

FORESTHILL PUBLIC UTILITY DISTRICT

AGENDA

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

Pursuant to Government Code section 54953(b), Vice President Mark Bell will be participating in the meeting remotely. The teleconference location is John Wayne's Waterfront Resort Pavilion, 2634 W. Sequim Bay Road, Sequim, WA 98382. Vice President Bell will participate in the meeting via telephone or Zoom Meeting (depending on internet availability).

Wednesday	September 9, 2026	6:00 P.M.
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Any person may access and comment during the meeting by doing the following:

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

A. CALL TO ORDER 6:00 PM

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

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

D. ADJUSTMENT TO ITEM PLACEMENT/SEQUENCE IN THE AGENDA

E. PUBLIC COMMENT:

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

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

F.1. Approval of August 12, 2026 Regular Board Meeting minutes and August 25, 2026 Special Board Meeting minutes

F.2. Receive and file combined financial reports for July 2026

G. OPERATIONS ACTION ITEMS:

G.1. Category: Operation Action Item

Title: Award of Contract – Generator Installation Project

Description: The District solicited competitive bids for the Generator Installation Project and received one bid from Days Generator Service, Inc., in the amount of \$190,363.

District staff, the Project Engineer, and the District's construction management consultant have reviewed the bid and determined that Days Generator Service, Inc. is the lowest responsive and responsible bidder. The construction management team will present its review and recommendation to the Board. Staff recommends awarding the contract and providing the General Manager sufficient authority to administer the Project through completion without additional Board action, provided expenditures remain within the Board-authorized Project budget.

Requested Outcome: Award the Generator Installation Project contract to Days Generator Service, Inc., as the lowest responsive and responsible bidder; authorize a 10% construction contingency; and authorize the General Manager to execute the contract and take all actions necessary to complete and close out the Project within the authorized Project budget.

Supporting Documentation: Attached

H. BOARD MEMBER ACTION ITEMS:

H.1 Category: Board Member Action Items

Agenda Action Item

Subject: Board review of bids submitted for installation of the newly purchased Generator.

The submittal of bids for installation of the Generator ended on August 25, 2026.

"...Bids that have been duly received in accordance with the Contract Documents will be publicly opened and read aloud." Based on Board Policy 3081.25 the next step is for the Directors to review the bids and "award the project to the lowest 'responsible bidder'."

Recommended Action: The Board choose the most responsible bidder.

Documentations BP #3080, #3081, 3082, "Notice Inviting Bids" "Bid Form," & Construction Manager found in the Agenda packet.

Submitted by Director Foster

Please do not add numbers or letters to my agenda item, and please to not editor or alter the contents as has been done in the past. Should Hank be submitting the same topic, I still want mine on the agenda because it involves a different conversation with the Board.

Dianne

I. BOARD MEMBER POLICY ACTION ITEMS:

- I.1. Consider revised job description for the Operations Supervisor position.

Recommended action: Approve revised job description

Public comment:

- I.2. Category: Board Member Policy Action Items

I.2.1. Title: Proposed revision to policies by ad hoc committee consisting of Vice President Bell and Treasurer Thompson

I.2.2. Description: The ad hoc committee has prepared the proposed update of policies 2020, 2070, 2080, 2150, 2210, 3082, and 3085.

I.2.3. Supporting Documentation: Attached

- I.3 Category: Board Member Policy Action Item

Agenda item for revision – B.P. 5020

Revision specifically to #5020.10, #5020.21, and include revision date as a footer.

It would be helpful for the Directors to receiving a reminder from Staff as to the deadline for submitting Agenda items prior to the next scheduled Board meeting. Also Managing the agenda and agenda items submitted by Directors should require the responsibility of both the General Manager and the Board President. Revision date needs to be included in the policy (in the footer).

Documentation found in Board packet: Original Policy, revisions, and clean copy.

Submitted by Director Foster

PLEASE DO NOT ADD NUMBERS OR LETTERS TO MY AGENDA ITEM, AND DO NOT EDIT IT.

- I.4 Category: Board Member Policy Action Item

Agenda item for revision - B.P. 5060.

Revision specifically to #5060.11, #5060.12, #5060.22 and revision date as a footer.

A time frame for editing of Board meeting minutes prior to approval at the following months Board meeting need parameters to make the process more efficient. Video recording is now mandated and needs to be reflected in Board policy along with who is in charge of video recording. Public comments need to be recorded. Revision date needs to be included in the policy (in the footer).

Recommended Action: The Board approve the revisions.

Documentation found in Board packet: Original Policy, revisions, and clean copy.

Submitted by Director Foster

J. DISCUSSION ITEMS: None

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

K.1. FUTURE BOARD MEMBER ACTION ITEMS - None

K.2. FUTURE POLICY ACTION ITEMS - None

K.3. FUTURE DISCUSSION ITEMS - None

L. GENERAL MANAGER'S REPORT

M. DIRECTORS' ITEMS/INFORMATION ONLY

N. CLOSED SESSION - None

O. REPORT OUT OF CLOSED SESSION - None

P. ADJOURNMENT

In accordance with Government Code Section 54954.2(a) this notice and agenda were posted in the district's front window at the Foresthill Public Utility District office, 24540 Main Street, Foresthill, CA 95631 on or before 4:30 PM., September 2, 2026.

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

FORESTHILL PUBLIC UTILITY DISTRICT

Item F1

Minutes

Regular Business Meeting of the FORESTHILL PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS

Foresthill Elementary School, 24750 Main Street, Foresthill, CA 95631

www.foresthillpud.com

Wednesday	August 12, 2026	6:00 P.M.
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Any person may access and comment during the meeting by doing the following: Join

Zoom Meeting: <https://us06web.zoom.us/j/82837681166> Meeting ID: 828 3768 1166 1.

OPEN SESSION - CALL TO ORDER 6:01 PM

2. PLEDGE OF ALLEGIANCE- District Council Wang started pledge off, led by President Chase Dowling

3. ROLL CALL

Y President Chase Dowling

Y Vice President Mark Bell

Y Treasurer Ron Thompson

Y Director Roger Pruett

Y Director Dianne Foster

General Manager, Hank White was in attendance. District Council, Steven Wang was in attendance. District Secretary, Sally Hicks was is attendance.

District Council, Curtis Vandermolen joined while the meeting was in progress.

4. ADJUSTMENTS TO THE AGENDA WITHIN CATEGORIES

Director Foster has concerns about Director Thompson comments about the secretary taking over the owl.

Director Foster had concerns about agenda item 8.1. She didn't submit what was on the agenda. The RFP was left out. President Dowling had the same agenda item and it was blended into one. President Dowling stated we can discuss the RFP during agenda item.

5. PUBLIC COMMENT:

- Members of the public may provide comments to the Board on items that are not on the agenda. We welcome and encourage your comments as the Board takes them into consideration in our deliberations.
- Speakers are limited to a maximum of three minutes.
- The Board may not respond to, discuss, or engage in any type of dialog regarding any public comment; however, the President may direct questions to staff for a later response or future consideration by the Board.

- Appropriate and respectful language and behavior is vital to the functioning of a public meeting. We ask the Board, staff, and members of the public to speak courteously and respectfully. Therefore, the Board prohibits disruptive behavior.

Patty would like to see some progress made on what rate payers pay for. In the last year of meeting there's been a lot of badgering and harassment back and forth. She would like to see someone step up and support this community. She hasn't seen any progress to benefit the community.

Director Foster wanted to make sure the sound is okay. The last meetings audio was very low. Director Thompson suggest it get reset to factory settings.

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

- 6.1. Approval of July 8, 2026 Regular Board Meeting minutes and July 29, 2026 Special Board Meeting minutes
- 6.2. Receive and file combined financial reports for June 2026

Vice President Bell would like to pull June and July's minutes separate from financial reports. Vice President Bell Motion to receive and file combined financial reports for June 2026. President Dowling second the motion.
Motions carries 5-0

Vice President Bell stated minutes are way better than they were in the past. Standing concern comment, when someone is being quoted it seems to continue on. Example on Julys minutes 8.4.4 second sentence is an example. Minutes seem to run from one subject, and changes to another. Maybe say "comments by directors instead." Director Bell also stated the only thing that's required for minutes is names is motions and votes. The biggies is the attachment to the minutes, it's a rebuttal from Director Foster. Concerned it should not be included in minutes as part of the minutes because it was not said or discussed. Vice President Mark Bell made a motion to accept July 8, 2026, minutes as written except to remove rebuttal. President Chase Dowling second the motion. Motion carries 4-1 (Thompson voting no)
July 29, 2026 Special meeting minutes needs to be changed to "minutes" and not "agenda". Vice President Mark Bell motion to accept July 29, 2026, with edits.
Director Roger Pruett second the motion. Motion carries 5-0

7. OPERATIONS ACTION ITEMS: None

8. BOARD MEMBER ACTION ITEMS:

8.1. **Title:** Finance Manager Recruitment

Description: the Board of Directors reached a consensus at its July 29, 2026 Board

Meeting to hire an in-house Finance Manager.

Requested Outcome: Direct the District's legal counsel to assist the Board in: (1) recruiting a Finance Manager; or (2) selecting a public sector recruitment firm to recruit a Finance Manager.

Supporting Documentation: Foresthill Public Utility District Policy Handbook.

Submitted by: Director Dianne Foster and the Board of Directors

The board debated two primary ways for hiring an in-house finance manager; request for proposal or hiring professional headhunting/recruitment firm. President Dowling thought the RFP could have been better and didn't want to repeat and getting council help on recruiting process would be best for district. Director Pruett concerned it's a big waste of time, LSL is doing a great job. Concerned that if one person was in charge of accounting and something happened to that person, district needs will not be met. Director Bell agreed with Pruett's comments. Director Thomspson likes RFP and believes District has a perfect candidate. Director Foster is concerned LSL is not a credible company. She would like to see a RFP put out and an in-house finance manager hired by October 30, 2026 per Grand Jury's recommendations. Directors discussed the options again on headhunter/recruitment vs. RFP; headhunters are extremely expensive and per Councils comments could cost more than \$30K. The RFP didn't get much response last time it was posted. Suggestions to put it out to more media sources this time. Discussions about starting an AD Hoc committee to come up with stipulations, perimeters, expectations and price. Concerns about headhunting firms will take a long time. Typically, they will come in and do a forensic audit to make sure finances are on the up and up. Some boards members are concerned about this taking a long time, others are okay with it taking a long time to ensure the districts gets a good candidate. The last RFP that went out was posted end of November 2025 to January 2026, only 6 or 7 candidates applied and only 2 were local. Board discussed the best process for rate payers. President Chase Dowling made a motion for the board to approve the President to look for a headhunting recruitment firm for no more than \$30K with help from council. There was no second. Director Foster made a motion to put out a RFP for a part-time in-house finance manager and post in CSDA, Indeed, Placer Job Network, Gold Country Media, and Messenger no later than this Friday. Treasurer Ron Thompson second the vote.

Public Comments: Sue agrees with President Dowling and believes a recruitment would be the best and she wishes the board would have approved.

Motions failed 2-3 (Dowling, Bell and Pruett voting no)

Discussion about getting something to pass. It's already been voted it needs to be done. President Dowling made a motion to have the board President to work with Council to find at least three recruitment/headhunter firms to bring back to the board for selection by September's board meeting with cost not to exceed \$30K. Vice President Mark Bell second the motion.

Motion carries 3-2 (Thompson and Foster voting no)

8.2. **Title:** Strategic Plan Workshop Facilitator

Description: The Board of Directors reached a consensus at its July 29, 2026 Board Meeting to engage a consultant to facilitate a strategic plan workshop. As

recommended in the 2024-2025 Placer County Grand Jury Report, the Board will review and approve a strategic plan at the next fiscal planning cycle.

Requested Outcome: Direct the District's legal counsel to assist the Board search and select an experienced consultant to: (1) facilitate a strategic plan workshop for the Board; and (2) present a draft strategic plan to the Board for review and approval.

Supporting Documentation: The 2024-2025 Placer County Grand Jury Report.

Submitted by: Board of Directors

Council Wang suggest setting aside one day for workshop for thoughts on budget, districts future, strategic plan and opportunities and risk. This is a very important topic. Director Bell likes the plan, but not thinking it will take a full day. Director Thompson and Director Foster stated CSDA has consultants available to help with this. Director Foster spoke with LAFCO representative and they can help with this workshop as well.
Recess 7:02PM

Recommence 7:08PM

Directors discussed what they could do.

Council Wang explained how facilitators would help the board, help the board get through the plan. The district today shouldn't be operating like it was in 1952, the district 10 years from now can't be run like it is today. There are repairs and updates to infrastructures. There needs to be a map for the future. Facilitators help to see the future and develop a plan. There is a strategic plan for the district. There is turnover of board members every 2 years. Having a yearly workshop to the strategic plan would be a good idea. President Chase Dowling made a motion to have the President work with council to form policy to address yearly strategic plan and set up facilitator for workshop in near future and have an update by September's board meeting. Director Bell stated it might be easier to do it without a policy and look for someone to help with strategic plan. Director Foster stated LAFCO may be responsible for looking into future populations and they may be able to help. They can help with survey or census or some sort. Motion failed due to no second. President Chase Dowling made a motion to have president work with council to find a strategic planning facilitator for workshop to bring back in September. Vice President Mark Bell second the motion. Motion carries 5-0

8.3. **Title:** Leadership and Board Development Trainer/Facilitator

Description: the Board of Directors reached a consensus at its July 29, 2026 Board Meeting to engage a consultant no later than October 30, 2026 to provide leadership and development training, board planning/facilitation, and organizational assessment to the Board of Directors.

Requested Outcome: Direct the District's legal counsel to assist the Board search and select a professional management consultant to provide leadership and development training, board planning/facilitation, and organizational assessment training to the Board of Directors.

Supporting Documentation: The 2025-2026 Placer County Grand Jury Report.

Submitted by: Board of Directors

Directors discussed the agenda topic. Director Bell attended a webinar on this. Director Foster believes the Grand Jury is referring to the board being very polarized and can't get along. The GJ wants the board to get a consultant to help the board get along. Director Foster called CSDA and asked if they could help address the boards issue that it is very polarized. She doesn't think a consultant can fix this issue. President Dowling stated boards being polarized has been part of life for a long time. The workshop is more for helping the board communicate with one another even though polarized, it can be done in a productive manner for the district. Director Bell thinks it's a good idea to get more governance training. Director Thompson thinks 8.3 and 8.2 are the same thing. Director Foster stated 8.2 is more for a strategic plan and 8.3 is for leadership training. Director Foster has seen unethical and dishonesty on this boards. Board policies have not been followed. President Dowling disagrees and believes there is a way forward. Council Wang stated every member on the board has good intentions. He has seen the board serve together and make a great team and have good intentions. Director Thompson agrees with public comment something needs to be done the board needs to take action. Director Foster suggests schedule this workshop after election. President Chase Dowling made a motion to direct President to work with council to find a group of consultants to bring back to September board meeting. Vice President Mark Bell second the motion.

Motion carries 4-1 (Foster voting no)

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8.4. **Title:** Appointment of an Ad Hoc Committee to Review and Recommend Updates to the Foresthill Public Utility District Policy Handbook

Description: the Board of Directors reached a consensus at its July 29, 2026 Board Meeting to complete updates of the District's policies in the Foresthill Public Utility District Policy Handbook by December 31, 2026.

Requested Outcome: Appoint an ad hoc committee for the purpose of reviewing and recommending updates to policies in the Foresthill Public Utility District Policy Handbook.

Supporting Documentation: The 2024-2025 Placer County Grand Jury Report.

Submitted by: Board President Chase Dowling

Director Bell is concerned it's a lot to update all policies. Director Thompson suggest pick 10 ,the ones that need to be done now, do the changes and bring back. Director Foster has tried to update policies and will not participate in this update unless the board changes in November. President Dowling made a motion to appoint and Ad Hoc committee of Mark Bell and Ron Thompson to work with council to have 10 policies revised and ready for review by September. Vice President Mark Bell second the motion. Board member comment: How will they figure it out with out the information? The whole thing will be updated. There's a problem with website and the dates don't show. Motions carries 5-0

9. BOARD MEMBER POLICY ACTION ITEMS:

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- 9.1. Consider revised job description for the Administrative Assistant position.

Recommended action: Approve revised job description

Public comment: no public comment

Complete re-write, Shows a lot of updates and polish to it.

Vice President Mark Bell motion to approve Administrative Assistant position as written. President Chase Dowling second the motion. Motion carries 5-0

- 9.2. Title: Revision to Policy 4020, Attendance at Meetings.

Description: The teleconferencing provision in the current policy has not kept up with revisions and updates to the Brown Act.

Requested Outcome: Review, discuss, and approve submitted revisions.

Supporting Documentation: Discussion in the 2025-2026 Placer County Grand Jury Report (pages 48-49) pertaining to District policy on remote participation.

Submitted by: Director Mark Bell

Board discussed revision of policy 4020.30 regarding teleconferencing and remote participation under the Brown Act. Discussion centered on the distinction between traditional teleconferencing and remote participation must comply with Brown Act. Director Thompson provided legal context regarding AB 2449 and how vacation does not qualify for just cause for remote participation. He also provided content from BBK report 's. Director Foster would like to add a section for "just cause" in Mark Bell's edited version of policy 4020, this is the key issue. President Dowling stated both law firms, Kronick and BBK looked into this issue. He provided context from reports. The issue is with the law. If you follow sub section B you can have remote participation. If there's an emergency you don't have to follow section B. Board discussed vacation vote. The GJ lawyers says there has to be "just cause". The issue is that participation is not illegal, the vote is illegal. Director question, If a board member decides to participate and vote, how would a member of the public challenge the vote? Council stated depends on the circumstance. A public member would go to the board to challenge the vote? Council Wang provided context on the "just cause" clause bucket in teleconferencing law. Under "just cause" bucket. President Chase Dowling made a motion to approves Council Wang version of policy 4020 with requirements of the Brown Act under 9553. Council Wang reminded board the law is constantly evolving. President Dowling recinded his original motion and made a new motion to adopt councils recommendation for 4020.30 stating teleconferencing a remote participation shall comply with the Bown Act. Director Foster second the motion. Motion carries 4-1 (Thompson voting no)
Over 2 hr time limit

President Chase Dowling motion to continue meeting. Director Foster second motion.

Motion carries 5-0

5 minute recess

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Reconveyed 8:29PM

9.3. **Title:** Revision to Organizational Chart in Policy No. 2300 of the Foresthill Public Utility District Policy Handbook

Description: the Board of Directors reached a consensus at its July 29, 2026 Board Meeting to hire an in-house Finance Manager who will report directly to the Board of Directors.

Requested Outcome: Consider and approve a revised and updated Organizational Chart that shows Finance Manager reports directly to the Board of Directors.

Supporting Documentation: Policy No. 2305 of the Foresthill Public Utility District Policy Handbook.

Submitted by: Director Dianne Foster and the Board of Directors

The board reviewed and discussed the organizational chart and policy No. 2300. Director Foster asked if Vince Longly's position will get a job description. GM stated 2023 Chief Operator resigned his position to go to PCWA. The district needs a chief operator to operate. GM hired a chief operator and outlined his duties in offer of employment. The operator supervisor has appropriate certifications and will take over chief operator duties.

Board discussed implementing a structure where the finance manager and legal counsel report directly to board of directors via solid line, while maintain a dotted line to general manger to ensure they work together on daily operations. Director Bell concerned legal council and FM report solely to the Board of Directors leaves a huge management gap as all direction must come from Board. It is more relevant to FPUD operations to use two relationships, for both these positions, one to the board for primary oversight and fiduciary compliance and the other for direct day to day management. Director Thompson concerned nobody but Hank White on the checking accounts. There's no back up.. If he leaves, FPUD shuts down, just like Georgetown. Director Foster has learned special districts have the ability to form their own policies. She likes the job description that council Wang wrote for in-house finance manager. She is in support of new organization chart. Director Thompson has concerned he never gets documents he request from the bank. There was a check written for \$152,598.00 the board should have know about this before the check was written. Director Thompson reiterated if there was a finance manager there would be an answer. Council Wang looked over Grand Jurys recommendation and agrees with what Director Bell says, its more accurate. The GJ says finance manager reports directly too general manager and board. President Dowling made a motion to adopt version of organization chart on pg. 154 with addition of dotted line between legal council, general manager and between general mangle and finance

manager stating they have to work together to keep the district going and manageable. Director Foster second the motion. General Manager White had a comment: solid line to the board means director management to the board, daily operations control. The board would have to get together to have daily operation control. President Dowling disagrees with analysis on

statement. Legal, Finance Manager, and General Manager work together on daily operations and report to the board. Motion carries 5-0

9.4. **Title:** Revision to Finance Manager Job Description in Policy No. 2305 of the Foresthill Public Utility District Policy Handbook

Description: the Board of Directors reached a consensus at its July 29, 2026 Board Meeting to hire an in-house Finance Manager who will report directly to the Board of Directors.

Requested Outcome: Consider and approve a revised and updated job description for the Finance Manager specifying that the Finance Manager reports directly to the Board of Directors.

Supporting Documentation: Policy No. 2305 of the Foresthill Public Utility District Policy Handbook.

Submitted by: Board of Directors

Council Wang went over his recommendations on modification to Policy No. 2305 in agenda packet starting on pg. 159. Directors discussed the changes Council Wang made in Policy No. 2305. Debate regarding whether CPA should be a requirement or a preference. General Manager White argued you can't do this job without a CPA. Without CPA the auditor will not work with the book keeper, they will work with CPA. President Dowling made a motion to accept summary description stating to organize, direct and coordinate with general manager and direct and coordinate with general manager accounting, payroll, budgeting, purchasing, and the conduct of complex financial analysis; to coordinate financial analysis activities with other divisions and departments; and provide highly complex financial, accounting, budgeting and other finance-related assistance to the Board of Director and General Manager . Director Foster second the motion.

Motion carries 5-0

President Chase Dowling made a motion to accept distinguishing characteristics stating the Finance Manager operates with a great deal of independence and discretion and works with the General manager and directly reports to the Board of Directors. Director Foster second the motion. Motion carries 5-0

Vice President Mark Bell motions to accept supervision received and exercised as follows The finance manager and General manger will work together on daily administrative task. Exercises direct supervision over professional and technical preforming financial duties. President Chase Dowling second the motion.

Motions carries 5-0

President Chase Dowling made a motion to approve draft examples of duties with replacement of the word division to financial. Vice President Mark Bell second the

motion.

Motion carries 5-0

President Dowling made a motion to leave word “preferred” CPA with license from Ca Board of Accounting. Director Foster second the motion. Motion carries 4-1 (Bell voting no)

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President Dowling made a motion to adopt language to add certified public account preferred with license from California Board of Accounting.

Director Foster second the motion. Motions

carries 5-0

President Dowling made a motion to adopt the rest of draft in adenga packet. Director Foster second the motion. Motion carries 5-0

10. DISCUSSION ITEMS: None

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

11.1. FUTURE BOARD MEMBER ACTION ITEMS –

Director Thomspson would like the owl transferred to the board secretary position.

11.2. FUTURE POLICY ACTION ITEMS - None

11.3. FUTURE DISCUSSION ITEMS - None

12. GENERAL MANAGER’S REPORT:

GM report see agenda packet. Director Foster wants to know if RPF has been put out for Nathan’s job. He states it will be put out soon. Questioned about a bid recently and 9 bidders showed up. There’s a survey on the website. The survey will be shared when its done. There’s been some recent internet attacks.

13. DIRECTORS’ ITEMS/INFORMATION ONLY:

Director Bell distributed LSL cost. Discussions about LSL cost. Director Thomspson has an exhibit on pg. 118 and 119. In August 14, 2024, says refer to approved compensation on May 9, 2024. No record of confirming General Manager White’s compensation or contract.

14. CLOSED SESSION -

Conference with Legal Counsel – Existing Litigation Pursuant to Gov’t Code Section 54956.9(d)(1). One Case – California State Water Resources Control Board Petition for Change to Water Rights Permit.

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15. REPORT OUT OF CLOSED SESSION – No reportable action

16. ADJOURNMENT: 10:02PM

In accordance with Government Code Section 54954.2(a) this notice and agenda were posted in the district's front window at the Foresthill Public Utility District office, 24540 Main Street, Foresthill, CA 95631 on or before 4:30 PM., August 5, 2026.

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

Submitted by Secretary, Sally Hicks

FORESTHILL PUBLIC UTILITY DISTRICT

MINUTES

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

Tuesday	August 25, 2026	6:30 P.M.
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Any person may access and comment during the meeting by doing the following:

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

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

2. PLEDGE OF ALLEGIANCE- Led by President Chase Dowling

3. ROLL CALL

Y President Chase Dowling

Y Vice President Mark Bell

Y Treasurer Ron Thompson

Y Director Roger Pruett

Y Director Dianne Foster

General Manager, Hank White was in attendance. Secretary, Sally Hicks was in attendance.

4. ADJUSTMENTS TO THE AGENDA WITHIN CATEGORIES

5. PUBLIC COMMENT:

- Members of the public may provide comments to the Board on items that are not on the agenda. We welcome and encourage your comments as the Board takes them into consideration in our deliberations.
- Speakers are limited to a maximum of three minutes.
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- Appropriate and respectful language and behavior is vital to the functioning of a public meeting. We ask the Board, staff, and members of the public to speak courteously and respectfully. Therefore, the Board prohibits disruptive behavior.

No public comments

6. CONSENT AGENDA: None

7. OPERATIONS ACTION ITEMS: None

8. BOARD MEMBER ACTION ITEMS:

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

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

Board discussed the board secretary taking over operating audio/visual equipment at board meetings with general manager as back up. Board members all agreed and secretary expressed willingness to take over audio/visual operations. There was concerns the laptop was purchased for board secretary position prior to board approval. Director Thompson purchased the laptop with his personal funds hoping to get a reimbursement of \$1,425.17 from district. Director Thompson met Sally at Best Buy and purchased a laptop, external hard drive and 2 year warranty for district secretary position. Director Thompson took a risk for purchasing laptop with his own money hoping to get refunded and that the board could approve reimbursement. Further discussion on the laptop was considered, it satisfies the Grand Jurys recommendation. Director Thompson and Foster didn't agree it was jumping the gun. The agenda item was suppose to be on last months adenga. President Dowling made a motion to approve secretary taking over operating audio/visual controls for board meetings. Director Foster second the motion.
Motion passed 5-0

President Dowling made a motion to approve reimbursement to Ron Thompson in the amount of \$1,425.17.

Director Thompson stated he would like to pick it up the following day.

President Dowling let him know he didn't know if that could be accomplished or not.

GM stated the district cuts checks on Tuesdays. He didn't know if Ange would be in the office or not to get a check.

President Dowling stated he would be willing to pay Ron if need be and he would wait to be reimbursed. President Dowling receded his motion.

President Dowling made a motion for district to reimbursed Ron Thompson by Thursday, if can't meet deadline, President Dowling will reimburse Ron Thomspson and district can reimburse President Dowling Tuesday.

Vice President Mark Bell second the motion.

Director Foster expressed concern about the GM comments about check only

being written if Angela is in the office. GM stated its part of the separate of duties and Angela cuts checks with LSL on Tuesdays.
Director Thompson left in protest. (6:50pm)
Motion carries 3-1 (Foster voting no & Thompson left in protest)

9. BOARD MEMBER POLICY ACTION ITEMS:

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

Board discussion over changed made to policy 5025. The revision aims to improve efficiency by establishing clear categories for agenda items and maintain a two-hour meeting limit. Vice President Bell comments included cleaning up numbering and subtitle formatting. Section 5025.24.2 amended to change “unfinished items” to “items not discussed”. Technical corrections applied to numbering sequence in 5025.24.2.1 to ensure logical flow.

Director Foster would like the whole thing removed and doesn’t want to vote on item. Concerned why it’s in the policy, Director Pruett has never submitted an agenda item, Vice President Mark Bell only submitted one in 3 years and Director Foster submitted 13.

President Dowling made a motion to approve 5025 as amended and we will give amendment to secretary. Vice President Bell second the motion.

Motion carries 3-0 (Foster-abstained)

(See attached amended Policy No. 5025)

10. DISCUSSION ITEMS: None

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

11.1. FUTURE BOARD MEMBER ACTION ITEMS - None

11.2. FUTURE POLICY ACTION ITEMS - None

11.3. FUTURE DISCUSSION ITEMS - None

12. GENERAL MANAGER'S REPORT - None

13. DIRECTORS' ITEMS/INFORMATION ONLY

14. ADJOURNMENT: 7:00pm

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

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

Submitted By Secretary Sally Hicks

FORESTHILL PUBLIC UTILITY DISTRICT

Balance Sheet

As of Jul 31, 2026

Item F2

July 31, 2026

ASSETS

Current Assets

Bank Accounts

10110 Cash on Hand 250

10120 Wells Fargo Checking 573,749

10510 Local Agency Investment Fund 6,733,326

10512 Umpqua/Columbia Savings account 7,027

Total Checking/Savings 7,314,352

Accounts Receivable 298,879

Other Current Assets 447,223

Total Current Assets 8,060,454

Fixed Assets 10,600,767

Other Assets 323,861

TOTAL ASSETS \$ 18,985,082

LIABILITIES AND NET POSITION

Liabilities

Current Liabilities 217,308

Long-term Liabilities 1,363,426

Total Liabilities 1,580,734

Net Position 17,404,348

TOTAL LIABILITIES AND NET POSITION \$ 18,985,082

FORESTHILL PUBLIC UTILITY DISTRICT
Profit & Loss Budget vs. Actuals
Jul-26

	Jul'26*	Budget	\$ over Budget
Income			
41100 Consumption Billed	81,822	56,417	25,406
41150 Base rate - Residential	169,533	170,583	(1,050)
41200 Base rate - Commercial	22,515	19,333	3,181
49200 Interest - LAIF	65,094	8,167	56,927
49251 Interest - Umpqua/Columbia Bank	0	-	0
49520 Service Charges & Reconnect	875	1,667	(792)
49910 Miscellaneous Income	50,000	-	50,000
42300 Meter Installation	-	417	(417)
49210 Interest - Taxes ¹	-	167	(167)
49300 Property Tax Revenues ¹	-	10,833	(10,833)
49930 Grant Income	-	6,667	(6,667)
Total for Income	\$ 389,839	\$ 274,250	\$ 115,589
Expenses			
51000 Wages & Salaries	95,767	76,917	18,850
52000 Taxes & Benefits	101,131	45,167	55,964
53000 Materials & Supplies	3,521	12,833	(9,312)
54000 Equipment costs	5,852	4,000	1,852
55000 Contracted services	15,099	15,000	99
55001 Professional Fees	24,395	20,917	3,478
56000 Resource development	3,234	7,000	(3,766)
57000 Utilities	5,354	6,750	(1,396)
58000 Regulatory and General	20,866	18,583	2,283
61000 Capital Activities	22,702	35,583	(12,881)
62400 Depreciation Expense ²	-	-	-
Total for Expenses	\$ 297,921	\$ 242,750	\$ 55,171
Net Income	\$ 91,918	\$ 31,500	\$ 60,419

*July financials are preliminary numbers as FY26 is being closed out in preparation for audit.

¹Pending receipt of July property tax revenues from Placer County

²Pending FY26 year end adjustments for capital assets additions/deletions. Will post after FY26 capital asset adjustments for audit are finalized.

FORESTHILL PUBLIC UTILITY DISTRICT
Profit & Loss: Budget vs. Actuals
Jul-26

	Jul'26*	Budget	\$ over Budget
Administration	125,631	45,917	79,715
Capital Expenditures	22,702	35,583	(12,881)
Customer Service	36,522	43,167	(6,645)
Distribution	35,712	49,167	(13,455)
Pumping	1,630	2,250	(620)
Regulatory Compliance	28,121	29,750	(1,629)
Source of Supply	8,065	2,417	5,648
Treatment	36,334	34,500	1,834
Water Transfer	3,204	-	3,204
Depreciation¹	-	-	-
TOTAL	\$ 297,921	\$ 242,750	\$ 55,171

*July financials are preliminary numbers as FY26 is still being closed for accuracy in preparation for the audit.

¹Pending FY26 year end adjustments for capital assets additions/deletions. Will post after FY26 capital asset adjustments for audit are finalized.

FORESTHILL PUBLIC UTILITY DISTRICT
Fund Balances
Jul-26

	<u>06/30/2026**</u>	<u>Received</u>	<u>Paid Out</u>	<u>Transfers</u>	<u>Balance</u>
General Fund - unspendable	11,109,706				11,109,706
General Fund - unrestricted	3,061,091	389,839	275,219	(427,000)	2,748,711
Operating reserves	1,139,985	-	-		1,139,985
Debt service reserves*	336,054		-	-	336,054
Capital reserves	1,065,594	-	22,702	427,000	1,469,892
Emergency reserves	600,000	-	-	-	600,000
Total Fund balances	<u>\$ 17,312,429</u>	<u>\$ 389,839</u>	<u>\$ 297,921</u>	<u>\$ -</u>	<u>\$ 17,404,348</u>

* This budget includes Debt Service

**Adjusted for Policy #3021 updated May, 2025. FY26 preliminary net income included pending year end audit adjustments.

¹Pending FY26 year end adjustments for capital assets additions/deletions. Will post after FY26 capital asset adjustments for audit are finalized.

Debt Service Reserves Detail	Debt Service Reserves	District Payments	Assessment District 2 Payments¹	Total Payments
Assessment District 2: Water Bonds	-	-	-	-
District: Sugar Pine Loan	-	-		-

1. Debt Service detail is provided for reserve policy compliance. Assessment District 2 debt and related property tax/assessment revenues are shown separately from the District Enterprise fund rollforward because Assessment District 2 is separately reported, but included in total debt services for policy purposes. Pending receipt of June property tax revenues from Placer County.

Foresthill Public Utility District
Cash Disbursements Register
July 2026

Date	Num	Name	Memo/Description	Amount
07/01/2026	ACH 070126	SWRCB Accounting Office	Water transfer fee	-3,047.50
07/02/2026	ACH 070226	Wells Fargo Bank	AUTHNET GATEWAY BILLING	-117.25
07/02/2026	PR 070326	ADP	ADP Wage pay 070326	-20,724.50
07/02/2026	PR 070326	ADP	ADP TAX PR 070326	-10,062.17
07/03/2026	0435158225-1	Pacific Gas & Electric	Sugar pine dam	-741.16
07/03/2026	PR 070326	CalPERS	Pepra	-2,749.88
07/03/2026	PR 070326	CalPERS	IRC 457 B	-500.00
07/03/2026	PR 070326	CalPERS	Classic	-1,896.56
07/06/2026	543695503-001	Humana Insurance Co	Health insurance	-444.62
07/06/2026	970895575-001	Humana Insurance Co	Health insurance	-455.36
07/06/2026	ACH 070626	CalPERS	CalPERS FY26/27 Classic plan Unfunded liability	-57,795.00
07/07/2026	34776	California Smog	Smog - 2009 Chevrolet Silverado 1500 VIN #1GCEK14C292146290	-50.00
07/07/2026	34777	Grant Hardware, Inc.	June 2026 Supplies	-518.55
07/07/2026	34778	Project CM, LLC	Project Management Services: 6/9/26 - 6/26/26, generator project	-9,100.00
07/07/2026	34779	River City Rentals - Auburn	Equipment rental	-6,000.00
07/07/2026	34780	Secure Record Management	Document disposal	-82.00
07/07/2026	0091359226-7	Pacific Gas & Electric	Todd Valley Well	-23.81
07/07/2026	7059681011-2	Pacific Gas & Electric	HQ Power	-280.60
07/08/2026	128430	Vision Quest Information Solutions, Inc.	IT Support	-1,875.72
07/08/2026	14-06-200-3684R	Bureau of Reclamation	USBR Sugar Pine Fee	-3,196.77
07/08/2026	ACH 070826	Columbia Bank Visa	Starlink, locator, tools, PO Box rental, supplies, transmitter/receiver for bubbler at Sugar Pine Dam	-7,768.93
07/09/2026	75752	LSL CPAs & Assoc.	Accounting assistance	-12,446.25
07/10/2026	590313	Economy Pest Control	HQ Pest Control	-84.00
07/10/2026	1LVD-6CGG-4FN3	Amazon Business	Supplies	-1,038.94
07/10/2026	PR063026	ADP	ADP PAYROLL FEES PR063026	-181.15
07/13/2026	1075	Wilson Ranch Energy	Fuel	-1,420.32
07/13/2026	ACH 071326	Wells Fargo Bank	CLIENT ANALYSIS SRVC CHRG	-181.99
07/15/2026	34781	Kings County Clerk - Recorder	Notice of Exemption (NOE) processing fee - 2026 Temporary Transfer of Stored Water	-105.00
07/15/2026	621675	Wizix Technology Group	Copier costs	-37.40
07/15/2026	718026	Napa Auto Parts	Vehicle Maintenance	-3,820.51
07/16/2026	ACH 071626	American Messaging	Paging	-12.96
07/16/2026	G55821-062526	Auburn Area Answering Service	Answering Service	-166.25
07/16/2026	PR 071726	ADP	ADP Tax PR 071726	-10,223.39
07/16/2026	PR 071726	ADP	ADP WAGE PR 07172026	-21,216.57
07/17/2026	0472265589-3	Pacific Gas & Electric	Streetlight	-11.01
07/17/2026	PR 071726	CalPERS	IRC 457 B	-500.00
07/17/2026	PR 071726	CalPERS	Classic	-1,893.47
07/17/2026	PR 071726	CalPERS	Pepra	-2,769.21
07/20/2026	20482332	Sebastian	Phone	-563.25
07/20/2026	79811618	Recology Auburn Placer	HQ Refuse	-40.38
07/20/2026	79822573	Recology Auburn Placer	WTP Refuse	-40.38
07/21/2026	34782	Cranmer Engineering, Inc.	Water quality	-390.50
07/21/2026	34783	Freedom Landscaping	Park landscape maintenance July 2026	-250.00

07/21/2026	34784	Hank White	NOE fee for water transfer - Reimburse Hank	-51.19
07/21/2026	34785	Infosend	Customer invoices June 2026	-1,638.71
07/21/2026	34786	Keenan & Associates	August 2026 Health Insurance	-25,736.37
07/21/2026	34787	Placer County , Personnel	August 2026 dental insurance	-618.11
07/21/2026	34788	Sierra Mini Mart, Inc.	June 2026 fuel	-611.04
07/21/2026	34789	Underground Service Alert	USA membership + billable tickets	-2,758.37
07/21/2026	34790	USA Blue Book	Supplies, Pressure regulator kit - 10 yr life	-4,368.46
07/21/2026	34791	Western Hydrologics, LLP	Tech support/stream gaging for water transfer	-5,734.65
07/21/2026	34792	Worton's Foresthill Grocery	Supplies	-74.28
07/22/2026	34793	Sally Hicks	May 2026 Board secretary hours	-300.00
07/22/2026	ACH 072226	CalPERS	CalPERS FY26/27 Classic plan Unfunded liability	-57,795.00
07/22/2026	ACH 072226	CDTFA	Water right fees	-26.98
07/23/2026	6147893378	Verizon Wireless	Phone/Maps	-52.48
07/23/2026	G000AYSM 0826	Mutual of Omaha	AD&D Ltd.	-506.82
07/24/2026	263162	Placer County Air Pollution Control Dist	Emissions and permit fees for generator	-1,026.84
07/24/2026	263162	Placer County Air Pollution Control Dist	Emissions and permit fees for generator	-0.75
07/24/2026	PR071426	ADP	ADP PAYROLL FEES PR071426	-181.15
07/28/2026	34794	Castle Cleaning	HQ cleaning	-600.00
07/28/2026	34795	Underground Service Alert	USA Membership	-1,071.42
07/28/2026	30064591	Vision Service Plan - (CA)	EE Vision insurance	-106.72
07/28/2026	0435158225-1	Pacific Gas & Electric	Sugar Pine Dam	-618.32
07/28/2026	2935158065-8	Pacific Gas & Electric	WTP Power	-1,736.66
07/28/2026	2976824729-7	Pacific Gas & Electric	Power	-984.64
07/29/2026	30919969	Kronick, Moskovitz, et al	Legal fees	-10,000.00
07/29/2026	30919969	Kronick, Moskovitz, et al	Legal Fees	-1,948.70
07/30/2026	PR073126	ADP	PR 073126	-21,757.28
07/30/2026	PR073126	ADP	PR 073126	-10,481.65
07/31/2026	PR 073126	CalPERS	Pepra	-2,757.32
07/31/2026	PR 073126	CalPERS	IRC 457 B	-500.00
07/31/2026	PR07312026	CalPERS	Classic	-1,893.47
TOTAL				<u>-\$ 340,760.69</u>

FORESTHILL PUBLIC UTILITY DISTRICT

BOARD ITEM - GENERATOR REPLACEMENT PROJECT

Item G1

Subject	Award of Generator Replacement Project
Recommended Contractor	Days Generator Service, Inc.
Bid Amount	\$190,363.00
Bid Opening	August 25, 2026 1:00 PM

BACKGROUND / SUMMARY

This project is vital for back-up power for Foresthill Public Utility District (FPUD) to have the ability to maintain critical systems during an emergency or power outage. The Generator has arrived onsite in the FPUD maintenance facility ready for installation.

Foresthill Public Utility District (FPUD) solicited competitive bids for the Generator Replacement Project. The work generally includes installation of the District-furnished generator and associated electrical, civil, trenching, paving, connection, testing, commissioning, and site restoration work required by the Contract Documents.

Bids were publicly opened on August 25, 2026. Foresthill Public Utility District (FPUD) received one bid from Days Generator Service, Inc. The submitted Bid Schedule states a Total Price of \$190,363.00 and separately states the Total Base Bid Price as \$190,363.00.

BID REVIEW

Item	Summary
Bidder	Days Generator Service, Inc.
Total Base Bid	\$190,363.00
CSLB	License No. 942098; C-10 Electrical; active status verified; expiration 01/31/2028.
DIR / PWCR	PWCR No. 1000640343; Registration Status: Approved; current registration 07/01/2025 through 06/30/2028.
Addendum	Addendum No. 01 acknowledged in the submitted bid.
Bid Security	10% bid guaranty bond included in the submitted bid.

FORESTHILL PUBLIC UTILITY DISTRICT

BOARD ITEM - GENERATOR REPLACEMENT PROJECT

CONTRACT / AGREEMENT

The proposed Section 00510 Agreement identifies Foresthill Public Utility District as Owner and Days Generator Service, Inc. as Contractor and establishes the Contract Amount as \$190,363.00.

RECOMMENDED BOARD ACTION

Authorize the General Manager to execute the Agreement with Days Generator Service, Inc. for the Generator Replacement Project in the amount of \$190,363.00, substantially in the form included in this Board packet, following receipt and approval of the required performance and payment bonds, insurance, and other contract-execution documents.

BOARD PACKET ATTACHMENTS

Item	Attachment	Description
A	Relevant Bid Excerpt - Days Generator Service, Inc.	Bid identification, Addendum acknowledgment, Bid Schedule, license information, execution pages, and bid security.
B	Proposed Section 00510 Agreement	Agreement proposed for execution following Board authorization and satisfaction of pre-execution requirements.

Procurement file: The complete original bid, solicitation, Addendum No. 01/Exhibit 1B, responsibility documentation, and award/execution records should be retained in the District procurement file. The Board packet uses relevant excerpts for concise review.

ATTACHMENT A

RELEVANT BID EXCERPT

Days Generator Service, Inc.

Generator Replacement Project

Name of Bidder: Days Generator Service, Inc.

SECTION 00300

FORESTHILL PUBLIC UTILITY DISTRICT

24540 Main Street

Foresthill, CA 95631

BID FORM

NAME OF PROJECT: Generator Replacement Project

THIS BID IS SUBMITTED BY:

Name of Bidder: Days Generator Service, Inc.

THIS BID IS SUBMITTED TO:

THE BOARD OF DIRECTORS OF THE FORESTHILL PUBLIC UTILITY DISTRICT

c/o FORESTHILL PUBLIC UTILITY DISTRICT

GENERAL MANAGER

24540 MAIN STEET

FORESTHILL, CA. 95631

IF BID IS SUBMITTED BY U.S. MAIL IT MUST BE MAILED TO 24540 MAIN STEET,
FORESTHILL, CA. 95631

THE BID IS SUBMITTED ON: August 25, 2026

Date

Foresthill Public Utility District

Generator Replacement Project

00300 - 1

7/24/26

Revised 7/24/26

Name of Bidder: Days Generator Service, Inc.

1.0 ENTER INTO AGREEMENT

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents within the specified time and for the price indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

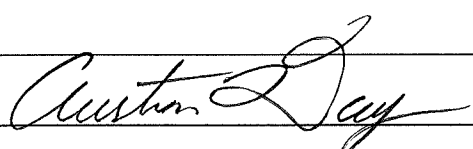
2.0 BIDDER ACCEPTS

The undersigned Bidder accepts all of the terms and conditions of the Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. The Bid will remain subject to acceptance for **sixty (60)** days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

3.0 BIDDER'S REPRESENTATIONS

In submitting this Bid, the undersigned Bidder represents that:

A. Bidder has purchased a complete set of Contract documents and carefully examined and studied the Contract Documents, all information available to Bidders as defined in Section 00200, **INFORMATION AVAILABLE TO BIDDERS**, and the following Addenda, receipt of all of which is hereby acknowledged.

Addendum Number	Addendum Date	Signature of Bidder
01	8/18/26	

Foresthill Public Utility District

Generator Replacement Project

00300 - 2

7/24/26

Revised 7/24/26

B. Bidder has visited the site and become familiar with and satisfied itself as to the general, local, and site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and has satisfied itself as to all Federal, state, and local Laws and Regulations and Permits that may affect cost, progress, and performance of the Work.

D. Bidder and all named subcontractors have registered with DIR pursuant to Labor Code Section 1725.5.

E. Bidder has carefully studied all reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site which have been identified in the Section 00200, **INFORMATION AVAILABLE TO BIDDERS**.

F. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Contract Documents to be employed by Bidder, and safety precautions and programs incident thereto.

G. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.

H. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

I. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Contract Documents.

Foresthill Public Utility District

Generator Replacement Project

00300 - 3

7/24/26

Revised 7/24/26

Name of Bidder: Days Generator Service, Inc.

J. Bidder has given Owner written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Contract Documents, and the written resolution thereof by Owner is acceptable to Bidder, and where said conflicts, etc., have not been resolved through the interpretations or clarifications by Owner because of insufficient time or otherwise, Bidder has included in the Bid the greater quantity or better quality of Work, or compliance with the more stringent requirement resulting in a greater cost.

K. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

4.0 BID SCHEDULE

The undersigned Bidder proposes and agrees to contract with the Placer County Water Agency to perform all of the above work, including subsidiary obligations as defined in the Contract Documents for the prices indicated in the BID SCHEDULE below.

Further in submitting its bid, the undersigned Bidder understands and agrees that the Total Base Bid amount is determined by the sum total of all bid item amounts in the Bid Schedule shown below. Bid Items include all work as defined in Contract Documents.

BID SCHEDULE

Item	Description	Quantity	Units	Unit Price	Total Price
1	Generator Installation per contract				190,363.00
2					
3					
4					
5					

TOTAL BASE BID PRICE (Items 1 through 5) \$ 190,363.00

TOTAL BASE BID PRICE (in words) one thousand and ninety three hundred and sixty-three.

Foresthill Public Utility District

Generator Replacement Project

00300 - 4

7/24/26

Revised 7/24/26

The Bid amount of each of the above Bid items must be filled in and completed.

Bid prices shall include everything necessary for the completion of the work stipulated in the Contract Documents, including but not limited to providing the materials, equipment, tools, plant and other facilities, and the management, superintendence, labor and services. Bid prices shall include all federal, state and local taxes.

In the event that the product of a unit price and an estimated quantity does not equal the extended amount stated, the unit price will govern and the correct product of the unit price and the estimated quantity shall be deemed to be the amount bid. In the event the addition of the bid item extended amounts does not equal the Total Base Bid Price, the corrected addition of all bid item extended amounts will govern and the Owner will correct the Total Base Bid Price accordingly.

Should the Bid Schedule contain only a total price for an item and the item price is omitted, the Owner shall determine the item price by dividing the total price for the item by estimated quantity of work to be performed.

If the Bid Schedule contains neither the item price nor the total price for an item, then it shall be deemed incomplete and the Bid shall be deemed non-responsive by the Owner.

In case of discrepancy between words and figures, words will prevail.

5.0 COMPLETION

In accordance with the Specifications, the undersigned Bidder agrees to plan the work and to prosecute it with such diligence that said work shall be commenced within ten days after the date of Notice to Proceed and shall be substantially completed within the time specified in Section 00800-1.1, **Time Allowed for Completion**. Furthermore, the undersigned Bidder accepts the provisions of Section 00800-1.2, **Damages for Delays** in the event of failure to complete the work within the specified times.

Name of Bidder: Days Generator Service, Inc.

6.0 ATTACHED DOCUMENTS

The undersigned Bidder agrees that the following Contract Documents are attached to and made a condition of this bid:

<u>SECTION</u>	<u>TITLE</u>
00410	Bid Guaranty Bond
00420	Certification of Bidder's Experience
00430	Designation of Subcontractors
00450	Site Visit Affidavit
00480	Non-Collusion Declaration
00640	Certificate of Drug Free Workplace
00645	Workers Comp insurance Certificate

7.0 BIDDER'S PROOF OF DIR REGISTRATION

The undersigned Bidder agrees that its Proof of DIR Registration pursuant to Labor Code Section 1725.5 is attached hereto and made a condition of this bid:

9.0 BIDDER'S CALIFORNIA CONTRACTOR'S LICENSE INFORMATION

The undersigned Bidder is licensed in accordance with Chapter 9, Division 3 of California Business and Professions Code and section 3300 of the California Public Contract Code, and the laws of the State of California.

Bidder's Valid California Contractor's License No. 942098 Class C-10

Expiration Date: 1/31/2028

Bidder has contracted under this license number for 17 years.

Foresthill Public Utility District

Generator Replacement Project

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Name of Bidder: Days Generator Service, Inc.

The undersigned hereby states that all representations made herein are made under penalty of perjury.

If Bidder is:

An Individual

Name (typed or printed): _____

By: _____ (SEAL)

(Individual's signature)

Doing business as: _____

Business Address:

Phone Number: () _____ FAX Number: () _____

Email Address of Authorized Representative: _____

A Partnership

Partnership Name: _____ (SEAL)

By: _____

(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): _____

Business address: _____

Phone Number: () _____ FAX Number: () _____

Email Address of Authorized Representative: _____

Foresthill Public Utility District

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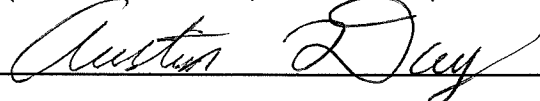
Name of Bidder: Days Generator Service, Inc.

A Corporation

Corporation Name: Days Generator Service, Inc. (SEAL)

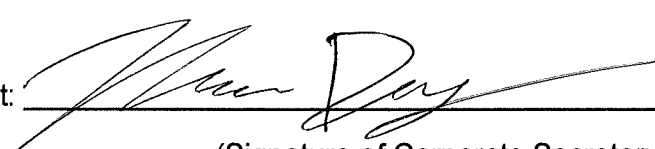
State of Incorporation: California

Type (General Business, Professional, Service, Limited Liability): Professional

By: 
(Signature -- attach evidence of authority to sign)

Name (typed or printed): Austin Day

Title: President

Attest:  (CORPORATE SEAL)
(Signature of Corporate Secretary)

Business address: 4950 Discovery Point Discovery Bay, CA 94505

Date of Qualification to do business is 2009

Phone Number: 925-382-9510 FAX Number: ()

Email Address of Authorized Representative: austin@daysgs.com

A Joint Venture

Joint Venturer Name: _____ (SEAL)

By: _____
(Signature of joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

Business address: _____

Foresthill Public Utility District

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SECTION 00410

FORESTHILL PUBLIC UTILITY DISTRICT
24540 Main Street
Foresthill, CA 95631

BID GUARANTY BOND

PROJECT NAME: Generator Replacement Project

BIDDER (Name and Address):

Day's Generator Service Inc

840 Fan Palm Lane

Brentwood, CA 94513

SURETY (Name and Address of Principal Place of Business):

United Surety Insurance Company

303 Congress Street, Suite 502

Boston, MA 02210

BID

Bid Due Date: August 25, 2026

Project Name: Generator Replacement Project

Contract No.: _____

Project Location: 25985 Foresthill Road, Foresthill, CA 95631

BOND

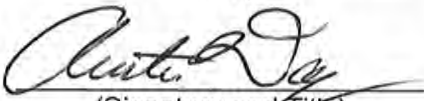
Bond Number: Bid Bond Bond Date: August 24, 2026
(Not later than Bid Due Date)

Penal Sum: Ten percent (10%) of the Total Bid Price

IN WITNESS WHEREOF, Surety and Bidder, intending to be legally bound hereby, subject to the terms printed on the reverse side hereof, do each cause this Bid Bond to be duly executed on its behalf by its authorized officer, agent, or representative.

BIDDER

Day's Generator Service Inc (SEAL)
(Bidder's Name and Corporate
Seal)

By: 
(Signature and Title)

Attest: _____

SURETY

United Surety Insurance Company (SEAL)
(Surety's Name and Corporate
Seal)

By: 
(Signature and Title)
(Attach Power of Attorney)
David F. Druml, Attorney-in-Fact

Attest: 
Linda Druml, Attestee

Note: (1) Above addresses are to be used for giving required notice.

(2) Any singular reference to Bidder, Surety, OWNER or other party shall be considered plural where applicable.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to pay to the **Foresthill Public Utility District, Foresthill, Ca, (hereinafter called "Owner ")** upon default of Bidder the penal sum of **10% of the Bidder's Total Bid Price.**
2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Contract Documents the executed Agreement required by the Contract Documents and any performance and payment bonds required by the Contract Documents.
3. This obligation shall be null and void if:
 - a. Owner accepts Bidder's Bid and Bidder delivers within the time required by the Contract Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Contract Documents and 100% Performance and Payment bonds and certificates of insurance coverage required by the Contract Documents, or
 - b. All Bids are rejected by Owner, or
 - c. Owner fails to issue a Notice of Award to Bidder within the time specified in the Contract Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of and any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from Bid due date without Surety's written consent.
6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in paragraph 4 above is received by Bidder and Surety, and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond shall be commenced in a court of competent jurisdiction located in Placer County, CA.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of Contra Costa)

On 8/25/2024 before me, Deborah Kaye Gaskins, Notary Public

Date

Here Insert Name and Title of the Officer

Personally appeared

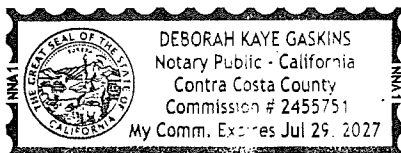
Austin Day

Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature

[Signature of Notary Public]

Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document

Bid Guarantee Bond

Document Date

8/25/2024

Number of Pages

Signer(s) Other Than Named Above

Capacity(ies) Claimed by Signer(s)

Signer's Name

Signer's Name

Corporate Officer—Title(s)

Corporate Officer—Title(s)

Partner Limited General

Partner Limited General

Individual Attorney in Fact

Individual Attorney in Fact

Trustee Guardian or Conservator

Trustee Guardian or Conservator

Other

Other

Signer Is Representing

Signer Is Representing

8. Notice required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent or representative who executed this Bond on behalf of Surety to execute, seal and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of the Bond conflicts with any applicable provision of any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.
11. The term "Bid" as used herein includes a bid, offer or proposal as applicable.
12. In no event shall Bidder's and Surety's obligation as defined above exceed 10% of the Bidder's Total Bid Price.

*****END OF SECTION*****

ATTACHMENT B

PROPOSED SECTION 00510 AGREEMENT

Days Generator Service, Inc.

Generator Replacement Project

SECTION 00510

**FORESTHILL PUBLIC UTILITY DISTRICT
24540 Main Street
Foresthill, CA 95631**

AGREEMENT FOR THE CONSTRUCTION OF

Generator Replacement Project

THIS AGREEMENT, made and concluded, in duplicate, this day of , 20 ,
by and between the Foresthill Public Utility District, a public entity in Placer County (hereinafter
referred to as "Owner"), and Days Generator Service, Inc., a California corporation (hereinafter
referred to as "Contractor").

RECITALS

WHEREAS, the Owner gave notice inviting bids to be submitted by Tuesday August 25, 2026 at 1:00 for the Generator Replacement Project by published notice and/or posting in accordance with California Public Contract Code Section 20804 and other applicable law.; and

WHEREAS, Contractor, pursuant to the provisions of said Notice Inviting Bids submitted a Bid to the Owner and such Bid is attached hereto in its entirety and made a part hereof as Exhibit A; and

WHEREAS, the Owner, by a majority vote of its Board of Directors on (date)
awarded to Contractor Generator Replacement Project ; and

WHEREAS, Contractor is ready, willing and able to complete all Work specified in the Contract Documents, in accordance with the Specifications, Drawings and all other terms and conditions of the Contract Documents; and

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, Owner and Contractor agree as follows:

ARTICLE 1- WORK

1.1 The Work. The Contractor shall furnish all labor, materials, tools, apparatus, equipment, insurance, bonds, special services and skill to construct and complete in good workmanlike and substantial manner the project entitled Generator Replacement Project ("Work") as specified or indicated in the Contract Documents.

1.2 Location of Work. The Work will be performed at the following location:
29585 Foresthill Rd, Foresthill, Ca. 95631

ARTICLE 2- OWNER'S REPRESENTATIVE(S) AND OWNER'S CONSULTANTS

2.1 Owner's Representative. The Owner has designated Hank White to act as Owner's Representative, who will represent Owner is performing duties and responsibilities and exercising Owner's rights and authorities in the Contract Documents. Owner may change the individual(s) acting as Owner's Representative(s), or delegate one or more specific functions to one or more specific Owner's Representative at any time with notice and without liability to Contractor. Each Owner's Representative is a beneficiary of all Contractor obligations to Owner, including without limitation, all releases and indemnities.

2.2 Engineer. The Owner has designated Peters Engineering to act as Engineer. Engineer will assume all duties and responsibilities and have the rights and responsibilities assigned to the Engineer in the Contract Documents in connection with the completion of the Work. The Owner may assign all or part of the Owner's Representative's duties, rights and responsibilities to the Engineer. The Engineer is a beneficiary of all Contractor obligations to Owner, including without limitation, all releases and indemnities.

2.3 Construction Manager. The Owner has designated Project CM, LLC to act as Construction Manager. Construction Manager will assume all duties and responsibilities and have the rights and responsibilities assigned to the Construction Manager in the Contract Documents in connection with the completion of the Work. The Owner may assign, upon mutual agreement, all or part of the Owner's Representative's duties, rights and responsibilities to the Construction Manager. The Construction Manager is a beneficiary of all Contractor obligations to Owner, including without limitation, all releases and indemnities.

ARTICLE 3- CONTRACT TIMES

3.1 Time is of the Essence. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of this Agreement.

3.2 Commence Work. Contractor shall commence execution of the Work on the date established in the Notice to Proceed. Owner reserves the right to modify or alter the Commencement Date of the Work.

3.3 Days to Achieve Contract Times. The Contractor shall diligently prosecute the work so that it shall be completed within the contract times specified in Section 00800-1.1, **Time Allowed for Completion**.

3.4 Liquidated Damages. The Owner and Contractor recognize that time is of the essence of this Agreement and that Owner will suffer financial loss if the Work is not completed within the contract times specified in Section 00800-1.1, **Time Allowed for Completion**. Accordingly, Owner and Contractor agree that as liquidated damages for delay, Contractor will forfeit and pay to the Owner liquidated damages in the amount set forth in Section 00800-1.2, **Damages for Delays**, per day for each and every calendar day that expires after the time for completion specified in Section 00800-1.1 **Time Allowed for Completion**, except as otherwise provided by extension of time pursuant to Section 00700-6.4, **Time Extensions** of the General Conditions.

ARTICLE 4- CONTRACT PRICE

4.1 Contract Price Breakdown. The Owner will pay Contractor the Contract Price for completion of the Work in accordance with the Contract Documents as follows:

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL
1	Generator Replacement Project - Lump Sum	1	LS		\$190,363.00

TOTAL CONTRACT AMOUNT	\$190,363.00
------------------------------	---------------------

The above Total Contract Amount includes all allowances, if any, provided for in the Contract Documents.

Compensation for Unit Price Items shall be based upon the unit prices stated in above schedule times the actual quantities or units of work and materials performed or furnished. Unit prices paid by Owner may change depending on actual quantities or units or work completed in accordance with Section 01350- 4.0, **Increased or Decreased Quantities**.

The Contractor may substitute securities for the amounts retained by the Owner to ensure performance of the work in accordance with the provisions of Section 22300 of the Public Contract Code.

ARTICLE 5- CONTRACTOR'S REPRESENTATIONS

5.1 Representations and Warranties. In order to induce Owner to enter into this Agreement, Contractor makes the following representations and warranties:

- A. Contractor has visited the Site and has examined thoroughly and understood the nature and extent of the Contract Documents, Work, Site, locality, actual conditions, as-built conditions, and all local conditions, and federal, state and local laws and regulations that in any manner may affect cost, progress, performance or furnishing of Work or which relate to any aspect of the means, methods, techniques, sequences or procedures of construction to be employed by Contractor and safety precautions and programs incident thereto.
- B. Contractor has examined thoroughly and understood all reports of exploration and tests of subsurface conditions, record drawings, drawings, products specifications or reports, available for bidding purposes, of physical conditions, including Underground Facilities, which are identified in Section 00200, **INFORMATION AVAILABLE TO BIDDERS**, or which may appear in the Drawings. Contractor accepts the determination set forth in these Contract Documents of the limited extent of the information contained in such materials

upon which Contractor may be entitled to rely.

- C. Contractor has correlated its knowledge and the results of all such observations, examinations, investigations, explorations, tests, reports and studies with the terms and conditions of the Contract Documents.
- D. Contractor has given Agency prompt written notice of all conflicts, errors, ambiguities, or discrepancies that it has discovered in or among the Contract Documents and as-built drawings and actual conditions and the written resolution thereof through Addenda issued by Agency is acceptable to Contractor.
- E. Contractor is duly organized, existing and in good standing under applicable state law, and is duly qualified to conduct business in the State of California.
- F. Contractor has duly authorized the execution, delivery and performance of this Agreement, the other Contract Documents and the Work to be performed herein. The Contract Documents do not violate or create a default under any instrument, agreement, order or decree binding on Contractor.
- G. Contractor has listed the following Subcontractors pursuant to the Subcontractor Listing Law, California Public Contract Code §4100 *et seq.*:

Name of Subcontractor and Location of Mill or Shop	Description of Subcontractor's Work	Subcontractor's License No.
N/A	N/A	N/A

ARTICLE 6- CONTRACT DOCUMENTS

6.1 Contract Documents.

The Contract Documents consist of the following documents:

Notice Inviting Bids (Section 00020);
Instructions to Bidders (Section 00100);
Bid Form and Bid Schedule
Designation of Subcontractors
Agreement (Section 00510);
Performance Bond (Section 00610);
Payment Bond (Section 00620);
Guaranty Bond (Section 00635);

Certification of Drug-Free Workplace (Section 00640)
General Conditions (Section 00700);
Supplementary General Conditions (Section 00800);
General Requirements (Sections 01000 through 01999);
Technical Specifications (Section 02000 and all other Sections following);
Contract Drawings;
Addenda (number 01);
Permits from other agencies as may be required by law;

Exhibits to this Agreement (enumerated as follows):

- Contractor's signed Statement of Qualifications Affidavit attached as Exhibit A;
- Accepted Contractor's Bid attached hereto as Exhibit B;

The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:

- Notice to Proceed (Section 00550);
- Field Directive(s);
- Change Order(s);
- Construction Change Directive;
- Field Order(s).

6.2 Not Contract Documents. There are no Contract Documents other than those listed in this Section 00510- Article 6, **Contract Documents**. Section 00200, **INFORMATION AVAILABLE TO BIDDERS** and the information supplied therein, are not Contract Documents. The Contract Documents may only be amended, modified or supplemented as provided for in Section 00700, **GENERAL CONDITIONS**.

ARTICLE 7- MISCELLANEOUS

7.1 Terms. Terms used in this Agreement will have the meanings indicated in the General Conditions.

7.2 Assignment. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

7.3 Successors and Assigns. Owner and Contractor each binds itself, its partners, successors, assign, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

7.4 Severability. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining

provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

7.5 Prevailing Wage Rates. Pursuant to the provisions of California Labor Code, Sections 1770 to 1780, inclusive thereof, the Contractor and any subcontractor under him shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Pursuant to the provisions of California Labor Code Section 1773.2, the Contractor is hereby advised that copies of the prevailing rate of per diem wages and a general prevailing rate for holidays, Saturdays and Sundays and overtime work in the locality in which the work is to be performed for each craft, classification, or type of worker required to execute the Contract, are on file in the Owner's office. The Contractor agrees that not less than said prevailing rates shall be paid to workers employed on this public works contract as required by Labor Code Section 1774 of the State of California.

7.6 Governing Law. This Agreement and the Contract Documents shall be deemed to have been entered into in the County of Placer, State of California, and governed by California law. By entering into this Agreement, the Contractor consents and submits to the jurisdiction of Courts of the State of California, County of Placer, over any action of law, suit in equity, and/or other proceeding that may arise out of the Contract Documents.

IN WITNESS WHEREOF, Owner and Contractor have caused this Agreement to be executed the day and year first above written.

Foresthill Public Utility District
A Public Entity

By _____
Chairman of the Board
Foresthill Public Utility District

ATTEST:

By _____
Clerk, Board of Directors
Foresthill Public Utility District

Days Generator Service, Inc.
CONTRACTOR'S NAME

California
STATE OF CALIFORNIA
CONTRACTOR'S LICENSE No. 942098
and CLASSIFICATION C-10

By _____
(Authorized Signature)
Austin Day
Name

01/31/2028
LICENSE EXPIRATION DATE

President

FEDERAL TAX I.D. No.

Title

Corporation
TYPE OF ORGANIZATION

ATTEST:

California
STATE OF INCORPORATION

By _____

Name

(SEAL)

Title
(If Corporation, must be attested by Corp Secretary)

Notices to the Parties shall be given at the following addresses:

OWNER:

FORESTHILL PUBLIC UTILITY DISTRICT
24540 Main Street
Foresthill, CA 95631

CONTRACTOR:

Days Generator Service, Inc.
CONTRACTOR'S NAME

4950 Discovery Point
STREET ADDRESS

Discovery Bay, CA 94505
CITY, STATE & ZIP

*****END OF SECTION*****

Name of Bidder: _____

SECTION 00300

FORESTHILL PUBLIC UTILITY DISTRICT

24540 Main Street

Foresthill, CA 95631

BID FORM

Item H1

NAME OF PROJECT: Generator Replacement Project

THIS BID IS SUBMITTED BY:

Name of Bidder: _____

THIS BID IS SUBMITTED TO:

THE BOARD OF DIRECTORS OF THE FORESTHILL PUBLIC UTILITY DISTRICT
c/o FORESTHILL PUBLIC UTILITY DISTRICT

GENERAL MANAGER

24540 MAIN STEET

FORESTHILL, CA. 95631

IF BID IS SUBMITTED BY U.S. MAIL IT MUST BE MAILED TO 24540 MAIN STEET,
FORESTHILL, CA. 95631

THE BID IS SUBMITTED ON: _____, 2026
Date

Foresthill Public Utility District

Generator Replacement Project

Revised 7/24/26

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7/24/26

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

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 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

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.

FPUD POLICY HANDBOOK

Policy#3081 – "Purchasing Construction, Maintenance or Repair Work"

Amended November 14, 2012

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

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: 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.

ARTICLE 2- OWNER'S REPRESENTATIVE(S) AND OWNER'S CONSULTANTS

2.1 Owner's Representative. The Owner has designated Hank White to act as Owner's Representative, who will represent Owner in performing duties and responsibilities and exercising Owner's rights and authorities in the Contract Documents. Owner may change the individual(s) acting as Owner's Representative(s), or delegate one or more specific functions to one or more specific Owner's Representative at any time with notice and without liability to Contractor. Each Owner's Representative is a beneficiary of all Contractor obligations to Owner, including without limitation, all releases and indemnities.

2.2 Engineer. The Owner has designated Peters Engineering to act as Engineer. Engineer will assume all duties and responsibilities and have the rights and responsibilities assigned to the Engineer in the Contract Documents in connection with the completion of the Work. The Owner may assign all or part of the Owner's Representative's duties, rights and responsibilities to the Engineer. The Engineer is a beneficiary of all Contractor obligations to Owner, including without limitation, all releases and indemnities.

2.3 Construction Manager. The Owner has designated Project CM, LLC to act as Construction Manager. Construction Manager will assume all duties and responsibilities and have the rights and responsibilities assigned to the Construction Manager in the Contract Documents in connection with the completion of the Work. The Owner may assign, upon mutual agreement, all or part of the Owner's Representative's duties, rights and responsibilities to the Construction Manager. The Construction Manager is a beneficiary of all Contractor obligations to Owner, including without limitation, all releases and indemnities.

ARTICLE 3- CONTRACT TIMES

3.1 Time is of the Essence. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of this Agreement.

3.2 Commence Work. Contractor shall commence execution of the Work on the date established in the Notice to Proceed. Owner reserves the right to modify or alter the Commencement Date of the Work.

3.3 Days to Achieve Contract Times. The Contractor shall diligently prosecute the work so that it shall be completed within the contract times specified in Section 00800-1.1, **Time Allowed for Completion.**

3.4 Liquidated Damages. The Owner and Contractor recognize that time is of the essence of this Agreement and that Owner will suffer financial loss if the Work is not completed within the contract times specified in Section 00800-1.1, **Time Allowed for Completion.** Accordingly, Owner and Contractor agree that as liquidated damages for delay, Contractor will forfeit and pay to the Owner liquidated damages in the amount set forth in Section 00800-1.2, **Damages for Delays,** per day for each and every calendar day that expires after the time for completion specified in Section 00800-1.1 **Time Allowed for Completion,** except as otherwise provided by extension of time pursuant to Section 00700-6.4, **Time Extensions** of the General Conditions.

SECTION 00020

**FORESTHILL PUBLIC UTILITY DISTRICT
24540 Main Street
Foresthill, CA 95631**

NOTICE INVITING BIDS

NOTICE IS HEREBY GIVEN that Foresthill Public Utility District, hereafter referred to as "Owner" or "Agency", will receive SEALED BIDS at the Owner's Office **24540 Main Street, Foresthill, CA 95631** until 1:00 p.m. local time, on Tuesday, August 25, 2026 for construction of:

Generator Replacement Project

At said place and time, and promptly thereafter, all Bids that have been duly received in accordance with the Contract Documents, will be publicly opened and read aloud.

Project Description: In accordance with plans and specifications prepared by Peters Engineering, the Work includes the furnishing of all labor, materials, tax, equipment and services for the construction and completion of a new Owner Supplied Generator, Generator concrete pad, excavation for footings and conduits, Wiring, terminations and commissioning of Generator.

The total Contract Time to achieve Final Completion is 60 calendar days from Notice to Proceed.

The estimated cost of construction is \$ 335,000.

At the time the Contract is bid, awarded and for the duration of the contract, the Owner has determined that the General Contractor shall possess a valid State of California At the time of bid submission and throughout the duration of the Contract, the Contractor shall possess a current, active, and unrestricted California contractor's license issued by the Contractors State License Board (CSLB). The Contractor shall possess one of the following:

- **Class A – General Engineering Contractor**, or
- **Class B – General Building Contractor**, if legally authorized to perform the scope of work and utilizing appropriately licensed specialty subcontractors.

All electrical work shall be performed by:

- A Contractor holding a **Class C-10 Electrical Contractor** license; or
- A subcontractor holding a current and active **Class C-10 Electrical Contractor** license.

Any work requiring specialty contractor licenses shall be performed by contractors properly licensed in the applicable classification as required by the CSLB.

The Contractor shall be responsible for ensuring that all subcontractors possess the licenses required for their respective scopes of work.

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 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~~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.

Employee Signature

Date

Supervisor Signature

Date

FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

POLICY TITLE: Job Description Operations Supervisor
POLICY NUMBER: 2310

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- 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
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- Oil: Some parts of the body in contact with oil or grease
- Dust: Works in or around areas with potentially significant levels of dust
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- 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~~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.

Employee Signature

Date

Supervisor Signature

Date

Submittal for the FPUD Board Meeting in September

Board member Policy Action Item.

Update revision history on Policy 2020, Vacation

Ad Hoc committee recommends making no changes to this Policy and to update the revision to this month and year.

Requested outcome is to accept submitted changes as is.

Supporting documents include “As is” version, Marked up version, and a final version.

Submitted by Ad Hoc committee to propose 10 policy changes.

Update revision history on Policy 2070, Continuity

Ad Hoc committee recommends making no changes to this Policy and to update the revision to this month and year.

Requested outcome is to accept submitted changes as is.

Supporting documents include “As is” version, Marked up version, and a final version.

Submitted by Ad Hoc committee to propose 10 policy changes.

Board member Policy Action Item.

Update revision history on Policy 2080, Employment Status.

Ad Hoc committee recommends making no changes to this Policy and to update the revision to this month and year.

Requested outcome is to accept submitted changes as is.

Supporting documents include “As is” version, Marked up version, and a final version.

Submitted by Ad Hoc committee to propose 10 policy changes.

Update revision history on Policy 2150 Compensation

Ad Hoc committee recommends making no changes to this Policy and to update the revision to this month and year.

Requested outcome is to accept submitted changes as is.

Supporting documents include “As is” version, Marked up version, and a final version.

Submitted by Ad Hoc committee to propose 10 policy changes.

Update revision history on Policy 2210, Sexual Harassment and Equal Opportunity

Ad Hoc committee recommends making no changes to this Policy and to update the revision to this month and year.

Requested outcome is to accept submitted changes as is.

Supporting documents include “As is” version, Marked up version, and a final version.

Submitted by Ad Hoc committee to propose 10 policy changes.

Board member Policy Action Item.

Update revision history on Policy 3082, Purchasing, Consulting, or Other Services.

Ad Hoc committee recommends making no changes to this Policy and to update the revision to this month and year.

Requested outcome is to accept submitted changes as is.

Supporting documents include “As is” version, Marked up version, and a final version.

Submitted by Ad Hoc committee to propose 10 policy changes.

Board member Policy Action Item.

Update revision history on Policy 3085, Disposal of Surplus Equipment/Property

Ad Hoc committee recommends making no changes to this Policy and to update the revision to this month and year.

Requested outcome is to accept submitted changes as is.

Supporting documents include “As is” version, Marked up version, and a final version.

Submitted by Ad Hoc committee to propose 10 policy changes.

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.

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FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

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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: 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.

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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.

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FORESTHILL PUBLIC UTILITY DISTRICT

POLICY HANDBOOK

Marked up Version, no changes other than to
revision history at bottom.

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FPUD POLICY HANDBOOK
Policy #2080 - "Employee Status"
Amended October 2010
& March 12, 2014 & February 2015
Reviewed September 2026, no changes, update revision date

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.

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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.

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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: Sexual Harassment and Equal Employment Opportunity
POLICY NUMBER: 2210

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POLICY NUMBER: 2210

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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: PURCHASING PROFESSIONAL, CONSULTING, OR
OTHER SERVICES
POLICY NUMBER: 3082

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General Manager	\$15,000

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Marked up version. Only changes to footer on revision history

**FORESTHILL PUBLIC UTILITY DISTRICT
POLICY HANDBOOK**

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OTHER SERVICES
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FPUD POLICY HANDBOOK
Policy# 3082 – "Purchasing Professional, Consulting, or other Services"
Amended November 14, 2012
Reviewed and approved no changes September 2026

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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

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website

FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020

5020.10 The Board President and General Manager, shall prepare an agenda meeting the requirements of the Ralph M. Brown Act (Sections 54953 and 54954) 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 ninth (9th) day preceding the regular meeting of the Board of Directors. For example, if Board meetings are on Wednesday, the agenda will be closed to new items at 12 PM on the preceding Monday.

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 and forwarded to the President 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 Board President, in consultation with the General Manager shall decide 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 submit a request to the Board of Directors to reconsider any adverse decision. Any Director may request that the item be placed on the agenda of a regular scheduled Board meeting.

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.

Revisions

FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

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FPUD POLICY HANDBOOK
Amended May 14, 2014 and February 8, 2024 and **Sept. 9, 2026**

Policy #5020 – "Board Meeting Agenda"

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FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020

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FPUD POLICY HANDBOOK
Amended May 14, 2014 and February 8, 2024 and Sept. 9, 2026

Policy #5020 – "Board Meeting Agenda

FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 5060

5060.10 The Board Clerk, Ex-Officio Secretary, and/or other designated individual 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;

FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 5060

5060.10 The Board Clerk, Ex-Officio Secretary, and/or other designated individual shall keep minutes of all regular and special meetings of the Board.

5060.11 A draft of meeting's minutes shall be distributed to the Directors no later than a week following the meeting. Should Directors choose to edit the draft, those changes need to be submitted to the Secretary no later than a week after receiving the original draft. Revised 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 website.

5060.12 An Audio/video tape recording of regular and special meetings of the Board of Directors may will be made by the appointed Secretary with the GM as a back-up. The recording will be posted on Vimeo (on-line) by volunteers from the community on the FPUD website no later than two days following the meeting.

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Memorandum

To: Board of Directors
From: Henry N. White
Date: September 2, 2026
Subject: General Manager's Report

Topics of General Interest:

1. **Safety Meeting Update** - As part of Foresthill's ongoing commitment to employee safety and well-being, staff participate in regular safety meetings throughout the year. On August 13, 2026, the team reviewed Outdoor Hazards and Hazardous Wildlife. These proactive sessions support a strong safety culture and help ensure that all employees are prepared for seasonal workplace challenges.
2. **Generator Delivery Date: August 25, 2026**



3. **July 2026 Accounting Services Summary**
 1. Bookkeeping

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

2. Accounts Payable Processing

- Processed invoices on July 7th, July 14th, July 21st, and July 28th.

3. Payroll Processing

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

4. Financial Reporting

- Prepared key financial statements: balance sheet, income statement, and cash flow statement, providing an overview of July's financial performance.
- Completed and submitted CERBT's annual report.