

FORESTHILL PUBLIC UTILITY DISTRICT

AGENDA

Special Meeting of FORESTHILL PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS

Pursuant to the Governor's Executive Order N-29-20, and given the state of emergency regarding the threat of COVID-19, the meeting will be held via teleconference

www.foresthillpud.com

Wednesday	June 3, 2020	1:00 PM
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Join the meeting at 2:30 PM from your computer, tablet or smartphone

Topic: Foresthill Public Utility District Open Session Meeting

Time: June 3, 2020 2:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97760996882>

Meeting ID: 977 6099 6882

One tap mobile

+14086380968,,97760996882# US (San Jose)

+16699006833,,97760996882# US (San Jose)

Dial by your location

1 408 638 0968 US (San Jose)

1 669 900 6833 US (San Jose)

Meeting ID: 977 6099 6882

Find your local number: <https://zoom.us/u/aoF3BTIOC>

A. CLOSED SESSION (Begins at 1:00 PM)

1. Conference with Legal Counsel — Existing Litigation Subdivision (a) of Government Code Section 54956.9. Name of Case: Miner's Camp vs. Foresthill Public Utility District
2. Conference with Legal Counsel — Existing Litigation Subdivision (a) of Government Code Section 54956.9. Name of Case: Hillcrest Mobile Home Park vs. Foresthill Public Utility District
3. Conference with legal counsel – Anticipated litigation – pursuant to subdivision (b) of Section 54956.9 of the Government Code. Potential cases: one
4. Conference with real property negotiators (Gov't Code Section 54956.8). Property: Up to 2,000 acre feet of stored Sugar Pine Reservoir water; District Negotiators: Neil Cochran and Henry White; Negotiating Parties: Prospective water users in the American River Basin, Central Valley or elsewhere in the federal Central Valley Project or State Water Project service areas, including but not limited to; U.S. Bureau of

Reclamation, City of Folsom, City of Sacramento, Carmichael Water District, San Juan Water District, Sacramento Suburban Water District, San Luis and Delta-Mendota Water Authority and member agencies (e.g. Westlands Water District), State Water Contractors and member agencies (e.g. Santa Clara Valley Water District); Under Negotiation: Price and terms of payment for the sale of surplus stored water from Sugar Pine Reservoir.

B. CALL TO ORDER (At 2:30 PM)

C. ANNOUNCEMENT FROM CLOSED SESSION

D. ROLL CALL:

_____ President Neil Cochran
_____ Vice President Mark Bell
_____ Treasurer Linda Cholcher
_____ Director Patty Wade
_____ Director Jane Stahler

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

F. ADOPTION OF THE AGENDA:

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

1. Minutes of May 6, 2020 Special Meeting
2. Minutes of May 18 Finance Meeting
3. Cash Disbursements Register, April 2020
4. Statement of Net Position, April 2020
5. Statement of Revenues & Expense, April 30, 2020
6. Fund Accounts April 30, 2020
7. Monthly and Year to Date Report, April 30, 2020
8. Investment Policy Compliance, April 30, 2020
9. Quality Analysis Report, April 30, 2020
10. Activity Detail, April 30, 2020
11. Portfolio Graphically Presented, April 30, 2020

H. ACTION ITEMS:

1. Consider Resolution 2020-03 - Fiscal Year 2020/2021 Operating Budget presented by Roger Carroll, CPA
Recommended Action: Adopt Resolution 2020-03

Public comment:

2. Consider Resolution 2020-04 Requesting collection of charges on Tax Roll for Tax Year 2020/2021 for Assessment District #2

Recommended Action: Adopt Resolution 2020-04

Public Comment:

3. Discussion regarding requesting collection of charges on Tax Roll for Tax Year 2020/2021 for delinquent accounts

Recommended Action: Provide staff with direction

Public Comment:

I. DISCUSSION ITEMS:

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

J. 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 7:00 PM., June 2, 2020.

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

Henry N. White, Board Clerk & Ex-Officio Secretary

FORESTHILL PUBLIC UTILITY DISTRICT

MINUTES

Special Meeting of FORESTHILL PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS

Pursuant to the Governor's Executive Order N-29-20, and given the state of emergency regarding the threat of COVID-19, the meeting will be held via teleconference

www.foresthillpud.com

Wednesday	May 6, 2020	2:00 PM Closed/ 3:30 PM Open
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Join the meeting at 3:30 PM from your computer, tablet or smartphone

Topic: Foresthill Public Utility District Open Session Meeting
Time: May 6, 2020 3:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95151640730>

Meeting ID: 951 5164 0730

One tap mobile

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Dial by your location

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

Meeting ID: 951 5164 0730

Find your local number: **<https://zoom.us/u/adQvTbiICH>**

A. CLOSED SESSION (Begins at 2:00 PM)

1. Conference with Legal Counsel — Existing Litigation Subdivision (a) of Government Code Section 54956.9. Name of Case: Miner's Camp vs. Foresthill Public Utility District
2. Conference with Legal Counsel — Existing Litigation Subdivision (a) of Government Code Section 54956.9. Name of Case: Hillcrest Mobile Home Park vs. Foresthill Public Utility District
3. Conference with legal counsel – Anticipated litigation – pursuant to subdivision (b) of Section 54956.9 of the Government Code. Potential cases: one

4. Conference with real property negotiators (Gov't Code Section 54956.8). Property: Up to 2,000 acre feet of stored Sugar Pine Reservoir water; District Negotiators: Neil Cochran and Henry White; Negotiating Parties: Prospective water users in the American River Basin, Central Valley or elsewhere in the federal Central Valley Project or State Water Project service areas, including but not limited to; U.S. Bureau of Reclamation, City of Folsom, City of Sacramento, Carmichael Water District, San Juan Water District, Sacramento Suburban Water District, San Luis and Delta-Mendota Water Authority and member agencies (e.g. Westlands Water District), State Water Contractors and member agencies (e.g. Santa Clara Valley Water District); Under Negotiation: Price and terms of payment for the sale of surplus stored water from Sugar Pine Reservoir.

B. CALL TO ORDER (At 3:30 pm): *President Cochran called the meeting to order at 3:35 P.M.*

C. ANNOUNCEMENT FROM CLOSED SESSION: *At 3:38 PM Attorney Eric Robinson announced that during closed session, the Board of Directors authorized and directed the General Manager to file a Transfer Petition, to pay required fees and to do all things necessary to provide required notices and meet regulatory requirements for approval of the 2,000 acre feet transfer, including entering into a Refill Agreement similar to the agreement executed for the 2018 surplus water transfer. This authorization and direction was unanimously supported by the Board of Directors.*

D. ROLL CALL:

_____ President Neil Cochran	<i>Present</i>
_____ Vice President Mark Bell	<i>Present</i>
_____ Treasurer Linda Cholcher	<i>Present</i>
_____ Director Patty Wade	<i>Present</i>
_____ Vacant	

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

F. ADOPTION OF THE AGENDA: *Vice President Bell made a motion to adopt the agenda as presented. The motion was seconded by Director Wade and carried unanimously (4-0).*

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

1. Minutes of March 11, 2020 Regular Meeting
2. Cash Disbursements Register, February & March 2020
3. Statement of Net Position, February & March 2020
4. Statement of Revenues & Expense, February 29 & March 31, 2020

5. Monthly and Year to Date Report, February 29 & March 31, 2020
6. Fund Accounts February 29 & March 31, 2020
7. Investment Policy Compliance, February 29 & March 31, 2020
8. Quality Analysis Report, February 29 & March 31, 2020
9. Activity Detail, February 29 & March 31, 2020
10. Portfolio Graphically Presented, February 29 & March 31, 2020

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

H. ACTION ITEMS:

1. Resolution 2020-01 a Resolution Appointing a Director to fill a Vacant Board seat
Recommended Action: Approve Resolution 2020-01 and direct the General Manager to administer the oath of office
Public comment: ***Public comment was received.***

Board Action: Vice President Bell made a motion to approve Resolution 2020-01 and appoint Jane Stahler to fill a vacant Board seat. The motion was seconded by Director Wade and carried unanimously (4-0). General Manager Hank White administered the oath of office to Director Jane Stahler

2. Resolution 2020-02 a resolution declaring an election
Recommended Action: Approve Resolution 2020-02
Public Comment: ***Public comment was received.***

Board Action: Treasurer Cholcher made a motion to adopt Resolution 2020-02 Declaring an Election be held in this Jurisdiction. The motion was seconded by Director Wade and carried unanimously (5-0)

3. Consider approval of conflict waiver for potential 2020 Foresthill Public Utility District water transfer
Recommended Action: Approve conflict waiver
Public Comment: ***Public comment was received.***

Board Action: Vice President Bell made a motion to approve the conflict waiver for potential 2020 Foresthill Public Utility District water transfer and authorized and directed the General Manager to execute the conflict waiver letter. The motion was seconded by Treasurer Cholcher and carried unanimously (5-0)

I. DISCUSSION ITEMS:

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

J. ADJOURNMENT: *President Cochran adjourned the meeting at 5:00 P.M.*

Submitted by:

Attest:

Neil Cochran, Board President

Henry N. White, Clerk and Ex-Officio Secretary

DRAFT

FORESTHILL PUBLIC UTILITY DISTRICT

MINUTES

FINANCE COMMITTEE MEETING OF FORESTHILL PUBLIC UTILITY DISTRICT

Pursuant to the Governor's Executive Order N-29-20, and given the state of emergency regarding the threat of COVID-19, the meeting will be held via teleconference

www.foresthillpud.com

Monday	May 18, 2020	2:00 p.m.
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Join the meeting at 2:00 PM from your computer, tablet or smartphone

Topic: Foresthill Public Utility District Finance Meeting
Time: May 18, 2020 2:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/99756937967>

Meeting ID: 997 5693 7967

One tap mobile

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Dial by your location

+1 669 900 6833 US (San Jose)

+1 408 638 0968 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 997 5693 7967

Find your local number: <https://zoom.us/u/achyywCOg>

A. CALL TO ORDER: *Chair Bell called the meeting to order at 2:02 PM*

B. ROLL CALL:

_____ Mark Bell, Chair

_____ Linda Cholcher

Present

Present

C. PLEDGE OF ALLEGIANCE: *Chair Bell dispensed with the pledge due to the remote meeting*

D. PUBLIC COMMENT: Any member of the public may address the Board of Directors on any matter not on the agenda that is within the subject matter jurisdiction of the District. Comments shall be limited to three minutes per person, or such other time limit as may be imposed by the Chair. *Comments were received from the public*

E. BUSINESS:

1. Review and discuss draft budget for Fiscal Year 2020-2021: *Finance Manager Roger Carroll presented the draft 2020/2021 budget. The Committee approved taking the budget to the full Board of Directors.*

Public Comment: *Comments were received from the public*

2. Review and discuss Capital Improvement Projects: *General Manager Hank White presented the draft 2021 – 2025 Capital Investment Plan*

Public Comment: *Comments were received from the public*

3. Discuss adding another authorized signatory: *The Finance Committee discussed adding an additional signatory to the Wells Fargo account. Chair Bell agreed to find a candidate.*

Public Comment: *Comments were received from the public*

F. ADJOURNMENT: *Chair Bell adjourned the meeting at 3:25 PM*

Submitted by:

Attest:

Mark Bell, Finance Committee Chairman

Henry N. White, Board Clerk & Ex-Officio Secretary

Foresthill Public Utility District Cash Disbursements Register April 2020

Date	Num	Name	Memo	Paid Amount
Apr 20				
04/06/2020	31523	Addelaide Poulos		-153.97
04/06/2020	31524	AmeriPride Services		-469.48
04/06/2020	31525	Bureau of Reclamation		-1,196.94
04/06/2020	31526	Inland Business Systems		-262.07
04/06/2020	31527	JWS Promotions		-125.00
04/06/2020	31528	Neil Cochran		-372.12
04/06/2020	31529	Reanna Durham		-174.85
04/06/2020	31530	Riebes		-162.26
04/06/2020	31531	Sebastian		-612.41
04/06/2020	31532	Sierra Mini Mart, Inc.		-848.63
04/06/2020	31533	State of California/Dept of Water Resourc		-52,910.00
04/06/2020	31534	Thatcher Company, Inc.		-2,407.70
04/06/2020	31535	USA Blue Book		-174.35
04/06/2020	31536	Vision Quest Information Solutions, Inc.		-2,310.04
04/06/2020	31537	Cranmer Engineering, Inc.		-596.50
04/06/2020	31538	Grant Hardware, Inc.		-61.16
04/06/2020	31539	Recology Auburn Placer		-62.34
04/06/2020	31540	Umpqua Bank		-43,225.60
04/13/2020	31541	Foresthill Valero		-124.88
04/13/2020	31542	Pacific Gas & Electric		-2,181.08
04/13/2020	31543	Postmaster	200 stamps	-110.00
04/13/2020	31544	Riebes		-243.15
04/13/2020	31545	Robert Middleton		-90.00
04/13/2020	31546	Wells Fargo Bank		-2,021.05
04/20/2020	31551	Anne Marie Stamm		-86.34
04/20/2020	31552	Mike Burley		-5.40
04/20/2020	31553	Nancy Devitto		-89.41
04/20/2020	31554	Robert A. Graziano		-37.46
04/20/2020	31555	Aqua Sierra Controls, Inc.		-1,334.35
04/20/2020	31556	HF&H Consultants, LLC		-7,065.10
04/20/2020	31557	Keenan & Associates		-12,780.60
04/20/2020	31558	MidAmerica Admin & Ret Solutions, Inc.		-1,140.00
04/20/2020	31559	Placer County , Personnel		-861.00
04/20/2020	31560	Placer County Environmental Health		-1,104.00
04/20/2020	31561	Verizon Wireless		-51.89
04/20/2020	31562	Vision Service Plan - (CA)		-148.62
04/20/2020	31563	Western Hydrologics, LLP		-1,900.00
04/20/2020	31564	Middlefork Media LLC		-105.00
04/27/2020	31565	Infosend		-1,212.38
04/27/2020	31566	Mutual of Omaha		-447.09
04/27/2020	31567	Umpqua Bank		-85,564.61
04/03/2020	20200410	CalPERS	Classic employee retirement deposit	-4,797.37
04/03/2020	20200411	CalPERS	457 deposit	-1,105.02
04/03/2020	20200412	CalPERS	Pepra employee	-285.58
04/03/2020	20200413	EDD/State of CA	499-0064-0	-1,491.40
04/03/2020	20200414	EFTPS	94-6020935	-6,878.26
04/17/2020	20200420	CalPERS	Classic employee retirement deposit	-4,797.37
04/17/2020	20200421	CalPERS	457 deposit	-1,105.02
04/17/2020	20200422	CalPERS	Pepra employee retirement deposit	-285.58
04/17/2020	20200423	EDD/State of CA	499-0064-0	-1,589.16
04/17/2020	20200424	EFTPS	94-6020935	-7,086.26
04/30/2020	20200510	CalPERS	Classic employee retirement deposit	-4,797.37
04/30/2020	20200511	CalPERS	457 deposit	-1,105.02
04/30/2020	20200512	CalPERS	Pepra employee retirement deposit	-285.58
04/30/2020	20200513	EDD/State of CA	499-0064-0	-1,540.05
04/30/2020	20200514	EFTPS	94-6020935	-7,063.22
Apr 20				-269,041.09

Foresthill Public Utility District
Statement of Net Position
April 30, 2020

Item G4

ASSETS

Current Assets

Checking/Savings

10110 · Cash on Hand	250
10120 · Wells Fargo Checking	50,598
10510 · Local Agency Investment Fund	1,075,374
10512 · Umpqua Savings account	506,663
10519 · Wells Fargo Adv - Money Mrkt	(123,646)
10520 · Wells Fargo Adv - Face Value	2,415,000

Total Checking/Savings	3,924,239
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Accounts Receivable	308,880
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Other Current Assets	227,318
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Total Current Assets	4,460,438
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Fixed Assets	8,229,108
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Other Assets	56,104
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TOTAL ASSETS	12,745,650
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LIABILITIES & NET POSITION

Liabilities

Current Liabilities

Accounts Payable	24,794
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Other Current Liabilities	147,028
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Total Current Liabilities	171,822
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Long Term Liabilities	1,170,795
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Total Liabilities	1,342,617
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Net Position	11,403,033
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TOTAL LIABILITIES & NET POSITION	12,745,650
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Foresthill Public Utility District
Monthly and Year to Date Report
As of April 30, 2020

	Month to Date		Year to Date	
	Operating	Non-Operating	Operating	Non-Operating
Revenues:				
Water Charges	154,243		1,549,182	
Water Overages/(Credits)	(3,800)		93,624	
Water Charge Penalties	(8)		32,309	
Installations - Meter/Service	-		2,250	
Fees/Charges	-		-	
Service Charges & Reconnects	759		24,471	
Miscellaneous	-	8,718	-	8,718
Standby Charges	-	-	-	-
Water Transfer Income		-		-
Property Tax Revenue		-		66,623
Investment Income		27,507		109,952
Will Serve		-		10,634
Sugar Pine Surcharges		17,948		179,294
Repair & Replacement Surcharges		45,588		455,399
General Reserve Income		5,875		58,692
Assessment #2		-		-
Total Revenues	151,194	105,636	1,701,835	889,312
Expenditures:				
Source of Supply	8,581		72,086	
Pumping	635		18,018	
Treatment	19,733		230,445	
Transmission and Distribution	41,393		426,688	
Customer Service	34,223		345,148	
Regulatory Compliance	76,043		300,136	
Administration	19,136	481	221,500	16,627
Water Transfer costs	-	3,468		4,468
Sugar Pine Debt Service		20,771		42,497
Capital projects		81		1,632,194
Other outflows		-		-
Water Plant improvement		-		-
Total Expenditures	199,743	24,801	1,614,021	1,695,786
Revenue in excess/(deficit) of expenses	(48,550)	80,836	87,814	(806,473)

Foresthill Public Utility District
Fund Accounts
As of April 30, 2020

	<u>7/1/2018</u>	<u>Received</u>	<u>Paid Out</u>	<u>Transfers</u>	<u>Balance</u>
General Fund - unspendable	6,895,331			(255,350)	6,639,981
General Fund - unrestricted	3,198,367	1,887,129	(1,381,729)	(44,650)	3,659,117
Debt Service Fund	142,387	179,294	(107,289)		214,392
Repair & Replacement Fund	1,224,121	455,399	(1,528,403)	300,000	451,117
District 2 Assistance	14,744	-			14,744
Capital Improvements	107,388	10,634	(103,791)		14,231
General Reserve	350,759	58,692			409,451
Total Fund balances	<u>11,933,097</u>	<u>2,591,148</u>	<u>(3,121,212)</u>	<u>-</u>	<u>11,403,033</u>

Foresthill Public Utility District
Statement of Activity
Budget vs. Actual
For the Ten Months Ended April 30, 2020

Item G7

	<u>04/30/2020</u>	<u>Budget</u>	<u>Variance</u>
Income			
41011 · SP Debt Svc assessment	179,294	175,000	4,294
41012 · R&R assessment revenue	455,399	416,667	38,732
41014 · Gen Fund Reserve assessment	58,692	42,500	16,192
41100 · Residential	1,249,311	1,267,855	(18,544)
41105 · Residential Overage Charge	97,683	80,600	17,083
41150 · Multi Family Residential	184,113	188,570	(4,457)
41155 · Multi Family Overage Charge	304	1,480	(1,176)
41200 · Business	115,758	109,220	6,538
41205 · Business Overage Charge	43,756	26,260	17,496
42100 · Low Usage Credit	(48,119)	(40,000)	(8,119)
42300 · Meter Installation	2,250	5,833	(3,583)
42320 · Will Serve	10,634	41,667	(31,033)
49200 · Interest - LAIF	20,724	9,420	11,304
49210 · Interest - Taxes	92	200	(108)
49220 · Portfolio Income	87,839	52,667	35,173
49251 · Interest - Umpqua Bank	1,297	1,500	(203)
49300 · Property Tax Revenues	66,280	75,000	(8,720)
49310 · Home Owner Prop Tax exemption	343		343
49510 · Water Charges Penalties	32,309	29,167	3,142
49520 · Service Charges & Reconnect	24,471	8,333	16,137
49910 · Miscellaneous Income	8,718	4,167	4,551
Total Income	<u>2,591,148</u>	<u>2,496,105</u>	<u>95,043</u>
Expense			
51000 · Wages & Salaries	558,325	638,587	80,262
52000 · Taxes & Benefits	315,985	357,338	41,353
53000 · Materials & Supplies	62,952	77,750	14,798
54000 · Equipment costs	31,009	33,958	2,949
55000 · Contracted services	112,898	128,333	15,436
55001 · Professional Fees	156,508	56,667	(99,841)
56000 · Resource development	31,818	43,521	11,703
57000 · Utilities	42,104	35,833	(6,270)
58000 · Regulatory and General	110,665	46,125	(64,540)
61000 · Capital Activities	1,632,194	558,010	(1,074,184)
62400 · Depreciation Expense	255,350	237,910	(17,440)
Total Expense	<u>3,309,807</u>	<u>2,214,032</u>	<u>(1,095,775)</u>
Change in Net Position	<u>(718,659)</u>	<u>282,072</u>	<u>(1,000,732)</u>

Foresthill Public Utility District
Investment Policy Compliance
with Government Code Standards, and the Foresthill PUD Investment Plan Standards
As of April 30, 2020

Current Portfolio Balance: \$ 4,047,442

Ca Government Code Section 53601	Govt Code Maximum %	District Maximum %	District Actual %	Complies
Bonds issued by the District		100.00%	0.00%	Yes
Federal Treasury notes, bonds, bills	100.00%	100.00%	0.00%	Yes
State/local agency bonds, etc	100.00%	100.00%	19.49%	Yes
Federal Agency Bonds	100.00%	100.00%	0.00%	Yes
Negotiable certificates of Deposit	30.00%	30.00%	30.52%	No *
Local Agencies Investment Fund	100.00%	100.00%	27.68%	Yes
Medium Term Corporate Notes	30.00%	30.00%	9.82%	Yes
Money Market Funds	15.00%	15.00%	-3.05%	Yes **
Collateralized bank deposits	100.00%	100.00%	15.54%	Yes
Shares of Beneficial Interest	20.00%	15.00%	0.00%	Yes
Mortgage pass through security bonds	20.00%	20.00%	0.00%	Yes
Total			100.00%	

Balance by Maturity	Actual %	Actual \$
Range		
1 to 7 days	40%	1,613,089
8 to 180 days	9%	355,000
181 to 360 days	7%	287,651
1 to 2 years	21%	867,210
2 to 3 years	8%	342,227
3 to 4 years	5%	194,268
4 to 5 years	10%	387,996
Over 5 years	0%	
		4,047,442

* This line was in compliance when the investments were purchased. A large payment for the Water line project caused the total portfolio to decrease and, therefore, the percentages of all non-cash investments to increase. The California Government Code only requires that limits are met when purchases are made and does not require the immediate liquidation of investments to come back into alignment. Instead, the Code only requires that future purchases do not make the portfolio more non-compliant. The Treasurer and Finance Manager will monitor the portfolio, as usual, and sell or purchase investments that make sense and bring the portfolio back into alignment with the Code.

** Money market funds appear to be negative because Generally Accepted Accounting Standards require the purchase of investments to be recorded as of the "trade" date. The actual "settlement" date, when the funds are physically transferred and the investment received is generally three days after the trade date. Four "trades" (purchases of investments) were made on April 30, 2020 which "settled" on May 4, 2020. In an effort to make my reports agree with the bank statements, I am using the trade date for reporting which shows a negative balance of \$123,645.72. The actual balance on 4/30/20 was \$6,613.64.

Cusip	Rating	NAME	RATE	Trade Date	Settlement Date	Next Coupon	Maturity Date	Units	Discount or Premium	Book Value	Market Value	Unrealized Market Gain/Loss
Cash Accounts												
N/R		Wells Fargo Checking	0.100%					50,598.40		109,561.74	109,561.74	-
N/R		Umpqua Bank Savings	0.350%					506,662.56		506,641.73	506,641.73	-
N/R		Local Agency Investment Fund	2.300%					1,075,374.25		1,120,531.58	1,120,531.58	-
Agency/Treasury Bonds												
Municipal Bonds												
032556GQ9	AA-	Anaheim CA HSG	1.791%	4/27/2020	4/29/2020	10/1/2020	10/1/2024	30,000.00	(907.80)	29,092.20	29,816.40	724.20
066616AD5	AA	Banning CA Red	1.895%	3/21/2017	3/24/2017	9/1/2020	9/1/2020	50,000.00		50,000.00	50,095.50	95.50
13063BFS6	AA3	State of CA General Obligation Bond	6.650%	2/5/2019	2/8/2019	9/1/2020	3/1/2022	40,000.00	2,207.00	42,207.00	42,866.00	659.00
139702BJ2	AA	Capistrano CA USD	2.500%	4/30/2020	5/4/2020	6/1/2020	12/1/2024	15,000.00	-	15,000.00	15,411.90	411.90
25483VPR9	A+	District Columbia Revenue	2.824%	3/29/2018	4/3/2018	6/1/2020	6/1/2020	25,000.00		25,000.00	25,033.75	33.75
34074GDH4	AA3	Florida Hurricane Cat Fund	2.995%	3/16/2016	3/21/2016	7/1/2020	7/1/2020	25,000.00	-	25,000.00	25,086.25	86.25
34439TBC9	A+	Folsom, CA Redevelopment	2.250%	2/27/2019	3/1/2019	8/1/2020	8/1/2022	70,000.00	(910.00)	69,090.00	70,831.60	1,741.60
34439TBD7	A+	Folsom, CA Redevelopment	2.368%	5/7/2019	5/7/2019	8/1/2020	8/1/2023	30,000.00	(443.00)	29,557.00	30,539.40	982.40
45656RCN0	AA	Industry, CA	3.250%	3/29/2018	4/3/2018	7/1/2020	1/1/2023	30,000.00		30,000.00	31,340.10	1,340.10
658207NX9	AA2	North Carolina Housing	3.363%	3/29/2018	4/3/2018	7/1/2020	1/1/2022	25,000.00		25,000.00	25,437.50	437.50
695802MV7	A+	Pajaro Valley, CA	3.185%	2/26/2018	2/28/2018	8/1/2020	8/1/2022	45,000.00	-	45,000.00	46,607.40	1,607.40
74138FAW9	AA	Perris, CA Redev	2.340%	11/18/2019	12/3/2019	10/1/2020	10/1/2024	140,000.00	844.00	140,844.00	142,851.80	2,007.80
783186NE5	AA3	Rutgers Univ NJ	3.896%	6/28/2016	6/30/2016	5/1/2020	5/1/2020	20,000.00	-	20,000.00	20,000.00	-
797299LV4	AA-	San Diego CA Pub Fac Fing	3.331%	4/30/2020	5/4/2020	10/15/2020	10/15/2023	45,000.00	2,511.00	47,511.00	47,676.60	165.60
79770GGQ3	AA-	San Francisco CA Red	2.500%	4/30/2020	5/4/2020	8/1/2020	8/1/2023	20,000.00		20,000.00	20,104.60	104.60
79876CBA5	AA-	San Marcos, CA	3.000%	3/29/2018	4/3/2018	10/1/2020	10/1/2021	25,000.00		25,000.00	25,507.75	507.75
79876CBD9	AA-	San Marcos, CA	3.866%	12/20/2019	12/24/2019	10/1/2020	10/1/2024	50,000.00	3,060.00	53,060.00	53,918.50	858.50
799427AJ8	AA3	San Ramon Valley CA USD JT	5.704%	9/29/2015	10/2/2015	5/1/2020	5/1/2020	10,000.00	-	10,000.00	10,000.00	-
820169DS6	AA3	Shasta CA JPA	3.000%	4/30/2020	5/4/2020	10/1/2020	4/1/2024	45,000.00	2,200.00	47,200.00	47,280.60	80.60
83756CLX1	AAA	South Dakota Housing	2.550%	3/29/2018	4/3/2018	5/1/2020	11/1/2021	20,000.00		20,000.00	20,185.00	185.00
91428LFM3	AA2	University HI Revenue	4.361%	3/29/2018	4/3/2018	10/1/2020	10/1/2021	20,000.00	270.00	20,270.00	20,219.60	(50.40)
Negotiable Certificates of Deposit												
02007GHK2	CD	Ally Bank, UT	2.850%	2/4/2019	2/7/2019	8/7/2020	2/7/2022	130,000.00		130,000.00	135,025.80	5,025.80
02587CFU9	CD	American Express Bank FSB	2.400%	8/25/2017	8/26/2017	9/1/2020	8/29/2022	100,000.00		100,000.00	103,515.00	3,515.00
02587DN38	CD	American Express Centurion Bank	2.450%	3/27/2017	4/5/2017	10/5/2020	4/5/2022	25,000.00		25,000.00	25,779.00	779.00
02587DX29	CD	American Express Centurion Bank	2.350%	7/17/2019	7/19/2019	8/22/2020	2/22/2022	125,000.00	350.00	125,350.00	129,200.00	3,850.00
140420D49	CD	Capital One Bank	1.350%	8/23/2016	8/31/2016	8/28/2020	8/31/2020	50,000.00		50,000.00	50,156.50	156.50
140420D56	CD	Capital One Bank	1.600%	8/23/2016	8/31/2016	8/28/2020	8/31/2021	55,000.00		55,000.00	55,653.95	653.95
140420Z60	CD	Capital One Bank	2.400%	3/21/2017	3/29/2017	9/29/2020	3/29/2022	50,000.00		50,000.00	51,637.00	1,637.00
38148PKM8	CD	Goldman Sachs Bank	1.900%	5/30/2017	6/7/2017	6/8/2020	6/8/2020	50,000.00		50,000.00	50,083.50	83.50
61747MS69	CD	Morgan Stanley Bank	2.800%	4/2/2018	4/5/2018	10/5/2020	4/5/2021	50,000.00		50,000.00	51,107.00	1,107.00
61768EAQ6	CD	Morgan Stanley Pvt Bank	1.800%	2/13/2020	2/20/2020	8/20/2020	2/20/2025	50,000.00		50,000.00	51,965.50	1,965.50
66476QCA4	CD	Northern Bank and Trust	3.000%	5/17/2018	5/30/2018	5/30/2020	11/30/2021	100,000.00		100,000.00	103,754.00	3,754.00
795450T47	CD	Sallie Mae Bank	3.300%	6/29/2018	7/3/2018	7/3/2020	7/3/2023	50,000.00		50,000.00	53,914.00	3,914.00
856285SK8	CD	State Bank of India	2.000%	1/14/2020	1/22/2020	7/22/2020	1/22/2025	50,000.00		50,000.00	52,432.00	2,432.00
87165HQS2	CD	Synchrony Bank	2.300%	2/16/2017	2/24/2017	8/24/2020	2/24/2022	100,000.00		100,000.00	102,957.00	2,957.00
9497485W3	CD	Wells Fargo Bank	1.750%	6/10/2016	6/17/2016	5/18/2020	6/17/2021	50,000.00		50,000.00	50,604.00	604.00
99000NXW6	CD	Comenity Bank	2.400%	8/17/2015	8/26/2015	5/26/2020	8/26/2020	100,000.00		100,000.00	100,490.00	490.00
99000PDB9	CD	Comenity Bank	1.800%	3/29/2016	4/6/2016	5/6/2020	4/6/2021	100,000.00		100,000.00	100,794.00	794.00
Corporate Securities												
037833AY6	AA1	Apple Inc	2.150%	3/21/2017	3/24/2017	8/9/2020	2/9/2022	25,000.00		25,000.00	25,651.50	651.50
06406HDF3	A1	Bank of NY Mellon	2.450%	3/1/2016	3/4/2016	5/27/2020	11/27/2020	25,000.00		25,000.00	25,165.75	165.75
166764AG5	AA2	Chevron Corp	2.427%	1/22/2016	1/27/2016	6/24/2020	6/24/2020	25,000.00		25,000.00	25,031.50	31.50
24422ETF6	A2	John Deere Cap Corp	2.550%	3/16/2016	3/21/2016	7/8/2020	1/8/2021	25,000.00		25,000.00	25,262.75	262.75
46625HNX4	A2	JP Morgan Chase	2.550%	1/22/2016	1/27/2016	10/29/2020	10/29/2020	25,000.00		25,000.00	25,159.25	159.25
68389XAP0	AA-	Oracle	2.500%	6/29/2018	7/3/2018	10/15/2020	10/15/2022	50,000.00	(729.00)	49,271.00	51,931.50	2,660.50
822582BG6	AA1	Shell Int Fin	2.125%	1/22/2016	1/27/2016	5/11/2020	5/11/2020	25,000.00		25,000.00	25,004.00	4.00
842400GD9	A-	So. Cal Edison	2.400%	6/29/2018	7/3/2018	8/1/2020	2/1/2022	50,000.00	(617.00)	49,383.00	50,653.00	1,270.00
89236TEC5	AA-	Toyota Motor Credit	2.150%	6/29/2018	7/3/2018	9/8/2020	9/8/2022	50,000.00	(1,134.00)	48,866.00	51,270.00	2,404.00
91159HHP8	A1	US Bancorp	2.625%	3/21/2017	3/24/2017	7/24/2020	1/24/2022	25,000.00		25,000.00	25,642.00	642.00
94974BGR5	A2	Wells Fargo & Co	2.550%	1/22/2016	1/27/2016	6/7/2020	12/7/2020	25,000.00		25,000.00	25,197.50	197.50
95001D5X4	A2	Wells Fargo & Co	2.050%	2/26/2020	2/28/2020	8/28/2020	2/28/2025	50,000.00		50,000.00	49,820.50	(179.50)
N/R		Wells Fargo Advisors Money Market	0.100%					(123,645.72)		(123,645.72)	(123,645.72)	-
Total Portfolio								2,291,354.28	6,701.20	2,298,055.48	2,352,022.03	53,966.55
Accrued Portfolio Interest								12,651.32		12,651.32	12,651.32	
Portfolio and Cash Accounts									6,701.20	4,047,441.85	4,101,408.40	53,966.55

Foresthill PUD
Activity Detail
4/01/2020 to 4/30/2020

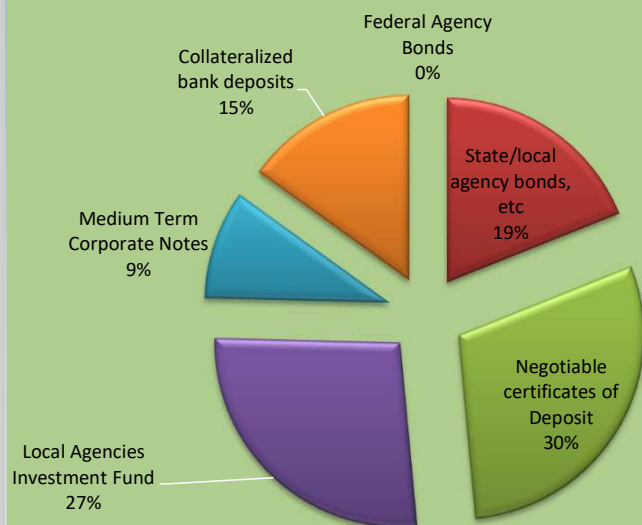
Item G10

<u>Transaction Date</u>				<u>Amount</u>	<u>Premium/Gain</u>
<u>Transaction Type</u>	<u>Quantity</u>	<u>Description</u>	<u>Price</u>	<u>Int Purch/Sold</u>	<u>(Discount)/(Loss)</u>
Investment Portfolio - Wells Fargo Advisors					
4/1/2020	1,073.80	Perris, CA	1.000	1,073.80	-
Interest Received		2.34% due 10/01/2024			
4/1/2020	966.50	San Marcos, CA	1.000	966.50	-
Interest Received		3.866% due 10/01/2024			
4/1/2020	375.00	San Marcos, CA	1.000	375.00	-
Interest Received		3.0% due 10/01/2021			
4/1/2020	436.10	University of Hawaii	1.000	436.10	-
Interest Received		4.361% due 10/01/2021			
4/6/2020	152.88	Comenity Bank	1.000	152.88	
Interest Received		1.8% due 4/06/2021			
4/6/2020	307.09	American Express Bank	1.000	307.09	
Interest Received		2.45% due 4/05/2022			
4/6/2020	701.92	Morgan Stanley Bank	1.000	701.92	
Interest Received		2.8% due 4/05/2021			
4/15/2020	625.00	Oracle Corp	1.000	625.00	
Interest Received		2.5% due 10/15/2022			
4/17/2020	74.32	Wells Fargo	1.000	74.32	
Interest Received		1.75% due 6/17/2021			
4/27/2020	25,000.00	American Express	1.000	25,000.00	247.40

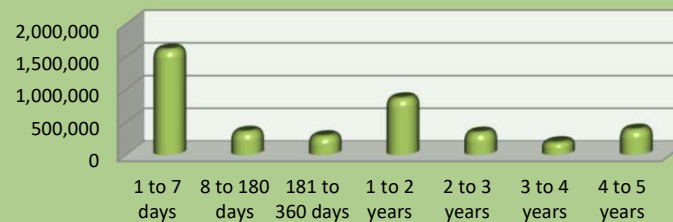
Bond Called		2.375% due 5/26/2020		247.40
4/27/2020	30,000.00	Anaheim CA HSG	0.970	29,092.20
Bond Purchased		1.791% due 10/01/2024		82.09
4/30/2020	15,000.00	Capistrano, CA USD	1.017	15,258.15
Bond Purchased		2.5% due 12/01/2024		159.38
4/30/2020	20,000.00	San Francisco, CA	0.989	19,770.40
Bond Purchased		2.5% due 8/01/2023		129.17
4/30/2020	45,000.00	San Diego, CA HSG	1.056	47,511.00
Bond Purchased		3.331% due 10/15/2023		79.11
4/30/2020	45,000.00	Shasta CA JPA	1.049	47,200.50
Bond Purchased		3.0% due 4/01/2024		123.75
4/27/2020	203.84	Comenity Bank	1.000	203.84
Interest Received		2.4% due 8/26/2020		
4/29/2020	318.75	JP Morgan Chase	1.000	318.75
Interest Received		2.55% due 10/29/2020		
4/30/2020	0.08	Wells Fargo Bank	1.000	0.08
Interest Received		Monthly interest		
Local Agency Investment Fund				
3/23/2020	100,000.00	Transfer to Agency Investment Fund	1.000	100,000.00
Transfer		from Wells Fargo Checking		

Foresthill PUD
 Portfolio Graphically Presented
 As of April 30, 2020

Portfolio by Investment Type



Portfolio by Maturity



Portfolio by Maturity - Excluding Cash Accounts



RESOLUTION NO. 2020-03

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE FORESTHILL PUBLIC UTILITY DISTRICT
ADOPTING FISCAL YEAR 2020-2021 OPERATING BUDGET

Whereas, the Foresthill Public Utility District desires that its operations be performed in a fiscally responsible manner, and

Whereas, the District has charged the Finance Committee with preparing and delivering a balanced budget.

Whereas, the Finance Committee met on May 18, 2020 and prepared a Proposed Budget for the Year Ending June 30, 2021, and

Whereas, the Finance Committee presented said document at a special meeting of the Foresthill Public Utility District Board of Directors on June 3, 2020, and

Whereas, the attached document, "Foresthill Public Utility District, Adopted Operating Budget, For the Year Ending June 30, 2021," was presented at the Board Meeting on June 3, 2020, and

Whereas, this resolution is required for the orderly operation and maintenance of District records and activities and setting forth the usual and projected expenses of the District during the 2020-2021 fiscal year beginning July 1, 2020 and ending June 30, 2021;

THEREFORE, BE IT RESOLVED that the Board of Directors of the Foresthill Public Utility District does hereby adopt the budget for the fiscal year 2020-2021.

APPROVED, PASSES AND ADOPTED by the Foresthill Public Utility District Board of Directors on June 3, 2020, by the following vote:

AYES	_____
NOES	_____
ABSENT	_____
ABSTAIN	_____

Neil Cochran, President, Board of Directors
Foresthill Public Utility District

ATTEST:

Henry N. White, Clerk, Board of Directors
Foresthill Public Utility District



FORESTHILL PUBLIC UTILITY DISTRICT

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Jane Stahler
Patty Wade

Henry White, General Manager
Mona Ebrahimi, District Counsel
Eric N. Robinson, District Counsel
Kronick, Moskovitz, Tiedemann & Girard

June 1, 2020

To: Finance Committee

From: Roger Carroll, Finance Manager

Re: Proposed Budget 2020-21

Recommendation: Discuss preliminary budget numbers.

Background: I begin the process for the upcoming budget in March and April after the mid-year review has been completed for the current fiscal year. Numbers are based on known conditions, economic forecasts, and trend analysis for the previous five years. I have described, below, the revenue and payroll assumptions, how expenses are grouped by function and some of the changes in expenses between years.

I have made some changes from the prior years' format. I have removed the Resource Development functional expense line; the items included in that line have been added to Contracted Services and Other expense lines. The OPEB prefunding has been moved from Benefits to Other. Some other minor account numbers have been changed to be consistent between departments. The ultimate result of this is that the prior year totals are the same, but may be reallocated between lines on the Expenses by Function page.

General fund

The General fund accounts for the day to day operations of the District. Revenues in this fund are "unrestricted" and may be used for any and all activities of the District.

Revenues:

Here are my revenue assumptions:

- Water Service: as we consider a second cost of service study, we may have an increase in rates at some point during the coming year. My expectation is around a 4% at mid-year, so I have budgeted a 2% increase in Water Service revenue. If the cost of service study

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produces a significantly different change in rates, a budget amendment would be appropriate.

- Overage fees: as this is impossible to predict, I have taken an average of the prior five years to arrive at the budgeted \$152,000. Overage fees may be eliminated in the cost of service study. If this is so, I would recommend a budget amendment when the new rates are adopted.
- Low Usage Credit: again, impossible to predict, so I used the prior five-year average to get the \$48,000 credit. Low Usage Credits may be eliminated in the cost of service study. If this is so, I would recommend a budget amendment when the new rates are adopted.
- Meter installation: with the probable recession in mind, I took the low end of the last five years to get the \$4,000 amount for the budget.
- Interest income: rates have fallen dramatically. Fortunately, most of our investments are locked in at higher rates. The portion, though, that is in the Local Agency Investment fund has a short average maturity and will see a swift drop in earnings.
- Property taxes: in spite of a possible impending recession, property taxes are likely to increase in the short run. We are on the Teeter plan where the County collects and remits the property tax revenue to us and assumes the risk of defaults. Therefore, we will most likely receive all our expected property tax revenue, including valuation increases from the current fiscal year.

Water charge penalties: since we are currently waiving penalties due to the Covid-19 pandemic, and I don't know when we will resume, I am budgeting at 50% of the five-year average for the coming year.

- Service charges and reconnects: like the Meter installation revenue, I am budgeting at the low end of the five-year history.
- Other Income: I have budgeted for the likelihood of \$30,000 in grants from PCWA. There is a water transfer currently being negotiated. If a reasonable estimate is available before the Proposed Budget goes to the Board for approval, we will add that into this line item.

Expenditures:

Wages and Salaries:

It is assumed that the two vacant positions (one utility operator and one customer service rep) will be filled by the beginning of the new fiscal year, or shortly thereafter. Therefore, the budget is based on nine full-time employees and one part-time employee. If a different start date for the new employees is available at the time the budget goes to the Board for approval, I will adjust the budget as necessary.

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The Consumer Price Index (CPI) for Northern California is at 1.1% for April 2020. I expect this could drop even more by the end of the calendar year, so this budget assumes a 1% cost of living increase for the employees at January 1, 2021.

Payroll costs are allocated to the various departments based on historical experience and projected activities. The percentage of each employee's cost is reported at the bottom of each departmental page. As can be seen from the history, this can vary quite a bit depending on the actual needs of the District throughout the year. To see how the costs compare to the budget, you should look at the Functional Expenses page that shows the costs for the entire District.

Description of Expenses by Function:

- Salaries: this includes the salaries, regular and overtime wages, on call wages, and vacation and sick leave accruals.
- Taxes: this includes the employer share of Social Security and Medicare tax and State Unemployment Insurance.
- Benefits: This includes costs of workers compensation insurance through the Special District Risk Management Authority and the retirement plan through CalPERS. The District pays 80% of the cost of health insurance, dental insurance and vision insurance.
- Supplies: this includes all office and operating supplies for running the District, including items like paper and postage to chemicals, pipeline and water meters.
- Equipment: this includes the cost of maintaining and operating the District's equipment and includes parts and repairs for vehicles, copier, computers, etc.
- Contracted Services includes all costs paid to outside agencies, like water testing, dam inspections, legal and auditing services and customer billing services.
- Utilities: this includes items like power, phone service, and internet access.
- Other: this includes items not allocated elsewhere. Mostly it includes regulatory items like liability insurance, permits, bank and processing fees.

Other:

Besides the payroll costs addressed, above, there are only two significant changes in this year's operating cost estimates:

1. Per the State of California, the dam inspection cost is projected to decrease by about \$15,000.
2. Liability insurance is expected to increase by over 40%, or \$18,000. This is a worldwide trend, but almost twice as bad in California. Some companies even refuse to insure in California due to the huge hits they have taken from natural disasters and the outrageous

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judgements claimants are getting in the courts.

General fund reserves and net operations:

General fund reserves are the accumulation of excess revenue over expenses. Going into the 2020-21 budget year, the General fund reserves are approximately \$1,600,000. While a public utility is expected to collect only the revenue it needs to provide the expected services, reserves are necessary to maintain stability during a poor economy and provide additional funding for capital projects. This budget projects that revenues will exceed expenses by \$402,000, but that non-operating activities (contributions to the Assessment District and capital projects) will ultimately decrease the reserves by \$118,000.

Capital expenditures and depreciation expense:

Capital expenditures are items or projects that exceed \$5,000 and are expected to benefit the District for more than one year. They include water lines added or replaced, equipment and vehicles, land and buildings and contracts or studies that produce a “right” for the District, such as a water rights permit or cost of service study.

These items (assets) are not expenditures in the Operating Budget, rather the costs are reported in the Special Revenue funds which pay for them and then recorded as capital assets on the financial statements. These capital assets are then expended over the life of the asset, generally between five and fifty years. This expense is reported in the financial reports as depreciation and amortization. Generally Accepted Accounting Principles (GAAP) do not include depreciation and amortization in an operating budget, as these expenses do not require current operations to pay for them; they are essentially “non-cash” expenditures. It is the policy of the District, however, that the operating budget have revenues that exceed expenditures by an amount approximately equal to the annual depreciation and amortization cost. This is in an effort to build up reserves to replace the capital assets when the need replacement. The annual depreciation and amortization expense for 2020-21 is about \$306,000.

The District’s Planning Committee prepares a Capital Improvement Plan that outlines the expected capital projects over the coming five years. The Finance Committee reviews the upcoming year’s projects and allocates funds to those projects. This year’s budget allocates \$400,000 out of the Repair and Replacement fund (see Special Revenue Funds, below) and \$420,000 out of General fund unrestricted reserves.

Special Revenue Funds

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Patty Wade

Henry White, General Manager
Mona Ebrahimi, District Counsel
Eric N. Robinson, District Counsel
Kronick, Moskovitz, Tiedemann & Girard

Special Revenue funds are funds that have been assessed and collected for a specific purpose and therefor are not available for the general day to day operations. The District has four special revenue funds:

General Fund Reserves: These funds are collected for the additional stability of the District to provide operating capital in the event of economic downturn or disaster that hinders the collection of service fees. The current goal is to have three months operating funds in reserve.

Repair and Replacement Reserves: these funds are for major repairs or replacement of capital items, like; vehicles, storage tanks, distribution lines, buildings and office equipment.

Debt Service Reserves: these funds are collected to pay principal and interest on the Sugar Pine Reservoir loan. As the reserve fund is collecting funds in excess of annual payments, additional principal payments are being made in an effort to pay off the loan early and to save the rate payers interest.

Capital Improvement Reserves: these funds are connection fees collected by the District upon new development of properties. The payment is the property owners' "buy-in" to the existing system. Therefor the funds are to be used to expand the District's operating system to keep up with the demand caused by the new development.

Attachments: 2020-21 Proposed Budget



Foresthill Public Utility District

Proposed Operating Budget

For the Year Ending June 30, 2020

Board of Directors

Neil Cochran - President
Mark Bell - Vice-President
Linda Cholcher - Treasurer
Jane Stahler - Board Member
Patty Wade - Board Member

Finance Committee

Linda Cholcher
Mark Bell

General Manager

Hank White

Budget Staff

Roger Carroll

Effective Date: July 1, 2020

**Foresthill Public Utility District
Proposed Budget
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For the Year Ending June 30, 2021**

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Foresthill Public Utility District
Proposed Budget
Budget Revenues and Expenses by Fund and Category
For the Year Ending June 30, 2021

Description	FY 2021 Proposed Budget	FY 2020 Budget	FY 2020 Projected	FY 2019 Actual	FY 2018 Actual	FY 2017 Actual	FY 2016 Actual	FY 2015 Actual
General Fund Revenues	2,251,000	2,215,774	2,245,425	2,315,687	2,106,663	1,922,267	1,723,688	1,350,773
Operational Expenses								
Source of Supply	63,561	73,436	18,597	52,066	57,245	94,388	36,669	52,018
Pumping	39,380	39,975	19,061	20,196	25,033	20,779	21,273	22,173
Treatment	218,564	179,075	177,050	239,993	226,932	207,623	190,874	146,610
Distribution	429,142	293,920	273,030	363,784	333,780	337,685	298,243	267,830
Customer Service	482,567	521,593	427,672	372,973	382,927	372,483	351,445	256,354
Regulatory Compliance	330,887	485,427	441,566	218,797	207,628	181,622	156,938	186,443
Management and Administration	284,407	262,221	225,019	259,903	391,189	178,123	127,738	199,576
Total Operational Expenses	1,848,508	1,855,647	1,581,995	1,527,711	1,624,735	1,392,703	1,183,180	1,131,005
Net Operations	402,492	360,127	663,430	787,976	481,928	529,564	540,507	219,768
Non-Operating Activity								
Sale of fixed assets	-	-						
Insurance reimbursements								
General Fund contribution to Assessment #2	(100,000)	(100,000)	(100,000)			(100,000)	(100,000)	(100,000)
Capital activities	(420,000)	(863,000)	(300,000)					
Total Non-Operating Activity	(520,000)	(963,000)	(400,000)	-	-	(100,000)	(100,000)	(100,000)
General Fund Revenues In Excess of Expenditures	\$(117,508)	\$(602,873)	\$263,430	\$787,976	\$481,928	\$429,564	\$440,507	\$119,768
Spendable Unrestricted General Fund Reserves	\$1,547,903	\$799,109	\$1,665,411	\$3,101,449	\$2,313,474	\$1,831,546	\$1,401,982	\$961,475

**Foresthill Public Utility District
Proposed Budget
General Fund Revenues
For the Year Ending June 30, 2021**

Description	FY 2021 Proposed Budget	FY 2020 Budget	FY 2020 Projected	FY 2019 Actual	FY 2018 Actual	FY 2017 Actual	FY 2016 Actual	FY 2015 Actual
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General Fund Revenues

Water Service	1,870,000	1,878,774	1,832,951	1,829,583	1,733,592	1,587,443	1,400,799	1,282,916
Water - Overage	152,000	150,000	181,845	188,479	172,301	135,510	130,880	134,763
Water - Low Usage Credit	(48,000)	(48,000)	(47,561)	(55,505)	(51,386)	(52,324)	(46,269)	(36,629)
Meter Installation	4,000	7,000	5,250	6,000	9,000	9,000	11,060	4,500
Interest Income	65,000	70,000	73,262	91,038	58,538	34,313	39,066	8,308
Property Tax Revenue	103,000	103,000	101,014	98,347	92,212	87,227	84,600	76,507
Water Charges Penalties	20,000	40,000	44,815	44,520	42,473	38,725	35,555	33,191
Service Charges and Reconnects	10,000	10,000	11,383	12,657	18,172	14,860	13,760	11,194
Other Income (Net of related costs)	75,000	5,000	42,467	100,568	31,761	67,512	54,238	889,653

Total General Fund Revenues	2,251,000	2,215,774	2,245,425	2,315,687	2,106,663	1,922,267	1,723,688	2,404,404
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Revenues

The majority of revenues for the District come from customer billings for water service. The District currently bills approximately 1,975 residences and 82 non-residences. The expected revenues for Fiscal Year 2021 budget carries on the rates that went into go into effect on July 15, 2018 and assumes a 2.0% annualized increase. The 2.0% is based on a potential increase from a cost of service study that may raise rates at some point during the year.

Other revenues come from property taxes and various other service charges.

Foresthill Public Utility District
Proposed Budget
Summary of Expenses by Function
For the Year Ending June 30, 2021

	Description	FY 2021 Proposed Budget	FY 2020 Budget	FY 2020 Projected
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FY 2019 Actual	FY 2018 Actual	FY 2017 Actual	FY 2016 Actual	FY 2015 Actual
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Summary of Expenses by Function

Salaries	837,181	828,046	680,250
Taxes	79,617	79,453	31,439
Benefits	431,714	414,123	386,826
Supplies	105,300	89,300	101,313
Equipment	40,750	40,750	27,570
Contracted Services	203,000	250,000	236,233
Utilities	43,000	43,000	38,727
Other	107,945	110,975	79,637

703,085	696,291	673,435	557,912	534,685
55,159	54,469	59,546	50,366	45,669
313,073	477,161	269,925	250,339	253,053
94,728	97,242	81,805	98,123	80,141
29,793	26,197	86,133	26,850	26,612
183,943	148,468	128,091	102,608	121,721
40,301	36,634	36,567	35,535	30,925
107,629	88,273	57,200	61,446	79,260

Total	1,848,508	1,855,647	1,581,995
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1,527,711	1,624,735	1,392,703	1,183,180	1,172,067
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**Foresthill Public Utility District
Proposed Budget
Source of Supply
For the Year Ending June 30, 2021**

Account Number	Description	FY 2021 Proposed Budget	FY 2020 Budget	FY 2020 Projected	FY 2019 Actual	FY 2018 Actual	FY 2017 Actual	FY 2016 Actual	FY 2015 Actual
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Source of Supply

51000	Salaries	33,786	41,675	9,769	29,115	35,282	23,368	21,213	31,662
52000	Taxes	3,294	4,063	802	2,284	4,007	2,065	1,809	2,624
52100	Benefits	16,480	18,698	3,879	10,747	11,260	7,719	9,295	12,209
53000	Maintenance	2,000	2,000	304	1,805	1,366	1,191	442	1,781
54000	Vehicle Expense			-	1,839	58	54,366		
55000	Contracted Services	1,000		2,500			675	-	54
56000	Training and Seminars			-				55	
57020	Power	5,000	5,000	1,343	6,201	5,273	4,932	3,855	4,364
58055	Other	2,000	2,000	-	74		71		

Total		63,561	73,436	18,597	52,066	57,245	94,388	36,669	52,694
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Source of Supply

The District owns water rights to the Sugar Pine Reservoir in the amount of 24,000 acre feet per year. The District also owns 2 wells and water rights on Mill Creek.

The costs for this cost center relate to owning, protecting and maintaining the facilities.

Staffing Required*

Utility Operator V - Treatment	10.0%
Utility Operator V - Distribution	10.0%
Utility Operator IV	10.0%
Operations Supervisor	2.5%
Utility Operator I	2.5%
Total Staffing required	35.0%

* Staffing Required is represented as the percentage of time one employee spends in the cost center. 100% is the equivalent of one full time employee.

**Foresthill Public Utility District
Proposed Budget
Pumping
For the Year Ending June 30, 2021**

Account Number	Description	FY 2021 Proposed Budget	FY 2020 Budget	FY 2020 Projected	FY 2019 Actual	FY 2018 Actual	FY 2017 Actual	FY 2016 Actual	FY 2015 Actual
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Pumping

51000	Salaries	15,789	16,573	6,122	6,386	9,630	7,177	7,570	8,108
52000	Taxes	1,539	1,616	233	501	735	634	640	694
52100	Benefits	7,702	7,436	2,727	2,357	3,438	2,371	3,012	3,025
53000	Materials and supplies	600	600	924	642	116		-	10
54000	Equipment expense	750	750	422		344	1,006	-	563
57020	Power	10,000	10,000	6,084	9,511	9,198	8,916	8,645	7,839
57030	Propane	2,500	2,500	2,549	799	1,573	674	1,406	
58000	Other	500	500	-					

Total		39,380	39,975	19,061	20,196	25,033	20,779	21,273	20,239
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Pumping

This cost center relates to the expenses of moving the water from the supply sources to the treatment facility.

Staffing Required*

Utility Operator V - Treatment	10.0%
Utility Operator V - Distribution	1.0%
Utility Operator IV	1.0%
Operations Supervisor	2.5%
Utility Operator I	2.5%
Total Staffing required	17.0%

* Staffing Required is represented as the percentage of time one employee spends in the cost center. 100% is the equivalent of one full time employee.

**Foresthill Public Utility District
Proposed Budget
Treatment
For the Year Ending June 30, 2021**

Account Number	Description	FY 2021 Proposed Budget	FY 2020 Budget	FY 2020 Projected	FY 2019 Actual	FY 2018 Actual	FY 2017 Actual	FY 2016 Actual	FY 2015 Actual
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Treatment

51000	Salaries	110,116	87,361	82,997	138,647	137,563	130,812	103,720	100,606
52000	Taxes	10,736	8,518	4,918	10,877	10,502	11,560	8,954	8,334
52100	Benefits	53,712	39,196	37,479	51,178	49,868	43,214	42,073	38,533
53030	Operating supplies	10,000	10,000	1,149	8,905	2,390	1,755	9,372	12,024
53060	Uniforms	2,000	2,000	2,770	1,076	234			
53500	Chemicals	15,000	15,000	30,947	16,817	14,389	9,760	12,198	10,880
54020	Vehicle Expense	4,000	4,000	1,551	3,382	3,559	2,335	3,252	2,489
54040	Equipment Maintenance	4,000	4,000	3,433	1,656	894	274	4,071	3,143
55000	Contracted Services			-			389	502	
56000	Training and Seminars			-		114	105	-	660
57000	Power	8,000	8,000	8,445	7,408	7,197	7,321	6,416	5,076
57030	Propane	1,000	1,000	3,361	47	223	98	316	81
58000	Other			-				-	150

Total		218,564	179,075	177,050	239,993	226,932	207,623	190,874	181,974
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Treatment

The treatment facility filters and treats the water to make sure it is of the highest quality. Most of the activities and procedures at the treatment plant are to comply with State and Federal regulations and could be reported in the Regulatory Compliance cost center. Since these costs are specific to the treatment function, they are reported separately, here, in the Treatment department.

Staffing Required*

Utility Operator V - Treatment	25.0%
Utility Operator V - Distribution	25.0%
Utility Operator IV	25.0%
Operations Supervisor	25.0%
Utility Operator I	10.0%
Total Staffing required	110.0%

* Staffing Required is represented as the percentage of time one employee spends in the cost center. 100% is the equivalent of one full time employee.

**Foresthill Public Utility District
Proposed Budget
Distribution
For the Year Ending June 30, 2021**

Account Number	Description	FY 2021 Proposed Budget	FY 2020 Budget	FY 2020 Projected	FY 2019 Actual	FY 2018 Actual	FY 2017 Actual	FY 2016 Actual	FY 2015 Actual
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Distribution

51000	Salaries	221,045	139,180	137,307	203,968	186,214	190,127	153,007	140,507
52000	Taxes	21,552	13,570	6,777	16,002	14,216	16,802	13,082	11,951
52100	Benefits	107,820	62,445	59,216	75,290	67,316	62,808	61,379	53,632
53000	Operating Supplies	40,000	40,000	45,964	37,474	40,790	37,350	38,241	22,037
53060	Uniforms	6,500	6,500	4,209	5,818	7,742	5,953	5,751	5,685
54020	Vehicle Expense	15,000	15,000	16,703	12,286	7,856	12,921	11,268	11,090
54030	Equipment rentals/repairs	4,000	4,000	1,853	4,775	5,601	8,934	2,226	3,959
54110	General Shop Maintenance	6,000	6,000	-	1,579	2,725	975	2,600	5,245
55000	Contracted Services	3,000	3,000	-	3,512		300	6,114	3,519
56000	Training and Seminars	225	225	-	100		239	519	158
57000	Utilities	2,500	2,500	1,001	2,925	1,157	1,150	1,263	1,789
58100	Other	1,500	1,500	-	55	164	125	2,793	388

Total	429,142	293,920	273,030	363,784	333,780	337,685	298,243	259,959
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Distribution

This cost center relates to all the activities necessary to move the water from the treatment facility to the end users. That includes the costs of maintaining the water lines, repairing leaks, and purchasing and tracking inventory of parts and supplies. Many of the activities and procedures in the Distribution department are to comply with State and Federal regulations and could be reported in the Regulatory Compliance cost center. Since these costs are specific to the distribution function, they are reported separately, here, in the Distribution department.

Staffing Required*

Utility Operator V - Treatment	40.0%
Utility Operator V - Distribution	49.0%
Utility Operator IV	53.0%
Operations Supervisor	45.0%
Utility Operator I	55.0%
.	
Total Staffing required	242.0%

* Staffing Required is represented as the percentage of time one employee spends in the cost center. 100% is the equivalent of one full time employee.

**Foresthill Public Utility District
Proposed Budget
Customer Service
For the Year Ending June 30, 2021**

Account Number	Description	FY 2021 Proposed Budget	FY 2020 Budget	FY 2020 Projected	FY 2019 Actual	FY 2018 Actual	FY 2017 Actual	FY 2016 Actual	FY 2015 Actual
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Customer Service

51000	Customer Service Salaries	275,389	307,595	219,579	228,280	238,440	237,013	212,075	189,435
52000	Taxes	26,850	29,991	8,796	17,909	18,203	20,979	18,125	16,189
52100	Benefits	134,328	138,007	142,809	84,264	85,042	78,259	83,317	71,263
53010	Office Supplies	21,000	5,000	4,882	12,938	18,843	16,679	21,151	20,178
54010	Equipment maintenance	2,000	2,000	1,400	1,900	2,442	1,108	101	
55020	Computer Enhancement Service	10,000	10,000	14,970	13,118	8,723	8,056	5,241	3,094
55210	Contracted Services	3,000	19,000	23,003	6,380	2,594	813	2,028	1,947
57010	Telephone & Internet	10,000	10,000	9,271	7,564	7,546	9,104	9,407	8,081
58010	Other	-	-	2,962	620	1,094	474	-	291

Total	482,567	521,593	427,672	372,973	382,927	372,483	351,445	310,479
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Customer Service

This cost center relates to all activities involving the customers, such as: reading the meters, preparing and issuing the bills, receiving and recording payments, and responding to and resolving customer issues.

Staffing Required*

General Manager	60.0%
Administrative Assistant	30.0%
Customer Service Rep II	100.0%
Customer Service Rep I	100.0%
Utility Operator V - Treatment	10.0%
Utility Operator V - Distribution	10.0%
Utility Operator IV	6.0%
Operations Supervisor	20.0%
Utility Operator I	10.0%
Total Staffing required	346.0%

* Staffing Required is represented as the percentage of time one employee spends in the cost center. 100% is the equivalent of one full time employee.

**Foresthill Public Utility District
Proposed Budget
Regulatory Compliance
For the Year Ending June 30, 2021**

Account Number	Description	FY 2021 Proposed Budget	FY 2020 Budget	FY 2020 Projected	FY 2019 Actual	FY 2018 Actual	FY 2017 Actual	FY 2016 Actual	FY 2015 Actual
Regulatory Compliance									
51000	Salaries	85,434	174,611	151,113	42,388	46,149	40,875	37,776	36,096
52000	Taxes	8,330	17,025	2,049	3,326	3,523	3,612	3,309	2,929
52100	Benefits	41,673	78,341	85,164	15,646	16,430	13,503	15,577	13,625
53000	Supplies	1,200	1,200	3,833	2,748	4,239	1,355	1,345	646
54050	Department of Transportation testing	500	500	325		750	301		
55010	Water Analysis	10,000	10,000	6,530	8,430	9,667	6,704	7,249	7,344
55030	Accounting and Auditing	15,000	15,000	14,778	10,800	9,760	9,760	10,519	9,650
55050	Legal Services	60,000	50,000	67,720	29,083	18,197	21,465	7,181	20,657
55080	State Dam Inspection	60,000	90,000	52,910	66,869	56,491	42,448	36,956	36,648
56050	Restoration Fee - US Bureau of Reclamation	23,000	23,000	27,600	20,711	20,961	16,466	18,381	22,041
56060	State Dept. of Public Health	13,500	13,500	8,932	7,874	9,525	12,597	6,533	14,277
56040	Water Rights and Storage Fees	2,000	2,000	12,965	3,448		2,118		
58000	Other	5,250	5,250	6,176	5,706	6,166	6,654	7,245	21,070
58055	Placer County Hazmat permit	5,000	5,000	1,471	1,768	5,770	3,763	4,868	4,599
Total		330,887	485,427	441,566	218,797	207,628	181,622	156,938	189,580

Regulatory Compliance

The expenses in this department are for activities imposed upon the District by outside agencies, like the Federal and State governments, and the costs of complying with those agencies that are not specific to other departments. More and more time is being required of the utility workers to comply with regulations imposed by the State and Federal governments regarding testing, tracking and reporting.

Staffing Required*

General Manager	20.0%
Administrative Assistant	30.0%
Utility Operator V - Treatment	5.0%
Utility Operator V - Distribution	5.0%
Utility Operator IV	5.0%
Operations Supervisor	5.0%
Utility Operator I	20.0%
Total Staffing required	90.0%

* Staffing Required is represented as the percentage of time one employee spends in the cost center. 100% is the equivalent of one full time employee.

**Foresthill Public Utility District
Proposed Budget
Management and Administration
For the Year Ending June 30, 2021**

Account Number	Description	FY 2021 Proposed Budget	FY 2020 Budget	FY 2020 Projected	FY 2019 Actual	FY 2018 Actual	FY 2017 Actual	FY 2016 Actual	FY 2015 Actual
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Management and Administration

51000	Salaries	95,622	61,051	73,363	54,301	43,015	44,064	22,552	28,271
52000	Taxes	7,315	4,670	7,864	4,260	3,284	3,893	4,449	2,949
52000	Benefits	55,000	55,000	43,372	60,420	231,658	37,429	9,987	15,322
52090	Retiree Medical Insurance	15,000	15,000	12,180	13,171	12,148	24,622	25,698	45,443
53000	Materials and supplies	7,000	7,000	6,331	6,505	7,134	7,762	9,622	6,901
54110	Maintenance	5,000	5,000	2,208	2,376	2,718	4,213	3,333	123
55040	County Tax Collection Charge	2,000	2,000	2,000	1,718			1,906	2,491
55310	Board Stipends	-	12,000	2,000	12,000	11,800	6,000		
56010	Dues and Subscriptions	10,500	10,500	10,438	9,693	9,452	8,971	7,652	13,668
56020	Travel - Seminars/Workshops	1,500	1,500	690	1,394	1,573	1,157	1,232	537
57020	Utilities	4,000	4,000	6,673	5,846	4,468	4,372	4,226	3,696
58010	Other General Expense	5,500	5,500	1,520	2,216		729	4,575	6,047
58020	Election Expense	5,500	-	-	500		500		500
58050	Bank analysis/other fees	6,500	6,500	6,044	5,383	7,063	8,473	6,462	4,452
58060	Liability and Vehicle Insurance	63,470	32,000	45,336	40,120	31,877	25,441	25,378	25,933
58422	OPEB Pre-funding	-	40,000	5,000	40,000	25,000			
58090	Interest expense	500	500	-			498	667	805
Total		284,407	262,221	225,019	259,903	391,189	178,123	127,738	157,141

Management and Overhead

This cost center includes the cost not directly attributable to specific cost centers, including the costs of the Board of Director's meetings, general accounting, and maintaining the District offices.

Staffing Required*

General Manager	20.0%
Administrative Assistant	40.0%
Accountant	25.0%
Total Staffing required	85.0%

* Staffing Required is represented as the percentage of time one employee spends in the cost center. 100% is the equivalent of one full time employee.

**Foresthill Public Utility District
Proposed Budget
Special Revenue Funds
For the Year Ending June 30, 2021**

Description	FY 2021 Proposed Budget	FY 2020 Budget	FY 2020 Projected	FY 2019 Actual	FY 2018 Actual	FY 2017 Actual	FY 2016 Actual	FY 2015 Actual
General Fund Reserves								
Fund Balance - Beginning	421,182	350,759	350,759	280,941	217,721	160,595	108,789	40,153
Revenue	70,000	69,000	70,423	69,818	63,219	57,126	51,806	68,636
Expenditures								
Fund Balance - Ending	491,182	419,759	421,182	350,759	280,941	217,721	160,595	108,789
Repair and Replacement Reserves								
Fund Balance - Beginning	542,133	1,224,121	1,224,121	682,610	600,719	1,280,406	605,219	417,754
Revenue	548,000	540,000	546,415	542,791	507,221	474,870	1,328,669	267,251
Expenditures	400,000	1,770,000	1,228,403	1,280	425,330	1,154,557	653,482	79,786
Fund Balance - Ending	690,133	(5,879)	542,133	1,224,121	682,610	600,719	1,280,406	605,219
Debt Service Reserves								
Fund Balance - Beginning	185,432	142,387	142,387	162,294	147,072	104,728	62,866	18,883
Revenue	215,000	214,000	215,128	214,955	213,742	212,801	212,320	218,723
Expenditures	170,458	172,083	172,083	234,862	198,520	170,458	170,458	174,740
Fund Balance - Ending	229,974	184,304	185,432	142,387	162,294	147,072	104,728	62,866
Capital Improvement Reserves								
Fund Balance - Beginning	14,312	107,388	107,388	260,065	230,546	340,190	224,316	179,461
Revenue	31,902	50,000	10,634	73,738	115,874	136,967	115,874	44,855
Expenditures	-	150,000	103,710	226,415	86,355	246,611		
Fund Balance - Ending	46,214	7,388	14,312	107,388	260,065	230,546	340,190	224,316

RESOLUTION NO. 2020-04

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE FORESTHILL PUBLIC UTILITY DISTRICT
REQUESTING COLLECTION OF CHARGES ON TAX ROLL
FOR TAX YEAR 2020-2021

TAX CODE NUMBER 70800

DIRECT CHARGE NAME Assessment District No. 2

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

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

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

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

charges requested to be collected by County for District, or in any manner arising out of District's establishment and imposition of said taxes, assessments, fees and/or charges. District agrees that, in the event a judgment is entered in a court of law against any of the Indemnified Parties as a result of the collection of one of District's taxes, assessments, fees and/or charges, the County may offset the amount of the judgment from any other monies collected by County on behalf of District, including property taxes.

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

APPROVED, PASSES AND ADOPTED by the Foresthill Public Utility District Board of Directors on June 3, 2020, by the following vote:

AYES	_____
NOES	_____
ABSENT	_____
ABSTAIN	_____

Neil Cochran, President, Board of Directors
Foresthill Public Utility District

ATTEST:

Henry N. White, Clerk, Board of Directors
Foresthill Public Utility District