basis, to be "on-call" on weekends, holidays and other times not considered regular hours of work for District employees. During an employee's on-call period, he/she must remain within the district's boundaries and be able to physically respond to any call within 45 minutes. On-call duties are not optional and refusal to perform duties constitutes an abandonment of the employee's position.

**2010.52** When an employee is on-call, he/she shall be provided a pager which will provide notification in the event of an emergency repair/maintenance work need. Said pager shall be kept in the on-call employee's possession during the entire on-call period of time. Notification of an emergency repair/ maintenance work need may also be given verbally, in person or telephonically, by the General Manager, Operations Manager or other responsible employee.

**2010.53** When an employee is on-call, he/she shall physically respond to any call within 45 minutes, be free to utilize his/her time as desired, but must remain within the general Foresthill Public Utility District area, going no farther than 45 minutes travel time away from the District boundary.

**2010.54** When an employee is on-call, he/she shall receive on-call pay at the following rate:

Weekday On Call: Two (2) hours regular hourly rate of pay per day.

Weekend On-Call: (4) hours regular hourly rate of pay per day.

Holiday On-Call: (5) hours regular hourly rate of pay per day.

(Amended July 1, 2008)

**2010.55** Weekend or Holiday treatment plant checks should be made each day at 8:00 am, 12:00 noon and 4:00 pm. Each plant check shall earn a minimum of one hour of pay and to the nearest quarter hour thereafter paid at the rate of one and one-half (1.5) times the employee's regular hourly rate of pay. (Amended July 11, 2001)

**2010.56** When an employee is on-call and is **dispatched out for a service or system call**, the employee shall be compensated a minimum of two hours pay. Any such call outs in excess of three (3) in any duty period (16 hour weekday, 24 hours weekend or holiday) shall be compensated at a minimum of one (1) hour pay at the rate of one and one-half (1.5) times the employee's regular rate of pay. (Amended March 1, 2006 and February 26 , 2014)

**2010.60** Overtime shall be compensated for at the rate of one and one-half (1.5) times the employee's regular rate of pay or may be accumulated as compensated time off. Whenever possible, compensated time off shall be scheduled with General Manager three (3) days in advance of requested time off. An employee shall be limited to forty (40) hours of accrued compensated time. Compensated time accrued shall be used prior to vacation time whenever possible.

**2010.61** Employees may request payment of accumulated compensated time provided said request be submitted in writing prior to and for payment the next regular pay period.

**2010.70** All employees are entitled to take a fifteen (15) minute rest period for each four (4) hours of work performance by such employee in a work day period. If not taken, such rest period is waived.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:**           **Vacation**  
**POLICY NUMBER:**       **2020**

**2020.10** This policy shall apply to regular and probationary employees in all classifications.

**2020.20** Paid vacations shall be accrued per pay period according to the following schedule:

**2020.21** 0-4 years of service, 3.08 hours per pay period (10 days per year);

**2020.22** 5-14 years of service, 4.615 hours per pay period (15 days per year);

**2020.23** 15 or greater years of service, 6.154 hours per pay period (20 days per year);

**2020.24** Milestone years of service: (25 years, 30 years, 35 years, etc.) shall earn 5 additional days on milestone year only, non-continuous.

**2020.30** Employees who have completed twelve (12) months employment may take their vacation time all at once, or gradually. No vacation may be taken until the employee has completed at least twelve (12) months of employment.

**2020.40** Vacation time may be accumulated or postponed. The total accumulated vacation time shall not exceed an amount equal to two (2) times that amount earned annually by the employee. Accumulated vacation may be used in addition to regular vacation time during any given year upon approval of the General Manager.

**2020.41** Vacation accrual in excess of vacation time accumulated [Policy 2020.40]:  
There shall be no vacation accrual in excess of such accumulated vacation time as specified in Policy No. 2020.40.

**2020.50** At termination of employment for any reason, the District shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.



**2020.60** The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.

**2020.70** If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

**2020.80** Vacations may be scheduled at any time during the year upon approval of the General Manager.

**2020.90** Probationary employees shall not accrue vacation time during the probationary period. However, if a probationary employee becomes a regular employee of the District the period which the employee occupied probationary status shall be included in calculating his/ her entitlement to vacation with pay.

**2020.95** Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work shall not be permitted.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Holidays  
**POLICY NUMBER:** 2030

**2030.10** This policy shall apply to all employees.

**2030.20** The following days shall be recognized and observed as paid holidays:

**2030.21** New Years Day;

**2030.22** Martin Luther King, Jr.'s Birthday;

**2030.225** Lincoln's Birthday;

**2030.23** President's Day;

**2030.24** Memorial Day;

**2030.25** Independence Day;

**2030.26** Labor Day;

**2030.27** Veteran's Day;

**2030.28** Thanksgiving Day;

**2030.285** Day after Thanksgiving Day;

**2030.29** Christmas Day;

**2030.295** Floating Holidays – Two days per calendar year to be requested by employee and approved by General Manager.

**2030.30** All regular work shall be suspended and employees shall receive one (1) day's pay for each of the holidays listed above. If a holiday falls on an employee's nine hour workday, the employee shall be credited for nine hours of holiday pay. If a holiday falls on an employee's eight hour workday, the employee shall be credited for eight hours of holiday pay. An employee is eligible for holiday pay only if he/she works the day before and the day after said holiday, or is on paid accrued leave previously approved by the General Manager.

**2030.40** Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

**2030.50** When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said accrued leave with pay.

**2030.60** If any employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1.5) his/her regular rate of pay.

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Sick Leave  
**POLICY NUMBER:** 2040

**2040.10** This policy shall apply to probationary and regular employees in all classifications.

**2040.20** Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to General Manager.

**2040.30** Employees shall earn sick leave at the rate of one (1) working day per month (12 days per year).

**2040.40** Sick leave is not a privilege which an employee may use at his/her discretion, but shall be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family.

**2040.41** "Immediate family" is defined as being spouse, parents, children, brother, sister, grandparents, grandchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, step relative or any other person who is a dependent of the employee.

**2040.50** In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

**2040.60** If absence from duty by reason of illness or injury extends beyond a period of three (3) working days, the General Manager may require a doctor's certificate, and if the absence exceeds five (5) working days, a release from the doctor to return to work shall be required.

**2040.70** Unused sick leave shall be credited pursuant to California Public Employee Retirement System (CALPERS) rules. [See www.calpers.ca.gov](http://www.calpers.ca.gov)

**2040.90** Excessive Usage: The sick leave program is designed to provide employees with two benefits: 1) available paid leave for a reasonable amount of short-term illnesses, and 2) provide a savings bank of time to ensure available paid leave for long-term illnesses. In order to ensure that the sick leave program is being utilized for both purposes, all District employees are monitored to ensure their usage of the sick leave benefits is not excessive. "Excess usage" is defined as follows:

**2040.901** Where an employee utilizes more than four days sick leave in any calendar year in connection with the day before or after a holiday, or first or last day of workweek.

**2040.902** Where an employee is absent from work on at least eight separate occasions

for a total of at least sixty-four (64) hours in a calendar year for two years in a row. In addition, such usage must be above the average usage for the employee's department (treatment, distribution, or administration), with consideration of occupational exposures.

**2040.92** Employees found to have claimed sick leave fraudulently will be handled through the District's disciplinary process separate from this policy.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:**                **Continuity**  
**POLICY NUMBER:**        **2070**

**2070.10** Length of service with the District will be used for the basis of determining the accrual of such benefits as vacation for regular employees of the District.

**2070.20** Continuous service with the District will start with the date of regular employment. Continuous service will be broken when an employee:

**2070.21** Is discharged for cause;

**2070.22** Voluntarily terminates employment,

**2070.23** Has been laid off for more than six (6) consecutive months, or

**2070.24** Fails to return immediately upon the expiration of leave of absence or accepts other employment while on such leave.

**2070.30** Continuity of a regular employee's service will not be broken by absence for the following reasons, and length of service will accrue for the period of such absence:

**2070.31** Absence by reason of industrial disability;

**2070.32** Applicable state and federal laws shall govern absence due to military or National Guard service.

**2070.40** Reinstatement – Previous employees who are hired will have their employment service records restored to include previous earned length of service, after completion of five (5) years of additional continuous service with the District.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Employee Status  
**POLICY NUMBER:** 2080

**2080.10** A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed his/her probationary period.

**2080.20** A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than twelve (12) continuous months of service with the District. Upon completion of twelve (12) months of continuous service with the District in said classification, and upon the said employee's supervisor and the General Manager's decision to retain said employee, said employee shall be granted regular employee status.

A "Probationary" employee may be dismissed at any time during a probationary period without right of appeal or hearing. In case of such dismissal, the General Manager shall notify the dismissed probationary employee in writing that he/she is being separated from District service.

**2080.30** A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee may range from one (1) day to a maximum of six (6) months of continuous service. Temporary employees do not participate in any of the benefit programs available to Regular employees.

**2080.40** A "Part-time" employee is one who is hired to work within any job classification, but whose position is temporary and the hours worked are irregular. Part-time employees do not participate in any of the benefit programs available to Regular employees.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Uniforms and Protective Clothing  
**POLICY NUMBER:** 2090

**2090.10** The cost of such uniforms and/or protective clothing, shoes, etc., that employees are required to wear shall be borne by the District.

**2090.20** The District shall contribute \$100.00 per calendar year per qualifying employee for the purchase of steel toe/steel shank protective footwear upon proof of purchase.

**2090.30** When an employee for whom said uniforms, clothing, shoes, etc., were purchased or reimbursed is terminated for any reason prior to completing three (3) continuous months of service after said purchase, a portion of the cost of said items shall be retained from his/her final payment. That portion retained shall be a percentage of the total cost of said items equal to 100% less the ratio of the amount of time worked to three (3) continuous months of regular work.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Vehicle Cost Reimbursement  
**POLICY NUMBER:** 2100

**2100.10** When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

**2100.20** Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

**2100.30** Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

**2100.40** Proof of adequate insurance covering collision, personal injury and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work.

**2100.50** Vehicles are provided for District operation and maintenance personnel subject to twenty- four (24) hour call-out for emergencies. Vehicles are provided for District use only and are intended for normal business hours and weekends and holidays for employees on twenty- four (24) hour call.

**2100.60** Non Compensation - Vehicles are provided to certain District personnel for the benefit of the District.



# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Health and Welfare Benefits  
**POLICY NUMBER:** 2110

**2110.10** State Disability. All District employees are automatically enrolled in the California State Disability Program. The employee and District agrees to integrate SDI benefits with sick leave. The employee shall pay required premium costs which will be deducted from their paycheck and transmitted to the State by the District.

**2110.15** Short Term/Long Term Disability Insurance. The District maintains a Group Long Term Disability Insurance Policy in addition to State Disability. The District pays all premiums for regular full-time employees only.

**2110.20** Medical Insurance. The District will cover 100% of the premium for a single employee at the lowest cost premium offered by the District annually. Should employee choose a different plan or include a spouse and/or dependent/s the District will pay 80% of the total cost for spouse and/or dependent/s. Dependents will be covered by the district up to age 26, employee will then be responsible for the full cost of dependents. This plan does not provide benefits to dependents of deceased employees or retirees.

**2110.21** Vision Care Insurance. The District will pay 80% of the premium for its group vision care plan for regular full-time employees, their spouses and/or dependents. Dependents will be covered by the District up to age 21, employee will then be responsible for the full cost of dependent/s. This plan does not provide benefits to dependents of deceased employees or retirees.

**2110.22** Dental Care Insurance. The District pays 80% of the premium for its group dental care plan for the employees, their spouses and/or dependents. Dependents will be covered by the District up to age 21, employee will then be responsible for the full cost of dependents. This plan does not provide benefits to dependents of deceased employees or retirees.

**2110.30** Workers' Compensation Insurance. Pursuant to State law, all District employees will be insured against industrial injuries.

**2110 .40** Life Insurance. The District provides life insurance for all regular full-time employees in all job classifications, in an amount equal to the employee's annual salary.

Additional life insurance for up to two (2) times the amount of an employee's annual salary is available at the employee's expense.

**2110.50** Retirement Plan. In addition to social security coverage, the District offers a CALPERS 457 plan and provides CALPERS defined benefit retirement plan. The employee may voluntarily contribute as prescribed by IRS rules. The District does NOT contribute to this plan.

**2110.51 Classic Employees.** The District provides the California Public Employee Retirement Plan 3% at 60 formula for all probationary and regular Classic employees. Classic employees are generally those employees who were members of the CalPERS retirement system before January 1, 2013. The employee's contribution of 8% of gross pay is paid by the District per Resolution No. 06-01, "Declaring the Official Intent for Employer Paid Member Contributions".

**2110.52 PEPRA Employees.** The District provides the California Public Employee Retirement Plan 2% @ 62 formula for all probationary and regular PEPRA employees. PEPRA Employees are generally those employees who became members of the CalPERS retirement system on or after January 1, 2013, the effective date of the Public Employee Pension Reform Act (PEPRA). PEPRA employees are required to pay no less than 50% of the actuarially determined cost of the retirement plan.

**2110.55 Retiree Medical Insurance.** For those individuals currently receiving this benefit, the District will cover 100% of the health insurance premium plan for a single retiree and spouse offered by the District annually (this is limited to spouses who are identifiable at the employee's retirement date, subsequent spouses are not eligible). Retiree and Spouse upon eligibility for Medicare will be required to enroll in both Medicare Parts A & B. Health Insurance Premium Plans will be reviewed annually before open enrollment by the District and the District reserves the right to make changes to plans offered during open enrollment. In order to be eligible for this benefit, retirees hired before January 1, 2015, must retire under the Public Employee Retirement System and have 15 years of continuous service with the District. Nothing herein shall be construed to "vest" retirees with certain health insurance benefits.

In the event of retiree's death, the District will cover 100% of the health insurance premium plan offered by the District annually for the surviving spouse (so long as the spouse was added at time of FPUD employee's retirement). Health Insurance Premium Plans will be reviewed annually before open enrollment by the District and the District reserves the right to make changes to plans offered during open enrollment. Nothing herein shall be construed to "vest" retirees surviving spouse with certain health insurance benefits.

For employees hired **after** January 1, 2015, the District shall reimburse up to \$300 per month for retiree and shall reimburse up to \$400 per month for retiree plus spouse (this is limited to spouses who are identifiable at the employee's retirement date, subsequent spouses are not eligible ) for the costs of health insurance benefits. In order to be eligible for this benefit the employee must retire under the Public Employee Retirement System and have 20 years of continuous service to the District. Nothing herein shall be construed to "vest" retirees with certain health benefits. Upon retiree's death, the District shall reimburse up to \$400 per month for surviving spouse (so long as the spouse was added at time of FPUD employee's retirement) for health insurance benefits.

**2110.60 Changes to Policy and Plans.** The District reserves the right to eliminate or change benefits, insurance carriers or other plan provisions and all of the preceding are subject to periodic review and revision by the Board of Directors regardless of whether changes affect current employees and/or retirees.

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Educational Assistance  
**POLICY NUMBER:** 2120

**2120.10** The District is authorized to reimburse employees for tuition expense for special training necessary to obtain and maintain certifications required to perform the essential functions of the current position held by the employee.

**2120.20** Eligibility for reimbursement of tuition expense shall be determined by the General Manager upon submittal of an application for reimbursement. Expenses shall not be eligible for reimbursement if an application is not submitted and approved in advance of the training event.

**2120.30** Reimbursement of tuition expense shall not occur prior to the submittal of proof of successful completion of the training event. The General Manager is authorized to determine the adequacy of the proof of successful completion of the training event.

**2120.40** Time spent engaged in special training necessary to obtain and maintain certifications required to perform the essential functions of an employee's current position shall be considered work time. When two or more employees attend a training event, the employees will ride together and only one employee will be paid driving time. The employees are authorized to determine which employee attending the training will be paid the driving time. The meal period during training events is not considered work time.

**2120.50** The General Manager is authorized to make a District vehicle available for transportation to approved training events. The General Manager may arrange for alternative transportation to an approved training event and approve reimbursement for reasonable expenses associated with travel.

**2120.60** Any other expense associated with special training is not eligible for reimbursement unless approved in advance by the General Manager.

**FORESTHILL PUBLIC UTILITY DISTRICT**  
**POLICY HANDBOOK**

**POLICY TITLE:**           **Pay Periods**

**POLICY NUMBER:**       **2130**

**2130.10** The salaries and wages of all District employees shall be paid every other Friday. Each paycheck covers work performed through the completing of the previous pay period. If a regular payday falls on a holiday, employees will be paid on the preceding workday.

**2130.20** The pay period begins on a Wednesday and ends 14 days later on a Tuesday.

FPUD POLICY HANDBOOK

Policy #2130 – “Pay Periods”

Revised January 24, 2012

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Advancement of Wages  
**POLICY NUMBER:** 2140

**2140.10** This policy shall apply to all regular, full-time District employees.

**2140.20** Employees requesting payment of wages in advance of regular pay days, as defined in Policy No.2130, "Pay Periods", shall submit said request to the General Manager.

**2140.30** The General Manager may authorize the requested advancement of wages if the amount requested does not exceed the wages accrued (excluding applicable deductions) by the employee to the date of said request.

**2140.40** Advancement of wages prior to a regular pay day is not a privilege which an employee may use as his/her discretion, but may be authorized by the General Manager at his/her discretion in case of employee necessity and/or personal financial emergency.

**2140.50** Requests for advancement of wages may be submitted only once in any pay period, and frequent requests shall be grounds for denial of authorization.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Compensation  
**POLICY NUMBER:** 2150

**2150.10** The Board of Directors shall approve an appropriate salary schedule for the employees of the district.

**2150.20** The General Manager shall determine the appropriate salary range and step on the approved schedule for each employee.

**2150.30** The General Manager shall authorize merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

**2150.40** Employees with suitable qualifications may be promoted to vacant positions which have been approved by the Board of Directors in Policy 2300. The General Manager shall determine the appropriate salary schedule for the promotion utilizing the salary schedules approved by the Board of Directors.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Guidelines for Accepting and Providing Gifts, Entertainment, and Services  
**POLICY NUMBER:** 2155

**2155.10** It is the policy of the Foresthill Public Utility District to prohibit employees from soliciting gifts or gratuities from customers, vendors or others who do or propose to do business with the District.

**2155.11** An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the district, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

**2155.12** Is customary and gives no appearance of impropriety and does not have more than a nominal value;

**2155.13** Does not impose any sense of obligation on either the giver or the receiver;

**2155.14** Does not result in any kind of special or favored treatment;

**2155.15** Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at district expense.

**2155.16** Is given and received with no effort to conceal the full facts by either the giver or receiver.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Guidelines for Electronic Use  
**POLICY NUMBER:** 2156

## Guidelines for Electronic Use

The District provides access to electronic communication devices, equipment, and technology, including, but not limited to, telephones, electronic mail, voice mail, computer and computer files, the Internet, Facsimile Machines, Pagers and Cellular Telephones.

The electronic communication devices, equipment, services and technology are for legitimate business use only in the course of the employee's assigned work duties and should not be used for personal purposes.

## **Ownership of Systems and Data**

The District's computers, voice mail and electronic mail systems and all data stored on any of them, are and remain at all times the property of the District. As such, all messages, materials, information and software created, transmitted, downloaded, received or stored on the District's computer or other electronic or telephone systems are the property of the District. The District reserves the right to monitor, retrieve and read any data composed, sent or received, including, but not limited to, any message or file on its computer or electronic or voice mail systems. You should be aware that, even when a message is erased or a visit to a site is closed, it is still possible to recreate the message or locate the site. Messages on these systems are considered a District business communication, and are not private employee communication. Furthermore, all communications, including text and images, may be disclosed to law enforcement or other third parties without the prior consent of the sender or the receiver.

The District will have access to all its computer and electronic equipment, including voice mail, electronic mail and Internet accounts. The District reserves the right to monitor your use of the voice mail, electronic mail or Internet systems at any time. You should not consider Internet usage or voice and electronic communications to be private. Personal passwords cannot ensure confidentiality and the Internet is not secure. You must assume that someone, other than the intended or designated recipient, may read or monitor any and all messages. All passwords must be made known to the appropriate representative of the District so that the District may access your system at any time, including when you are absent. Passwords, which are not known to the District, may not be used.

## **Authorized Access**

You may access only messages, files or programs, whether computerized or not, that you have



permission to enter. Unauthorized review, duplication, dissemination, removal, damage or alteration of files, passwords, computer systems or programs, voice mail messages, or other property of the District or improper use of information obtained by unauthorized means, will not be tolerated. Such information includes, but is not limited to, confidential information such as the District's customer data, trade secrets, personnel information or other material covered by the District's confidential information and conflict of interest policy.

### **Acceptable Use**

When you access the District's Internet, voice mail or electronic mail systems you are representing the District. So, all such communications should be for professional, business reasons and should not be for personal use. You are responsible for ensuring that you use these systems in an effective, ethical and lawful manner.

### **Unacceptable Use**

The District's harassment, nondiscrimination and solicitation policies all extend to such use. Sending, saving or viewing offensive material on the Internet is prohibited. Similarly, voice mail and electronic mail messages may not contain content that is offensive or disruptive to any employee. Offensive material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender-specific comments or any comments, jokes or images that would offend someone on the basis of his or her age, disability, gender, race, religion, national origin, physical attributes, sexual orientation or any other characteristic or activity protected by applicable law. Any use of the Internet or other electronic systems to harass or discriminate is strictly prohibited by the District.

### **Employee Responsibility**

You are responsible for the content of all text, audio or images that you place or send over the Internet. All messages communicated on the Internet should have your username attached. Messages may not be transmitted using someone else's name or under an assumed name. If you wish to express personal opinions on the Internet you are encouraged to obtain your own user name on other Internet systems.

### **Software**

Any software or other material downloaded into the District's computers may be used only in ways that are consistent with the licenses and copyrights of the vendors, authors, or owners of the material. Prior written authorization from the District's General Manager is required before introducing any software into the District's computer system. To prevent computer viruses from being transmitted through the system, you are not authorized to download any software into your computer or any driver in that computer, this includes any entertainment software or games. If you are interested in obtaining software from the Internet you should receive appropriate authorization from the District's General Manager.

## **Email Retention Policy**

Email or instant message records used for business purposes should be treated like other business records when it comes to record retention schedules. Emails should not be stored for longer than necessary so that they do not unnecessarily utilize computer storage space. Consult the District's record retention guidelines or questions about the proper classification of a specific piece of information should be addressed to the General Manager.

## **Social Media**

All social networking on District computers is strictly prohibited during work time. Surfing the web, checking Face book, Twitter, (or any other similar site) shopping online, playing Fantasy Football or any other game during work time will not be tolerated.

District communications and computer technology are designed and intended for work, not for personal use. Do not use any work related social media tools (blogs, LinkedIn account, Facebook, etc.) until you have received training and approval to use these tools. Do not use social networking accounts to harass, threaten, libel, malign, defame, disparage or discriminate against co-workers, managers, customers, or anyone else. Posting of pictures or video that take place inside any District location or venue in uniform, or in any other way connected to the District work environment needs to be approved by the General Manager prior to posting.

Our District expects ethical and honest behavior from all employees. At all times any electronic communications and social networking activities for work-related purposes must maintain and reflect the District's standards for professionalism.

If you review or make a statement about a product that the District is a producer or marketer for, or you receive compensation or free merchandise for reviewing a product, the relationship must be disclosed. Finally, as an employee, you must comply with all District policies which cover confidential information and trade secrets.

**FORESTHILL PUBLIC UTILITY DISTRICT  
POLICY HANDBOOK**

**Policy Title:** Guidelines for Conducting Personal Business During Working Hours  
**Policy Number:** 2157

**2157.10** Personal business (including personal phone calls and personal visits) during paid working hours must be kept to a strict minimum.

Being wasteful of working time is grounds for discipline as per policy number 2260.207; therefore, it is recommended that the employee use his/her break time or meal time to conduct personal business or if the employee has extensive personal business that must be conducted during District business hours it is recommend that the employee take vacation or other appropriate time off for this purpose.

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Leave of Absence and Other Leaves  
**POLICY NUMBER:** 2160

**2160.10** All applications for leave of absence shall be made in writing. A leave of absence without pay may be granted to regular employees by the General Manager for a period not to exceed six (6) months, for substantial reasons, provided satisfactory arrangements can be made to perform the employee's duties during this period without undue interference with the normal routine work.

**2160.20** During a leave of absence without pay, the accrual of all benefits is suspended. An employee's sick leave, CALPERS service credits and vacation will not accrue while on leave of absence without pay. However, an employee's status as a regular employee will not be impaired by such leave of absence.

**2160.30** The District will return the employee to the position they held prior to their leave of absence if the position is available.

**2160.40** If an employee fails to return immediately upon the expiration of the leave of absence, fails to report to their work site, or disobeys an order from the General Manager to report to work, the employee shall be considered absent without leave (AWOL) and such employee shall be considered to have voluntarily resigned his/her position

**2160.50** The following conditions should be considered in each application for leave of absence without pay:

**2160.51** The purpose of leave of absence without pay should be limited to necessary absences, such as family or health emergencies.

**2160.52** Leave of absence without pay is not a substitute for vacation.

**2160.53** The employee's performance and attendance records should be indicators for approval or disapproval.

**2160.54** Any leave of absence without pay will be authorized only at the convenience of the General Manager. Workload, seasonal demands, and staffing levels will be considered.

**2160.55 Bereavement Leave:** In the event of a death in the immediate family (being defined as spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law, step relative or any other person who is a dependent of the employee), an employee may be granted a paid leave of absence not to exceed three (3) days in a twelve (12) month period.. This is in addition to regular sick leave and vacation time. Certification may be required by the General Manager.

**2160.56 Jury Duty:** A regular employee who is summoned for jury duty and is thus unable to perform his/her regular duties will be given a leave of absence with pay for the duration of his/her jury duty, provided that he/she returns to work upon his/her dismissal each day, and completes his/her normal workday. Proof of Service is required prior to obtaining paid leave. The maximum leave shall not exceed three (3) weeks (15 working days).

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Performance Evaluation  
**POLICY NUMBER:** 2170

**2170.10** Performance Evaluations provide a basis for compensation adjustments, to determine potential for promotion, to notify the employee of performance deficiencies and to help the employee plan and obtain career growth.

**2170.20** The General Manager is authorized to conduct, or have conducted by appropriate assistants, at a minimum annual performance evaluations of all District employees. Each employee shall be informed, at an individual conference, of his or her evaluation by the person who conducted the evaluation.

**2170.30** Performance evaluations shall be in writing on forms prescribed by the District. The performance evaluation shall be signed by the evaluator and shall be discussed with the employee.

**2170.40** An employee dissatisfied with his or her evaluation may request a meeting with the General Manager to discuss it.

**2170.50** If an employee is promoted, the employee will be evaluated after six months in the new position. Special evaluations may be conducted at any time by the General Manager or his/her appropriate assistants.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Grievance Procedure  
**POLICY NUMBER:** 2180

**2180.10** This policy shall apply to all regular employees in all classifications.

**2180.20** The purpose of this policy is to provide a procedure by which employees may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation or instruction.

**2180.30** Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; District Board of Directors resolutions, ordinances or minute orders, including decisions regarding wages, hours and terms and conditions of employment.

**2180.40** Grievance Procedure Steps.

**2180.41** Level I, Preliminary Informal Resolution. Any employee who believes he/she has a grievance shall present the evidence thereof orally to his/her immediate supervisor within five (5) working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor shall hold discussions and attempt to resolve the matter within three (3) working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor.

**2180.42** Level II, General Manager. If the grievance has not been resolved at the Level I, the grievant must present his/her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the General Manager within ten (10) working days after the occurrence of the act or omission giving rise to the grievance.

**2180.421** The statement shall include the following:

- a. A concise statement of the grievance including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted;
- b. The circumstances involved;
- c. The decision rendered by the immediate supervisor at Level I;
- d. The specific remedy sought.

**2180.422** The General Manager shall communicate his/her decision within five (5) days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the General Manager does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal shall begin the day following receipt of written decision by the General Manager. Within the above time limits either party may request a personal conference with the other.

**2180.43** Level III, Board of Directors. In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District's Board of Directors within five (5) days. The statement shall include a copy of the original grievance; a copy of the written decision by the General Manager; and a clear, concise statement of the reasons for the appeal to Level III.

**2180.431** The Board of Directors, as soon as possible at a regular monthly meeting of the Board, shall schedule a hearing to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Board of Directors shall thereafter issue a written decision.

**2180.432** Grievance procedure matters before the Board of Directors shall also be in compliance with the applicable provisions of the California Brown Act.

**2180.50** Basic Rules.

**2180.51** If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved.

**2180.52** By agreement in writing, the parties may extend any and all time limitations of the grievance procedure.

**2180.53** The General Manager may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Directors.

**2180.54** A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.



**Appendix "A" EMPLOYEE GRIEVANCE FORM**

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_ Normal Working

Hours: \_\_\_\_\_

Representation Information (complete if applicable): \_\_\_\_\_

Grievance Information (give a clear, concise statement. Attach additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific Remedy Sought:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grievant's Signature: \_\_\_\_\_ Date Filed: \_\_\_\_\_

**GRIEVANCE REVIEW—Level 1 (Immediate Supervisor)**

Date Received: \_\_\_\_\_ Response Date: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_

Reviewer's Printed Name/title: \_\_\_\_\_

Level 1 Decision:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I concur and do not appeal to the second review level

\_\_\_\_\_ I do not concur and appeal to the second review level (state reason below)

Grievant's Signature: \_\_\_\_\_ Date

Signed: \_\_\_\_\_

Reason for Appeal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GRIEVANCE REVIEW—Level 2 (General Manager or designee)**

Date Received: _____ Response Date: _____
Reviewer _____
Signature: _____
Reviewer's Printed Name/title: _____
Level 2 Decision: _____
_____
_____
_____

\_\_\_\_\_ I concur and do not appeal to the second review level  
\_\_\_\_\_ I do not concur and appeal to the second review level (state reason below)  
Grievant's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
Reason for Appeal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GRIEVANCE REVIEW—Level 3 (Board of Directors)**

Date Received: _____ Response Date: _____
Reviewer _____
Signature: _____
Reviewer's Printed Name/title: _____
Level 2 Decision: _____
_____
_____
_____

\_\_\_\_\_ I concur and do not appeal to the second review level  
\_\_\_\_\_ I do not concur and appeal to the second review level (state reason below)  
Grievant's Signature: \_\_\_\_\_ Date  
Signed: \_\_\_\_\_  
Reason \_\_\_\_\_ for \_\_\_\_\_ Appeal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Drug and Alcohol Policy  
**POLICY NUMBER:** 2190

## Drug and Alcohol Policy

The District is concerned about the use of alcohol in the workplace. This concern is based upon the effect that the use of alcohol has on your performance on the job. Use of alcohol on the job adversely affects your work performance, efficiency, safety and health and therefore seriously impairs your value to the District. In addition, the use of alcohol on the job constitutes a potential danger to the welfare and safety of other employees and exposes the District to the risks of property loss or damage or injury to other persons.

Similarly, the District requires and demands a workforce and workplace free of illegal substances (any drug which (a) is not legally obtainable or (b) is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for the prescribed purposes.) This requirement is based upon the fact that any measurable amount of an illegal drug may render the employee physically or mentally impaired. While the District recognizes your right to your own lifestyle, the District will not accept the risk that on-the-job or off-the-job drug abuse by you may cause or contribute to accidents or other job performance problems.

Furthermore, the use or being under the influence of any legally obtained drugs by you while performing District business or while in a District facility is prohibited to the extent such use or influence may affect the safety of co-workers, members of the public, your job performance or the safe or efficient operation of the District facility. If you feel or have been informed that the use of a legal drug may present a safety risk, you are to report such drug use to the General Manager.

In order to provide you with some guidance concerning unacceptable behavior, the District strictly prohibits the following:

1. Possession, use, or working under the influence of alcohol and/or an illegal substance.
2. Distribution, sale, dispensing, manufacture or purchase of illegal controlled substances or controlled substances used in an illegal way at the worksite.
3. Driving a District vehicle at any time or your personal vehicle on District business while under the influence of alcohol or an illegal substance.
4. The use of, or working under the influence of, any controlled substance, including prescription drugs, if such use or influence may affect the safety of co-workers, members

of the public, your job performance or the safe or efficient operation of the District facility.

In order to enforce this policy, the District reserves the right to conduct searches of all property on District premises, including but not limited to contents of District lockers, desks, file cabinets, and District vehicles parked on District property when reasonable suspicion exists and implement other measures necessary to deter abuse of this policy.

If you have chemical dependencies (alcohol or drugs) the District will encourage and assist you to seek treatment and/or rehabilitation. To this end, if you desire such assistance you should request a treatment or rehabilitation leave. The District may also bring the matter to the attention of appropriate law enforcement authorities.

### **Reasonable Suspicion Testing**

You will be tested for the presence of drugs and/or alcohol if reasonable suspicion exists to indicate that your ability to perform your work or to work safely may be impaired. Also, if there is reasonable suspicion of your possession, distribution, dispensing, manufacture of illegal drugs, or usage of alcohol or illegal drugs at the workplace, reasonable suspicion testing will be required.

If you fail the drug test your employment may be terminated. Any drug test specimen that is diluted or with no temperature readings will be considered a failed drug test.

If you refuse or otherwise fail to comply with the required suspicion-based testing process you will be subject to the disciplinary process, including, but not limited to, termination.

Employees assigned to safety sensitive duty must comply with State regulations regarding participation in random drug test pools.

### **Off-the-Job Conduct**

In the case of illegal conduct relating to drugs during non-working hours, you are subject to disciplinary action up to and including termination. Based on the judgment of management regarding the circumstances of the case, you may be referred for treatment/rehabilitation rather than subjecting you to disciplinary action for violation of this policy.

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Use of Tobacco Products Within the District  
**POLICY NUMBER:** 2195

**2195.10** Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products shall be banned completely within District buildings, or confined spaces, or in District vehicles. Those who smoke are requested to do so outdoors and at least 35 feet from buildings, confined spaces or vehicles.

**2195.11** The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.

**2195.20** All District employees will be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Said individuals shall be asked by staff to refrain from smoking within District buildings, or confined spaces or in District vehicles and must be 35 feet from buildings, confined spaces or vehicles when smoking.

**2195.21** Members of the public who refuse to comply with this policy may be directed by the General Manager to leave District property.

**2195.22** Extra care should be taken when working around combustible materials or out in the field.

**2195.23** Personnel who smoke in the field should use extreme caution and dispose of cigarettes in a responsible and safe manner.

**2195.30** District employees who violate this policy will be subject to disciplinary action in accordance with Policy #2260.

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Pre-Employment Physical Examination  
**POLICY NUMBER:** 2200

**2200.10** All individuals who are offered full-time, temporary or part-time employment shall be required to submit to a physician's examination and controlled substance test at District expense. The examining physician will be provided a description of the job involved to assist in a determination of the individual's fitness to work.

**2200.11** Employment will not occur until after a negative controlled substance test result is certified, and until after a qualified physician has certified the individual as fit to perform the type of work required by the position applied for.

**2200.12** Employment will not occur if the individual refuses to cooperate in the examination and testing.

**2200.20** Retesting of an individual who was previously employed on a temporary, part-time or full-time basis will be required if more than three (3) months have elapsed since the individual's last day of work for the District.

**2200.30** Appointments with the medical facility providing the examination and controlled substance testing shall be made at least one day prior to testing if possible, with the individual to be tested provided minimal advance notice (no more than one day, if practical).

**2200.40** When the individual to be tested reports to the medical facility for the scheduled examination and controlled substance testing, they must provide proof of identification, such as a driver's license photo or a state-issued photo identification card.

**2200.50** All test results shall be kept confidential. The applicant may be told they failed to pass the test, but only the General Manager and his/her confidential designee shall have access to the actual test results.

**2200.60** District employment application forms shall contain a notice to applicants as follows: The District has a policy of requiring a physician's physical fitness exam, together with urine drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment, it is recommended that you not submit an application.

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Sexual Harassment and Equal Employment Opportunity  
**POLICY NUMBER:** 2210

### **Sexual Harassment and Equal Employment Opportunity**

The District has a strict policy against harassment of any type and our goal is to provide a work environment free from harassment. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events. This policy covers harassment of any employee, applicant, or person providing services pursuant to a contract or any person who has a business, service or professional relationship with any agent of the District. Employees should immediately report any incidents of harassment, discrimination, Workers Compensation abuse, potential workplace violence situations or any workplace ethic violations to the General Manager.

This includes harassment based on race, color, religion, national origin, age, medical condition, disability, marital status, sex (including sexual harassment), sexual orientation or any other characteristic or activity protected by law. Although the following amplification specifically addresses the sexual harassment issues of the policy, its reporting, investigation and disciplinary provisions also apply to all other forms of harassment.

#### **Definition**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment, even if there are no tangible or economic job consequences.

The term "sexual harassment" includes many forms of offensive behavior. The following is a partial list of conduct that may constitute sexual harassment:

- ❑ Sexual advances
- ❑ Offering employment benefits in exchange for sexual favors
- ❑ Verbal conduct including derogatory comments, epithets, slurs or jokes that are either gender-based or of a sexual nature

- ❑ Visual conduct including leering, sexual gestures or the display of sexually suggestive objects, pictures or cartoons
- ❑ Physical conduct including touching, assaulting or impeding another's movement
- ❑ Gender-based harassment including harassment by someone of the same sex as the victim

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, visual or physical conduct that denigrates or shows hostility or aversion toward an individual because of a characteristic or activity discussed in the first paragraph above that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Sexual conduct is considered harassment only when it is "unwelcome." This inquiry often involves an assessment of whether the recipient made it known that the conduct was unwelcome. If you are subjected to unwelcome sexual conduct, therefore, you are encouraged (1) to inform the perpetrator that the conduct is considered offensive and should stop, and/or (2) to initiate the internal complaint procedure described below.

Sexual harassment is considered to be sex discrimination in violation of applicable federal and state law, including Title VII of the federal Civil Rights Act and the California Fair Employment and Housing Act. It also is prohibited to retaliate against an employee because the employee has complained about harassment or participated in an investigation, proceeding or hearing based on such a complaint. Retaliation against an individual for reporting harassment or for participating in an investigation of a claim of harassment is a serious violation of this policy and, like harassment itself, will be subject to disciplinary action.

## **Complaint Procedure**

There is an internal procedure for handling complaints of sexual harassment. You should submit such a complaint to your immediate Supervisor, and/or the General Manager. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. A prompt, thorough and objective investigation of the complaint will be conducted. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Upon completion of the investigation, and where warranted, appropriate corrective action will be taken to eliminate the harassment.



Corrective action may include, but is not limited to, training, counseling, reassignment and/or an appropriate level of discipline. To the extent possible, the investigation of a complaint and any subsequent action taken in response to the complaint will proceed in an atmosphere of confidentiality. Confidentiality will be maintained throughout the investigatory process to the extent consistent with the needs of conducting an adequate investigation and administering appropriate corrective action.

Employees who have had a complaint addressed by this complaint procedure should immediately make a further complaint should the harassment reoccur.

A complaint of sexual harassment may be filed within one year of the harassment with the California Department of Fair Employment and Housing (“DFEH”). The DFEH initially serves as a neutral fact-finder and attempts to help the parties voluntarily resolve the complaint. The DFEH can be contacted toll free at (800) 884-1684; or for the hearing impaired, (TTY) (800) 700-2320; or visit the department’s website at [www.dfeh.ca.gov](http://www.dfeh.ca.gov).

A complaint of sexual harassment also may be filed within 300 days of the harassment, with the Equal Employment Opportunity Commission (EEOC), reached by calling (800) 669-4000 or for the hearing impaired, the EEOC’s toll-free TTY number is (800) 669-6820. EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov).

This District is an Equal Employment Opportunity employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the District will be based on merit, qualifications, and abilities, not on any mental or physical disability. This District complies with the law regarding "reasonable accommodation" for disabled employees and applicants.

The District does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, ancestry, mental or physical disability, sexual orientation, medical condition, genetic information, marital status, Veteran status or any other characteristic protected by law.

This policy governs all aspects of employment, including hiring, promotion, job assignment, compensation, discipline, access to benefits, training, termination or other aspects of employment.

If you have questions or concerns about any type of discrimination in the workplace you are encouraged to bring these issues to the attention of the General Manager. You can raise concerns and make reports without fear of reprisal and/or retaliation.

## **Training**

AB1825 Sexual Harassment Prevention Training is required every two (2) years for all members

of the Board of Directors, General Manager, Finance Manager and the Operations Supervisor.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:**            **Nepotism**  
**POLICY NUMBER:**       **2230**

**2230.10**       Employees may not be placed into a position where he/she is the immediate supervisor, or is in the direct line of authority of another family member.

**2231.11** Employees may not vote, make recommendations, or in any way participate in decisions about any personnel matter which may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a relative.

**2231.12** If employees become related during their employment at the District, action may be taken to ensure that the employee is not the immediate supervisor, or is in the direct or in-direct line of authority, of the other employee.

**2231.13** For the purpose of this policy, relatives include an employee's parent, child, spouse, registered domestic partner, sibling, in-laws and step relationships.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:**           **Outside Employment**  
**POLICY NUMBER:**       **2240**

**2240.10** The District retains the right to object to outside employment. If an employee desires to engage in outside employment, the employee must first notify the District's General Manager in writing of the potential outside employment, providing the name of the employer, the nature of the duties and the estimated time to be dedicated to outside employment.

**2240.11** No District employee shall be permitted to accept employment in addition to or outside of District service if, in the District's opinion:

**2240.12** The additional or outside employment leads to a conflict, or potential conflict of interest for said employee; or,

**2240.13** The nature of the additional or outside employment is such that it will unfavorably on the District; or,

**2240.14** The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

**2240.20** An employee who does have additional or outside employment shall not be permitted to use District records, materials, equipment, facilities or other District resources in connection with said additional or outside employment.

**2240.21** Approval for outside employment will not be unreasonably withheld.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:**                **Disciplinary Action**  
**POLICY NUMBER:**        **2260**

**2260.10** The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. Misconduct may result in the imposition of any one of the above measures dependent upon the nature of the misconduct and is not listed in any required order.

**2260.20** Grounds for Discipline include but are not limited to the following:

**2260.201** Discourteous treatment of the public or fellow employees.

**2260.202** Drinking of intoxicating beverages and/or use of illegal or non-prescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.

**2260.203** Repeated absences or tardiness.

**2260.204** Abuse of sick leave.

**2260.205** Disorderly conduct.

**2260.206** Incompetency or inefficiency.

**2260.207** Being wasteful of material, property, or working time.

**2260.208** Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination.

**2260.209** Neglect of duty.

**2260.210** Dishonesty.

**2260.211** Misuse of District property.

**2260.212** Willful disobedience.

**2260.213** Conduct unbecoming a District employee.

**2260.40** All documents detailing employee discipline shall remain part of the employee's personnel file.

**2260.50** Any disciplinary action which may result in suspension without pay, demotion or termination shall be set forth in writing to the employee at least five (5) business days before the proposed effective date or dates. This notice shall be prepared by the General Manager after consultation with the District Counsel and shall contain the following:

**2260.51** A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated;

**2260.52** A statement of the acts or omissions upon which the action is based;

**2260.53** A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request;

**2260.54** A statement advising the employee of the right to request a hearing as provided in No. 2260.65 "Disciplinary Action."

**2260.55** A date by which time the employee must respond in writing if he/she wishes to contest the action.

**2260.60** All notices of proposed action shall be personally served or be mailed by certified mail, return receipt requested, to the last known address of the employee.

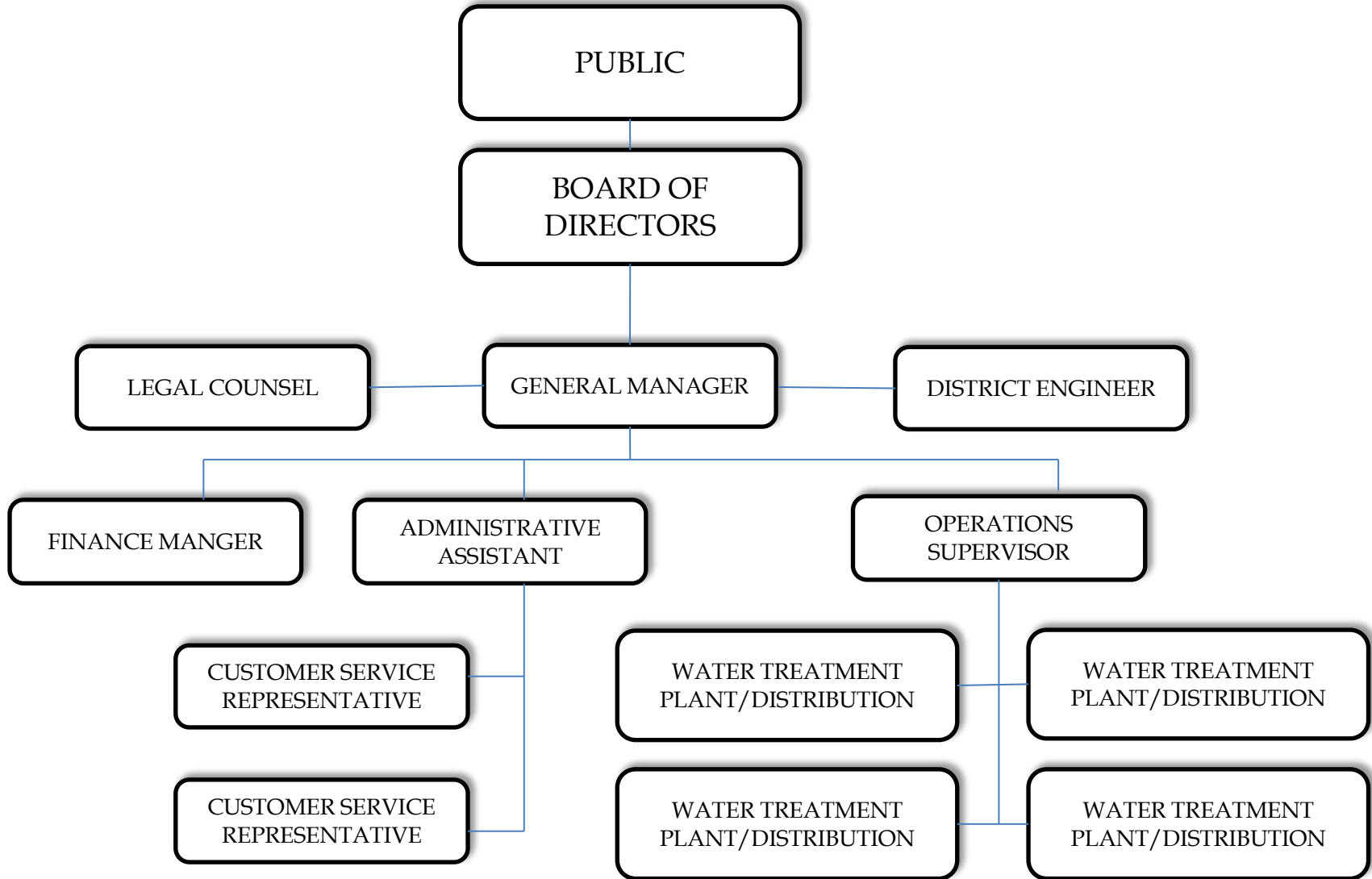
**2260.65** A tenured employee may, upon receipt of a notice of dismissal or disciplinary action, appeal in writing to the General Manager within five (5) business days of the date of the notification. The General Manager shall then schedule a meeting at which the employee may answer the charges against him/her, present any mitigating evidence, or otherwise respond to the notice of dismissal. The General Manager shall issue his/her opinion and decision within ten (10) business days of the meeting and may, if the General Manager finds that the dismissal was not justified, he/she may revise the disciplinary action

**2260.70** If the proposed discipline includes a loss of pay, such as a suspension, demotion or termination and the employee elects to appeal the proposed discipline, the employee shall continue to receive his or her regular salary and benefits until the General Manager issues his/her decision. If the General Manager's decision includes upholding proposed discipline that results in a loss of pay, the employee may appeal the General Manager's decision to the Board of Directors. The employee must notify the General Manager in writing within five (5) business days of his/her decision to appeal to the Board. While pending appeal before the Board of Directors, the District may effectuate the discipline at issue. The Board of Directors shall hear the appeal within forty five (45) calendar days of receipt of the appeal. At the hearing before the Board, the employee can be represented, produce witnesses, cross-examine witnesses and present evidence relevant to the decision to discipline the employee. The employee will bear his or her own costs of the appeal. If the Board of Directors lessens or rescinds the discipline in its entirety, the employee will be provided appropriate back pay.

Foresthill Public Utility District  
POLICY HANDBOOK

Policy Title: Organizational Chart, November 2014

Policy Number: 2300



# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Job Description General Manager  
**POLICY NUMBER:** 2301

### **SUMMARY DESCRIPTION**

Under minimal direction, the General Manager manages District operations to provide customers with a safe and reliable water supply; provides leadership to the organization; provides professional and technical staff support and assistance to the Board; coordinates all District activities with federal, state, county, local and private agencies; represents the District locally, regionally and at the state and federal levels; and interacts with the public and keeps the community informed of District activities.

### **DISTINGUISHING CHARACTERISTICS**

This single incumbent position reports directly to the Board of Directors. Scope of work is highly complex in nature with management responsibility over all units of the District and supervisory responsibility for the work of all District employees. The incumbent has broad management authority for implementing the policies of the Board of Directors.

### **EXAMPLES OF DUTIES**

*The following duties are typical for this position. Incumbent may not perform all of the duties listed and/or may be required to perform additional or different duties from those listed in order to address the business needs of the District.*

- Provides legislative direction/advice to the Board; works with the Board in developing District priorities.
- Implements Board policies and directives and communicates them to the public and District staff.
- Plans, directs, coordinates and performs work associated with services, activities and operations of all facilities, equipment and projects in support of the District's water transmission and distribution systems, dam and water treatment plant and pumping station operations and maintenance and water quality testing program activities.
- Evaluates District operations, benchmarks with other agencies, ensures operations compliance with applicable regulatory and legal requirements and develops new techniques, technologies, policies and procedures to improve efficiency and effectiveness.
- Attends all meetings of the Board and makes recommendations to the Board concerning the administrative and technical management of the District as needed.
- Works with the District's engineering and technical staff on construction activities, capital projects, production reports, subdivision developments and operational questions.
- Assists the Finance Manager with the preparation of the District's budget.
- Serves as the principal spokesperson for the District; promotes community involvement with District operations; serves as a liaison between the Board and District staff, customers and the public; represents the District at public and professional functions; oversees the District's public information and public education program, and coordinates media relations.
- Coordinates District activities with neighboring agencies and regulatory agencies, including cities, counties, fire departments, utilities and the state, and ensures operations compliance with all state, local and federal laws.
- Prepares and administers agreements and contracts related to water sales and distribution; monitors, evaluates and develops as necessary water possibilities.
- Monitors District infrastructure and rehabilitation; ensures District records are maintained.



- Works with staff to resolve customer complaints and assists employees in handling operational and technical problems.
- Directs, researches, develops and prepares technical and administrative reports and studies and prepares written correspondence related to District operations.
- Serves as purchasing agent for the District; develops specifications for bid purposes; oversees maintenance of inventory; secures water supply contracts and other contracts for goods and services.
- Serves as personnel officer for the District; manages the selection, training, supervision and performance management of District staff; investigates and resolves grievances.
- Confers with District Counsel and developers and manages and oversees contractors and consultants, ensuring District standards, policies and directives are maintained.

## **QUALIFICATONS**

### **Knowledge of:**

- Principles and practices of modern and highly complex public utility administration, departments and services.
- Budget development, analysis and financial strategies.
- Principles and practices of estimating costs and preparing and monitoring budgets.
- Public purchasing requirements and policies.
- Principles and practices of organization, administration, personnel management and supervision.
- Principles and practices of customer service.

### **Ability to:**

- Plan, organize, manage, coordinate and direct the operations of the District.
- Effectively carry out the policies of the Board.
- Work collaboratively with the Board, customers and the public to pursue and achieve the District's goals and objectives.
- Develop and implement District policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals and objectives.
- Interpret, explain and apply applicable laws and regulations.
- Prepare clear and concise oral and written reports and procedure manuals.
- Read, understand and interpret engineering plans and specifications.
- Input, access and analyze a variety of data using a computer terminal.
- Negotiate contracts and handle complaints.
- Gain cooperation through discussion and persuasion.
- Communicate and interact effectively both with diverse individuals and with large groups of people with conflicting interests.
- Establish and maintain effective, cooperative working relationships with Board members, employees, officials and the general public.

### **Working Conditions**

- Work is generally carried out in an office setting and occasionally in the field requiring the operation of a motor vehicle, traversing uneven terrain and working in inclement weather.
- Frequently sit at a desk and in meetings for long periods of time.
- Frequently twist to reach and/or operate equipment and perform simple grasping and fine manipulation to write, use a keyboard and use hand tools.
- Lift and/or carry up to 35 pounds.

- Employee is expected to work overtime, weekends and holidays as required to accommodate the needs of the District.

### **EDUCATION AND EXPERIENCE**

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

#### **Education:**

Equivalent to a Bachelor's degree in Engineering, Public Administration, Business Administration or similar discipline.

#### **Experience:**

Ten years of increasingly responsible administrative and management experience in the operation of a public utility. Experience in a water district or similar agency is highly desirable.

#### **Licenses/Certificates:**

Possession and maintenance of a valid Grade 3 Water Treatment Certificate issued by the State of California is desirable and needed only if no subordinate possesses such certification.

Possession and maintenance of a valid Grade 2 Water Distribution Certificate issued by the State of California is desirable and needed only if no subordinate possesses such certification.

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

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by the incumbent.*

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Finance Manager  
**POLICY NUMBER:** 2305

### **SUMMARY DESCRIPTION**

To organize, direct and coordinate general accounting, budgeting, and the conduct of complex financial analysis; to coordinate financial analysis activities with other divisions and departments; and to provide highly complex staff assistance to the General Manager.

### **DISTINGUISHING CHARACTERISTICS**

The Financial Manager operates with a great deal of independence and discretion.

### **SUPERVISION RECEIVED AND EXERCISED**

Receive administrative direction from the General Manager.  
Exercises direct supervision over professional and technical personnel.

**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.*

- *Develop and implement division goals, objectives, policies and procedures.*
- *Plan, organize, and direct financial activities including financial analysis, budgeting, accounting, and related program support.*
- *Direct, oversee and participate in the development of the work plan related to financial analysis including the assignment, monitoring and review of work activities, projects and programs.*
- *Recommend the appointment of personnel and provide staff training, conduct performance evaluations and implement discipline procedures as required to maintain high standards necessary for the efficient and professional operations of the department.*
- *Participate in and implement various financial projects and programs, including but not limited to, administrative, financial, economic, systems and rate analysis.*
- *Create and analyze technical financial information.*
- *Perform professional accounting work in accordance with prescribed accounting standards (GASB, GAAP, Utility Accounting).*
- *Reconcile and analyze accounts.*
- *Perform cost-benefit analysis.*
- *Assist in the coordination, preparation and monitoring of the Agency budgets.*
- *Maintain statistical and economic data for estimates and forecasts.*
- *Review and/or perform overhead analysis for Capital Improvement Projects and other cost allocations.*

- *Manage and/or participate in the preparation of a wide variety of complex financial reports and analyses.*
- *Query accounting system database and develop custom reports.*
- *Prepare complex reports, manuals, memoranda, correspondence and other documents.*
- *Prepare and analyze historical, current and future revenue and expense trends and forecasts.*

- Coordinate and/or review grant details including the Agency's Financial Assistance Program and other grants awarded to the Agency.
- Perform internal audit functions.
- Conduct special projects.
- Make recommendations for improvements to efficiency, cost effectiveness and quality of operations.
- Represent the division and department to outside agencies and organizations and participate in outside community and professional groups and committees.
- Research and prepare technical and administrative reports and prepare written correspondence.
- Perform related duties as required.

## **QUALIFICATIONS**

### **KNOWLEDGE OF:**

- Principles and practices of complex financial analysis as it relates to a public utility.
- Federal, state and local laws, codes and regulations pertinent to accounting, budgeting and financial analysis at a public utility.
- Accounting principles and procedures applicable to utilities and government agencies.
- Principles and practices of local government budget preparation and administration.
- Finance and cost distribution systems.
- English usage, grammar and punctuation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, state and federal rules, regulations and laws.
- Modern office equipment including use of word processing, database and spreadsheet applications.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training and personnel management.
- Principles and practices of customer service.

### **ABILITY TO:**

- Organize and direct complex financial operations.
- Understand and communicate to others the Agency's financial and budget systems.

- Interpret and apply principles, procedures, regulations and laws related to budget preparation and administration.
- Analyze data, draw appropriate conclusions and adopt appropriate courses of action.
- Work independently.
- Conduct feasibility studies, cost-benefit analyses, and the analysis of fiscal information.
- Read and understand technical information.
- Compile data and prepare technical and analytical reports.
- Develop forecasts and trend analyses.
- Estimate and project revenues, project costs and general expenditures.
- Query databases and develop reports using a variety of computer report-writing tools.
- Learn integrated computer budgeting and accounting systems.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply Agency and department policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate personnel.
- 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 office equipment and perform simple grasping and fine manipulation to write and use keyboard.
- 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:**

Six years of increasingly responsible public sector finance and budgeting experience, including two years of supervisory responsibility.

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university in Business Administration, Accounting or a related field.

**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

## POLICY HANDBOOK

**POLICY TITLE:** Job Description Operations Supervisor  
**POLICY NUMBER:** 2310

### **Definition/Summary**

Under administrative direction, Operations Manager assists the General Manager in planning, organizing, and supervising the operations and functions of the district; assists with implementing Board policies and programs; assists with budget development and review; and acts on behalf of the General Manager in that person's absence.

### **Essential Functions**

- Responsible for a variety of field and plant maintenance and operation on public water system facilities
- Responsible to plan, execute and participate in vegetation management on district facilities
- Responsible for the full operation of the public water system including knowledge of and compliance with regulations associated with public water system operation
- Responsible for the training of employees in entry level classifications
- Responsible to know and carry out policies and procedures related to customer services and customer relations
- Direct Supervisor for Treatment Plant/Distribution Operators I - V
- Assists the General Manager, as directed, with all aspects of the district's policies, procedures, programs and operations
- Assists with the preparation of the annual budget; reviews requests for expenditures
- Represents the District by attending and participating in meetings with State, Federal, and local agencies; responds to public inquiries regarding the District
- Contributes to the long-term Capital Improvement plan
- Responsible for compliance with regulations controlling all district functions
- Plans, organizes, and supervises the work of District personnel
- Ensures the maintenance of an adequate inventory of chemicals and supplies for operations
- Inspects facilities and ensures proper operating conditions
- Actively participates in a variety of field and plant maintenance and operation of public water system facilities including on-call services
- Responsible to know and carry out policies and procedures related to customer services and customer relations
- Safely use hand and power tools to execute assignments

- Provides on-call services as assigned
- Work in a manner that observes proper work safety standards
- Understand and carry out written and verbal instructions
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities
- Working knowledge of Microsoft Office
- Performs other duties as assigned

### **Typical Physical Activities**

- Operates vehicles to travel to and from work assignments
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 100 pounds.
- Stoops, kneels, crouches, crawls, and climbs during maintenance and repair work
- Works in an environment with exposure to dust, dirt, chemicals and significant temperature changes between cold and heat
- Communicate clearly both orally and in writing
- Regularly uses common office/plant equipment such as telephones and computers
- Stands and walks for extended time periods and in uneven terrain
- Hearing and vision within normal ranges with or without correction
- Routinely works in and around confined spaces

### **Environmental Factors**

- Exposure to the sun: Considerable work time spent outside and exposed to the sun
- Work above floor level: Routinely work on ladders or other surfaces above the ground
- Temperature: Considerable work time in hard manual labor in cold and hot temperatures
- Humidity: Work in areas with unusually high humidity
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet
- Noise: Often assigned to work around unusually loud sounds
- Slippery surfaces: Routinely assigned to work on unusually slippery surfaces
- Oil: Some parts of the body in contact with oil or grease
- Dust: Works in or around areas with potentially significant levels of dust
- Irregular or extended work hours: Occasionally required to change working hours or work overtime
- On-call duties: The position is required to work on-call duties as assigned

### **Minimum Requirements**

- Education: High school diploma is required. Secondary education is preferred



- Experience: Ten years of responsible work experience in performing distribution system and water treatment plant operations and two years of supervisory experience
- Driver's license: Possession of a valid California Class A driver's license with a record free of multiple or serious traffic violations. A California Class A driver's license is preferred.
- General certifications: Must possess and maintain a minimum of a California Department of Public Health water treatment plant operator certificate Grade 3 and distribution operator certificate, Grade 2

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the essential functions of the position.

---

**I have reviewed this Job Description with my Supervisor and agree with its contents.**

---

Employee Signature

Date

---

Supervisor Signature

Date

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Treatment Plant / Distribution Operator V  
**POLICY NUMBER:** 2325

### **Definition/Summary**

With minimal direction, positions in the Utility Operator V classification perform the full range of public water system operation, maintenance, installation, and repair.

### **Essential Functions**

- Performs a variety of field and plant maintenance on public water system facilities
- Performs vegetation management by mowing/cutting weeds, trees and brush
- Operates automatic and manually controlled equipment, motors, and pumps used in the treatment and disinfection of water and distribution systems
- Takes samples at established times, performing standardized quality control tests, and adjust chemical feeders and other plant equipment
- With minimal direction, fully operates and maintains the water treatment plant and distribution system
- Provides training and assistance to employees in training classifications
- Provides customer service including resolving customer complaints
- Responsible for maintenance of necessary inventory and records for the district
- Safely use hand and power tools to execute assignments
- Provides on-call services as assigned
- Work in a manner that observes proper work safety standards
- Understand and carry out written and verbal instructions
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities
- Working knowledge of Microsoft Office
- Performs other duties as assigned

### **Typical Physical Activities**

- Operates vehicles to travel to and from work assignments
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 100 pounds.
- Stoops, kneels, crouches, crawls, and climbs during maintenance and repair work
- Works in an environment with exposure to dust, dirt, chemicals and significant temperature changes between cold and heat
- Communicate clearly both orally and in writing
- Regularly uses common office/plant equipment such as telephones and computers
- Stands and walks for extended time periods and in uneven terrain

- Hearing and vision within normal ranges with or without correction
- Routinely works in and around confined spaces

**Environmental Factors**

- Exposure to the sun: Considerable work time spent outside and exposed to the sun
- Work above floor level: Routinely work on ladders or other surfaces above the ground
- Temperature: Considerable work time in hard manual labor in cold and hot temperatures
- Humidity: Work in areas with unusually high humidity
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet
- Noise: Often assigned to work around unusually loud sounds
- Slippery surfaces: Routinely assigned to work on unusually slippery surfaces
- Oil: Some parts of the body in contact with oil or grease
- Dust: Works in or around areas with potentially significant levels of dust
- Irregular or extended work hours: Occasionally required to change working hours or work overtime
- On-call duties: The position is required to work on-call duties as assigned

**Minimum Requirements**

- Education: High school diploma is required. Secondary education is preferred
- Experience: Seven years of responsible work experience in performing distribution system and water treatment plant operations
- Driver’s license: Possession of a valid California Class A driver’s license with a record free of multiple or serious traffic violations
- General certifications: Must possess and maintain a minimum of a California Department of Public Health water treatment plant operator certificate Grade 3 and distribution operator certificate, Grade 2

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the essential functions of the position.

**I have reviewed this Job Description with my Supervisor and agree with its contents.**

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Employee Signature

Date

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Supervisor Signature

Date

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Treatment Plant / Distribution Operator IV

**POLICY NUMBER:** 2330

### **Definition/Summary**

Under general direction, positions in the Utility Operator IV classification perform the full range of public water system operation, maintenance, installation, and repair with minimal supervision.

### **Essential Functions**

- Performs a variety of field and plant maintenance on public water system facilities
- Performs vegetation management by mowing/cutting weeds, trees and brush
- Operates automatic and manually controlled equipment, motors, and pumps used in the treatment and disinfection of water and distribution systems
- Takes samples at established times, performing standardized quality control tests, and adjust chemical feeders and other plant equipment
- With minimal direction, fully operates and maintains the water treatment plant and distribution system
- Provides training and assistance to employees in training classifications
- Provides customer service including resolving customer complaints
- Safely use hand and power tools to execute assignments
- Provides on-call services as assigned
- Work in a manner that observes proper work safety standards
- Understand and carry out written and verbal instructions
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities
- Working knowledge of Microsoft Office
- Performs other duties as assigned

### **Typical Physical Activities**

- Operates vehicles to travel to and from work assignments
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 100 pounds.
- Stoops, kneels, crouches, crawls, and climbs during maintenance and repair work
- Works in an environment with exposure to dust, dirt, chemicals and significant temperature changes between cold and heat
- Communicate clearly both orally and in writing
- Regularly uses common office/plant equipment such as telephones and computers
- Stands and walks for extended time periods and in uneven terrain
- Hearing and vision within normal ranges with or without correction

- Routinely works in and around confined spaces

**Environmental Factors**

- Exposure to the sun: Considerable work time spent outside and exposed to the sun
- Work above floor level: Routinely work on ladders or other surfaces above the ground
- Temperature: Considerable work time in hard manual labor in cold and hot temperatures
- Humidity: Work in areas with unusually high humidity
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet
- Noise: Often assigned to work around unusually loud sounds
- Slippery surfaces: Routinely assigned to work on unusually slippery surfaces
- Oil: Some parts of the body in contact with oil or grease
- Dust: Works in or around areas with potentially significant levels of dust
- Irregular or extended work hours: Occasionally required to change working hours or work overtime
- On-call duties: The position is required to work on-call duties as assigned

**Minimum Requirements**

- Education: High school diploma is required. Secondary education is preferred
- Experience: Five years of responsible work experience in performing distribution system and water treatment plant operations
- Driver’s license: Possession of a valid California Class C driver’s license with a record free of multiple or serious traffic violations. A California Class A driver’s license is preferred.
- General certifications: Must possess and maintain a minimum of a California Department of Public Health water treatment plant operator certificate Grade 3 and distribution operator certificate, Grade 2

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the essential functions of the position.

**I have reviewed this Job Description with my Supervisor and agree with its contents.**

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Employee Signature

Date

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Supervisor Signature

Date

# **FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK**

**POLICY TITLE:** Job Description – Treatment Plant / Distribution Operator III

**POLICY NUMBER:** 2335

## **Definition/Summary**

Under general supervision, positions in the Utility Operator III classification perform the full range of public water system maintenance, installation, operation and repair assignments with minimal supervision.

## **Essential Functions**

- Performs a variety of field maintenance assignments on public water system facilities
- Performs vegetation management by mowing/cutting weeds, trees and brush as assigned
- Operates automatic and manually controlled equipment, motors, and pumps used in the treatment and disinfection of water and distribution systems
- Takes samples at established times, performing standardized quality control tests, and adjust chemical feeders and other plant equipment
- With minimal supervision, fully operates and maintains the water treatment plant and distribution system
- Provides customer service including resolving customer complaints
- Safely use hand and power tools to execute assignments
- Provides on-call services as assigned
- Work in a manner that observes proper work safety standards
- Understand and carry out written and verbal instructions
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities
- Working knowledge of Microsoft Office
- Performs other duties as assigned

## **Typical Physical Activities**

- Operates vehicles to travel to and from work assignments
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 100 pounds.
- Stoops, kneels, crouches, crawls, and climbs during maintenance and repair work
- Works in an environment with exposure to dust, dirt, chemicals and significant temperature changes between cold and heat
- Communicate clearly both orally and in writing
- Regularly uses common office/plant equipment such as telephones and computers
- Stands and walks for extended time periods and in uneven terrain

- Hearing and vision within normal ranges with or without correction
- Routinely works in and around confined spaces

**Environmental Factors**

- Exposure to the sun: Considerable work time spent outside and exposed to the sun
- Work above floor level: Routinely work on ladders or other surfaces above the ground
- Temperature: Considerable work time in hard manual labor in cold and hot temperatures
- Humidity: Work in areas with unusually high humidity
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet
- Noise: Often assigned to work around unusually loud sounds
- Slippery surfaces: Routinely assigned to work on unusually slippery surfaces
- Oil: Some parts of the body in contact with oil or grease
- Dust: Works in or around areas with potentially significant levels of dust
- Irregular or extended work hours: Occasionally required to change working hours or work overtime
- On-call duties: The position is required to work on-call duties as assigned

**Minimum Requirements**

- Education: High school diploma is required
- Experience: Three years of responsible work experience in performing distribution system and water treatment plant operations
- Driver’s license: Possession of a valid California Class C driver’s license with a record free of multiple or serious traffic violations. Must obtain a Class A driver’s license within one year of appointment
- General certifications: Must possess and maintain a minimum of a California Department of Public Health water treatment plant operator certificate and distribution operator certificate, Grade 2

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the essential functions of the position.

**I have reviewed this Job Description with my Supervisor and agree with its contents.**

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Employee Signature Date

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Supervisor Signature Date

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Treatment Plant / Distribution Operator II  
**POLICY NUMBER:** 2340  
**Definition/Summary**

Under general supervision, positions in the Utility Operator II classification perform the more routine, repetitive and basic public water system facility maintenance and operational work.

### **Essential Functions**

- Performs a variety of basic field maintenance assignments on public water system facilities
- Performs vegetation management by mowing/cutting weeds, trees and brush as assigned
- Operates automatic and manually controlled equipment, motors, and pumps used in the treatment and disinfection of water and distribution systems
- Takes samples at established times, performing standardized quality control tests, and adjust chemical feeders and other plant equipment
- Document and interpret information necessary to determine the proper operation of treatment equipment, water conditions and distribution equipment
- Provides customer service including resolving customer complaints
- Safely use hand and power tools to execute assignments
- Provides on-call services as assigned
- Work in a manner that observes proper work safety standards
- Understand and carry out written and verbal instructions
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities
- Working knowledge of Microsoft Office
- Performs other duties as assigned

### **Typical Physical Activities**

- Operates vehicles to travel to and from work assignments
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 100 pounds.
- Stoops, kneels, crouches, crawls, and climbs during maintenance and repair work
- Works in an environment with exposure to dust, dirt, chemicals and significant temperature changes between cold and heat
- Communicate clearly both orally and in writing
- Regularly uses common office/plant equipment such as telephones and computers
- Stands and walks for extended time periods and in uneven terrain



- Hearing and vision within normal ranges with or without correction
- Routinely works in and around confined spaces

**Environmental Factors**

- Exposure to the sun: Considerable work time spent outside and exposed to the sun
- Work above floor level: Routinely work on ladders or other surfaces above the ground
- Temperature: Considerable work time in hard manual labor in cold and hot temperatures
- Humidity: Work in areas with unusually high humidity
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet
- Noise: Often assigned to work around unusually loud sounds
- Slippery surfaces: Routinely assigned to work on unusually slippery surfaces
- Oil: Some parts of the body in contact with oil or grease
- Dust: Works in or around areas with potentially significant levels of dust
- Irregular or extended work hours: Occasionally required to change working hours or work overtime
- On-call duties: The position is required to work on-call duties as assigned

**Minimum Requirements**

- Education: High school diploma is required
- Experience: Two years of responsible work experience in performing facility maintenance and construction work
- Driver's license: Possession of a valid California Class C driver's license with a record free of multiple or serious traffic violations. Must obtain a Class A driver's license within one year of appointment
- General certifications: Must possess and maintain a minimum of a California Department of Public Health water treatment plant operator certificate and distribution operator certificate, Grade 1

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the essential functions of the position.

**I have reviewed this Job Description with my Supervisor and agree with its contents.**

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Employee Signature

Date

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Supervisor Signature

Date

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Job Description - Treatment Plant/Distribution Operator I

**POLICY NUMBER:** 2345

### **Definition/Summary**

Under close supervision, positions in the Utility Operator I classification perform the more routine, repetitive and basic public water system facility maintenance and operational work.

### **Essential Functions**

- Performs a variety of basic field maintenance assignments on public water system facilities
- Performs vegetation management by mowing/cutting weeds, trees and brush as assigned
- Learns to operate automatic and manually controlled equipment, motors, and pumps used in the treatment and disinfection of water and distribution systems
- Learns to take samples at established times, performing standardized quality control tests, and adjust chemical feeders and other plant equipment
- Learns to document and interpret information necessary to determine the proper operation of treatment equipment, water conditions and distribution equipment
- Learns to provide customer service including resolving customer complaints
- Safely use hand and power tools to execute assignments
- Provides on-call services as assigned
- Work in a manner that observes proper work safety standards
- Understand and carry out written and verbal instructions
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities
- Working knowledge of Microsoft Office
- Performs other duties as assigned

### **Typical Physical Activities**

- Operates vehicles to travel to and from work assignments
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 100 pounds.
- Stoops, kneels, crouches, crawls, and climbs during maintenance and repair work
- Works in an environment with exposure to dust, dirt, chemicals and significant temperature changes between cold and heat
- Communicate clearly both orally and in writing
- Regularly uses common office/plant equipment such as telephones and computers

FPUD POLICY HANDBOOK

Policy #2345 "Job Description – Treatment Plant / Distribution Operator I"

Amended July 2008 & July 2014

- Stands and walks for extended time periods and in uneven terrain
- Hearing and vision within normal ranges with or without correction
- Routinely works in and around confined spaces

**Environmental Factors**

- Exposure to the sun: Considerable work time spent outside and exposed to the sun
- Work above floor level: Routinely work on ladders or other surfaces above the ground
- Temperature: Considerable work time in hard manual labor in cold and hot temperatures
- Humidity: Work in areas with unusually high humidity
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet
- Noise: Often assigned to work around unusually loud sounds
- Slippery surfaces: Routinely assigned to work on unusually slippery surfaces
- Oil: Some parts of the body in contact with oil or grease
- Dust: Works in or around areas with potentially significant levels of dust
- Irregular or extended work hours: Occasionally required to change working hours or work overtime
- On-call duties: The position is required to work on-call duties as assigned

**Minimum Requirements**

- Education: High school diploma is required
- Experience: One year of responsible work experience in performing facility maintenance and construction work
- Driver’s license: Possession of a valid California Class C driver’s license with a record free of multiple or serious traffic violations. Must obtain a Class A driver’s license within one year of appointment
- General certifications: Must obtain a minimum of a California Department of Public Health water treatment plant operator certificate and distribution operator certificate Grade 1 within one year of appointment

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the essential functions of the position.

**I have reviewed this Job Description with my Supervisor and agree with its contents.**

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Employee Signature Date

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Supervisor Signature Date

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Job Description - Administrative Assistant  
**POLICY NUMBER:** 2360

### **SUMMARY DESCRIPTION**

To perform a wide variety of specialized communication, secretarial and administrative support duties for the General Manager.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position class responsible for a wide range of executive level support and communication for the General Manager. Employee is expected to exercise a high degree of tact, discretion, trust, judgment and confidentiality in performing a wide variety of complex duties and assignments with only limited direction and supervision.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction 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.*

- Perform a wide variety of complex, confidential and self-initiated administrative support and communication duties as directed by the General Manager, including overseeing or preparing agendas, information packets, legal notices and the taking and transcribing of official minutes.
- Maintain records and files including confidential documents, records and reports.
- Coordinate and supervise responses to records request under the California Public Records Act.
- Coordinate District public outreach and information programs including preparing special presentations, brochures, displays, articles, news releases, media clipping services, and District customer newsletters.
- Maintain mailing lists and electronic distribution lists.
- Operate a variety of audio and visual equipment.
- Attend and represent the District at meetings and events.
- Research and prepare correspondence, memoranda, reports, e-mails, policies and procedures and other miscellaneous documents.
- Prepare purchase requisitions, budget transfers, expense reports and payroll records.
- Participate in budget preparation and administration including controlling expenditures.
- Receive and screen calls, visitors and correspondence and respond independently to inquiries and correspondence, or refer to appropriate personnel for action on behalf of the General

Manager.

- Monitor the status of pending inquiries and follow up as appropriate.
- Respond to customer or citizen inquiries, concerns and complaints.
- Supervise clerical and technical positions and direct consultants.
- Arrange and schedule meetings for the General Manager, Board President, Planning Committee and Financial Committee.
- Take dictation and summarize and type minutes of meeting from electronic recording devices and handwritten notes.
- Type finished copy from notes, typed copy, rough draft and oral instructions.
- Record documents at County Recorder's Office.
- Prepare, post and publish public notices and documents.
- Prepare and compose resolutions, certifications and other necessary documents.
- Assist in planning and implementing special events.
- Coordinate the timely preparation and filing of Statements of Economic Interest forms for Board members, applicable staff and consultants.
- Ensure compliance with applicable laws (e.g., Brown Act, Public Records Act, FPPC reporting and disclosure requirements).
- Coordinate the election process for the District with County and State election officials.
- Coordinate legal notices with media for various public hearings.
- Prepare and submit SB 90 claims to the State.
- Load agendas, minutes, newsletters and new releases onto District website.
- Recommend and assist in the implementation of goals and objectives and establish schedules and methods for the General Manager's office and implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of clerical and technical staff and coordinate staff training.
- Attend meetings and perform other duties as assigned by the General Manager.
- May serve as secretary at various meetings, as needed.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform other duties as required.

## **QUALIFICATIONS**

### **KNOWLEDGE OF:**

- Pertinent state and local laws, codes, regulations reporting and disclosure requirements including, but not limited to, the Brown Act, the Public Records Act, the Political Reform Act, election laws, Placer County document recording requirements, and procedures relating to the District and Board of Directors
- Methods and policies of records retention.
- Modern office practices and procedures.
- Basic administrative and accounting practices.
- Principles of fiscal, administrative research and report writing.
- The functions and operating procedures of local governance bodies and committees.
- Principles and practices of supervision, training and performance evaluation.
- Public relations practices and principles.

- Legal terminology, forms and procedures related to agendas, meetings and actions of the Board of Directors.
- Principles and practices of budget monitoring.
- English usage, spelling, grammar and punctuation.
- Modern office equipment including word processing, database and spreadsheet applications.
- Principles and practices of customer service.

**ABILITY TO:**

- Analyze situations carefully, recommend solutions, and adopt effective courses of action.
- Maintain confidential information and records.
- Learn the services, organization and functions of the District.
- Meet and communicate tactfully, effectively and calmly in stressful situations and/or when dealing with sensitive issues and people.
- Perform administrative support and public information duties with minimal supervision and direction.
- Exercise initiative and sound judgment in recognizing scope of authority.
- Handle multiple assignments.
- Work with interruptions.
- Accurately record and transcribe information and actions in official written minutes and other applicable documents.
- Work tactfully and effectively with elected and appointed officials, the public and staff.
- Follow oral and written instructions.
- Learn, interpret and apply Agency policies, procedures, laws and regulations.
- Take dictation and type at a speed consistent with timely completion of assignments and job duties.
- Screen and effectively route calls, mail, complaints and requests for information.
- Coordinate travel, training and meeting schedules and arrangements for the General Manager, Board of Directors and others as needed.
- Operate a computer using word processing, business software and other office equipment including audio-visual equipment.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train and evaluate assigned staff.

**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.
- 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:**

Six years of progressively responsible clerical, secretarial or administrative work. Experience providing administrative support to a governance board is highly desirable.

**Education:**

Equivalent to an Associate's degree from an accredited college or university in Public Administration, Business Administration, Political Science, Communications, Journalism, Public Relations or related field. Work experience may be substituted for education.

**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

## POLICY HANDBOOK

**POLICY TITLE:** Job Description - Customer Service Representative I  
**POLICY NUMBER:** 2380

### **SUMMARY DESCRIPTION**

To perform customer service related duties associated with collections 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 more routine duties in the assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry level class in the Customer Services Representative series. Positions in this class typically have little or no directly related work experience. The Customer Services Representative I is distinguished from the Customer Services Representative II level by the performance of less than the full range of duties assigned to the II level.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the General Manager and Customer Services Representative II.

**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.
- 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 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 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.
- 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, ordering of office supplies and the maintenance of records.
- 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.
- Modern office equipment including use of word processing, database 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 Agency 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. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years of general clerical experience which has included one year of public contact experience. Previous fee collection experience at a utility or governmental agency is desirable.

**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

## 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**  
**Policy #2390 - Compensation Grade and Range Chart**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
<b>Salary Range for Customer Service Representative I</b>									
Hourly	\$20.57	\$21.60	\$22.68	\$23.81	\$25.00	\$26.25	\$27.56	\$28.94	\$30.39
Bi-Weekly	\$1,645.60	\$1,728.00	\$1,814.40	\$1,904.80	\$2,000.00	\$2,100.00	\$2,204.80	\$2,315.20	\$2,431.20
Monthly	\$3,565.47	\$3,744.00	\$3,931.20	\$4,127.07	\$4,333.33	\$4,550.00	\$4,777.07	\$5,016.27	\$5,267.60
Annually	\$42,785.60	\$44,928.00	\$47,174.40	\$49,524.80	\$52,000.00	\$54,600.00	\$57,324.80	\$60,195.20	\$63,211.20
<b>Salary Range for Customer Service Representative II</b>									
Hourly	\$23.07	\$24.22	\$25.43	\$26.70	\$28.04	\$29.44	\$30.91	\$32.46	\$34.08
Bi-Weekly	\$1,845.60	\$1,937.60	\$2,034.40	\$2,136.00	\$2,243.20	\$2,355.20	\$2,472.80	\$2,596.80	\$2,726.40
Monthly	\$3,998.80	\$4,198.13	\$4,407.87	\$4,628.00	\$4,860.27	\$5,102.93	\$5,357.73	\$5,626.40	\$5,907.20
Annually	\$47,985.60	\$50,377.60	\$52,894.40	\$55,536.00	\$58,323.20	\$61,235.20	\$64,292.80	\$67,516.80	\$70,886.40
<b>Salary Range for Treatment Plant/Distribution Operator I</b>									
Hourly	\$22.30	\$23.42	\$24.59	\$25.82	\$27.11	\$28.47	\$29.89	\$31.38	\$32.95
Bi-Weekly	\$1,784.00	\$1,873.60	\$1,967.20	\$2,065.60	\$2,168.80	\$2,277.60	\$2,391.20	\$2,510.40	\$2,636.00
Monthly	\$3,865.33	\$4,059.47	\$4,262.27	\$4,475.47	\$4,699.07	\$4,934.80	\$5,180.93	\$5,439.20	\$5,711.33
Annually	\$46,384.00	\$48,713.60	\$51,147.20	\$53,705.60	\$56,388.80	\$59,217.60	\$62,171.20	\$65,270.40	\$68,536.00
<b>Salary Range for Treatment Plant/Distribution Operator II</b>									
Hourly	\$24.95	\$26.20	\$27.51	\$28.89	\$30.33	\$31.85	\$33.44	\$35.11	\$36.87
Bi-Weekly	\$1,996.00	\$2,096.00	\$2,200.80	\$2,311.20	\$2,426.40	\$2,548.00	\$2,675.20	\$2,808.80	\$2,949.60
Monthly	\$4,324.67	\$4,541.33	\$4,768.40	\$5,007.60	\$5,257.20	\$5,520.67	\$5,796.27	\$6,085.73	\$6,390.80
Annually	\$51,896.00	\$54,496.00	\$57,220.80	\$60,091.20	\$63,086.40	\$66,248.00	\$69,555.20	\$73,028.80	\$76,689.60
<b>Salary Range for Treatment Plant/Distribution Operator III</b>									
Hourly	\$26.85	\$28.19	\$29.60	\$31.08	\$32.63	\$34.26	\$35.97	\$37.77	\$39.66
Bi-Weekly	\$2,148.00	\$2,255.20	\$2,368.00	\$2,486.40	\$2,610.40	\$2,740.80	\$2,877.60	\$3,021.60	\$3,172.80
Monthly	\$4,654.00	\$4,886.27	\$5,130.67	\$5,387.20	\$5,655.87	\$5,938.40	\$6,234.80	\$6,546.80	\$6,874.40
Annually	\$55,848.00	\$58,635.20	\$61,568.00	\$64,646.40	\$67,870.40	\$71,260.80	\$74,817.60	\$78,561.60	\$82,492.80
<b>Salary Range for Treatment Plant/Distribution Operator IV</b>									
Hourly	\$29.23	\$30.69	\$32.22	\$33.83	\$35.52	\$37.30	\$39.17	\$41.13	\$43.19
Bi-Weekly	\$2,338.40	\$2,455.20	\$2,577.60	\$2,706.40	\$2,841.60	\$2,984.00	\$3,133.60	\$3,290.40	\$3,455.20
Monthly	\$5,066.53	\$5,319.60	\$5,584.80	\$5,863.87	\$6,156.80	\$6,465.33	\$6,789.47	\$7,129.20	\$7,486.27
Annually	\$60,798.40	\$63,835.20	\$67,017.60	\$70,366.40	\$73,881.60	\$77,584.00	\$81,473.60	\$85,550.40	\$89,835.20
<b>Salary Range for Treatment Plant/Distribution Operator V</b>									
Hourly	\$31.70	\$33.29	\$34.95	\$36.70	\$38.54	\$40.47	\$42.49	\$44.61	\$46.84
Bi-Weekly	\$2,536.00	\$2,663.20	\$2,796.00	\$2,936.00	\$3,083.20	\$3,237.60	\$3,399.20	\$3,568.80	\$3,747.20
Monthly	\$5,494.67	\$5,770.27	\$6,058.00	\$6,361.33	\$6,680.27	\$7,014.80	\$7,364.93	\$7,732.40	\$8,118.93
Annually	\$65,936.00	\$69,243.20	\$72,696.00	\$76,336.00	\$80,163.20	\$84,177.60	\$88,379.20	\$92,788.80	\$97,427.20
<b>Salary Range Operations Supervisor</b>									
Hourly	\$42.53	\$44.66	\$46.89	\$49.23	\$51.69	\$54.27	\$56.98	\$59.83	\$62.82
Bi-Weekly	\$3,402.40	\$3,572.80	\$3,751.20	\$3,938.40	\$4,135.20	\$4,341.60	\$4,558.40	\$4,786.40	\$5,025.60
Monthly	\$7,371.87	\$7,741.07	\$8,127.60	\$8,533.20	\$8,959.60	\$9,406.80	\$9,876.53	\$10,370.53	\$10,888.80
Annually	\$88,462.40	\$92,892.80	\$97,531.20	\$102,398.40	\$107,515.20	\$112,881.60	\$118,518.40	\$124,446.40	\$130,665.60
<b>Salary Range Administrative Assistant</b>									
Hourly	31.32	\$32.89	\$34.53	\$36.26	\$38.07	\$39.97	\$41.97	\$44.07	\$46.27
Bi-Weekly	\$2,505.60	\$2,631.20	\$2,762.40	\$2,900.80	\$3,045.60	\$3,197.60	\$3,357.60	\$3,525.60	\$3,701.60
Monthly	\$5,428.80	\$5,700.93	\$5,985.20	\$6,285.07	\$6,598.80	\$6,928.13	\$7,274.80	\$7,638.80	\$8,020.13
Annually	\$65,145.60	\$68,411.20	\$71,822.40	\$75,420.80	\$79,185.60	\$83,137.60	\$87,297.60	\$91,665.60	\$96,241.60

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:**                **Illness and Injury Prevention Program**  
**POLICY NUMBER:**        **3010**

**Safety Policy: No function at Foresthill Public Utility District is so critical as to require or justify a compromise of safety and health.**

We believe everyone benefits from a safe and healthy work environment. We are committed to maintaining a safe workplace and to complying with applicable laws and regulations governing safety.

To achieve this goal, the Foresthill Public Utility District has adopted an **Injury & Illness Prevention Program** (the IIPP). This program is everyone's responsibility as we work together to identify and eliminate conditions, practices, policies and procedures compromising safety.

To this end, each and every manager, supervisor and employee have the authority to take action to prevent mishaps.

It takes positive and genuine effort to assure a safe work environment. The alternative is wasted money and wasted time due to occupational injuries and illnesses and their associated pain and suffering.

Our expectations are everyone will:

1. Do the right thing the first time.
2. Seek to integrate safety into all tasks.
3. Avoid taking short cuts.
4. Take time to assure a safe workplace.
5. Have a safe and healthy work experience here at Foresthill Public Utility District.

Please join me in striving to achieve our ultimate goal of an injury-free organization.

---

Hank White, General Manager

---

Date

## **Responsibilities**

### 1. General Manager

The General Manager is responsible for overseeing the IIPP is implemented.

Duties include, but are not limited to:

- a. Ensuring all managers and supervisors actively support the IIPP.
- b. Providing the funding necessary to maintain an effective and compliant safety program.

### 2. Managers & Supervisors

Managers & Supervisors have the responsibility of providing a safe place to work including facilities, equipment, standards and procedures, adequate supervision and recognition for a job done properly. They are responsible for training all of their employees to perform their jobs properly and safely. They teach, demonstrate, observe, and enforce compliance with established safety standards.

### 3. IIPP Administrator

The IIPP Administrator has the responsibility for the implementation, maintenance, and update of the IIPP.

### 4. Employees

Employees have the responsibility of performing their tasks properly and safely. They are to assure themselves they know how to do the job properly, and ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training. They should never undertake any task, job, or operation unless they are able to perform it safely.

## **Compliance**

### 1. Management Responsibility

Management is responsible for ensuring organizational safety and health policies are clearly communicated and understood by employees. Managers & supervisors are expected to enforce the rules fairly and uniformly.

### 2. Employee Responsibility

All employees are responsible for using safe work practices, for following directives, policies and procedures, and for assisting in maintaining a safe work environment.

### 3. Performance Evaluations



- a. As part of manager & supervisor regular performance evaluations, they are evaluated on what they have done to ensure a safe workplace for their respective employees. They are also evaluated on their positive or negative loss results.
- b. As part of employee regular performance reviews, they are evaluated on their compliance with safe work practices.

#### 4. Recognition

Managers & supervisors and employees who make a significant contribution to the maintenance of a safe workplace, as determined by their superiors, receive written acknowledgment maintained in their personnel files.

#### 5. Employee Training

Employees who are unaware of correct safety and health procedures are trained or retrained.

#### 6. Employee Correction

Employees who fail to follow safe work practices and/or procedures, or who violate organizational rules or directives, are subject to disciplinary action, up to and including termination in accordance with the organization's personnel-related policies and procedures.

Managers and supervisors correct safety violations in a manner considered appropriate by organizational management.

A suggested pattern for normal correction is as follows.

- a. First Offense - The employee is given verbal counseling.
- b. Second Offense - The employee is given a written warning. The documentation outlines the nature of the offense, what action the employee must take to correct the problem, and warns the employee another violation will result in suspension.
- c. Third Offense - The employee is given a one working day suspension with pay for the purpose of considering whether s/he truly wants to be part of the organization. If yes, upon return, the employee completes an action plan for correcting their behavior and working with the organization within a positive safety culture.
- d. Termination - When an employee is terminated, specific and documented communication as outlined above must have occurred.

Notwithstanding the above, the organization reserves the right to correct in any fashion it deems appropriate, including the right to terminate immediately an employee for a safety violation.

### **Communication**

1. Two-Way Communication

Management recognizes open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

2. The Organization's System of Communication

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form readily understandable.

- a. An orientation program is given to all new employees and includes a review of the IIPP and a discussion of policies and procedures employees are expected to follow. This program is documented on the *New Employee Safety Orientation Checklist*.
- b. The organization has safety meetings where safety is freely and openly discussed by all present. Such meetings are held monthly and all employees are expected to attend and are encouraged to participate in discussion. All such meetings are documented on the *Employee Meeting & Training Report Form*.
- c. From time to time, written safety notifications are included with paychecks or are posted on organization bulletin boards.
- d. Other methods of communicating pertinent health and safety information are used as they are identified.

3. Safety Suggestions and Hazard Reporting

- a. All employees are encouraged to inform their supervisors, or other management personnel of any matter which they perceive to be a workplace hazard, or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement.

This reporting can be done orally or preferably in writing on the *Identified Problem Report Form*. If done in writing, the notification may be given directly to the supervisor, the IIPP Administrator or other management personnel, or placed in a suggestion box.

- b. If an employee wishes to report anonymously, a hazard, safety suggestion, or other safety problem he or she can complete an *Identified Problem Report Form*, not filling in their name.
- c. **No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.**
- d. Management reviews all suggestions and hazard reports.
- e. If employees provide their names in regard to the notification, they are informed of what is being done - within 5 working days of receipt.

## **Hazard Identification & Evaluation**

Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

### 1. Safety Inspections

Internal safety inspections are conducted on a monthly basis for all shop and maintenance facilities. Safety inspections are conducted for all office areas at least annually. Hazards found are corrected on the spot or recommendations are submitted for future corrections. Inspections are documented on the *Safety Inspection Form/Action Form*.

### 2. Additional Inspections

Inspections are also conducted in accordance with Cal-OSHA requirements:

- a. Whenever new substances, processes, procedures or equipment present a new safety or health hazard.
- b. Whenever management/supervision become aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.

## **Injury/Illness Investigation**

### 1. Investigation

All accidents resulting in injury or property damage, however slight, including *near-hits*, are investigated to determine the primary and contributing causes within seven working days of the initial report. This information is documented on the *Investigation Report* and analyzed to assist in obtaining corrective actions to prevent similar accidents from occurring in the future. The responsibility to see this investigation is performed rests with the IIPP Administrator.

### 2. Reporting

All facts, findings, and recommendations are documented on an accident investigation report. Management reviews accident investigation reports with a view towards determining adequacy of corrective action.

## **Correction of Hazards**

When a hazard exists it is corrected on a timely basis based on the severity of the hazard. If imminent danger exists to any employees, management and supervision remove these employees from the danger at once, and personnel who are provided with the necessary safeguards correct the hazard. Documentation of hazard corrections is completed on at least one of the following forms:

1. *Identified Problem Report Form*
2. *Investigation Report Form*
3. *Safety Inspection Form/Action Plan*

## **Training**

### 1. Orientation - New Employees

- a. The IIPP Administrator and/or the Operations Supervisor conduct the initial orientation on general safety within the first two days the new employee is on the job.
- b. The orientation is documented on the *New Employee Safety Orientation Checklist*.
- c. All employees are provided with a copy of the IIPP and sign the *Acknowledgment of Receipt of the Injury & Illness Prevention Program (IIPP)*.
- d. All new hires are also given a copy of the organization's *General Code of Safe Practices*, and sign the *Acknowledgment of Receipt of the General Code of Safe Practices*.

### 2. Initial On-The-Job Training

When an employee first starts to work, a manager/supervisor trains the employee in all aspects of safety for the purpose of educating the new employee on the hazards of the work environment and the required safety procedures to mitigate those hazards.

The manager/supervisor conducts this training and documents it on the *Employee Meeting & Training Report Form*.

### 3. Specific Organization-Wide Training

#### a. Disaster Preparedness

This training includes the organization's disaster preparation structure and how the employee fits into the structure, i.e., what the employee is to do under specific circumstances, such as fire, earthquake, medical emergency, and bomb threat.

#### b. First Aid, CPR, and Bloodborne Pathogen Training

Designated employees receive first aid, CPR, and bloodborne pathogen training in accordance with the American Red Cross and/or American Heart Association requirements.

#### c. Defensive Driver Training

All employees who may drive on organization business receive defensive driver training not less than every three years. Driving on organization business includes driving organization vehicles as well as personal vehicles.

d. Ergonomics

All employees receive ergonomic training for their specific jobs. As a minimum, each employee receives training on proper lifting techniques and, if necessary, computer workstation design.

All specific organization-wide training is documented on the *New Employee Meeting & Training Report Form*.

4. Retraining

Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods. Managers, supervisors, and the IIPP Administrator perform retraining:

- a. When an existing employee changes job functions.
- b. On at least an annual basis as a refresher program.

Such training includes general workplace safety, job-specific hazards, and/or hazardous materials, as applicable.

All retraining is documented on the *New Employee Meeting & Training Report Form*.

5. Specialized Training

- a. Supervisors are trained in their responsibilities for the safety and health of their employees. Such training includes both safety management and technical subjects.

Supervisors are trained in the hazards and risks faced by the employees under their immediate direction.

- b. Managers, supervisors and the IIPP Administrator:

- 1) Determine safety-training needs
- 2) Implement new training programs.
- 3) Evaluate the effectiveness of these programs.

- c. In addition, training is provided whenever:

- 1) New substances, processes, procedures or equipment pose a new hazard and there is a lack of skill or knowledge to deal with the situation.
- 2) Management, supervision, the IIPP Administrator become aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.

All specific specialized training is documented on the *New Employee Meeting & Training Report Form*.

### **Recordkeeping Summary**

In coordination with other management, the IIPP Administrator is responsible for maintaining all documentation relating to the implementation of the IIPP:

1. For the purpose of displaying a tracking history of occupational safety and health programs and activities, all documents are maintained for a minimum of one year plus the current year, unless otherwise stated.

For example, at the end of each year, the prior year's documents are removed from the files. During the next year, current year documents are maintained along with the just-past year's documents.

2. Specific records are maintained for each of the topics within the IIPP to include, but not be limited to:

- a. Employee Recognition and Correction
- b. Safety Meetings and Other Safety Communication  
Form – *Employee Meeting & Training Report Form*
- c. Safety Suggestions and Hazard Reporting  
Form – *Identified Problem Report Form*
- d. Hazard Identification and Correction  
Form – *Safety Inspection Form/Action Plan*
- e. Occupational Injury & Illness Investigations  
Form – *Investigation Report*
- f. Safety Meetings and Training  
Form – *New Employee Safety Orientation Checklist* – for each individual employee; filed in personnel file  
Form – *Employee Meeting & Training Report Form* – for each meeting and/or training session  
Form – *Record of Training Form* – record of all training received by each employee
- g. Receipt of IIPP and GCSP  
Form – *Acknowledgement of Receipt of the Injury & Illness Prevention*  
Form – *Acknowledgement of Receipt of the General Code of Safe Practices*

## **General Code of Safe Practices (Formerly FPUD Policy #3010.80)**

All employees shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to their immediate supervisor.

Supervising employees shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as necessary to obtain observance.

Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition, and will be subject to the discipline specified in Policy #2190.

Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.

Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.

No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.

Employees shall not enter manholes, underground vaults, chambers or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.

Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to their immediate supervisor.

Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.

Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their immediate supervisor.

All injuries shall be reported promptly to the injured employee's immediate supervisor so that arrangements can be made for medical or first aid treatment.

When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used

Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.

Employees shall cleanse thoroughly after handling hazardous or unhealthy substances, and follow special instructions from authorized sources.

Work shall be so arranged that employees are able to face a ladder and use both hands while climbing.

Gasoline shall not be used for cleaning purposes.

No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the employee's immediate supervisor.

Any damage to scaffolds, false work, shoring or other supporting structures shall be immediately reported to the employee's immediate supervisor.



**Enclosures (in alphabetical order)**

Forms to Implement the IIPP

1. Acknowledgement of Receipt of the Injury & Illness Prevention Program and General Code of Safe Practices
2. Safety Inspection Form/Action Plan
3. Investigation Form

3010 Illness Injury Prevention Program Revised 02 11 15.docx

**FORESTHILL PUBLIC UTILITY DISTRICT**

**Acknowledgment of Receipt of the**

***The Injury & Illness Prevention Program***

**and**

***The General Code of Safe Practices***

I understand it is my duty to become thoroughly familiar with and abide by the rules and regulations identified in the *Injury & Illness Prevention Program (IIPP)* and the *General Code of Safe Practices (GCSP)*.

I received the **FORESTHILL PUBLIC UTILITY DISTRICT'S** IIPP and GCSP on \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

File: Employee Personnel File

**FORESTHILL PUBLIC UTILITY DISTRICT**  
**ACKNOWLEDGMENT OF RECEIPT OF THE**  
***GENERAL CODE OF SAFE PRACTICES***  
***And***  
***The Injury & Illness Prevention Program***

I understand it is my duty to become thoroughly familiar with and abide by the rules and regulations identified in the *General Code of Safe Practices* (GCSP).

I received the **FORESTHILL PUBLIC UTILITY DISTRICT'S** GCSP and IIPP on \_\_\_\_/\_\_\_\_/\_\_\_\_ (date), and I acknowledge I understand it.

Name: \_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

**FORESTHILL PUBLIC UTILITY DISTRICT**  
**Safety Inspection Form/Action Plan – Location ( \_\_\_\_\_ )**  
*Page 1 of \_\_\_\_*

<b>Facility Inspected:</b>	<b>Name of Inspector (s):</b>
<b>Date of Inspection:</b>	<b>Date of Report:</b>
<b># of items corrected from previous inspections:</b>	____ out of ____
<b># of items uncorrected from previous inspections:</b>	____
<b># of items uncorrected in <u>this</u> inspection:</b>	____
<b># of items corrected on the spot in <u>this</u> inspection:</b>	( ____ )
<b># of total items remaining uncorrected in this report:</b>	____
<b>Number (%) of total items uncorrected by priority:</b>	
<b>Priority – Life Threatening</b>	____ ( ____% )
<b>Priority – I</b>	____ ( ____% )
<b>Priority – II</b>	____ ( ____% )
<b>Priority – III</b>	____ ( ____% )

Report Recipients: \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_

*For information regarding this inspection, please contact:*

\_\_\_\_\_

**Key**  
 ✓C = Check (✓) this column when the action is corrected  
 P = Priority (LT-Life Threatening, I-Urgent, II-Necessary, III-Desirable)  
 \$ = Estimated amount to correct (L = \$0 to \$250, M = \$251 to \$1000, H = \$1001 +, T = Time Only)



**FORESTHILL PUBLIC UTILITY DISTRICT**

**INVESTIGATION REPORT (Occupational Injury or Illness)**

Time is of the essence. Please be as complete and concise as possible. If you need additional space, please use additional sheets of paper and note the paragraph number and letter. The information you provide should help prevent a similar occupational injury or illness in the future.

**1. WHO**

1.a. Name of Injured Employee: \_\_\_\_\_

1.b. Date of Hire: \_\_\_\_\_

1.c. Normal Occupation of Employee (Job Classification):  
\_\_\_\_\_

1.d. Name(s) of Witness(es):  
\_\_\_\_\_

**2. WHEN**

2.a. Date of Incident: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

2.b. Time of Incident: \_\_\_\_\_ AM \_\_\_\_\_ PM

2.c. Work Start Time: \_\_\_\_\_ AM \_\_\_\_\_ PM

2.d. Date Reported to You: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

2.e. Time Reported: \_\_\_\_\_ AM \_\_\_\_\_ PM

2.f. Did Employee Leave Work Due to Incident? \_\_\_\_\_ Yes \_\_\_\_\_ No

2.g. Did Employee Return to Work? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, When (Date and Time): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ AM \_\_\_\_\_ PM

**3. WHERE (Describe Where the Incident Happened):**  
\_\_\_\_\_

**4. WHAT**

4.a. Describe the Injury or Illness, such as cut, strain, fracture, skin rash:  
\_\_\_\_\_

4.b. What Part of the Body was Affected, such as back, left wrist, right eye, lungs:  
\_\_\_\_\_

4.c. What was employee doing when injured? (Be specific by identifying tools, equipment or materials being used) Use additional paper, if necessary.  
\_\_\_\_\_

5. **HOW AND WHY** Did any of the following factors have anything to do with how and why the incident occurred? If you answer YES or PARTLY please provide further information. Do whatever you need to do to determine whether these factors were involved.

Factors	Yes	Partly	No
a. Lack of knowledge or skill			
b. Error			
c. Lack of (or incorrect) policies, procedures, rules			
d. Lack of (or insufficient) safety training			
e. Too many demands and/or pressures			
f. Lack of sufficient number of people to do the work			
g. Hazards			
h. Insufficient, improper, or unrepaired equipment and/or tools			
i. Incorrect design of facilities, equipment, materials			
j. Inattention			
k. In a hurry			
l. Anything else?			

6. **PREVENTABILITY**

In your opinion, was this incident preventable? (Circle your answer): Yes No  
Why?

7. 7.a. What is the LOSS SEVERITY POTENTIAL? (Circle your answer):

Major Serious Minor

7.b. What is the PROBABLE RECURRENCE RATE? (Circle your answer):

Frequent Occasional Rare

8. **CORRECTIVE ACTION** What actions have or will be taken to prevent a recurrence?

	<u>Corrective Actions</u>	<u>Target Completion Date</u>	<u>Actual Completion Date</u>
8.a.			
8.b.			
8.c.			
8.d.			

9. 9.a. Investigator's Name (Print): \_\_\_\_\_

9.b. Title: \_\_\_\_\_

9.c. Investigator's Signature: \_\_\_\_\_

9.d. Date: \_\_\_\_\_

10. File a copy in the employee's personnel file and any other investigation files.

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Hearing Conservation Program  
**POLICY NUMBER:** 3015

**3015.10** PURPOSE - The purpose of this policy is to communicate requirements for a Hearing Conservation Program and to establish district-wide standards for compliance with these requirements.

**3015.20** POLICY - It is Foresthill Public Utility District's policy to protect its employees from hearing loss caused by exposure to high noise levels during the course of district employment. Employees need to be aware that a great deal of hearing loss is often attributable to activities outside of work. They should assume responsibility for protecting themselves by wearing hearing protection while doing outside-of-work activities such as cutting wood with a chain saw, using a leaf blower, using a wood chipper, shooting guns, using power tools, etc. Employees who file hearing loss claims against the District's workers compensation insurance for injuries sustained away from work are hurting their fellow employees financially.

**3015.21** The District intends to minimize noise exposure to its employees through good design and engineering practices. Most often, employees are either in a noise-reduced environment or are working in an area where the noise is non-existent due to machinery being shut down.

**3015.30** DEFINITIONS -

Action Level: A noise exposure equivalent to an eight-hour time-weighted average sound level of 85 dBA.

Audiometric Test: A test of an individual's hearing threshold level at various frequencies. Threshold levels are recorded as a function of frequency on an audiogram.

Baseline Audiogram: The audiogram, usually the first one taken, against which future audiograms are compared.

Decibels, A-weighted (dBA): A unit of measurement of sound level corrected by a sound level meter to the A-weighted scale.

High Noise Level Areas: Areas where it has been determined by sound level measurements that the noise level is 85 dBA or greater.



Standard Threshold Shift (STS): A change in hearing acuity that exceeds an average of 10 decibels or more at the 2000, 3000 and 4000 Hz frequencies, in either ear, relative to the baseline audiogram.

Time-Weighted Average (TWA): A calculated average of noise level exposures experienced by employees over an eight-hour period. It is based on the intensity of the noise and the length of exposure time experienced by employees.

**3015.40** PROGRAM ELEMENTS -

**3015.41** Audiometric Testing:

**3015.411** Annual audiometric testing shall be made available to employees whose current job responsibilities expose them to noise at or above the action level.

**3015.412** Only those employees who currently are in classifications listed in Exhibit A, or who specifically have been identified through personal or area monitoring as having noise exposures at or above the action level, are to be included in the annual testing.

**3015.413** Employees shall be notified of test results and, depending upon the results, of the need for any further medical evaluation by a physician.

**3015.414** Audiometric test records and personal or area monitoring records which are used to determine employee noise exposures shall be retained in accordance with Section 3015.45, Record Keeping.

**3015.42** Posting:

**3015.421** A copy of Article 105, Control of Noise Exposure, of the Cal/OSHA Standards (Exhibit B) shall be posted conspicuously at locations where employees covered by this policy normally report for work. A copy of the standard also shall be made available, upon request, to employees or their representatives.

**3015.422** All high noise level areas and equipment and power tools which emit noise in excess of 85 dBA shall be posted, using signs and decals approved for that purpose (Exhibit C). Signs shall be posted at all entrances and shall be placed so that they will be observable by employees.

**3015.43** Hearing Protection:

**3015.431** Whenever feasible, control measures will be implemented to keep

employee noise exposure below the action level. Measures may include:

**3015.4311** Administrative controls which limit the duration of exposure. Examples include: limiting the amount of time an employee must work in a high noise area; and, rotating employees assigned to work in a high noise level area so that individual employee exposure is below the action level.

**3015.4312** Engineering controls that reduce sound levels by modifying the noise source or noise path between the source and the employee. Examples include: installing permanent, effective sound barriers around noisy equipment; adding a sound-dampened control or operators' room; replacing existing equipment with quieter models; and, redesigning existing equipment or work areas to reduce the noise level.

**3015.432** Hearing protectors (e.g., inserts, muffs, etc.) must be worn by employees continuously while exposed to noise levels equal to or greater than 85 dBA, and while working in posted high noise level areas or with high noise emitting equipment and power tools. Note: the California Vehicle Code prohibits the use of muff-type hearing protectors, but allows the use of custom or molded ear plugs while driving.

**3015.433** Hearing protectors shall be provided by the district and must be able to attenuate noise exposures to below 85 dBA.

**3015.44** Training:

**3015.441** Training shall be provided annually to all employees who are exposed to noise levels equal to or greater that 85 dBA and shall, as a minimum, discuss:

**3015.4411** The effects of noise on hearing.

**3015.4412** The purpose of hearing protectors; the advantages, disadvantages, and attenuation of the various types; and, the proper selection, fitting, use and care of hearing protectors.

**3015.442** Training on the proper fitting, use, and care of hearing protectors shall be provided to those employees identified through audiometric testing as having a standard threshold shift (STS).

**3015.443** All training shall be documented and maintained in accordance with Section 3015.45, Record Keeping.

**3015.45** Record Keeping:

**3015.451** Personal or area monitoring records used to determine employee noise exposures must be retained for at least two (2) years. The records are maintained in

the District's main office.

**3015.452** Employee audiograms must be retained for the duration of the employee's employment. The audiograms are maintained in the District's main office.

**3015.453** Annual training and STS training records must be kept for at least three (3) years.

**3015.50** RESPONSIBILITIES:

**3015.51** Divisions/Departments - Supervisory/management employees are responsible for ensuring that:

**3015.511** Equipment and power tools which emit noise at or above 85 dBA, and high noise areas within their respective areas are identified and posted.

**3015.512** Feasibility of engineering and administrative controls is considered.

**3015.513** Scheduling and coordination of annual audiometric testing is accomplished.

**3015.514** Only those employees having noise exposures at or above the action level are included in the annual testing and that employees to be tested are available for scheduled appointments.

**3015.515** Employees receive the required annual training and, if applicable, STS training.

**3015.516** Hearing protectors are available to employees and are worn as required.

**3015.517** Supervisors follow district requirements when an employee reports a possible work-related hearing loss.

**3015.52** Business Manager – The Business Manager is responsible for scheduling and coordinating audiometric tests directly with the district's audiometric testing contractor. In addition, the Business Manager is responsible for:

**3015.521** Providing the audiometric testing contractor with a list of employees to be tested.

**3015.522** Providing supervisors with either a list of the job classifications to be tested (Exhibit A), or a list of specific employees to be tested.

**3015.523** Providing guidance and technical assistance, as requested, to assess or reassess specific employee noise exposures and area sound levels, and for assisting divisions and departments in establishing a hearing conservation training program. In addition, the Business Manager is responsible for administration of the Hearing Conservation Program including:

**3015.5231** Updating the list of classifications which are to be included in the annual testing program.

**3015.5232** Negotiating and managing the contract for outside audiometric testers.

**3015.5233** Notifying employees of audiometric test results, and depending upon the results, the need for any further medical evaluation by a physician.

**3015.5234** Processing industrial injury claims submitted by employees who believe they have work-related hearing losses.

**3015.5235** Providing supervisory/management employees with the names of employees having STS.

**3015.53** Employees - Employees are responsible for wearing hearing protectors as required by this policy.

**3015.60** EXHIBITS:

- Exhibit A - Guidelines for the Selection, Fitting, and Care of Hearing Protection
- Exhibit B - Standard Threshold Shift Trainer's Guide
- Exhibit C - STS Counseling Checklist

## **EXHIBIT A**

### **GUIDELINES FOR THE SELECTION, FITTING, AND CARE OF HEARING PROTECTION**

#### GENERAL SELECTION GUIDELINES

As a general guideline for noise levels: if you must shout in order to be heard three feet away, the noise levels are probably 85 dB or more.

Select the hearing protector with the best NRR (noise reduction rating) AND the most comfortable fit. See the note below regarding NRRs.

For adequate protection against exposure at sound levels above 100 dB for extended periods of time, you should wear a combination of ear plugs and earmuffs. This provides about 7 dB of extra protection above the NRR of the hearing protector with the highest NRR rating. For example, if the NRR of the plugs is 33 dB, then adding any pair of muffs would result in an approximate NRR of  $33 + 7 = 40$  dB.

In general, ear plugs provide better protection than ear muffs. Ear plugs provide better protection in low frequency noise areas.

Banded ear canal caps, like the E-A-R Caboflex, are appropriate only for intermittent use, such as walking through a noisy area.

Employees who wear hearing aids have two selection options for hearing protectors: (1) wear ear muffs over their hearing aid, or (2) remove the hearing aid and wear ear plugs. The option chosen will depend on the degree of hearing loss and the possibility of creating any safety hazard for the employee or other workers. The employee's doctor should provide guidance regarding the correct hearing protection option.

#### NOTES ABOUT NOISE REDUCTION RATINGS (NRR)

Each hearing protector must list its NRR on the packaging. The NRR is determined under ideal laboratory conditions using an ANSI method.

The NRR can be used to compare different hearing protectors; however, differences of 3 dB or less are insignificant.

The NRR alone should NOT be used to calculate how much of a noise reduction the hearing protector gives to the wearer under actual field conditions. Under normal use, the actual amount of noise reduction is about one-half of the stated NRR.

## FITTING AND CARE

### *General Guidelines*

All resilient parts, such as ear flanges, earmuff cushions, foam plugs, etc., must be intact and flexible so that a good acoustical seal can be obtained.

For all types of earplugs, insertion is easier and more effective if the outer ear (pinna) is pulled outward and upward. This straightens and opens the ear canal. This technique is normally illustrated on the packaging of the earplugs.

Plugs should be inserted into the right ear using the right hand and into the left ear with the left hand. The pinna is pulled with the opposite hand by reaching behind or over the head. This allows the hand inserting the plug to have the best line of approach for proper fitting.

### *Foam Plugs*

Roll the plug into the smallest, crease-free diameter cylinder as possible. Crease-free rolling is accomplished by squeezing lightly as one begins rolling, and then applying progressively greater pressure as the plug becomes more tightly compressed.

Hold the plug in place until it expands to just fill the ear canal (about 10-15 seconds).

Foam plugs should not be readjusted while in the ear. If the initial fit is unacceptable, remove the plugs, reroll and reinsert them.

### To Check For Proper Insertion:

Remove the plug after wearing it for 1 or 2 minutes. If it was well fitted it should appear free of creases or wrinkles. The still partially compressed portion of the plug will indicate that at least one-half of its length had extended into the ear canal.

### Care

These plugs are considered disposable after each use. If desired, they may be washed in a mild soap solution and air-dried.

Discard plugs if they harden or do not re-expand to their original size and shape.

## *Molded Plugs*

### To Insert:

Insert the plug until it feels like it's sealing. A properly inserted plug will create a blocked-up feeling due to the airtight seal.

### To Check For Proper Insertion:

The seal can be tested by gently pumping the plug in and out of the ear canal. When a proper acoustic/pneumatic seal is present, the pumping motion will cause minor pressure changes in the ear that the wearer should be able to detect.

Remove these plugs using a slight twisting or rocking motion to break the seal.

### Care

These are reusable plugs. Wash them in warm, soapy water, rinse well and air dry.

These plugs should last several months or more depending on the work environment, body chemistry, and proper cleaning of the plugs.

Replace the plugs if they shrink, harden, tear, crack, or become permanently deformed.

## *Ear Muffs*

### To Fit

Place muffs over the head. The muffs should fully enclose the ears to seal against the head.

Adjust the headband so the cushions exert even pressure around the ears. Pull hair back and out from beneath the cushions.

Eyeglass temples should fit close to the side of the head and be as thin as practical to reduce their effect on the ability of the cushions to seal around the hear. The loss in attenuation that temples create, with cushions in good condition, is normally 3-7 dB.

### Care

Cushions on earmuffs should be washed with warm, soapy water - not solvents.

Cushions should be replaced twice a year, or whenever they become stiff, cracked, or do not seal.

Replace the earmuffs if the headband tension decreases sufficiently to affect the muff's ability to seal against the head.



**EXHIBIT B**  
**STANDARD THRESHOLD SHIFT TRAINER'S GUIDE**

**IN PREPARATION FOR THE TRAINING:**

1. Review the following documents:
  - STS Counseling Checklist (Exhibit C);
  - Guidelines for the Selection, Fitting, and Care of Hearing Protection (Exhibit A).
2. Order a selection of hearing protectors to use for demonstrations during the training.
3. Arrange for a room. Allow about 30 minutes to retain 1-2 employees.
4. Contact the employees and provide the date, time, and location of the meeting. Explain that the purpose of the meeting is to retrain them in the proper selection, use, and care of hearing protectors. OSHA requires this retraining because of a change in their hearing called a Standard Threshold Shift (STS).
5. Remind the employees that the hearing test contractor sent their hearing test results to their home. (The Business Manager maintains a file of employees' annual hearing test results.)
6. Ask the employees to bring the hearing protectors they typically use to the meeting as a training aid.
7. Have a copy of the STS Counseling Checklist (Exhibit C) for each employee to be trained. The checklist will be used to ensure that all required training elements are covered and documented.

**TRAINING PRESENTATION**

1. Reiterate the purpose of the retraining.
2. Show the different types of hearing protectors available. Demonstrate the use of each type, if desired.
3. Cover all items on the STS Counseling Checklist.
4. Sign and date the STS Counseling Checklist and ask the employee to sign to document the training. Give the employee a copy of the checklist.
5. Keep the original STS Counseling Checklist with your other OSHA-required training records for three (3) years.

**EXHIBIT C**

## STS COUNSELING CHECKLIST

\_\_\_\_ 1. Explain that a STANDARD THRESHOLD SHIFT is an average change in hearing of 10 decibels (dB) or greater as compared to the baseline audiogram, measured over the frequencies of 2000, 3000, and 4000 Hertz (Hz). This change is also called an OSHA SHIFT. It may be present in only one ear. An example of calculating an STS follows.

### AUDIOGRAM EXAMPLE FOR ONE EAR

FREQUENCY IN HZ	BASELINE THRESHOLDS IN dB	ANNUAL THRESH- OLDS IN dB	CHANGE FROM BASELINE
500	5	5	0
1000	5	5	0
2000	0	10	+10
3000	5	20	+15
4000	10	35	+25
6000	10	15	50

Taking the values for 2000, 3000 and 4000 Hz, there are changes in hearing threshold of 10, 15 and 25 dB, respectively.

$$\text{STS} = \frac{(10+15+25)}{3} = \frac{50}{3} = 16.7 \text{ dB}$$

\_\_\_\_ 2. Explain that an STS is different than a COMPENSABLE HEARING LOSS which is defined by the California Workers' Compensation Law. For a compensable hearing loss, a formula is used to determine the amount of hearing disability in the speech frequencies of 500, 1000, 2000 and 3000 Hz.

\_\_\_\_ 3. Explain that there are a number of possible reasons for a change in hearing. Any of the following conditions or situations occurring at the time of the test could affect the employee's hearing test results:

- ringing in the ears;
- problems taking the test;
- cold or sinus problems;
- drowsiness;
- some prescription medications for heart disease, etc.;
- exposure to loud noise without hearing protection.

\_\_\_\_ 4. Explain that employees who have an STS and are exposed to noise levels of 85 decibels or greater, must wear hearing protection. Use the attached Guidelines for the Selection, Fitting, and Care of Hearing Protection (Exhibit E) as a tool to select hearing protectors with an adequate

Noise Reduction Rating (NRR) and to properly fit and care for the selected hearing protector.

a) If the employee is **NOT CURRENTLY USING** a hearing protector (HP) then:

\_\_\_ INFORM of mandatory use in work areas of 85 dB & greater

\_\_\_ FIT with adequate HP:

TYPE \_\_\_\_\_ NRR

\_\_\_ TRAIN in proper care and use of HP.

b) If employee **IS CURRENTLY USING** a HP then:

\_\_\_ NOTE CURRENT HP: TYPE \_\_\_\_\_ NRR \_\_\_\_\_

\_\_\_ CHECK HP COMPLIANCE. Wears regularly? Yes\_\_ No

\_\_\_ CHECK HP RATING. NRR adequate? Yes\_\_ No

If no, REFIT with HP of higher NRR or use a combination of earplugs and muffs.

TYPE \_\_\_\_\_ NRR

\_\_\_ CHECK HP USE. Inserts/uses properly? Yes\_\_ No

RETRAIN on appropriate care and use.

\_\_\_ CHECK HP FIT. HP fits properly? Yes\_\_ No

If no, REFIT with a different HP.

TYPE \_\_\_\_\_ NRR

\_\_\_ 5. Remind the employee of the hazards of noise both on and off the job. Hearing protection should be worn at all times when exposed to loud noise.

Reviewed with:

By: \_\_\_\_\_

Date:

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Budget Preparation  
**POLICY NUMBER:** 3020

**3020.10** An annual budget proposal shall be prepared by the Finance Manager and the General Manager.

**3020.20** Prior to review by the Board of Directors, the Board's Finance Committee shall meet with the Finance Manager and the General Manager and review the annual budget proposal.

**3020.30** The proposed annual budget as reviewed and amended by the Finance Committee shall be reviewed by the Board no later than its regular meeting in June.

**3020.40** The proposed annual budget as amended by the Board during its review shall be adopted no later than its regular meeting in July.

## **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 consider the minimum level necessary to maintain the District's credit worthiness and to adequately provide for:

- Cash flow requirements
- Contingencies for unforeseen operating or capital needs
- Economic uncertainties, local disasters or catastrophic events and other financial hardships or downturns in the local, state or national economy.

### **3021.20 Policy.**

Through the annual budget process, the District will maintain a minimum discretionary fund balance as close to 50% of the operating revenues in the General Fund as is practicable at fiscal year-end.

### **3021.30 Specific Designations of Discretionary Fund Balance.**

#### **3021.31 Rate Stabilization**

This designation represents the portion of fund balance set aside as a rate stabilization fund.

#### **3021.32 Depreciable Asset Replacement**

This designation represents the portion of fund balance set aside to cover expenditures arising from depreciable asset replacements. For General Fund assets, the District will provide the timely replacement of vehicles and capital equipment. The annual designation will be based on the estimated life schedule for vehicles and equipment.

#### **3021.33 Emergency Events**

This designation represents the portion of fund balance set aside to cover expenditures associated with emergency situations.

#### **3021.34 Insurances**

This designation represents the portion of fund balance set aside for possible future insurance claims and fluctuations in insurance premiums.

#### **3021.35 Other Designations.**

In addition to the designations noted above, fund balance levels will be sufficient to meet funding requirements for:

- Projects approved in prior years which are carried forward into the new year.

- Debt service requirements as prescribed by the bond covenants adopted at the time of the issuance of debt.
- Encumbrances and other designations required by contractual obligations, state law, or generally accepted accounting principals.

### **3021.50 Specific Designations of Restricted Fund Balance**

#### **3021.51 Sugar Pine Designation.**

This designation represents the restricted portion of fund balance generated by Sugar Pine Surcharge as per Ordinance No. 03-02.

#### **3021.52 Assessment 708 Designation.**

This designation represents the portion of fund balance generated by District's Assessment 708 which is restricted for the sole purpose of said assessment.

#### **3021.53 Capital Reserves Designation.**

The Board will designate specific fund balance levels for future acquisitions and for the development of capital projects as determined in the Five-Year Plan or in the best long-term interests of the District.

### **3021.60 Annual Evaluation.**

The Finance Committee shall perform a reserve analysis to be submitted to the District Board upon the occurrence of the following events:

- District Board deliberation of the annual budget.
- Presentation of the annual audit.
- Mid-year budget review.
- When a major change in conditions threatens the reserve levels established within this policy.

## Foresthill Public Utility District POLICY HANDBOOK

**POLICY TITLE:** Capital Improvement Program  
**POLICY NUMBER:** 3022

### **3022.10 PURPOSE:**

One of the primary responsibilities of Foresthill Public Utility District officials is to preserve, maintain, and improve the District's water system, facilities and equipment. Planning for capital improvements promotes sound financial management and development practices.

The Capital Improvement Program (CIP) for the Foresthill Public Utility District develops a sustainable approach for planning short and long-range physical development. It is intended to link the District's budget to physical developments and provide a mechanism for:

- Estimating capital requirements
- Planning, prioritizing, scheduling, and implementing projects during the next five (5) years
- Developing revenue policy for proposed improvements
- Budgeting high priority projects
- Informing the public of planned capital improvements

### **3022.20 CRITICAL COMPONENTS**

This policy is intended to be a dynamic, evolving plan to facilitate meeting the future capital needs of the District. There are a myriad of factors that may influence and affect the District's planning process as the CIP continues to develop and mature, including the following list of critical components, *which is not all-encompassing*:

**3022.21 Forecast Demand** for future services and capital facilities, taking into account all applicable demand factors including population, housing units, commercial growth, etc.

**3022.22 Inventory of Existing Capital Facilities** to determine future demands for maintenance, repair, rehabilitation or replacement; and to determine adequacy of existing facilities to meet future needs (**see Deferred Maintenance List and Five-Year Capital Improvement Program Spread Sheet**).

**3022.23 Level of Service (LOS) Standards**, an inventory of services currently provided and projections of services to be provided in the future. Typically, LOS measure is a ratio of facility capacity to actual or potential demand, although a variety of other

measurements are applicable to various services. Future demand will include expectations of the District's constituents.

**3022.24 Capital Improvement Program Request Form (Exhibit A.) and Capital Improvement Construction Information Form (Exhibit B.), forms that contain information about each project to** assist the Board of Directors with evaluating and ranking complex projects being considered for placement on the District's Five Year Capital Improvement Program. Additional supporting data may be attached. The development of and changes to Exhibits A. and B. will be governed by the Planning Committee.

**3022.25 Score Sheet--Capital Improvement Needs Assessment Form (Exhibit C.)** details the criteria on which projects will be ranked, prioritized, and executed. The specific criteria, and its ranking and weighting, will be subject to recommendation by the Planning Committee and the approval of the District Board.

**3022.26 Funding Recommendations** must include soundly rationalized bases for use of public funds. Where use of public debt is being proposed, cash flow projections over the life of the debt amortization must be calculated, and the impact on future District budgets and financial statements shall be estimated by the Financial Committee.

### **3022.30 PROCEDURES FOR SUBMITTING AND AMENDING PROJECTS**

A key element in the CIP is the collection of data to identify future Capital needs. It is the responsibility of managers/supervisors and District Board members to initiate requests for new projects, modifications, and/or re-prioritization by sending completed **Exhibit A. Capital Improvement Request Form(s)** and supporting information **Exhibit B. Capital Improvement Request Construction Information Form(s)** to the Planning Committee.

### **3022.40 EVALUATION AND PRELIMINARY RANKING BY COMMITTEE**

At least annually or as often as deemed necessary, District managers/supervisors will perform an initial evaluation and ranking of projects and submit to Planning Committee. The Planning Committee will meet quarterly or as often as needed. Copies of all revised preliminary project rankings will be provided to **District managers/supervisors** prior to review and formal prioritization or re-prioritization by District Board of Directors.



### **3022.50 REVIEW AND PRIORITIZATION BY DISTRICT BOARD**

The District Board will conduct workshop sessions as needed to review and approve projects to be included in the CIP, and to prioritize them. Projects will be prioritized in accordance with evaluation criteria contained on **EXHIBIT C. SCORE SHEET -- CAPITAL IMPROVEMENT NEEDS ASSESSMENT FORM** adopted by the Board and made an integral part of this policy. Project evaluation will include, but not be limited to, the following criteria:

- **Contributes to Health, safety and welfare**
- **Project needed to comply with local, state or federal law**
- **Project conforms to adopted program, policy or plan**
- **Project remediates an existing or projected deficiency**
- **Will project upgrade facilities?**
- **Contributes to long-term needs of Community.**
- **Service area of project**
- **District Priority Rating of Project**

### **3022.60 DISTRICT BOARD TO ESTABLISH CAPITAL RESERVE FUNDS**

This Capital Improvement Program provides the basis and authority for CIP Capital Reserve Funds to be established in compliance with applicable State laws and in accordance with applicable guidelines published by the Governmental Accounting Standards Board (GASB). Capital Reserve Funds are derived from funds designated by the Board of Directors. The Capital Reserve Fund is to be used for projects that have been prioritized in the Capital Improvement Program and approved by the Board of Directors. Funds in the CIP Capital Reserve Fund(s) may be transferred to specific Capital Project Funds in accordance with asset management plans and financing plans developed by the Finance Committee and approved by the Board. The Board may authorize the temporary transfer of funds from the Capital Reserve Fund if the District is responding to an unforeseen emergency. In such emergency situations, the amounts transferred from Capital Reserve Fund must be restored when adequate funds are available and no later than the applicable fiscal year end without obtaining prior Board approval.

### **3022.70 DEVELOP FUNDING PLANS FOR PROJECTS WITH START DATES NEXT TWELVE (12) MONTHS AND DEVELOP TENTATIVE FUNDING PLANS FOR PROJECTS WITH START DATES BEING PROPOSED FOR THE NEXT FIVE FISCAL YEARS.**

**3022.71** At least once each year, or more often as necessary, the District Board will adopt an updated CIP which will include all prioritized short and long-term projects.

**3022.72** On a regular basis, but not less frequently than once a year, the District Board will develop and approve financing plan(s) for project(s) to be executed during the next

twelve (12) months, and tentative financing plans for longer term projects. Financing plans will incorporate the following sources of funds, as appropriate:

- Operating revenues
- Cash from CIP Capital Reserve Fund
- Bond Issue
- Cash from fund balance and current surplus
- Future budget projections
- Program Revenue (return on capital investments)
- Grant sources
- Preferential and/or subsidized debt financing
- Traditional debt
- Cost sharing/Partnership

**3022.73** It is recognized that priority rankings may not necessarily correspond to funding sequence because of limited CIP revenue streams, the availability of restricted revenue sources, and other possible limitations. Therefore, the priority ranking of projects will be a governing guideline, subject to extenuating, justifiable reasons for out-of-sequence exceptions.

### **3022.80 MODIFYING THE CAPITAL IMPROVEMENT PROGRAM**

The purpose of the CIP is to provide a planning and funding mechanism for the District's investment in long-term capital assets which, by their nature, impose incremental costs of use and ownership throughout their lives, cost that will be funded by significant expenditure of public monies. Accordingly, modifications to the CIP Policy, or major modification to the way it is administered, including criteria for evaluating projects, will be undertaken in accordance with applicable law.

#### **ATTACHMENTS:**

**EXHIBIT A. Capital Improvement Request Form**

**EXHIBIT B. Capital Improvement Request Construction Form**

**EXHIBIT C. Score Sheet -- Capital Improvement Needs Assessment Form**

**Foresthill Public Utility District  
POLICY HANDBOOK**

**POLICY TITLE:** CAPITAL IMPROVEMENT REQUEST FORM EXHIBIT A  
**POLICY NUMBER:** 3022

Revision No. \_\_\_\_\_ Date: \_\_\_\_\_

Initial Request Date: \_\_\_\_\_ Submitted By: \_\_\_\_\_

**PROPOSED PROJECT TITLE:** \_\_\_\_\_

- Priority (Check one (1)): \_\_\_\_\_ low, \_\_\_\_\_ medium, \_\_\_\_\_ high
- CIP Program Impact: \_\_\_\_\_

District Reviews/Recommendations—attach Reviewer comments and check all that apply below:

- FPUD General Manager: (approve/reject): \_\_\_\_\_ (date) \_\_\_\_\_
- FPUD Planning Committee: (approve/reject): \_\_\_\_\_ (date) \_\_\_\_\_
- FPUD Finance Committee: (approve/reject): \_\_\_\_\_ (date) \_\_\_\_\_
- FPUD Board of Directors: (approve/reject): \_\_\_\_\_ (date) \_\_\_\_\_

**DESCRIPTION:**

Form of Acquisition (check one (1) of the following):

- \_\_\_\_\_ Purchase
- \_\_\_\_\_ Rental/lease

Number of Units Requested: \_\_\_\_\_ Estimated service Life (years): \_\_\_\_\_

Purpose (check all that apply):

- \_\_\_\_\_ Scheduled replacement
- \_\_\_\_\_ Replace worn-out equipment
- \_\_\_\_\_ Expanded service life
- \_\_\_\_\_ Increased safety
- \_\_\_\_\_ Present equipment obsolete
- \_\_\_\_\_ Reduce personnel time
- \_\_\_\_\_ New operation
- \_\_\_\_\_ Improved service to community, procedures, etc.
- \_\_\_\_\_ Other (explain): \_\_\_\_\_

Timeline (attach a written explanation including):

- Estimated project beginning and ending dates.
- Describe any work being done in prior years, including studies or other planning.
- Project Coordination: Is this project dependent upon one or more CIP projects? If so, describe what the relationship is.

**Estimated Costs:**

- By fiscal year(s): \$ \_\_\_\_\_
- Total estimated Project costs: \$ \_\_\_\_\_

**What is the basis of cost estimate--check one (1) of the following:**

- \_\_\_\_\_ Cost of comparable facility/equipment
- \_\_\_\_\_ Cost estimate from engineer/architect
- \_\_\_\_\_ Rule of thumb indicator/unit cost
- \_\_\_\_\_ Preliminary estimate
- \_\_\_\_\_ Ball park "guesstimate"

**Funding: What funding option(s) are available and/or recommended--check all that apply:**

- \_\_\_\_\_ Operating revenues
- \_\_\_\_\_ CIP Capital Reserve Fund
- \_\_\_\_\_ Bond issue
- \_\_\_\_\_ Grant
- \_\_\_\_\_ Cost-sharing/Partnership
- \_\_\_\_\_ Other (Explain): \_\_\_\_\_

**Capital Reserves: Identify appropriate funding for proposed Capital Improvement--check all that apply:**

- Current adopted FY Budget      FY \_\_\_\_\_ \$ \_\_\_\_\_
- Prior adopted FY Budget      FY \_\_\_\_\_ \$ \_\_\_\_\_
- Future FY(s) Budget(s)      FY(s) \_\_\_\_\_ \$ \_\_\_\_\_

**OPTIONAL: Return on Investment/Direct Costs:**

- Purchase price new or annual rent/lease cost: \$ \_\_\_\_\_
- Plus Installation cost or related charges: \$ \_\_\_\_\_
- Plus annual operational costs: \$ \_\_\_\_\_
- Less annual operational savings: \$ \_\_\_\_\_
- Less trade-in, salvage value, discount: \$ \_\_\_\_\_
- Net purchase cost/annual rent: \$ \_\_\_\_\_

**OPTIONAL: Describe replaced Items including the following information and/or attach a written response:**

- Item Description
- Make/Model
- Age
- Total Amount Prior Year's Maintenance Costs
- Total Amount of Prior Year's Rental Costs or Contract Payments

**FORESTHILL PUBLIC UTILITY DISTRICT Policy #3022, Exhibit B.  
Capital Improvement Request Construction Information**

**PROJECT TITLE:**

**CIP ID#:**

<b>Project construction</b>	<b>Cost before 2014/15</b>
Preliminary engineering	\$
Right-of-Way services	\$
Land acquisition	\$
Geotechnical engineering	\$
Construction	\$
Construction engineering	\$
Other construction costs	\$
Equipment/vehicle purchase	\$
<b>Total project construction</b>	<b>\$</b>

<b>Budget 2014/15</b>	<b>Budget 2015/16</b>	<b>Budget 2016/17</b>	<b>Budget 2017/18</b>	<b>Budget 2018/19</b>	<b>Total</b>
\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$

<b>Future net operating costs/savings</b>	<b>Cost before 2014/15</b>
Estimated staffing impact	\$
Estimated operational impact	\$
Estimated maintenance impact	\$
Estimated other impact	\$
<b>Total operating impact</b>	<b>\$</b>

<b>Budget 2014/15</b>	<b>Budget 2015/16</b>	<b>Budget 2016/17</b>	<b>Budget 2017/18</b>	<b>Budget 2018/19</b>	<b>Total</b>
\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$

<b>Project grand total</b>	<b>\$</b>
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\$	\$	\$	\$	\$	\$
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**FORESTHILL PUBLIC UTILITY DISTRICT Policy #3022, Exhibit C.**

**Score Sheet**

FY _____ SCORE SHEET -- CAPITOL IMPROVEMENT NEEDS ASSESSMENT FORM			Total Score:	
Project title:			CIP ID#:	
Rater name:	Score Range	Rater Score	Weight	Total Points
<b>1. Contributes to Health, safety and welfare</b>				
Eliminates a known hazard (accident history)	5			
Eliminates a potential hazard	4			
Materially contributes	3			
Minimally contributes	1			
No impact	0			
<b>2. Project needed to comply with local, state or federal law</b>				
Yes	5			
No	0			
<b>3. Project conforms to adopted program, policy or plan</b>				
Project is consistent with adopted Board Policy or Plan	5			
Project is consistent with administrative procedures	3			
No policy or plan in place	0			
<b>4. Project remediates an existing or projected deficiency</b>				
Completely remedies problem	5			
Partially remedies problem	3			
No	0			
<b>5. Will project upgrade facilities?</b>				
Rehabilitates/upgrades existing facility(ies)	5			
Replaces existing facility	3			
New facility	1			
<b>6. Contributes to long-term needs of Community</b>				
More than 30 years	5			
21-30 years	4			
11-20 years	3			
4-10 years	2			
3 years or less	1			
<b>7. Service area of project</b>				
District-wide	5			
Several neighborhoods	3			
One neighborhood or less	1			
<b>8. District Priority Rating of Project</b>				
High	5			
Medium	3			
Low	1			

Foresthill Public Utility District  
**POLICY HANDBOOK**

**POLICY TITLE:**                    **Financing Covenant Review**  
**POLICY NUMBER:**                **3023**

**3023.10**            Each year on or before September 30<sup>th</sup>, the General Manager shall review all of the covenants of all of the District’s multi-year financings (bonds, certificates of participation, etc.) to determine whether or not the District is in compliance with the covenants contained in the various financing documents (e.g., disclosure agreements, etc.) for the prior fiscal year.

**3023.20**            After the General Manager’s review is complete, his or her conclusions, along with any supporting materials, shall be submitted to an independent auditor whose only task on behalf of the District is to review and certify the accuracy the General Manager’s assumptions and conclusions regarding the District’s compliance with the covenants. This review and certification shall be completed no later than November 30<sup>th</sup>.

**3023.30**            Prior to the District’s submission of any written representations regarding compliance or non-compliance with any covenants associated with any District financings, the Board of Directors shall review and accept the General Manager’s conclusions as reviewed and certified by the independent auditor. In no event, shall the Board’s review and acceptance take place later than December 31<sup>st</sup> of each year.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Debt Management Policy  
**POLICY NUMBER:** 3025

This Debt Management Policy (the “Debt Policy”) establishes the parameters within which debt may be issued and administered by the Foresthill Public Utility District (the “District”). Additionally, these policies apply to debt issued by the District on behalf of assessment districts, community facilities districts, or other special districts, and other types of conduit-type financings.

## 1. Purpose

This Debt Policy is intended to comply with Government Code Section 8855(i), effective on January 2017, and shall govern all debt undertaken by the District. The District hereby recognize that a fiscally prudent debt policy is required in order to:

- Maintain the District’s sound financial position.
- Ensure the District has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the District’s credit-worthiness.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the District.
- Ensure that the District’s debt is consistent with their planning goals and objectives and capital improvement program or budget, as applicable.

## 2. Scope

The guidelines established by this policy will govern the issuance and management of all debt funded for long-term capital financing needs and not for general operating functions. When used in this policy, “debt” refers to all forms of indebtedness and financing lease obligations. The District recognizes that changes in the capital markets and other unforeseen circumstances may require action that deviates from this Debt Management Policy. In cases that require exceptions to this Debt Management Policy, approval from the Board will be necessary for implementation.

## 3. Objectives

The purpose of this Debt Management Policy is to assist the District in pursuit of the following equally important objectives, while providing full and complete financial disclosure and ensuring compliance with applicable state and federal laws:

- Minimize debt service and issuance costs.
- Maintain access to cost effective borrowing.
- Achieve the highest practical credit rating.



- Ensure full and timely repayment of debt.
- Maintain full and complete financial disclosure and reporting.
- Ensure compliance with debt covenants.
- Ensure compliance with applicable state and federal laws.

#### 4. Policies

##### A. Purposes For Which Debt May Be Issued

1. Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the District.
  - a. Long-term debt financings are appropriate when the following conditions exist:
    - When the project to be financed is necessary to provide basic services.
    - When the project to be financed will provide benefit to constituents over multiple years.
    - When total debt does not constitute an unreasonable burden to the District and the District's taxpayers and/or ratepayers, as applicable.
    - When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.
  - b. Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.
  - c. The District may use long-term debt financings subject to the following conditions:
    - The project to be financed must be approved by the governing board of the District.
    - The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.
    - The District estimates that sufficient revenues will be available to service the debt through its maturity.
    - The District determines that the issuance of the debt will comply with the applicable state and federal law.
2. Short-term debt. Short-term debt may be issued to provide financing for the District's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for

equipment.

## **B. Methods of Financing and Types of Debt**

The General Manager of the District will investigate all possible financing alternatives including, but not limited to bonds, loans, state bond pools, and grants.

- **Cash Funding** – The District funds a significant portion of capital improvements from reserves accumulated from one-time revenues, which have been set aside for investment in the District’s infrastructure.
  
- **Inter-fund borrowing** – The District may borrow internally from other funds with surplus cash in lieu of issuing bonded debt. Purposes warranting the use of this type of borrowing could include short-term cash flow imbalances, interim financing pending the issuance of bonds, or long-term financing in lieu of bonds for principal amounts of under \$1 million. Inter-fund borrowing should be undertaken only under the following circumstances and conditions:
  - Board approval required for all loans;
  - Fixed loan term (i.e., specific number of months with repayment date);
  - Lending fund must charge interest at level commensurate with what it might otherwise expect to receive if it were to invest such funds in the open market, given substantially equivalent parameters;
  - Specific revenue pledged to repay the loan must be based on realistic expectations for receipt;
  - Funds in the lending fund must not be needed for operations during the period of the loan; and
  - Loans must not be made from project-specific restricted funds, grant funds or other funds enabled by State or Federal legislation.

Inter-fund loans provide an alternative investment opportunity for idle funds with the same return on the investment that would have been earned otherwise. If the Board elects to pursue this option, staff would return at a subsequent meeting with a specific proposal for inter-fund loans. The General Manager shall also exercise due diligence to ensure that it is financially prudent for the lending fund to make the loan. Inter-fund loans will be evaluated on a case-by-case basis. Any borrowing between two District funds requires approval by Board resolution and shall be documented with an agreement specifying the terms of the borrowing, including the security, interest rate, payment dates and amount and the maturity date. The purpose of inter-fund borrowing is to finance high priority needs and to reduce costs of interest, debt issuance and/or administration.

- **Bank Loans / Lines of Credit** – Although the District does not typically utilize lines of credit for the financing of capital projects, financial institution credit is an option for municipal issuers and may be evaluated as a financing

option.

- **Other Loans** – The District will evaluate other loan programs, including but not limited to State “loans” or federal “loans” through the United States Department of Agriculture for the construction of infrastructure projects.
- **Bond Financing** – The District may issue any bonds which are allowed under federal and state law including but not limited to general obligation bonds, certificates of participation, revenue bonds, refunding bonds, land-secured (assessment and special tax) bonds, and other obligations (see below for detail). The following types of debt are allowable under this Debt Policy:
  - **General obligation bonds (GO Bonds):** General Obligation Bonds (GO Bonds) may only be issued with two-thirds approval of the District’s registered voters. The California State Constitution (Article XVI, Section 18) limits the use of the proceeds from GO Bonds to “the acquisition or improvement of real property”.
  - **Lease revenue bonds, certificates of participation (COPs) and lease-purchase transactions:** Lease financings may take a variety of forms, including COPs, lease revenue bonds, and direct leases (typically for equipment). When the District finances acquisition or construction of capital improvements or equipment with a lease financing, the District agrees to lease either the financed asset or a different asset and, most commonly, the District’s lease payments are securitized in the form of certificates of participation or lease revenue bonds. This type of financing requires approval of Board.
  - **Revenue bonds:** Revenue Bonds are generally issued by the District for enterprise funds that are financially self-sustaining without the use of taxes and therefore rely on the revenues collected by the enterprise fund to repay the debt. This type of financing requires approval of the Board.
  - **Refunding Obligations** – Pursuant to the Government Code and various other financing statutes applicable in specific situations, the Board is authorized to provide for the issuance of bonds for the purpose of refunding any long-term obligation of the District. Absent any significant non-economic factors, a refunding is required to meet the following test: 1) the refunding must produce a minimum net debt service savings (net of reserve fund earnings and other offsets, and taking transaction costs into account) of at least 3% of the par value of the refunded bonds on a net present value basis, unless the General Manager determines that a lower savings percentage is acceptable, and 2) the final maturity of the original bonds cannot be extended. Additionally, the General Manager may determine that there are other, compelling “non-economic” reasons (i.e. removal of onerous covenants, terms or conditions).

- **Special Tax Bonds** – Under the Mello-Roos Community Facilities Act of 1982, the District may issue bonds on behalf of a Community Facilities District (CFD) to finance capital facilities, most commonly in connection with new development. These bonds must be approved by a two-thirds vote of the qualified electors in the CFD, which the Mello-Roos Act defines to mean registered voters if there are 12 or more registered voters in the CFD and, if there are fewer than 12 registered voters, the landowners in the CFD. Bonds issued by the District under the Mello-Roos Act are secured by a special tax on the real property within the CFD. The Board will approve any special tax bonds prior to placement on a ballot for voter consideration. The financed facilities do not need to be physically located within the CFD. As this type of financing is secured by the special tax lien upon the real property it does not obligate the District’s general fund or other funds.
  
- **Assessment Bonds** – The Improvement Bond Act of 1915 (Streets and Highways Code Section 8500 et seq.) and other state laws, subject to Article XIID of the California Constitution, allow the District to issue bonds to finance improvements that provide “specific benefit” to the assessed real property. Installments are collected on the secured property tax roll of the County. This type of financing is secured by the lien upon and assessments paid by the real property owners and does not obligate the District’s general fund or other funds. This type of financing requires approval of the Board.
  
- **Other Obligations** – There may be special circumstances when other forms of debt are appropriate and may be evaluated on a case-by-case basis. The governing body may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy. Such other forms include, but are not limited to: Tax and revenue anticipation notes (TRANs), bond anticipation notes, grant anticipation notes, tax allocation bonds, pension obligation bonds, conduit financings, such as financings for affordable rental housing and qualified 501(c)(3) organizations, etc.

### **C. Relationship of Debt to Capital Improvement Program and Budget**

The District is committed to long-term capital planning. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the capital budget and the capital improvement plan.

**Budget Integration** – The decision to incur new indebtedness should be integrated with the policy decisions embedded in the Board-adopted Operating Budget and Capital Improvement Budget. The annual debt service payments shall be included in the Operating Budget. The District will integrate its debt issuances

with the goals of its Capital Improvement Program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes. The District will seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

The District will strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The District will seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

The District will seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures.

**Biennial Review** – Recognizing that cost-effective access to the capital market depends on prudent management of the District's debt program, a biennial review of the debt policy should be performed. The debt policy will be included as an Appendix in the annual Budget adopted by the Board. Any substantive changes to the policy shall be brought to the Board for consideration and approval.

#### **D. Policy Goals Related to Planning Goals and Objectives**

The District is committed to long-term financial planning, maintaining appropriate reserve levels, and employing prudent practices in governance, management, and budget administration. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the bi-annual operations budget.

It is a policy goal of the District to protect taxpayers, ratepayers (if applicable), and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

#### **E. Internal Control Procedures**

When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

Without limiting the foregoing, the District will periodically review the requirements of and will remain in compliance with the following:

- Any continuing disclosure undertakings entered into by the District in accordance with SEC Rule 15c2-12.
- Any federal tax compliance requirements, including, without limitation, arbitrage and rebate compliance.
- Investment policies as they relate to the use and investment of bond proceeds.

Proceeds of debt will be held either (a) by a third-party trustee or fiscal agent, which will disburse such proceeds to or upon the order of the District upon the submission of one or more written requisitions by the General Manager, or his or her written designee, or (b) by the Covered Entity, to be held and accounted for in a separate fund or account, the expenditure of which will be carefully documented by the Covered Entity.

## **F. Structure and Term**

**Term of Debt** – Debt will be structured for the shortest period possible, consistent with a fair allocation of costs to current and future users. Consistent with its philosophy of keeping its capital facilities and infrastructure systems in good condition and maximizing a capital asset’s useful life, the District will make every effort to set aside sufficient current revenues to finance ongoing maintenance needs and to provide reserves for periodic replacement and renewal. Generally, no debt will be issued for a period exceeding the useful life or average useful lives of projects to be financed.

**Bond Maturity Options** – For each issuance, the District will select serial bonds or term bonds, or both. On the occasions where circumstances warrant, capital appreciation bonds (CABs) may be used. The decision to use term, serial or CABs is typically driven by market conditions.

**Interest Rate Structure** – The District currently issues securities on a fixed interest rate basis only. Fixed rate securities ensure budget certainty through the life of the issue and avoid the volatility of variable rates. The use of variable rate securities are prohibited.

**Credit Enhancement** – Credit enhancement may be used to improve or establish a credit rating on a District debt obligation. Types of credit enhancement include letters of credit, bond insurance and surety policies. The General Manager will recommend the use of a credit enhancement if it reduces the overall cost of the proposed financing or if the use of such credit enhancement furthers the District’s overall financial objectives.

**Derivative products** – Because of their complexity, unless otherwise amended, Derivative Products such as interest rate swaps, interest floaters, and other hybrid

securities are prohibited by this Debt Policy.

**Call Options / Redemption Provisions** – A call option or optional redemption provision gives the District the right to prepay or retire debt prior to its stated maturity date. This option may permit the District to achieve interest savings in the future through the refunding of the bonds. Often the District will pay a higher interest rate as compensation to the buyer for the risk of having the bond called in the future. In addition, if a bond is called, the holder may be entitled to a premium payment (call premium). Because the cost of call options can vary depending on market conditions, an evaluation of factors will be conducted in connection with each issuance. The General Manager will evaluate and recommend the use of a call option on a case by case basis.

#### **G. Delegation of Authority**

The General Manager will be responsible for all of the financial affairs of the District. This Debt Management Policy grants the General Manager the authority to select the Financing Team, coordinate the administration and issuance of debt, communicate with the rating agencies, and fulfill all of the pre-issuance and post-issuance requirements imposed by or related to state law, federal tax law and federal securities law.

**Financing Team Definitions and Roles** – The financing team is the working group of District staff and outside consultants necessary to complete a debt issuance including but not limited to bond counsel, disclosure counsel, underwriter, municipal advisor, trustee, pricing consultant and/or arbitrage analyst.

Typically, the General Manager and appropriate Department Head(s) form the District staff portion of the Financing Team. As needed, other staff members or designees may be appointed to the Financing Team.

**Consultant Selection** –The District will consider the professional qualifications and experience of consultants as it relates to the specific bond issue or other financing under consideration. The District Manager shall select such consultants

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Fixed Asset Accounting Control  
**POLICY NUMBER:** 3030

**3030.10** The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

**3030.20** An accounting, or inventory, of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, the General Manager shall certify its completeness and report the results thereof to the Board of Directors at its next regular monthly meeting.

**3030.30** Applicable purchases for inclusion in said accounting shall be the following:

**3030.31** Equipment, tools, and vehicles that individually have an original total cost of more than \$1,000.

**3030.32** All land and building acquisitions regardless of price.

**3030.33** Additions or major improvements to the District's service infrastructure.

**3030.40** When any item defined in Section 3030.31 above is received, a tag with a unique identification number shall be affixed to said item, and the number recorded in the permanent inventory records.

**3030.50** Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Said records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

**3030.60** Information to be maintained in said inventory records shall include at least the following:

Description, Manufacturer's serial number, Storage location, Original cost, Acquisition date, Life expectancy, and Classification code (e.g., office equipment, vehicle, etc.).



# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Credit Card Purchases  
**POLICY NUMBER:** 3032

**3032.1** Purpose. The purpose of this policy is to prescribe the internal controls for management of District credit cards.

**3032.2** Scope. This policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.

**3032.3** Implementation. A credit card shall be issued to the General Manager. Credit cards shall not be issued or used by members of the Board of Directors.

**3032.4** All credit card bills shall be paid in a timely manner to avoid late fees and finance charges.

**3032.5** All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card.

**3032.6** All credit-card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.

**3032.7** The Finance Manager shall review and approve credit-card transactions by the General Manager. The General Manager shall review and approve credit-card transactions by the Finance Manager.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Investment of District Funds  
**POLICY NUMBER:** 3035

## **3035.01 PREMISE**

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC) 53600.6 and 53630.1); and,

Government Code Sections 5921 and 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,

The treasurer or fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (CGC 53646(a)).

For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the Foresthill Public Utility District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of Foresthill Public Utility District funds.

## **3035.02 SCOPE**

This investment policy applies to all financial assets of Foresthill Public Utility District. These funds are accounted for in the Independent Annual Financial Report. This policy is applicable, but not limited, to all funds listed below.

### Demand Account:

General Fund  
Assessment 715  
Assessment 708

### Investments:

Local Agency Investment Fund  
Placer County Treasurer's  
Investment Fund  
Any new funds created by the  
District Board unless specifically exempted

### **3035.03 PRUDENCE**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the prudent investor standard (CGC 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations for expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### **3035.04 OBJECTIVES**

As specified in CGC 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives of the investment activities, in priority order, shall be:

- A. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of Foresthill Public Utility District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
  
- B. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable Foresthill Public Utility District to meet all operating requirements which might be reasonably anticipated.
  
- C. **Return on Investments:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

### **3035.05 DELEGATION OF AUTHORITY**

Authority to manage the investment program is derived from California Government Code Sections 53600, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the

activities of subordinate officials. Under the provisions of California Government Code 53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

### **3035.06 ETHICS AND CONFLICTS OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

### **3035.07 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Treasurer will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Treasurer shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for Foresthill Public Utility District's account with the firm has reviewed Foresthill Public Utility District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to Foresthill Public Utility District that are appropriate under the terms and conditions of the Investment Policy.

### **3035.08 AUTHORIZED AND SUITABLE INVESTMENTS**

The Foresthill Public Utility District is empowered by California Government Code 53601, et seq., to invest in the following:

- A. Bonds issued by the Foresthill Public Utility District.
- B. United State Treasury Bills, Notes & Bonds.
- C. Registered state warrants or treasury notes or bonds issued by the State of California.
- D. Bonds, notes, warrants or other evidence of debt issued by a local agency within the various states of United States, including pooled investment accounts sponsored by the various states, County Treasurers, other local agencies or Joint Powers Agencies.
- E. Obligations issued by agencies or instrumentalities of the United States Government.

F. Negotiable certificates of deposit issued by federally or state chartered banks or associations. Not more than 30% of surplus funds can be invested in certificates of deposit.

G. Medium term notes (not to exceed 5 years) of U.S. corporations rated AA or better by Moody's or S&P. Not more than 30% of surplus funds can be invested in medium term notes.

H. Shares of beneficial interest issued by diversified management companies (money market mutual funds) investing in the securities and obligations authorized by this Section. Such funds must carry the highest rating of at least two of the three largest national rating agencies. Not more than 15% of surplus funds can be invested in money market mutual funds.

I. Funds held under the terms of a trust indenture or other contract or agreement may be invested according to the provisions of those indentures or agreements.

J. Collateralized bank deposits with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations.

K. Any mortgage pass-through security, collateralized mortgage obligation, mortgaged backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate or consumer receivable backed bond of a maximum maturity of five years. Securities in this category must be rated AA or better by a nationally recognized rating service. Not more than 20% of surplus funds may be invested in this category of securities.

L. Any other investment security authorized under the provisions of CGC 5922, 6509.7 and 53601. (Also, see CGC 53601 for a detailed summary of the limitations and special conditions that apply to each of the above listed investment securities. CGC 53601 is included by reference in this investment policy.)

***Prohibited Investments.*** Under the provisions of CGC 53601.6 and 53631.5, Foresthill Public Utility District shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

### **3035.09 COLLATERALIZATION**

All certificates of deposits must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required under CGC 53601(i)(2).

### **3035.10 SAFEKEEPING AND CUSTODY**

All security transactions entered into by the Foresthill Public Utility District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to Foresthill Public Utility District by book entry, physical delivery or by third party custodial agreement as required by CGC 53601.

### **3035.11 DIVERSIFICATION**

The Foresthill Public Utility District will diversify its investments by security type and institution. It is the policy of the Foresthill Public Utility District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- A. Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- B. Maturities selected shall provide for stability of income and liquidity.
- C. Disbursement and payroll dates shall be covered through maturities investments, marketable U.S. Treasury bills or other cash equivalent instruments such as money market mutual funds.

### **3035.12 REPORTING**

In accordance with CGC 53646(b)(1), the Treasurer shall submit to each member of the Board of Directors a quarterly investment report. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for Foresthill Public Utility District by third party contracted managers. The report will also include the source of the portfolio valuation. As specified in CGC 53646 (e), if all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that: (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy; and, (2) Foresthill Public Utility District will meet its expenditure obligations for the next six months as required by CGC 53646(b)(2) and (3), respectively. The Treasurer shall maintain a complete and timely record of all investment transactions.

### **3035.13 INVESTMENT POLICY REVIEW**

This Investment Policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Directors.

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Customer Payment Arrangements  
**POLICY NUMBER:** 3037

**3037.10** In order to assist customers with satisfying the payment requirements of their accounts, special payment arrangements may be approved when it is deemed necessary and prudent by District staff.

**3037.20** Payment arrangements must comply with the following conditions:

1. A customer shall not be eligible for an extension of payment terms if the customer has violated the terms of any other agreement to extend payment terms.
2. Customer Service Representatives may execute an agreement to extend the payment terms to assist a customer up to a maximum of ten (10) days from the original payment due date.
3. Extensions beyond ten (10) days require approved by the General Manager
4. No extension shall exceed one (1) year from the original payment due date.
5. Extensions of payment terms shall not be offered to customers with payment histories that do not indicate a reasonable effort to comply with original payment terms

**3037.30** If a customer fails to make payments as agreed in the extension, then all amounts, including penalties and fees, become due and payable immediately.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Discontinuance of Obligation to Serve  
**POLICY NUMBER:** 3038

**3038.10 Discontinuance of Obligation to Serve Parcel Initiated by Parcel Owner** – The owner of a parcel may elect to discontinue water service by filing a Request for Discontinuance form with the District acknowledging that thereafter the District is no longer obligated to provide water service to the parcel in question. Any parcel owner who has filed such a form who subsequently wants service restored must pay the fees and charges required in Section 3038.30 for reinstating service to property previously served.

**3038.20 Discontinuance of Obligation to Serve Parcel Initiated by District** – The District may elect to discontinue the obligation to provide water service to a parcel that is delinquent in the payment of any charges for more than 180 days. The District shall mail a notice of the intent to discontinue the obligation to serve a parcel to the owner of record stating that unless all delinquent charges are paid within 30 days, the District shall have no further obligation to serve the parcel and that if service is thereafter requested, it will not be reinstated until all delinquent fees and charges have been paid with a penalty of six percent plus a further penalty of one-half of one percent per month for nonpayment and the fees and charges required by Section 3038.30 for reinstating service to property previously served have been paid.

**3038.30 Fees and Charges for Reinstatement of Service** – A parcel owner requesting water service for property which was previously served treated water, or which had treated water service previously available to it, shall pay the water connection charge that would be required for new service to that property less a credit equal to the amount of the water connection charge in effect on the date that payment of fees and charges stopped. Water connection charge credits are not refundable, are not transferrable and remain attached to the property previously served.



# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:**               **PETTY CASH FUND**

**POLICY NUMBER:**       **3040**

- 3040.10**               A "petty cash" fund shall be maintained in the District office having a balance-on hand maximum of Three Hundred Dollars (\$300).
- 3040.11**               Petty cash may be advanced to District staff upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Business Manager or Administrative Assistant, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be One Hundred Dollars (\$100).
- 3040.12**               No personal checks shall be cashed in the petty cash fund.
- 3040.13**               The petty cash fund shall be included in the District's annual independent accounting audit.
- 3040.20**               Whenever employees of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash fund.
- 3040.50**               All warrants/checks shall be approved by the Board of Directors and signed by at least one Board member and either the General Manager or a Board appointed accountant. No warrant/check is to be issued with only one signature.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Easement Abandonment  
**POLICY NUMBER:** 3050

**3050.10** Abandonment by the District of its interest in public utility easements and other easements dedicated to the District for installation, maintenance, repair, etc., of facilities, shall require approval of the Board of Directors.

**3050.20** Commitments to abandon easements or assurances that easements will be abandoned may be provided by staff only after approval of same by the Board of Directors.

**FORESTHILL PUBLIC UTILITY DISTRICT  
POLICY HANDBOOK**

**POLICY TITLE:** Easement Acceptance  
**POLICY NUMBER:** 3060

**3060.10** Acceptance by the District of any interest in public utility easements and other easements dedicated to the District for installation, maintenance, repair, etc., of facilities, shall require approval of the Board of Directors.

**3060.20** Commitments to accept easements or assurances that easements will be accepted may be provided by staff only after approval of same by the Board of Directors.

**3060.21** Acceptance of easements shall be accomplished by the Board of Directors by adoption of a resolution. Said resolution shall be in the following format:

**RESOLUTION NO. \_\_\_\_\_  
FORESTHILL PUBLIC UTILITY DISTRICT**

**ACCEPTING \_\_\_\_\_ EASEMENT**

**WHEREAS**, a permanent easement is needed for the purpose of constructing, maintaining, servicing and/or replacing \_\_\_\_\_ facilities for the parcel and/or parcels listed below.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Foresthill Public Utility District that the District shall accept the easements offered to it by the owners of the parcels hereinafter listed:

Assessor's Parcel No.'s

Property Owner

\_\_\_\_\_

Said \_\_\_\_\_ easement is more particularly described in Exhibit "A" attached hereto and by this reference incorporated herein.

**BE IT FURTHER RESOLVED** that the Secretary of the Board cause a copy of this

Resolution certified by the Secretary of the Board of Directors to be filed for record in the office of the Recorder of the County of Placer, State of California.

The foregoing Resolution was duly passed at a regular meeting of the Board of Directors of the Foresthill Public Utility District held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ by the following vote:

AYES: \_\_\_\_\_  
\_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTENTION: \_\_\_\_\_

FORESTHILL PUBLIC UTILITY DISTRICT

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, President

Clerk and Ex-Officio Secretary Thereof

Foresthill Public Utility District is a public utility district duly organized and existing under and by virtue of the laws of the State of California and is as such district a political subdivision and an exempt entity as defined in Section 11922 (amended) California Revenue and Taxation Code applicable to transfer taxes and also exempt from recorder's fees pursuant to Revenue and Taxation Code Section 27383.

**FORESTHILL PUBLIC UTILITY DISTRICT  
POLICY HANDBOOK**

**POLICY TITLE:** Encroachment Permits  
**POLICY NUMBER:** 3070

**3070.10** Whenever a property owner desires to install or construct physical improvements - landscaping, fencing, retaining walls, culverts, bridges and/or other structures or improvements - on, above or below the surface of any portion of their land which is encumbered by a district facility or dedicated easement or right of way, they shall, prior to commencement of said installation or construction, apply for and receive an Encroachment Permit from the General Manager, or his/her designated representative.

**3070.11** Plans for said structures or improvements may be required by the General Manager to ensure that the resulting installation adequately accommodates existing district facilities.

**3070.12** A fee in the amount of \$\_\_\_\_\_, together with actual county recording costs, shall be charged to cover district administrative and inspection costs, and the cost to record the Encroachment Permit with the County Recorder.

**3070.13** The form of the Encroachment Permit shall be as designated by the General Manager, conforming generally as follows:

Permit # \_\_\_\_\_

**Foresthill Public Utility District Encroachment Permit**

Applicant: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

APN #: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant requests Encroachment Permit for: (explain nature & detail of request:

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Special Conditions:

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Inspected By: \_\_\_\_\_

Approved By: \_\_\_\_\_

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: PURCHASING EQUIPMENT AND SUPPLIES**  
**POLICY NUMBER: 3080**

**3080.10 Bid Procedure for Annual Purchase or Purchase Over \$10,000:** The Board of Directors may annually advertise for sealed bids for furnishing the District with goods, merchandise, stores, subsistence, printing, materials, and all other supplies, and advertising (collectively, “article(s)”). If the District requires the purchase of any article(s), for which no annual contract has been entered into and the amount involved in the purchase exceeds Ten Thousand Dollars (\$10,000), the Board of Directors shall advertise for sealed bids for furnishing the District the article(s). For all such purchases under this Section, the following procedures shall be followed:

**3080.11** The advertisement for sealed bids shall be published in a newspaper of general circulation in Placer County, for a period of ten (10) days, on each day in which the newspaper is published during the ten (10) day period.

**3080.12** Notices of proposals for furnishing article(s) shall mention the article(s) in general and shall state that the article(s) are to be delivered at such times, in such quantities, and in such manner as the Board of Directors may designate.

**3080.13** All bids shall be upon a schedule prepared by the District, showing all article(s) needed by the District and stating separately the price of each article(s) to be furnished. Any person may bid upon any article(s) separately.

**3080.14** All bids shall be opened by the Board of Directors at an hour and place stated in the advertisements for proposals, in the presence of all bidders who attend, and the bidders may inspect the bids.

**3080.15** In considering the bids, the Board of Directors may accept or reject all or any of them, or may accept or reject part of a bid, preference being given to the lowest responsible bidder. The award as to each article(s) shall in all cases be made to the lowest bidder for such article(s).

**3080.16** All article(s) furnished to the District shall be furnished at a price no greater than the price specified in the bid accepted by the



Board of Directors.

**3080.20** **Authorized Purchases Under Awarded Annual Contracts:** The award of an annual contract by the Board of Directors authorizes the purchase of the specified article(s) at the price specified in the accepted bid. The following District employees are authorized to issue purchase orders for the delivery of any article(s) specified in an annual contract, but the total dollar amount of the article(s) approved by that employee shall not exceed the authorized expenditure amount for that employee's position for any one (1) month:

<u>Employee Position</u>	<u>Maximum Monthly Expenditure Authorization for Equipment and Supplies</u>
General Manager	\$10,000
Business Manager and Operations Manager	\$5,000
Lead Operators	\$2,500

For any purchase that would exceed the employee's maximum monthly expenditure authorization, the employee must obtain authorization from the Board of Directors prior to issuing a purchase order.

**3080.30** **Modification of Contracts for Equipment or Supplies:** A contract entered into on behalf of the District for the provision of article(s) shall not be altered or changed in any manner, unless the proposed change is approved by a vote of two-thirds (2/3) of the Board of Directors and consented to by the contractor. The particular change or alteration shall be specified in writing and its cost agreed upon between the Board of Directors and the contractor.

**3080.40** **Procedure for Purchase Equal To or Under \$10,000:** If the District requires the purchase of any article(s), for which no annual contract has been entered into and the amount involved in the purchase is equal to or less than Ten Thousand Dollars (\$10,000), the Board of Directors may purchase the article(s) without advertising for bids or awarding contracts. For such purchases, the following procedures shall be followed:

**3080.41** The General Manager, Division Manager, or Division Supervisor is authorized to direct the appropriate District employee to solicit quotes from vendors to obtain any necessary article(s). The District employee shall obtain a minimum of three (3) quotes for each type of article(s), except in those cases where the employee either is unable to identify at least three (3) vendors who supply that type of article(s) or fewer than three (3) vendors who supply that type of article(s) are willing to provide quotes. When the employee is unable to identify three (3) vendors who are willing to

supply quotes, the employee shall provide the Board of Directors with a list of all vendors from whom quotes were solicited, and, if possible, the reason they declined to provide a quote. Quotes may be obtained by telephone and recorded in writing, or received in writing from the vendor.

**3080.42** The General Manager, Division Manager, or Division Supervisor shall review the vendor quotes and provide a written recommendation to the Board of Directors after considering price, terms and delivery schedule.

**3080.43** After review of the written recommendation, the Board of Directors may authorize the General Manager, Division Manager, or Division Supervisor to issue a purchase order for the specified article(s).

**3080.50** **Procedure for Emergency Purchase of Supplies or Equipment:** In the case of an emergency, the General Manager may purchase any supplies or equipment and take any directly related and immediate action required by that emergency, without giving notice for bids to let contracts. However, before the General Manager takes any action regarding an emergency, the General Manager shall make a finding, based on substantial evidence set forth in a written memorandum, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency. The General Manager shall report to the Board of Directors, at its next meeting (which shall not be later than seven (7) days after the action), the reasons justifying why the emergency would not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** PURCHASING CONSTRUCTION, MAINTENANCE OR REPAIR WORK  
**POLICY NUMBER:** 3081

**3081.10** **Maintenance Defined:** For purposes of this policy, “maintenance” means routine, recurring, and usual work for the preservation, protection, and keeping of any publicly owned or publicly operated facility for its intended purposes in a safe and continually usable condition for which it was designed, improved, or constructed. This definition of “maintenance” expressly includes, but is not limited to, carpentry, electrical, and plumbing work. This definition does not include, among other types of work, janitorial or custodial services.

**3081.20** **Bid Procedure for Construction, Maintenance or Repair Work with Costs Over \$15,000:** For each complete project for new construction or project for any alteration, maintenance, or repair, for which the costs of materials, supplies and labor exceed Fifteen Thousand Dollars (\$15,000), the Board of Directors shall advertise for bids for the project. To purchase such construction, maintenance or repair work, the following procedures shall be followed:

**3081.21** The Board of Directors shall adopt plans and specifications, strain sheets, and working details for the project and shall advertise for bids for the project in accordance with the plans and specifications so adopted.

**3081.22** All bidders shall be afforded an opportunity to examine such plans and specifications. The plans and specifications adopted shall be attached to and become part of any contract awarded.

**3081.23** Notice inviting bids for all projects shall be published in a newspaper of general circulation in Placer County at least one (1) week prior to the time specified for receiving bids.

**3081.24** All bids for construction work shall be presented under sealed cover and shall be accompanied by a bidder’s bond, certified or cashier’s check, or cash in an amount not to exceed more than ten percent (10%) of the total bid. Upon award to the lowest bidder, the security of an unsuccessful bidder shall be returned within sixty (60) days from the time the award is made.

**3081.25** The contract for the project shall be awarded to the lowest responsible bidder, unless the Board of Directors determines that

all the bids submitted are unsatisfactory or are excessive. The Board of Directors reserves the right to reject all of the submitted bids and do either of the following: 1) recommence the bid procedure, or 2) determine by a two-thirds (2/3) vote of the Board of Directors that all of the bids submitted are unsatisfactory or are excessive, and authorize the District to perform any necessary and proper work, and make any necessary and proper expenditures in lieu of contracting for the performance of the proposed work.

**3081.26** The person or corporation to whom the contract is awarded shall execute a bond, to be approved by the Board of Directors, for the faithful performance of the contract.

**3081.30** **Purchasing Procedure for Construction, Maintenance or Repair Work with Costs Equal To or Under \$15,000:** If the District requires the purchase of any construction, maintenance or repair work and the amount involved in the purchase is equal to or less than Fifteen Thousand Dollars (\$15,000), the Board of Directors may purchase the work without advertising for bids. To purchase such construction, maintenance or repair work, the following procedures shall be followed:

**3081.31** The General Manager, Division Manager, or Division Supervisor is authorized to direct the appropriate District employee to solicit quotes from vendors to obtain any necessary construction, maintenance or repair work. The District employee shall obtain a minimum of three (3) quotes for each type of work, except in those cases where either the employee is unable to identify at least three (3) vendors who perform such work or fewer than three (3) vendors who perform such work are willing to provide quotes. When the employee is unable to identify at least three (3) vendors who are willing to perform such work, the employee shall provide the Board of Directors with a list of all vendors from whom quotes were solicited, and, if possible, the reason they declined to provide a quote. All quotes must be in writing.

**3081.32** The General Manager, Division Manager, or Division Supervisor shall review the quotes and provide a written recommendation to the Board of Directors after considering price, terms and performance schedule.

**3081.33** After review of the written recommendation, the Board of Directors may authorize the General Manager, Division Manager, or Division Supervisor to enter into a contract, or issue a purchase order for the specified construction, maintenance or repair work.

**3081.40** **Annual Construction, Maintenance or Repair Work Contracts:** The District

may enter into annual contracts for the performance of specified construction, maintenance or repair work after following the procedures provided under either Policy 3081.20 or Policy 3081.30, depending on the total dollar amount involved in the purchase.

**3081.41**      **Authorized Purchases Under Approved Construction, Maintenance or Repair Work Contracts:** The award of an annual contract by the Board of Directors authorizes the purchase of the specified construction, maintenance or repair work at the price specified in the contract. The following District employees are authorized to issue purchase orders for the performance of any work specified in an annual contract, but the total dollar amount of the work approved by that employee shall not exceed the authorized expenditure amount for that employee’s position for any one (1) month:

<u>Employee Position</u>	<u>Maximum Monthly Expenditure Authorization for Construction, Maintenance or Repair Work</u>
General Manager	\$15,000
Business Manager and Operations Manager	\$7,500
Lead Operators	\$2,500

For any purchase of construction, maintenance or repair work that would exceed the employee’s maximum monthly expenditure authorization, the employee must obtain authorization from the Board of Directors prior to issuing a purchase order for such work.

**3081.50**      **Plan or Contract Modification:** Plans and specifications for construction, maintenance or repair work, once approved by the Board of Directors, shall not be altered or changed in a manner which increases the cost of the proposed work, except by a majority vote of the Board of Directors. Any contract for construction, maintenance or repair work shall not be altered or changed in any manner, unless approved by a two-thirds (2/3) vote of the Board of Directors and with the consent of the contractor. Any contract change or alteration shall be specified in writing and signed on behalf of the District and the contractor.

**3081.60**      **Procedure for Emergency Purchase of Construction or Repair Work:** In the case of an emergency, the General Manager may have a public facility repaired or replaced, take any directly related and immediate action required by that emergency, and procure any necessary equipment, services and supplies for those purposes without giving notice for bids to let contracts. However, before the General Manager takes any action regarding an emergency, the General Manager shall make a finding, based on substantial evidence as set forth in a written

memorandum, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency. The General Manager shall then report to the Board of Directors, at its next meeting (which shall not be later than seven (7) days after the emergency action), the reasons justifying why the emergency would not permit a delay resulting from a competitive solicitation for bids and why the action was necessary to respond to the emergency. In addition, unless the emergency action has already been terminated by the General Manager, the Board of Directors shall review the General Manager's emergency action at every regularly scheduled meeting thereafter to determine, by a four-fifths (4/5) vote, that there is a need to continue the action. In any event, the Board of Directors shall terminate the emergency action at the earliest possible date that conditions warrant so that the remainder of any non-emergency action may be completed by giving notice for bids to let contracts.

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** PURCHASING PROFESSIONAL, CONSULTING, OR OTHER SERVICES  
**POLICY NUMBER:** 3082

**3082.10** If the District requires the purchase of any service, including professional services such as legal, engineering, architectural, landscape architecture, land surveying, construction project management, accounting, financial, economic, energy advisory, information technology, environmental, payroll services and administrative services, the Board of Directors may purchase the service without advertising for bids. Prior to purchasing such services, the General Manager or the Board of Directors will determine whether it is appropriate to seek proposals from potential service providers, based on the nature and the scope of the required service. If the General Manager or Board of Directors determines that it is appropriate to seek proposals for the required service, the following procedures shall be followed:

**3082.11** District staff shall prepare a Request for Proposals (RFP) describing the scope of work. A notice of the RFP will be mailed to known service providers and published in a local newspaper of general circulation.

**3082.12** The General Manager shall review all proposals received and make a recommendation to the Board of Directors regarding which service provider to select.

**3081.13** The Board of Directors shall consider the General Manager's recommendation and may select a service provider. The Board of Directors may authorize the appropriate District officer to enter into a contract with the selected service provider.

**3082.20** **Selection of Professional Service Provider:** Selection of a professional service provider by the Board of Directors shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

**3082.30** **Authorized Purchases Under Service Contracts:** A contract approved by the Board of Directors authorizes the purchase of the specified services at the price specified in the contract. The following District employees are authorized to issue purchase orders for the performance of any services specified in an approved contract, but the total dollar amount of the services approved by that employee shall not exceed the authorized expenditure amount for that employee's position

for any one (1) month:

Employee Position

Maximum Monthly  
Expenditure Authorization  
for Services

General Manager

\$15,000

For any purchase of services that would exceed the employee's maximum monthly expenditure authorization, the employee must obtain authorization from the Board of Directors prior to issuing a purchase order for such services.



# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Disposal of Surplus Equipment/Property  
**POLICY NUMBER:** 3085

### **3085.1** Sale of Surplus Equipment:

- 3085.11** Board of Directors takes action to declare equipment surplus.
- 3085.12** Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids (advertisement also notes that District reserves the right to reject any or all bids, equipment sold AS IS.)
- 3085.13** Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject any bid.
- 3085.14** Bidders are notified of the Board's action.
- 3085.15** Junked Certificates are obtained for vehicles that can not pass a smog test without significant repairs.

### **3085.2** Sale of Real Estate:

- 3085.21** Board takes action to declare property surplus and authorizes District Staff to obtain appraisal.
- 3085.22** Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public.)
- 3085.23** If property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.
- 3085.24** Board takes action at the next Regular Board Meeting to accept or reject any bid.
- 3085.25** Bidders are notified of the Board's action.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:       Records Retention**  
**POLICY NUMBER:    3090**

**3090.10** The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of Foresthill Public Utility District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

**3090.20** Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

**3090.30** The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

**3090.40** Pursuant to the provisions of California Government Code 60200 through 60203, California Water Code 21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the Foresthill Public Utility District.

**3090.41** Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

**3090.42** Originals of records, papers and documents more than two (2) years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

**3090.43** In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

**3090.44** Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

**3090.441** The record, paper or document is photographed, microphotographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copies to an approved electronic media;

**3090.442** The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

**3090.443** The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions is made for preserving, examining, and using the same, together with documents stored via electronic media.

**3090.45** Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

**3090.451** There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

**3090.452** There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

**3090.453** Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;

**3090.454** Said audit or audits contain the expression of an unqualified opinion.

**3090.46** Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

**3090.461** Duplicated (original-subject to aforementioned requirements).

**3090.462** Rough drafts, notes or working papers (except audit).

**3090.463** Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

**3090.47** All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been microfilmed and qualify for destruction section 4, above. Payroll and personnel records include the following:

**3090.4701** Accident reports, injury claims and settlements.

**3090.4702** Medical histories.

**3090.4703** Injury frequency charts.

**3090.4704** Applications, changes and terminations of employees.

**3090.4705** Insurance records of employees.

**3090.4706** Time cards.

**3090.4707** Classification specifications (job descriptions).

**3090.4708** Performance evaluation forms.

**3090.4709** Earning records and summaries.

**3090.4710** Retirements.

**3090.48** All assessing records may upon authorization be destroyed after seven years retention from lien date; however, their records may be destroyed three years after the lien date when said records are microfilmed as provided for section 4, above.

**3090.49** Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if microfilmed as provided for in section 4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

**3090.50** Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in section 4, above. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.

**3090.51** Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

**3090.52** Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two (2) years old may be destroyed.

**3090.53** Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

**Appendix A**  
**Definitions for Records Retention and Disposal Policy**

1. AUTHORIZATION. Approval from the General Manager, as authorized by the District's Board of Directors.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
  - a. SOURCE DOCUMENTS
    - (1) Invoices
    - (2) Warrants
    - (3) Requisitions/Purchase Orders (attached to invoices)
    - (4) Cash Receipts
    - (5) Claims (attached to warrants in place of invoices)
    - (6) Bank Statements
    - (7) Bank Deposits
    - (8) Checks
    - (9) Bills
    - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
  - b. JOURNALS
    - (1) Cash Receipts
    - (2) Accounts Receivable or Payable Register
    - (3) Check or Warrant (payables)
    - (4) General Journal
    - (5) Payroll Journal
  - c. LEDGERS
    - (1) Expenditure
    - (2) Revenue
    - (3) Accounts Payable or Receivable Ledger
    - (4) Construction
    - (5) General Ledger
    - (6) Assets/Depreciation
  - d. TRIAL BALANCE

- e. STATEMENTS (Interim or Certified - Individual or All Fund)
    - (1) Balance Sheet
    - (2) Analysis of Changes in Available Fund Balance
    - (3) Cash Receipts and Disbursements
    - (4) Inventory of Fixed Assets (Purchasing)
  
  - f. JOURNAL ENTRIES
  
  - g. Payroll and personnel records include but are not limited to the following:
    - (1) Accident reports, injury claims and settlements
    - (2) Applications, changes or terminations of employees
    - (3) Earnings records and summaries
    - (4) Fidelity Bonds
    - (5) Garnishments
    - (6) Insurance records of employees
    - (7) Job Descriptions
    - (8) Medical Histories
    - (9) Retirements
    - (10) Time Cards
  
  - h. OTHER
    - (1) Inventory Records (Purchasing)
    - (2) Capital Asset Records (Purchasing)
    - (3) Depreciation Schedule
    - (4) Cost Accounting Records
3. LIFE. The inclusive or operational or valid dates of a document.
  4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.
  5. RECORD COPY. The official District copy of a document or file.
  6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
  7. RECORDS CENTER. The site selected for storage of inactive records.
  8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
  9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
  10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.

11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:

- (a) The resumption and/or continuation of operations;
- (b) The recreation of legal and financial status of the District, in case of a disaster;
- (c) The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

- (1) Agreements
- (2) Annexations and detachments
- (3) As-built drawings
- (4) Audits
- (5) Contract drawings
- (6) Customer statements
- (7) Deeds
- (8) Depreciation schedule
- (9) Disposal of surplus & excess property
- (10) Disposal of scrap materials
- (11) District insurance records
- (12) District water rights
- (13) Employee accident reports, injury claims & settlements
- (14) Employee earning records
- (15) Employee fidelity bonds
- (16) Employee insurance records
- (17) Encroachment permits (by others)
- (18) Encroachment permits (by FPUD)
- (19) Facility improvement plans
- (20) Improvement districts
- (21) Individual water rights
- (22) Individual claims/settlements
- (22) Inventory
- (24) Journal vouchers
- (25) Ledgers
- (26) Licenses & permits (to operate)
- (27) Loans & grants
- (28) Maps
- (29) Minutes of Board meetings
- (30) Payroll register
- (31) Policies, Rules & Regulations
- (32) Purchase orders & requisitions
- (33) Restricted materials permits
- (34) Rights of ways & easements
- (35) Spray permits
- (36) Statements of Economic Interest
- (37) State surplus acquisitions
- (38) Warehouse requisitions
- (39) Warrant/Voucher register
- (40) Warrants (with backup)
- (41) Water rights history

**Appendix B**  
**Records Retention & Storage Summary**

Group No.	Title or Description	Original	Duplicate	Retention Periods		
				Office	Record Center	Retain or Destroy
1	Records affecting title to real property or liens thereof.	X		2 yrs.	OP	ES
2	Records required to be kept permanently by statute.	X		2 yrs.	OP	ES
3	Minutes, ordinances & resolutions of Board.	X		2 yrs.	OP	ES
4	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		2 yrs.	OP	ES
5	Correspondence, operational reports and information upon which District policy has been established.	X		2 yrs.	10 yrs.	12 yrs.
6	Duplicates of 5, above, when retention is necessary for reference.	X		2 yrs.		2 yrs.
7	Records requiring retention for more than five years, but no more than fifteen years by statute or administrative value.	X		2 yrs.	13 yrs.	15 yrs.
8	Duplicates needed for administrative purposes for five to fifteen years.		X	2 yrs.	13 yrs.	15 yrs.
9	All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.	X		2 yrs.	1 yr.	3 yrs.
10	Duplicates and other documents not public records required to be maintained for administrative purposes.	X	X	2 yrs.	3 yrs.	5 yrs.
11	Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.		X	3 yrs.		3
12	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).		X	1 yr.		1 yr.
13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, feeder	X	X	3 mos.		3 mos.



	reports, and other duplicate copies no longer needed.					
14	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation.	X		2 yrs.	3 yrs.	5 yrs.
15	Policy files and reference sets of publications.		X	I		I
16	Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action.		X	I		I

OP = Original or photographic copy.

ES = May be destroyed if stored in electronic media.

I = Indefinitely

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE: FREE WATER USERS**

**POLICY NUMBER: 3095**

In the past, a previous Board of Directors voted to allow the Foresthill Public Utility District to give water to twelve Free Water Users. On February 11 and March 11<sup>th</sup>, 2015 the current Board of Directors approved a new policy regarding these twelve Free Water Users which is detailed below. The following table shows the name of the meters and the account/meter numbers:

Foresthill PUD Park (Gazebo)	Account #205-2335/PUD0001
Beautification Meter (Church St.)	Account #205-2405-BEA0011
Beautification Meter (Soap St.)	Account #205-1938/BEA0018
Beautification Meter (Gold St.)	Account #205-2310/BEA0010
Beautification Meter (California St.)	Account #202-2245/BEA0009
Beautification Meter (Sebastian)	Account #205-2242-BEA0014
Foresthill Fire Protection Dist. (old Porter's Garage)	Account #205-1970/FIR0001
Foresthill PUD	Account #205-2320/FOR0002
Catholic Cemetery	Account #200-1002/CAT0001
Foresthill Community Cemetery	Account #270-0250-FOR0049
Foresthill Swimming Pool	Account #260-0540/FOR0065

This policy provides a mechanism to reduce the cost to the above list of accounts. The listed accounts may elect to activate at times other than the dates specified in the policy as long as the responsible party agrees to pay all activation and monthly charges effective with the beginning of the billing cycle in which the activation is requested.

**Foresthill PUD Park, Account #205-2335/PUD0001**

Meter is for the Foresthill Public Utility District Park area commonly known as the Gazebo. This is a 5/8 “ meter. It was recommended that the District purchase a manual water timer for the park. Replace lawn sprinklers with smaller sprinklers and check for leaks. Water will be turned on May 15<sup>th</sup> of each year and turned off October 15<sup>th</sup> of each year.

**Beautification Meter (Church St.), Account #205-2405/BEA0011**

Meter is located at a “beautification planter box” on the corner of Foresthill Rd. & Church St. and is currently maintained by volunteers. This is a 5/8” meter.

A monthly water allowance of 500 gallons at no charge will be provided; if usage exceeds 500 gallons per month, the user will be billed at the residential rate which includes 10,000 gallons. Usage over 10,000 gallons will be charged at the overage rate for this size meter. The monthly

bill should be sent to Placer County Public Works Department. Water will be turned on by the District on May 15<sup>th</sup> of each year and shut off on October 15<sup>th</sup> of each year at no charge to user. This meter must have a water timer, a flow restrictor and a lock on the meter box. FPUD and a designated volunteer will have a key and designated volunteer must sign a key issuance form with the FPUD. FPUD will not be responsible for the maintenance of the irrigation system or components beyond the meter.

**Beautification Meter (Soap St.), Account #205-1938/BEA0018**

Meter is located at a “beautification planter box” on the corner of Foresthill Rd. & Soap St. and is maintained by volunteers from the Foresthill Lions Club. This is a 5/8” meter.

A monthly water allowance of 500 gallons at no charge will be provided; if usage exceeds 500 gallons per month, the user will be billed at the residential rate which includes 10,000 gallons. Usage over 10,000 gallons will be charged at the overage rate for this size meter. The monthly bill should be sent to Placer County Public Works Department. Water will be turned on by the District on May 15<sup>th</sup> of each year and shut off on October 15<sup>th</sup> of each year at no charge to user. This meter must have a water timer, a flow restrictor and a lock on the meter box. FPUD and a designated volunteer will have a key and designated volunteer must sign a key issuance form with the FPUD. FPUD will not be responsible for the maintenance of the irrigation system or components beyond the meter.

**Beautification Meter (Gold St.), Account #205-2310/BEA0010**

Meter is located at a “beautification planter box” on the corner of Foresthill Rd. & Gold Street and is maintained by volunteers. This is a 1” meter and should be changed to a 5/8” meter.

A monthly water allowance of 500 gallons at no charge will be provided; if usage exceeds 500 gallons per month, the user will be billed at the residential rate which includes 10,000 gallons. Usage over 10,000 gallons will be charged at the overage rate for this size meter. The monthly bill should be sent to Placer County Public Works Department. Water will be turned on by the District on May 15<sup>th</sup> of each year and shut off on October 15<sup>th</sup> of each year at no charge to user. This meter must have a water timer, a flow restrictor and a lock on the meter box. FPUD and a designated volunteer will have a key and designated volunteer must sign a key issuance form with the FPUD. FPUD will not be responsible for the maintenance of the irrigation system or components beyond the meter.

**Beautification Meter (California St.), Account #202-2245/BEA0009**

Meter is located at a “beautification planter box” on the corner of Foresthill Rd. & California St. and is maintained by volunteers from the Foresthill Lions Club. This is a 5/8” meter.

A monthly water allowance of 500 gallons at no charge will be provided; if usage exceeds 500 gallons per month, the user will be billed at the residential rate which includes 10,000 gallons. Usage over 10,000 gallons will be charged at the overage rate for this size meter. The monthly bill should be sent to Placer County Public Works Department. Water will be turned on by the District on May 15<sup>th</sup> of each year and shut off on October 15<sup>th</sup> of each year at no charge to user. This meter must have a water timer, a flow restrictor and a lock on the meter box. FPUD and a designated volunteer will have a key and designated volunteer must sign a key issuance form with

the FPUD. FPUD will not be responsible for the maintenance of the irrigation system or components beyond the meter.

**Beautification Meter (Sebastian), Account #205-2242-BEA0014**

Meter is located at a “beautification planter box and bed” between Main St. & Foresthill Rd. across from Pizza Place and is maintained by Sebastian Telephone. There is one 5/8“ meter at this location.

A monthly water allowance of 500 gallons at no charge will be provided; if usage exceeds 500 gallons per month, the user will be billed at the residential rate which includes 10,000 gallons. Usage over 10,000 gallons will be charged at the overage rate for this size meter. The monthly bill should be sent to Placer County Public Works Department. Water will be turned on by the District on May 15<sup>th</sup> of each year and shut off on October 15<sup>th</sup> of each year at no charge to user. This meter must have a water timer, a flow restrictor and a lock on the meter box. FPUD and a designated volunteer will have a key and designated volunteer must sign a key issuance form with the FPUD. FPUD will not be responsible for the maintenance of the irrigation system or components beyond the meter.

**Foresthill Fire Protection Dist. (old Porter’s Garage), Account #205-1970/FIR0001**

Meter is located on Foresthill Fire Protection Dist. property at the old Porter’s Garage building. This is a 5/8” meter.

Water will be turned on ~~April~~ March 15<sup>th</sup> and turned off August 15<sup>th</sup> of each year at no charge to the user. User will be billed monthly for these months at the commercial rate for this size meter. Normal overage charges will apply. The monthly bill should be sent to Foresthill Fire Protection District.

**Foresthill PUD, Account #205-2320/FOR0002** The FPUD office does not pay a water bill to itself. Water ratepayer expense is waived.

**Catholic Cemetery, Account #200-1002/CAT0001**

Meter is located at property belonging to Roman Catholic Bishop of Sacramento St. Joseph’s Church.–Volunteers currently manage the property.

Water is needed for settling soil after burial services for newly back filled graves. The District will turn water meter on leaving it on for two days and then turn off at no charge to the user, (this will require a minimum of 48 hours prior notification by the user). If the cemetery desires water at any other time, they will be responsible for the full monthly payment of the commercial ratepayer fee for this size meter; normal overage charges will apply. Once they start paying for a residential ratepayer fee – the water stays on and they will continue to pay each month. Bills should be sent to Roman Catholic Bishop of Sacramento St. Joseph’s Church.

**Foresthill Community Cemetery, Account #270-0250-FOR0049**

Meter is located at property belonging to the Foresthill Community Cemetery on Church St.

Water is needed for settling soil after burial services for newly back filled graves. The District

will turn water meter on leaving it on for two days and then turn off at no charge to the user, (this will require a minimum of 48 hours prior notification by the user). If the cemetery desires water at any other time, they will be responsible for the full monthly payment of the residential ratepayer fee for this size meter; normal overage charges will apply. Once they start paying for a residential ratepayer fee – the water stays on and they will continue to pay each month. Bills should be sent to Foresthill Community Cemetery.

**Foresthill Swimming Pool, Account #260-0540/FOR0065**

Meter is located adjacent to the northwest corner of the old PCWA property on Harrison St. and is used to provide water to the Foresthill Swimming Pool. This is a 5/8" meter.

Water will be turned on April 15<sup>th</sup> and turned off October 15<sup>th</sup> of each year at no charge to user. User will be billed monthly for these months at the commercial rate for this size meter Normal overage charges will apply. The monthly bill should be sent to Foresthill Swimming Pool.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Code of Ethics  
**POLICY NUMBER:** 4010

**4010.10** The FPUD Board of Directors is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to constituents and to complying with State laws including AB 1234 (Salinas) approved in 2006.

In order to assist in meeting these goals among members of the Board of Directors and District staff, the following rules shall be observed.

**4010.11** The dignity, style, values and opinions of each Director shall be respected.

**4010.12** Responsiveness and attentive listening in communication is encouraged.

**4010.13** When a Director believes he/she may have a conflict of interest, he/she must disclose the financial interest which could be affected by the action of the Board. Under these circumstances, the Director with the conflict of interest must refrain from any action to influence or approve such a transaction. Directors are encouraged to contact the Fair Political Practices Commission for advice in the event that there is uncertainty regarding whether a conflict exists.

**4010.14** The primary responsibility of the Board of Directors is the formulation and evaluation of policies, goals, and objectives to be pursued by the District in carrying out its mission, and in gauging the success of the District in meeting the Board's directives. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

**4010.15** Directors should commit themselves to the highest form of professionalism. They should emphasize the positive and avoid negative forms of interaction.

**4010.16** Directors should commit themselves to focusing on issues. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

**4010.17** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action without creating barriers to the implementation of said action.

**4010.18** Directors should practice the following procedures:

**4010.19** In seeking clarification on informational items, Directors may individually communicate with the District's staff to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

**4010.20** The District staff cannot fix what is not known; therefore, when receiving complaints from residents and property owners of the District, said complaints should be referred to the General Manager for evaluation and response.

**4010.21** Questions or concerns about safety or hazards, including observations of such conditions existing at District job sites, should be reported to the General Manager for appropriate action by staff. Emergency situations should be dealt with immediately by notifying appropriate authorities, including the District staff.

**4010.22** In presenting items for discussion at Board meetings, see Policy #5020.

**4010.23** In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager who will refer them to appropriate staff or counsel.

**4010.24** If approached by District employees or members of the public concerning District policy, Directors should direct inquiries to the appropriate department manager or the General Manager.

**4010.25** The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in carrying out the mission of the District.

**4010.26** As the elected member of the governing body of the District, Directors are expected to routinely receive comments and questions from constituents regarding the operations and policies of the District. When responding to constituent requests and concerns, Directors should be courteous in responding to individuals in a positive manner and should refer their questions and comments through appropriate channels to responsible management personnel.

**4010.27** Directors should develop and maintain a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

**4010.28** Directors possess no individual authority but function only as a part of the legislative body of the District. Any issue meriting Board consideration that is addressed to an individual Board member should be brought to the attention of the General Manager so that it can be presented to and considered by the full Board.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Candidate Expenditure Ceiling  
**POLICY NUMBER:** 4015

**4015.10** In accordance with Government Code 85400(c) (Proposition 208), the voluntary expenditure ceiling for candidates for the Board of Directors of Foresthill Public Utility District, and controlled committees of such candidates, shall be one dollar (\$1) per resident for each election in which the candidate is seeking election to the Board of Directors.

**4015.20** Proposition 208 establishes a two-tiered scheme of campaign contribution limitations applicable to candidates running for local office based on whether the recipient candidate accepts or rejects the voluntary expenditure ceiling established by the local jurisdiction. The decision by a candidate as to whether to accept the ceiling must be made before a candidate accepts any contributions.

**4015.21** If a candidate for the Board of Directors elects to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's) or individuals in an amount up to \$250.

**4015.22** If a candidate for the Board of Directors elects not to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's) or individuals in an amount up to \$100.



Foresthill Public Utility District  
**POLICY HANDBOOK**

**POLICY TITLE:** Attendance at Meetings  
**POLICY NUMBER:** 4020

**4020.10** Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence and they must contact the general manager stating reason for non-attendance within twenty-four (24) hours of meeting.

**4020.20** A vacancy shall occur if any of the triggers contained in California Government Code Sec. 1770 occur:

- (a) The death of the incumbent.
- (b) An adjudication pursuant to a quo warranto proceeding declaring that the incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his or her office for the remainder of his or her term. This subdivision shall not apply to offices created by the California Constitution nor to federal or state legislators.
- (c) His or her resignation.
- (d) His or her removal from office.
- (e) His or her ceasing to be an inhabitant of the state, or if the office be local and one for which local residence is required by law, of the district, county, or city for which the officer was chosen or appointed, or within which the duties of his or her office are required to be discharged.
- (f) His or her absence from the state without the permission required by law beyond the period allowed by law. For purposes of this policy the “permission required by law” shall be considered to be the approval of the Foresthill Public Utility District Board of Directors, and the “period allowed by law” shall be three (3) consecutive months.

**4020.20 Continued:**

(g) His or her ceasing to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law.

(h) His or her conviction of a felony or of any offense involving a violation of his or her official duties. An officer shall be deemed to have been convicted under this subdivision when trial court judgment is entered. For purposes of this subdivision, “trial court judgment” means a judgment by the trial court either sentencing the officer or otherwise upholding and implementing the plea, verdict, or finding.

(i) His or her refusal or neglect to file his or her required oath or bond within the time prescribed.

(j) The decision of a competent tribunal declaring void his or her election or appointment.

(k) The making of an order vacating his or her office or declaring the office vacant when the officer fails to furnish an additional or supplemental bond.

(l) His or her commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate, or stimulant addict; but in that event the office shall not be deemed vacant until the order of commitment has become final.

(m) (1) The incumbent is listed in the Excluded Parties List System and all of the following subparagraphs apply:

(A) The office is one that the incumbent holds ex officio, by virtue of holding another office, or as an appointee.

(B) The appointed or ex officio office is on the governing board of a local agency that is, or may reasonably be expected to be, a participant or principal in a covered transaction, pursuant to federal law.

## **4020.20 Continued:**

(C) A federal agency head or designee has not granted the incumbent an exception, in writing, permitting the incumbent to participate in a particular covered transaction in which the local agency is, or may reasonably be expected to be, a participant or principal.

(2) For purposes of this subdivision, the following terms have the following meanings:

(A) “Excluded Parties List System” means the list maintained and disseminated by the federal General Services Administration containing names of, and other information about, persons who are debarred, suspended, disqualified, or otherwise excluded from participating in a covered transaction, pursuant to federal law.

(B) “Local agency” includes, but is not limited to, a county, whether general law or chartered, city, whether general law or chartered, city and county, school district, municipal corporation, district, political subdivision, or any board, commission, or agency of one of these entities.

(C) “Federal law” includes, but is not limited to, federal regulations adopted pursuant to Section 2455 of Public Law 103-355 (108 Stat. 3327), Executive Order No. 11738, Executive Order No. 12549, and Executive Order No. 12689.

(3) This subdivision shall not apply to an elective office.

## **Tele-Conference Policy:**

**4020.30** Directors are limited to participating in regular meetings via tele-conference to one regular meeting every three (3) months. Directors are limited to participating in special meetings of the full Board via tele-conference to two (2) meetings in three (3) consecutive months.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Remuneration and Reimbursement  
**POLICY NUMBER:** 4030

**4030.10** At its regular meeting in May of each year, the Board of Directors may establish a “Director’s Fee” for the next fiscal year which shall be limited as stated in Public Utilities Code 16002 – each member of the Board may receive the compensation that the Board by Resolution provides, not exceeding four thousand eight hundred dollars (\$4,800) a year.

**4030.15** Effective August 31, 2019, member of the Board of Directors shall not receive remuneration for their services.

**4030.20** Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Policy #4090. Reimbursement for the cost of the use of a Director’s vehicle shall be on the basis of total miles driven and at a rate equal to the standard rate recognized by the Internal Revenue Service.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Board President  
**POLICY NUMBER:** 4040

**4040.10** The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

**4040.20** In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Members of the Board of Directors  
**POLICY NUMBER:** 4050

**4050.10** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. To improve the productivity of Board meetings, the General Manager should be consulted prior to the meeting to clarify any questions or to provide further materials that may be needed.

**4050.20** Information exchanged before meetings shall be distributed through the General Manager, to ensure all Directors and staff will receive all information being distributed.

**4050.30** Copies of information exchanged before meetings shall be made available to the public at the time of distribution, with copies available for those in attendance, and shall also be provided to anyone not present upon their request.

**4050.40** Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

**4050.50** Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be concise and confined to the matter being discussed by the Board.

**4050.60** Minutes should be no longer than necessary to describe the action taken, including the motion, second, and vote, and the underlying facts as necessary to insure an adequate record for subsequent review. Modifications to the minutes of meetings that have occurred in the past should be avoided when possible, as should the addition of individual comments to prior meeting minutes.

**4050.70** Directors shall recuse themselves from participating in the discussion or vote on any item where they have a personal interest or bias that prevents them from evaluating the facts and from making an objective decision or where they have a financial conflict of interest. In those circumstances, the minutes shall reflect that the Director so abstained from discussion and the vote. Unless such circumstances exist, however, Directors should affirmatively participate and vote as part of the Board's decision-making responsibilities. Directors recusing themselves from participating in the discussion or action due to a financial conflict of interest should announce the nature of the conflict and should leave the Board meeting room until the item has been concluded.

**4050.80** Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager. Information so produced shall be provided to all Directors.



# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**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.



# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Basis of Authority  
**POLICY NUMBER:** 4070

**4070.10** The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

**4070.20** Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:**               **Membership in Associations**  
**POLICY NUMBER:**       **4080**

**4080.10** The Board of Directors may ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

**4080.20** The Board of Directors may maintain membership in the California Special Districts Association, the Association of California Water Agencies, Mountain Counties Water Resources Association and other similar and/or appropriate associations, and shall ensure that annual dues are paid when due.

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Training, Education and Conferences  
**POLICY NUMBER:** 4090

**4090.10** Members of the Board of Directors and executive staff are encouraged to participate in educational webinars, conferences and professional meetings when the purpose of such activities is to improve District operations.

**4090.20** It is the policy of the District to encourage Board and executive staff development and excellence of performance by reimbursing expenses incurred for tuition, travel, and meals as a result of training, educational courses, participation with professional organizations, and attendance at local meetings associated with the interests of the District within a 100 mile radius. Attendance shall be approved by the President of the Board of Directors prior to incurring any reimbursable expenses.

**4090.25** Expenses to the District for Board of Directors' or executive staffs' training, education and conferences over a 100 mile radius and over \$100.00 (tuition, meals and mileage combined) must be approved by the full board at a regular board meeting.

**4090.30** A Director or executive staff shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that the board member will not retain their seat on the Board. A Director or executive staff shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

**4090.40** Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors and executive staff will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Ethics Training & Sexual Harassment Prevention Training  
**POLICY NUMBER:** 4095

Pursuant to Assembly Bill No. 1234 (2005) Government Code Sections 53234 through 53235.2, all directors and designated executive staff of FPUD shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter. Pursuant to Assembly Bill No. 1825 (2007) Government Code Section 129359a), all directors and designated executive staff of FPUD shall receive two hours of training in Sexual Harassment Prevention training within six months of election or appointment to the board of directors and at least once every two years thereafter

**4095.10** The ethics policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act. The sexual harassment prevention policy shall apply to all staff members and board of directors who supervise or have authority over any employee.

**4095.20** This policy shall apply to the following executive staff positions: General Manager and all department heads.

**4095.30** All ethics training shall be provided by entities whose curriculum has been approved by the California Attorney General and the Fair Political Practices Commission. All sexual harassment prevention training shall be provided by webinar training which is provided by California Special Districts Association.

**4095.40** Directors shall obtain proof of participation after completing the ethics training and sexual harassment prevention training. Applicable costs for attending the training will be reimbursed by the District.

**4095.50** District staff shall maintain records indicating both the dates that directors completed the ethics training and sexual harassment prevention training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

**4095.60** Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online. Sexual harassment prevention training may be taken online.

**4095.70** Any director of FPUD that serves on the board of another agency is only required to take the training once every two years.



# FORESTHILL PUBLIC UTILITY DISTRICT

## POLICY HANDBOOK

**POLICY TITLE:** Board Meetings  
**POLICY NUMBER:** 5010

**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.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Board Meeting Agenda  
**POLICY NUMBER:** 5020

**5020.10** The General Manager, in consultation with the Board President, shall prepare an agenda meeting the requirements of the Ralph M. Brown Act for each regular and special meeting of the Board of Directors. Absent approval of the General Manager, the agenda will be “closed” to the addition of new items at 12:00 PM on the seventh day preceding the regular meeting of the Board of Directors. For example, if Board meetings are on Thursday, the agenda will be closed to new items at 12 PM on the preceding Thursday.

**5020.20** Any member of the public may request that a matter directly related to District business be considered for placement on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

**5020.21** The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the close of the agenda for the meeting where the item is to be considered. If the General Manager decides the request should be placed on a Board agenda, General Manager may exercise his/her discretion in including the item on the next, or a subsequent meeting, agenda depending on the press of other business before the Board.

**5020.22** The General Manager shall be the sole judge of whether the request is or is not a "matter directly related to District business" in determining whether to place the matter on a meeting agenda. The person requesting the agenda addition may request that the Board of Directors reconsider the General Manager's adverse decision at the next regular meeting of the Board of Directors. Notwithstanding the determination of the General Manager, any Director may request that the item be placed on the agenda of a regularly scheduled Board regular meeting at the earliest feasible date.

**5020.23** No matter which is authorized for consideration by the Board in closed session will be accepted under this policy.

**5020.24** The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

**5020.30** This policy does not prevent the Board from taking public comment at regular meetings of the Board on matters which are not on the agenda which a member of the public may wish to

bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

**5020.40** At least 72 hours prior to the time of all regular meetings, an agenda, which includes all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. The agenda shall also be posted on the District's website for public information. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review at the time it is made available to the Board.

**5020.41** At least 24 hours prior to the time of a special meeting, an agenda, which includes all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. The agenda shall also be posted on the District's website for public information. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review at the time it is made available to the Board.



# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Board Meeting Conduct  
**POLICY NUMBER:** 5030

**5030.10** Meetings of the Board of Directors shall be chaired by the President in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol. In the absence of the President, the Vice President shall chair the meeting. In the absence of the President and Vice President, the remaining members of the Board shall select one of their members to chair the meeting.

**5030.20** All Board meetings shall commence at the time stated on the agenda.

**5030.30** The conduct of meetings shall, to the fullest possible extent, enable Directors to:

**5030.31** Consider problems to be solved, weigh evidence related thereto, and make informed decisions intended to solve the problems; and,

**5030.32** Receive, consider and take any required action in response to reports of District operations.

**5030.40** Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any agenda item or non-agendized matter that lies within the jurisdiction of the Board of Directors, shall, subject to modification as may be determined to be necessary by the chairperson, be as follows:

**5030.41** Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

**5030.42** No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

**5030.50** Disruption of any of the meetings of the Board of Directors shall not be permitted. If the chairperson determines that disruption of any meeting of the Board is occurring, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present.

**5030.51** After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.

**5030.52** Duly accredited representatives of the news media shall be permitted to remain in the meeting provided they did not participate in the disruptive activity.

# 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.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Review of Administrative Decisions  
**POLICY NUMBER:** 5050

**5050.10** The provisions of 1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of 1094.5 of said code. The provisions of 1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

**5050.20** This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

**5050.30** The purpose of this policy is to insure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Minutes of Board Meetings  
**POLICY NUMBER:** 5060

**5060.10** The Board's Clerk and Ex-Officio Secretary shall keep minutes of all regular and special meetings of the Board.

**5060.11** Copies of a meeting's minutes will be distributed to Directors as part of the information packet for the subsequent meeting as soon as practical, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet, and will be posted on the District's web site.

**5060.12** An audio tape recording of regular and special meetings of the Board of Directors may be made. The recording will be posted on Vimeo (on\_line) by volunteers from the community.

**5060.13** Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- 5060.14 Date, place and type of each meeting;
- 5060.15 Directors present and absent by name;
- 5060.16 Management staff present by name;
- 5060.17 Call to order;
- 5060.18 Time and name of late arriving Directors;
- 5060.19 Time and name of early departing Directors;
- 5060.20 Names of Directors absent during any agenda item upon which action was taken;
- 5060.21 Summary record of staff reports;
- 5060.22 Summary record of public comment regarding matters not on the agenda, including names of commentators;
- 5060.23 Approval of the minutes or modified minutes of preceding meetings;
- 5060.24 Approval of financial reports;
  
- 5060.25 Complete information as to each subject of the Board's deliberation;
- 5060.26 Record of the vote of each Director on every action item for which the vote was not unanimous;
- 5060.27 Resolutions and ordinances described as to their substantive content and sequential numbering;
- 5060.28 Record of all contracts and agreements, and their amendment, approved by the Board;

- 5060.29 Approval of the annual budget;
- 5060.30 Approval of all policies, rules and/or regulations;
- 5060.31 Approval of all dispositions of District assets;
- 5060.32 Approval of all purchases of District assets; and,
- 5060.33 Time of meeting's adjournment.

**5060.40** The Board's Clerk and Ex-Officio Secretary of the Board of Directors will not record or keep minutes of closed session discussions.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Rules of Order for Board and Committee Meetings  
**POLICY NUMBER:** 5070

## **5070.10 General.**

**5070.11** Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

**5070.12** If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the Chairperson. If the ruling of the Chairperson is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

## **5070.20 Obtaining the Floor.**

**5070.21** Any Director desiring to speak should address the Chairperson and, upon recognition by the Chairperson, may address the subject under discussion.

## **5070.30 Motions.**

**5070.31** Any Director, including the Chairperson, may make or second a motion. A motion shall be brought and considered as follows:

**5070.32** A Director makes a motion; another Director seconds the motion; and the Chairperson states the motion.

**5070.33** Once the motion has been stated by the Chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the Chairperson will call for the vote.

**5070.34** If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

**5070.40 Secondary Motions.** Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business is considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.



**5070.41** Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

**5070.42** Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

**5070.43** Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

**5070.44** Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

**5070.45** Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.

**5070.50 Decorum.**

**5070.51** The Chairperson shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The Chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the Chairperson, or otherwise disrupting the meeting or hearing.

**5070.52** The Chairperson may also declare a short recess any time during any meeting.

**5070.60** Amendment of Rules of Order.

**5070.61** By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

**5070.62** The Chairperson may rearrange items (matter) on the agenda as necessary.

**ADVANCE FUNDING AGREEMENT  
REGARDING COSTS PERTAINING TO DEVELOPMENT PLAN FOR THE  
PROJECT**

THIS ADVANCE FUNDING AGREEMENT (the "Agreement") dated as of [REDACTED] is entered into by and between the Foresthill Public Utility District, a public utilities district and a political subdivision of the State of California, formed and operating pursuant to the provisions of Public Utilities Code Section 15000 et seq., (the "District"), and [REDACTED] ("Developer"). District and Developer are hereinafter sometimes referred to collectively herein as the "Parties."

**RECITALS**

A. Developer owns certain real property ("Property") either within the District or proposed to be annexed to the District which it intends to develop as a residential/commercial project to be known as [REDACTED] ("Project"). A map depicting the location of the Property is attached hereto as Exhibit "A" and is incorporated herein by this reference.

B. The Property is located within the County of Placer ("County"). Developer will apply to County for approval of a general plan amendment, rezone and tentative subdivision map for the Project. The Project will result in a need for municipal services and facilities for water supply, treatment and distribution. Developer has filed its written application with District requesting water service to the Project.

C. District is the public agency responsible for the planning, design, development, construction, operation, maintenance, repair, and improvement of water supply, water treatment and water distribution facilities and services located within its jurisdictional boundaries. District's Development Policies contained in Section 6000 of the District's Policy Handbook requires Developer to plan, design, fund, construct, and warrant all water supply, distribution and treatment facilities ("Water System Improvements") to serve the residents of the Project. County has designated District as the public agency responsible for providing water facilities and services to the Project and its residents. It is therefore necessary that District and Developer agree on the nature, location, size, amenities, plans and specifications for the Water System Improvements to be constructed within the Project and dedicated to District. Upon dedication of the Water System Improvements to District and acceptance of such Water System Improvements by District, District shall be responsible for all operation and maintenance of such Water System Improvements within the Project.

D. District has adopted its Development Policies which require Developer to enter into this Advance Funding Agreement in order to allow the District to commence its development review process with respect to the Water System Improvements to be designed and constructed to serve the Project. The District's Development Policies

contemplate the negotiation of a subsequent and separate Development Agreement between Developer and District specifying the obligations of the Developer and the requirements of the District with respect to specific planning, construction, operation and maintenance of the Water System Improvements to serve the Project. The policies also include a fee program by which fees are charged to each Developer to reimburse the administrative, engineering, legal, environmental and consulting costs incurred by District in the review, revision, planning, design, financing, approval, construction, inspection, and acceptance of the Water System Improvements to serve the Project (the "Fee Program").

E. Developer and District desire to enter into the Agreement in order to (1) define the terms and conditions under which Developer will provide advance funding to the District to enable the District to reimburse its administrative, engineering, legal, environmental and other consulting costs incurred in reviewing the planning and design of the Water System Improvements by Developer pursuant to its Fee Program; and (2) to define the Scope of Work to be performed by District staff and its consultants in reviewing the design, construction, inspection and acceptance of the Water System Improvements.

F. In order to comply with the Fee Program pending negotiation by the Parties of the terms and conditions of a Development Agreement which incorporates the Plans and Specifications for constructing the Water System Improvements, Developer hereby agrees to enter into this Agreement to provide a mechanism to advance funds to District to reimburse the administrative, engineering, legal, environmental and other consulting costs incurred by the District for those services and in those estimated amounts as specified in the Scope of Work attached hereto as Exhibit "B."

G. In consideration of Developer's execution of this Agreement and advance funding of those administrative, engineering, legal, environmental and other consulting costs incurred by District pursuant to the Scope of Work, District agrees to undertake and complete the tasks described in the Scope of Work.

H. District has established the Project Development Fund ("Fund") for the purpose of accepting advances of funds by Developer to District to be used by District to reimburse those costs and expenses incurred by District in performing the activities described in the Scope of Work.

## AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, the Parties agree as follows:

1. Recitals. Each of the above recitals is incorporated herein and is true and correct.

2. Scope of Work. The Parties agree that the Scope of Work attached hereto contains the summary of the primary tasks to be performed by District and its staff and consultants to review, revise, modify, plan, design, finance, approve, construct and accept the Water System Improvements to be constructed by Developer to serve the Project; estimating the costs of planning, designing and constructing such Water System Improvements and providing such services; and developing a financing plan to provide for the design, planning, construction, operation and maintenance of the Water System Improvements constructed within the Project to serve its residents. District will retain, at Developer's expense, the necessary consultants to perform the tasks outlined in the Scope of Work, including, but not limited to engineers, special tax consultants, attorneys, architects, environmental consultants and any other consultants deemed necessary by District.

3. Advance Funding. In order for District to begin performing the tasks outlined in the Scope of Work, Developer and District hereby acknowledge that Developer has advanced to District the sum of \_\_\_\_\_ (\$ \_\_\_\_\_) to be applied to the estimated amount of these costs for the tasks outlined in the Scope of Work performed by District as itemized in Exhibit "B." District has established a separate Fund for the purpose of accepting advances of funds by Developer to District to be used by District to reimburse its costs and expenses incurred in reviewing, revising, modifying, approving, inspecting, constructing, and accepting the Water System Improvements to be designed and constructed by Developer at its sole cost and expense to serve the Project.

As District incurs the direct and indirect costs and expenses associated with its review of Applicant's Project specified in the Scope of Work at Exhibit "B," District shall disburse from the Fund the sums required to reimburse the District for such costs and expenses as they are incurred. From time to time, Developer shall make additional advances to the District within fifteen (15) days following receipt from District a notice which will request an additional advance to cover the costs of District to perform the tasks outlined in the Scope of Work. Developer shall make such subsequent advances as requested by District. Should Developer decide to abandon the Project, Developer shall be responsible to pay all costs and expenses incurred by the District or any District Consultant or advisor relating to the tasks outlined in the Scope of Work until work with respect to the tasks outlined in the Scope of Work ceases following the receipt of Developer's notice of abandonment.

In the event Developer does not deliver the requested additional funding amount to District within the applicable 15-day period, District will have no obligation to proceed with its review and approval of the Developer's Application or to perform any of the tasks outlined in the Scope of Work until such additional advances are received. Upon request, District will provide to Developer a summary of how the Developer's advances have been spent and the unexpended balance remaining. If the amount of the deposit at any time is insufficient to reimburse the District for all the costs it has incurred with respect to Developer's Project with respect to engineering, design, legal, environmental,

inspection and other costs attributable to the Water System Improvements, the Developer shall replenish the funds advanced upon demand of the District which will specify the amount of funds required to be deposited to cover such additional costs. At no time shall the District have any obligation to continue its processing of Developer's Application or performing a task, outlined in the Scope of Work until such additional requested deposits have been received from Developer.

4. Abandonment of Project or Refusal to Advance Funds. In the event of Developer's decision to abandon the Project or otherwise refuse to deliver the requested additional funding amount to District as requested by District within the applicable 15-day period, Developer hereby consents to, and hereby waives, any protest it may have to the following remedies to be exercised by District: (1) recording in the office of the County Recorder a Certificate declaring the amount of the unreimbursed costs and expenses incurred by the District and unpaid by Developer as immediately due and payable from Developer, which, from the time of recordation, shall constitute a lien against all real property of Developer owned in Placer County; and (2) to the preparation and filing of a report with the County Auditor/Tax Collector of Placer County requesting that the amount of unreimbursed costs paid by Developer to District pursuant to the terms of this Agreement be collected on the Property Tax Roll by the Placer County Tax Collector in the same manner as property taxes, all as provided in Public Utilities Code Sections 16469, 16470, 16472 and 16472.1.

5. Deposit and Expenditure. District shall immediately deposit all advances from Developer into the Fund upon receipt from Developer. As District incurs the direct and indirect costs and expenses associated with the tasks specified in the Scope of Work, District shall disperse from the Fund the sums required to pay said costs and expenses. The General Manager of District shall have sole discretion as to the disbursement of said Funds, limited only by the provisions of this Agreement.

6. Reimbursement. If, for any reason, the Developer abandons the Project, and Developer delivers notice thereof to District pursuant to Paragraph 6 hereof, District shall return to Developer any funds advanced by Developer for those particular tasks outlined in the Scope of Work, which will not be implemented to the extent such funds have not been expended or committed under contract for any authorized purpose by the time such tasks are either not implemented or abandoned.

7. Indemnification. Developer shall assume the defense of, and indemnify and save harmless, the District, its officers, employees and agents, and each and every one of them, from and against all actions, liability, damages, claims, losses, or expenses of every type and description to which they may be subjected or put to by reason of or resulting from: (1) performance of, or failure to perform, the work or any other obligations of this Agreement by Developer, any subcontractor or Developer's agents or employees; (2) any negligent act or omission of Developer, any subcontractor, Developer's agents or

employees, in connection with any acts performed or required to be performed pursuant to this Agreement; (3) any dangerous or defective condition arising or resulting from any of the actions or omissions of Developer, Developer's agents or employees carrying out the provisions of this Agreement. This indemnification is effective and shall apply whether or not any such action is alleged to have been caused in part by the District as the party indemnified hereunder.

Developer further agrees to indemnify, defend and hold harmless the District, its officials, officers, employees, agents and consultants from any and all administrative, legal or equitable actions or other proceedings instituted by any person not a party to this Agreement challenging the validity of this Agreement, or otherwise arising out of or stemming from this Agreement, its approval by District, and/or the process relating thereto, including, but not limited to, any legal proceeding alleging that the District has failed to comply with the California Environmental Quality Act ("CEQA") with respect to this Agreement or the Project, any environmental issues arising under CEQA with respect to the design, construction and/or approval of the Water System Improvements, including any and all challenges brought against the Water System Improvements by any third party pursuant to the provisions of CEQA.

8. Insurance Requirements. Developer shall carry and maintain during the life of this Agreement, such public liability, property damage and contractual liability insurance and worker's compensation insurance as specified below.

- a) Public Liability, Property Damage Liability Insurance - Developer shall furnish public liability and property damage insurance which includes, but is not limited to, personal injury, property damages, losses relating to independent contractors, products and equipment, explosion, collapse and underground hazards in a minimum amount of not less than a combined single limit of \$1 Million for one or more persons injured and property damage in each occurrence. Such insurance shall be provided on a standard ISO-CGL Broad Form or equivalent form, as determined by District.

The public liability and property damage insurance furnished by Developer shall also name the District as an additional insured and shall directly protect, as well as provide the defense for the District, its officers, agents and employees, as well as the Developer, all general contractors, subcontractor and suppliers, if any, from all suits, actions, damages, losses or claims of every type and description to which they may be subjected to by reason of, or resulting from Developer's planning and design of the Water System Improvements pursuant to this Agreement, and all insurances policies shall so state. Said insurance shall also specifically cover the contractual liability of Developer. Said insurance shall also specify that it acts as

primary insurance. Said policy shall not be excess or contributing with District insurance coverage in any way.

- b) Workers' Compensation Insurance - Developer, and any licensed contractor retained by Developer to design and/or construct the Water System Improvements, shall be permissibly self-insured or shall carry full workers' compensation insurance coverage for all persons employed, either directly or through subcontractors, in carrying out the work contemplated by this Agreement, in accordance with the Workers' Compensation Act contained in the Labor Code in the State of California.
  
- c) Certificates of Insurance - At the time of execution of this Agreement, Developer agrees to furnish District Certificates of Insurance which certify the existence of a certified copy of the Insurance policies Developer has taken out for public liability, property damage and workers' compensation insurance as set forth above for the period covered by this Agreement. Such insurance shall be placed with insurance carriers acceptable to the District under terms satisfactory to the District. Said certified policies of insurance shall be furnished to the District prior to commencing the work contemplated by this Agreement. Each such certified policy shall bear an endorsement precluding the cancellation or reduction in coverage of any such policy before the expiration of thirty (30) days after the District shall have received written notice of such cancellation or reduction.

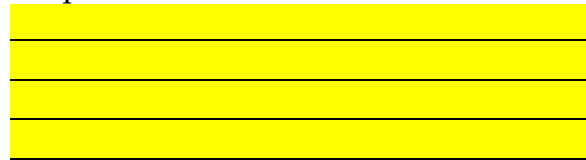
Should Developer fail to obtain and keep in force the insurance coverages required herein, District shall have the right to cancel or terminate this Agreement and suspend performance of the tasks outlined in the Scope of Work.

9. Notices. Any notice to be provided pursuant to this Agreement shall be delivered to the following addresses:

District:

Foresthill Public Utility District  
Attention: H. White, General Manager  
P.O. Box 266  
Foresthill, CA 95634

Developer:



10. Assignment. Developer may not assign its interest in this Agreement without the prior written consent of the District, which consent shall not be reasonably withheld after appropriate review and verification of assignee's capability, qualifications and financial capacity to fulfill all obligations herein.

11. Severability. If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect validity of any other provision of this Agreement.

12. Entire Agreement. This Agreement (including all Exhibits attached hereto) is the final expression of, and contains the entire agreement between, the Parties with respect to the subject matter hereof and supersedes all prior understandings, written or oral, with respect thereto. Each party to this Agreement acknowledges that no representations or promises have made by any party hereto which are not embodied herein, and that no other agreement or promise not contained in this Agreement shall be valid or binding.

13. Amendment. The terms of this Agreement may be modified or amended only in writing by mutual agreement on signature of District and Developer. Said amendment shall be attached to this Agreement.

14. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original.

15. Attorney's Fees. In the event any action is initiated by either party seeking to enforce any of the terms of this Agreement, the prevailing party in such action shall be entitled to an award of its reasonable attorney's fees in an amount sufficient to compensate the prevailing party for all attorneys' fees incurred in good faith.

16. No Third Party Beneficiaries. No person or entity shall be deemed to be a third party beneficiary hereof, and nothing in this Agreement, either express or implied, is intended to confer upon any person or entity, other than the District and Developer, any rights, remedies, obligations or liabilities under or by reason in good faith.

17. Governing Law. This Agreement and any dispute arising hereunder shall be governed by and interpreted in accordance with the laws of the State of California.

18. Waiver. The failure or omission by District to terminate this Agreement for any breach or violation of its terms and conditions by Developer shall in no way bar, stop or prevent the District from termination this Agreement thereafter, either for such or for any subsequent breach or violation of any such terms, conditions or covenants. The acceptance of funds by District from Developer pursuant to this Agreement shall not be, and shall not be construed to be a waiver of any breach of any term, covenant, or condition of this Agreement.

19. Term. This Agreement shall remain in full force and effect for a period of Five (5) years from the date of full execution hereof, provided that the Agreement is subject to



early termination by Developer, should Developer elect to abandon the Project pursuant to notice to the District as described in said Paragraph 3.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date set forth below their signatures.

**DISTRICT:**

**Foresthill Public Utility District**

\_\_\_\_\_  
Helen Rogers West, Board President

Date: \_\_\_\_\_

\_\_\_\_\_  
Henry N. White, General Manager

Date: \_\_\_\_\_

**DEVELOPER:**

**Name of Developer**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT "A"**

**MAP DEPICTING THE PROPERTY**

**[To be attached]**

**EXHIBIT "B"**

**SCOPE OF WORK**

**Estimated Costs**

1. District activities involved in review of preliminary application including Advance Funding Agreement; providing information to developer including maps and other distribution system information; California Environmental Quality Act documentation; review potential annexations;

\$ \_\_\_\_\_

2. District activities involved with plan and specification review; coordinate all environmental compliance issues with plan and specification; review model estimations of impacts of plan to existing system; negotiate proposed mitigation measures to minimize impacts of project on existing customers.

\$ \_\_\_\_\_

3. District activities involved with negotiating a Development Agreement; annexation services provided by the District; all construction administration and inspection required for construction of the improvements; preparation of documents necessary for final Project approval.

\$ \_\_\_\_\_

4. District activities involved with analyzing and inspecting the improvements for the two year warranty period to ensure all warranty obligations are satisfied; negotiate, prepare and record any necessary easements or other rights of way necessary for the improvements.

\$ \_\_\_\_\_

**TOTAL ESTIMATE**

\$ \_\_\_\_\_

(Note: This estimate may increase or decrease depending on the level of effort required.)

# **FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK**

**POLICY TITLE: ENVIRONMENTAL REVIEW GUIDELINES**  
**POLICY NUMBER: 6020**

6020.10 The California Environmental Quality Act (CEQA), is a statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. The Foresthill Public Utility District shall comply with CEQA.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Annexation Procedures  
**POLICY NUMBER:** 6030

**6030.10** Property must be annexed to the District prior to receiving District services . Furthermore, unconditional commitments to provide water service to property and/or proposed developments will not be granted until said property is annexed to the District.

**6030.20** In conformance with Policy #6040, District approval of residential, commercial, industrial or other types of development projects will not be granted by the Board of Directors until the entire site has been annexed to the District, or will be granted with the condition that the entire project site be successfully annexed to the District.

## **6030.30 Annexation Procedures.**

**6030.31** Determine suitability. Property owners or project developers desiring annexation to the District should first determine several factors regarding their property's suitability for water service :

**6030.311** Is the property presently not within the District's boundaries?

**6030.312** Is the property within the sphere of influence established for the District by the Local Agency Formation Commission (LAFCo)?

**6030.313** Where are the District's existing water system facilities relative to the property?

**6030.314** Is the excess capacity in the District's existing facilities adequate for the property's proposed development density?

**6030.315** Information regarding District annexation, sphere of influence, and the location of existing water system facilities and available excess capacity will be provided by District staff upon request. Determination of the property's suitability for development and/or connection to the water system is the responsibility of the property owner, and his/her use of professional engineering and/or development consultants is encouraged.

**6030.32** Application to LAFCo. LAFCo has been established by the State Legislature to,

among other duties, review and approve or disapprove proposals for annexation of territory to special districts. Approval by LAFCo of any annexation proposal is required before the District can approve the annexation and provide water service .

**6030.321** To initiate the LAFCo application procedure, owners of the property proposed for annexation, or the registered voters residing within the area proposed for annexation, shall submit a petition (56704, Ca. Gov. Code) to LAFCo. The contents of the petition, itemized below, shall conform to 56700 of the California Government Code.

**6030.322** With the petition, annexation proponents shall submit to LAFCo a map and legal description of the proposal. The contents of the map and legal description, itemized below, shall conform to LAFCo and the State Board of Equalization requirements.

**6030.323** Also with the petition, annexation proponents shall submit to LAFCo a completed application form and appropriate filing and environmental review fees.

**6030.33** Application to District. If annexation proponents desire to receive confirmation of District acceptance of their proposal prior to initiating the LAFCo application, the petition, map, legal description and LAFCo application form, discussed in 6030.323 above, should be submitted to the District office. (A minimum deposit of \$2,500.00 must also accompany said submittal to cover LAFCo's filing and environmental review fees, State Board of Equalization fees, and District processing costs. When the annexation process is complete or terminated, cost overruns will be billed to the applicant, and underruns will be refunded.)

**6030.331** The Board of Directors will consider the annexation proposal at a regularly scheduled meeting. Acceptance by the Board of the proposed annexation shall be formalized by the adoption of a resolution. Said resolution shall contain the following:

- a. all of the information required in the petition, as itemized below, excepting provisions regarding signatories and signatures;
- b. the annexation map and legal description as attachments;
- c. verification that the District desires to annex the subject territory;
- d. authorization for the resolution to be submitted as an application for annexation approval by LAFCo; and,
- e. a request that LAFCo approve and authorize the District to conduct proceedings for the annexation without notice and hearing and without an election (only if the petition has been signed by all of the owners of land within the boundaries of the proposed annexation).
- f. conditions as may be determined by the Board of Directors.

**6030.34 District Approval of Annexation.** If LAFCo accepts the annexation proposal it will adopt a resolution and forward same to the District. After confirmation of LAFCo acceptance, and after the annexation proponent(s) tenders to the District applicable annexation fees (discussed below) and appropriate recording and State Board of Equalization fees, as determined by LAFCo, the District's Board of Directors, at a regularly scheduled meeting, will consider approval of the proposed annexation. Approval by the Board of the proposed annexation shall be formalized by the adoption of a resolution.

**6030.341** Said resolution shall contain the following provisions:

- a. That a description of the annexed lands shall be attached to said resolution;
- b. The annexed land shall be subject to the District's policies, rules and regulations, charges made, and assessments levied pursuant to the provisions of the laws pertaining to public utility districts to pay for outstanding obligations of said district, and also shall be subject to all and any combination of assessments, tolls and charges as may exist at the adoption of the resolution and as thereafter may be established and/or levied by the County of Placer and/or the District for any District purpose;
- c. The District shall be under no obligation to install water system facilities or any facilities in connection with the subject annexation and the owners of the land to be annexed shall install, as and when water service is desired, without cost, charge or obligation to the District, a complete water supply system as may be specified by the District, in accordance with plans and specifications approved by the General Manager, in a manner meeting his/her approval, and shall convey, at no cost to the District, all of said water system improvements, including rights of way over all parts thereof, to the District; and,
- d. The project developers and/or owners of the annexed property, and their heirs, successors and assigns shall agree to abide by all Board policies, rules and regulations of the District presently established and as shall be established by the Board in the future.

**6030.342** After adoption of said resolution of approval by the Board of Directors, it shall be sent to LAFCo along with necessary fees, for processing of State filings, local recordings, and filing with the State Board of Equalization.

**6030.35 Annexation Petition.** In accordance with Sec 56700 of the California Government Code, the petition proposing annexation of property to the District shall do all of the following:

**6030.351** State that the proposal is made pursuant to said Sec 56700;

**6030.352** State the nature of the proposal (i.e., annexation of property to Foresthill

Public Utility District );

**6030.353** Include a description of the boundaries of the affected territory accompanied by a map showing the boundaries;

**6030.354** State any proposed terms and conditions;

**6030.355** Explain the reason for the proposal (e.g., to receive treated domestic water service ;

**6030.356** State whether the petition is signed by registered voters or owners of land;

**6030.357** Designate no more than three (3) persons as chief petitioners, including their names and mailing addresses;

**6030.358** Request that proceedings be taken for the proposal pursuant to said Sec 56700 of the California Government Code; and,

**6030.359** State whether the proposal is consistent with the sphere of influence designated by LAFCo for the District.

**6030.36** Descriptions and Maps. In accordance with State Board of Equalization and District requirements, annexation descriptions and maps shall conform to the following conditions:

**6030.361** All documents must be capable of producing a readable photographic image;

**6030.362** Every description must be self-sufficient within itself and without the necessity of reference to any extraneous document, with references to deeds of record used only as a secondary reference;

**6030.363** When writing a metes and bounds description of a contiguous annexation, all details of the contiguous portion(s) of the boundary may be omitted, with the points of departure from the existing boundary clearly established;

**6030.364** A specific parcel description in sectionalized land is permissible without a metes and bounds description of the perimeter boundary;

**6030.365** A parcel description making reference only to a subdivision or a lot within a subdivision is not acceptable, unless all dimensions needed to plot the boundaries are given on an accompanying plat, and the relationship of lot lines with street rights of way must be clearly indicated;

**6030.366** Every map must clearly indicate all existing streets, roads and highways within and adjacent to the lands to be annexed, together with the current names of



these thoroughfares;

**6030.367** Every map shall be a scale and a north point;

**6030.368** The point of beginning of the legal description must be shown on the map;

**6030.369** The boundaries of the lands to be annexed must be distinctively shown on the map without obliterating any essential geographic or political features;

**6030.370** All maps must be professionally drawn or copies (rough sketches of maps or plats will not be accepted); and,

**6030.371** All descriptions must be prepared by a surveyor or civil engineer licensed in the State of California, and his/her stamp and signature shall be affixed to said description.

**6030.38** In addition to LAFCo filing, environmental review, State filing, recording, State Board of Equalization and any other applicable non-District fees, an annexation fee shall be paid to the District prior to adoption by the Board of Directors of the resolution approving any annexation. Said annexation fee is presently established at \$492.00 per acre.

6030.39 The Board of Directors may adjust said annexation fee from time to time by the following formula:

6030.391 Total liabilities and net assets of the District, as established by the District's most recent annual audit, minus existing outstanding debts, liability or, obligations, divided by the total acres within the District's service area.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Project Approval  
**POLICY NUMBER:** 6040

**6040.10** Developers of residential, commercial, industrial or other type projects shall obtain approval from the District prior to:

**6040.11** Construction of associated water service facilities which they proposed to connect to the District's system; or,

**6040.12** Relocation of existing District facilities.

**6040.13** "Project" shall be defined as the proposed construction of any development involving the District's water system and/or alterations to provide additional capacity in existing facilities in order to obtain water service .

**6040.20** The developer initiates a request for project approval by submitting, to the District's General Manager or Consulting Engineer , plans for the proposed improvements. The initial plan submittal shall be prepared by a registered civil engineer. The District's General Manager or Consulting Engineer shall review the project plans and related information to insure their conformance with the Improvement Standards, District policies, good engineering judgment and the best interests of the District.

**6040.30** The project shall be submitted by the District's General Manager or Consulting Engineer to the Board of Directors for approval consideration when the following have been accomplished:

**6040.31** The improvement plans satisfy the requirements of the Improvement Standards and the District's General Manager or Consulting Engineer ;

**6040.32** The developer and project-property owner have executed a development agreement (see Policy #6050) as prepared by the District's General Manager, Consulting Engineer or Legal Counsel ; and,

**6040.33** The project site has been annexed to the District.

**6040.40** Upon written request from the project developer and/or project engineer, the Board will review the requirements specified by the District's General Manager, Consulting Engineer or Legal Counsel for the involved improvement plans, development agreement, or other related items, to

determine if they are in keeping with the Improvement Standards, District policies, and/or the best interests of the District. If the subject of the request involves general engineering judgment, the Board may request an impartial opinion of another professional engineer (one who is not involved with the project or its principals).

**6040.50** Upon approval of the project by the Board of Directors, the President of the Board shall be authorized to execute the development agreement on behalf of the District, and the District's General Manager or Consulting Engineer shall be authorized to affix his/her signature of approval on the project's improvement plans.

**6040.60** Approval of a project by the Board of Directors is valid for one year. If significant construction of the project has not commenced by the end of one year from the date of approval, or if construction commences and then is halted for more than one year, project approval shall expire.

# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Development Agreements  
**POLICY NUMBER:** 6050

**6050.10** Prior to the Board of Directors considering a private development project for approval, a development agreement specifying the terms and conditions of said approval, prepared by the General Manager and/or Legal Counsel, shall be executed by the project's developer(s) and property owner(s) (see Policy #6040).

**6050.20** The development agreement shall contain the following information:

**6050.21** Name(s) of developer and/or project sponsor(s), and owner(s) of subject property;

**6050.22** Assessor's parcel number of subject property;

**6050.23** Type and purpose of project (e.g., residential, commercial, industrial, etc.); and,

**6050.24** A graphic description of the project attached to the agreement as "Exhibit A."

**6050.30** The following shall be used as standard terms and conditions of the development agreement:

**6050.31 STANDARDS FOR WATER SYSTEM:** Plans have, at no cost to District, been designed and prepared for the on-site and off-site water system which include Developer's obligation to accomplish the following:

**6050.311** Construct the water system in conformance with the approved plans therefore; and,

**6050.312** Obtain an encroachment permit from the Department of Public Works of the County of Placer and comply with all requirements thereof, including trench restoration and street resurfacing requirements for any portion of the project situated within existing or proposed future county right of way.

**6050.32 ACCEPTANCE OF PLANS AND SPECIFICATIONS:** The completed plans as described above for the water system have been prepared in conformance with District Improvement Standards and the requirements of the District" General Manager or Consulting Engineer, and are in a form acceptable to same.

**6050.33 REVISION OF PLANS:** Any changes in such accepted plans shall require written approval of Developer and the District General Manager or Consulting Engineer.

**6050.34 RIGHTS OF WAY:** Owners will provide to District, at no cost to District and in a form acceptable to the District's General Manager, Consulting Engineer or Legal Counsel , appropriate easements and rights of way for the maintenance, repair, and replacement of all water system facilities not within existing public rights of way, public utility easements, and/or water utility easements.

**6050.35 CONSTRUCTION:** Developer shall, without expense to District, construct the water system improvements pursuant to the accepted plans or any approved modification thereof. Developer shall provide in any contract for construction of the water system that any contractor's materials supplier's guarantees thereunder, including a one (1) year warranty on the completed improvements, shall inure to the benefit of District after the works constructed thereunder have been conveyed to District as provided for in 6050.39, below. Developer shall also provide in any contract for construction of the water system that the contractor's public liability and property damage insurance shall be extended to cover Developer and District and their agents, officers and employees as additional insured with liability and bodily injury limits of not less than \$1,000,000 , and property damage coverage of not less than \$1,000,000 combined single limits. .

**6050.36 PAYMENT OF PREVAILING WAGES:** Developer has been advised that the State of California (State) Attorney General has opined that, in certain circumstances, construction of facilities for provision of public utility service, with the understanding and agreement that said facilities will be turned over to District for ownership, operation and maintenance at the conclusion of construction, may be subject to the prevailing wage laws of the State. Developer has determined that, at this time, said opinion of the Attorney General does not affect the wages paid by Developer to laborers employed on said facilities constructed pursuant to this agreement. Developer agrees, however, that should it be determined that the prevailing wage laws of the State (Labor Code Sec 1770, et seq.) apply to the work performed in accordance with this agreement, then Developer shall defend and hold District harmless from any liability, claims, damages, or costs in any way associated with said determination by the State and Developer shall, as further consideration of District entering into this agreement, take all necessary and appropriate action, including payment of back wages, and any associated penalties which may be required, due to enforcement of the prevailing wage laws in connection with construction of the water system. Developer agrees that District has not represented or in any way advised Developer in connection with this matter except to advise Developer of his potential liability and Developer does not in any way rely upon any opinion or information of District in making his determination in connection with the payment or nonpayment of such wages for the work performed under this agreement. The obligation of Developer to, if required, pay prevailing wages for the work performed in accordance with this agreement shall be a continuing obligation and shall bind the heirs, successors and assigns of Developer and District's obligation to provide operation and maintenance on the facilities to be turned over to District, and to provide water service therein, shall be dependent upon Developer's continuing compliance with this provision.

**6050.37 INSPECTION OF CONSTRUCTION:** The District's General Manager or Consulting Engineer or his/her agent(s) shall inspect the construction of the water system to assure that the works are installed in accordance with the accepted plans. Said inspection shall be funded by an inspection fee paid by Developer as specified in District's Improvement Standards. Construction of the water system shall not commence until said inspection fee is paid. The District's General Manager or Consulting Engineer shall notify Developer as to any deviation or failure to construct pursuant to the accepted plans as soon as such deviation or failure is brought to his/her attention, and Developer shall correct such deviation or failure.

**6050.38 HOLD HARMLESS:** District is not, by inspection of the construction or installation of the water system, representing Developer or providing a substitute for inspection and control of the work by Developer. Any inspections and observations of the work by District are for the sole purpose of providing notice of stage and character of the work. Any failure of District to note variances in the work from the plans does not excuse or exempt Developer from complying with all terms of the plans. The fact that District inspects the construction of work and notifies Developer of deviations or failures to construct them pursuant to the accepted plans shall not be deemed to constitute a guarantee by District that the works have been built in accordance with the accepted plans. During construction and prior to conveyance thereof and acceptance thereof by District, Developer shall hold District harmless against any and all claims, demands and charges by third parties arising out of alleged deviations or failures to construct pursuant to the accepted plans.

**6050.39 CONVEYANCE:** Within ninety (90) days after completion of construction of the water system in accordance with the accepted plans therefor and District's Improvement Standards:

**6050.391** Developer and Owners shall convey title of the completed works to District without cost and free and clear of all liens and encumbrances, by appropriate conveying documents, acceptable in form to the District's General Manager, Consulting Engineer or Legal Counsel ;

**6050.392** Developer shall provide District with one set of 24"x 36" reproducible "as built" drawings of the completed project on matte mylar (5 mil minimum);

**6050.393** Owners shall provide easements as specified in 6050.34, above;

**6050.394** Developer shall furnish to District a bond, irrevocable letter of credit, cash deposit, or other form of surety meeting District's approval in the amount of \$\_\_\_\_\_, being 100% of the cost of the water system, as estimated by the Project Engineer, [name and address of developer's engineer], protecting District against any failure of the work due to natural phenomenon or catastrophe, faulty materials, poor workmanship, or defective equipment within a period of one (1) year after acceptance of the water system by the District's Board of Directors. Said bond or irrevocable letter of credit shall name Developer as Principal and District as Obligee; and,

**6050.395** District shall accept conveyance of title of the completed water system by resolution and include it as part of its system, and shall thereafter operate and maintain said system.

**6050.40 DEVELOPER'S RESPONSIBILITIES AFTER CONVEYANCE:** After District's acceptance of the water system, Developer and Owners shall have no obligation for the operation, maintenance, repair or replacement thereof, except that to the extent Developer and/or Owners retain ownership of any parcel to which service from such works is available, they shall pay the same rates and charges levied by District from time to time as any other property owner.

**6050.41 APPLICATION FOR WATER SERVICE:** The water system shall not be operated, other than for testing purposes, until the said system is conveyed to District and formally accepted by District as specified in 6050.39, above, and proper applications for service having been filed with District accepted.

**6050.42 OBLIGATION FOR PIPELINE AND/OR FACILITIES:** District shall be under no obligation to provide additional facilities in order to serve the Project. Upon acceptance of the facilities by District, it shall become the sole property of District and shall be used and operated as District's sole discretion.

**6050.43 RATES AND CHARGES FOR SERVICE:** All service made available by District to users within the Project shall be at the established rates and charges as fixed by District's Board of Directors from time to time.

**6050.44 NOTICES:** Notices or requests from any party to this agreement to the remaining parties thereof shall be in writing and delivered or mailed, postage prepaid, to the following addresses:

Foresthill Public Utility District  
PO Box 266; 24540 Main Street  
Foresthill, CA 95631  
Attention: \_\_\_\_\_, General Manager  
[DEVELOPER'S NAME]  
[ADDRESS]  
[CITY, STATE ZIP]

**6050.45 SUCCESSORS AND ASSIGNS:** This Agreement shall be binding upon and inure to the benefit of the successors and assigns of all parties. Developer and Owners shall not assign any of their rights, duties or obligations under this Agreement without the prior written consent of District, which consent shall not be unreasonably withheld.

**6050.46 DISTRICT POWERS:** Nothing herein contained shall be deemed to limit, restrict, or modify any right, duty, or obligation given, granted, or imposed upon District by the laws of the State of California now in effect, or hereafter adopted, not to limit or restrict the power or authority of District, including the enactment of any rules, regulations, policies, resolutions or ordinances, and in the event that any part of provisions herein contained in this agreement or incorporated herein, be found to be illegal or unconstitutional by a court of competent jurisdiction, such findings shall not affect the remaining parts, portions, or provisions hereof.

**6050.47 ATTORNEY FEES:** Should any party have to be required to institute legal action to either compel performance of this agreement or recover damages for nonperformance, the prevailing party(s) shall be entitled to reasonable attorney's fees, cost of suit, and all other expenses of litigation incurred in connection therewith.

**6050.48 TERMINATION:** This Agreement shall terminate and be of no further force and effect at District's discretion if District determines that construction of the water system has not commenced within twelve (12) months from the date of this agreement, and Developer has not submitted the plans and specifications for reacceptance as provided for in 6050.33, above.

**6050.50** Any inapplicable portions of the foregoing standard terms and conditions may be deleted by, or upon approval of the General Manager [or Legal Counsel], to accommodate project-specific situations. When warranted, additional conditions and requirements may be added to the standard terms and conditions by, or upon approval of, the General Manager [or Legal Counsel], to accommodate project-specific situations. The project developer and/or property owner may appeal to the Board of Directors any agreement terms or conditions or requirements proposed by District's General Manager or Legal Counsel .



# FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

**POLICY TITLE:**                **Water Service Priority for Housing Affordable to Lower-Income Households**  
**POLICY NUMBER:**         **6060**

- 6060.10     Government Code Section 65889.7 requires water and sewer service providers give priority to proposed developments that include housing units affordable to lower income households when allocating services.
  
- 6060.20     SB 1087 Amends Government Code Section 65589.7 to require public agencies providing water or sewer service to adopt written policies and procedures in conformance with this section.
  
- 6060.30     The District has previously adopted (1992) its Water System Master Plan which contains the District’s reliability-availability standards of water supply.
  
- 6060.40     As per the current Foresthill Community Plan (1981), the District has available water supply for existing and future growth within its existing boundary.
  
- 6060.50     The District is in compliance with Government Code Section 65889.7 and 65589.7 due to its non-restrictive availability of supply to all developable areas within its service area.