

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 Badlands Boondock Camp Spot, Wall, SD 57790. Vice President Bell will participate in the meeting via telephone or Zoom Meeting (depending on internet availability).

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

Join Zoom Meeting:

<https://us06web.zoom.us/j/89951545216?pwd=TVyhTjZAbWgzZEgoRmKlV5xUbXp0Kg.1>

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

1. Approval of September 9, 2026 Regular Board Meeting minutes
2. Receive and file combined financial reports for August 2026

G. OPERATIONS ACTION ITEMS: None

H. BOARD MEMBER ACTION ITEMS:

1. Title: Finance Manager Recruitment

- a. Description: The Board of Directors reached a consensus at its July 29, 2026 Board Meeting to hire an in-house Finance Manager. Four public agency recruitment firms were contacted, and two cost proposals were received. Board President also reached out to Placer County Water Agency (PCWA) and received support to assist with our recruitment efforts.
- b. Requested Outcome: Review cost proposals from Peckham & McKenney and Bob Murray & Associates and select a recruiting firm to recruit the District's Finance Manager, or in the alternative, authorize the Board President to enter into reimbursement and other agreements with PCWA to assist Foresthill Public Utility District recruit a Finance Manager not to exceed \$5,000.
- c. Supporting Documentation: Proposals from Peckham & McKenney and Bob Murray & Associates.
- d. Submitted by: Board President

2. Title: Leadership and Board Development Trainer/Facilitator

- a. 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. The District received cost proposals from three training organizations.
- b. Requested Outcome: Review cost proposals from Raftelis, Data Science, and California Special District Association (CSDA) and select a trainer to provide leadership and development training, board planning/facilitation, and organizational assessment training to the Board of Directors.
- c. Supporting Documentation: Proposals from Raftelis, Data Science, and CSDA.
- d. Submitted by: Board President

3. Title: Strategic Plan Workshop Facilitator

- a. 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. The District received cost proposals from three consultants to provide and facilitate the workshop.
- b. Requested Outcome: Review cost proposals from Raftelis, Data Science, and California Special District Association (CSDA) and select a facilitator to provide strategic plan workshop for the Board.
- c. Supporting Documentation: Proposals from Raftelis, Data Science, and CSDA.
- d. Submitted by: Board President

4. Title: New Director Onboarding Process
 - a. Description: the upcoming November election will likely result in new members to the Board. The new Directors will benefit from a formal onboarding process to introduce and familiarize them to the District and its operations, as well as general Board governance and meeting requirements under the Brown Act.
 - b. Requested Outcome: Discuss and formulate a formal onboarding process for newly elected Directors.
 - c. Supporting Documentation: None.
 - d. Submitted by: Board President

I. BOARD MEMBER POLICY ACTION ITEMS:

1. Title: Deletion of Section 2110.40, “Life Insurance”, in the Foresthill Public Utility District Policy Handbook
 - a. Description: Section 2110.40 of the District Policy Handbook provides for life insurance benefits for all regular full-time employees in all job classifications in an amount equal to the employee’s annual salary. Employees may purchase additional life insurance coverage for up to two times the amount of employee’s annual salary at the employee’s expense.
 - b. Requested Outcome: Consider deleting Section 2110.40 to remove life insurance benefit to all District employees.
 - c. Supporting Documentation: Proposed deletion to Policy No. 2110.40 to the Foresthill Public Utility District Policy Handbook.
 - d. Submitted by: Board Director Foster
2. Title: Revision to Section 2110.55, “Retiree Medical Insurance”, of the Foresthill Public Utility District Policy Handbook
 - a. Description: The proposed revision to Section 2110.55 of the District Policy Handbook eliminates reimbursing employees hired after January 1, 2015 who retire from the Public Employee retirement System after 20 years of continuous service to the District, as well as their surviving spouse, up to \$400 per month for costs of health insurance benefits.
 - b. Requested Outcome: Consider and approve revision to Section 2110.55 of the District Policy Handbook.
 - c. Supporting Documentation: Proposed revision to Policy No. 2110.55 of the Foresthill Public Utility District Policy Handbook.
 - d. Submitted by: Board Director Foster
3. Title: Board ad hoc committee to review proposed revision to Policy 5060
 - a. Description: The Board appointed an ad hoc committee to review Policy 5060 and bring a revision recommendation to the Board.
 - b. Requested Outcome: Consider and approve revision to Policy 5060.
 - c. Supporting Documentation: To be provided by the ad hoc committee.
 - d. Submitted by: Board of Directors

4. Title: Annual Review of the District Health Insurance Plans
 - a. Description: Section 2110.55 of the District Policy Handbook provides for annual review of the District's health insurance premium plans before open enrollment.
 - b. Requested Outcome: General Manager presents the District's health insurance plans and premiums to the Board for review.
 - c. Supporting Documentation: Policy No. 2110.55 of the Foresthill Public Utility District Policy Handbook.
 - d. Submitted by: Board Director Foster
5. Title: Ongoing Review of District Policies
 - a. Description: the Board of Directors is continuously reviewing District Policies, and Director Thompson has submitted minor updates and revisions to Policies 2140.50, 2260.30, 3080.11, 3080.12, 3080.13, 3080.14, 3080.16, 3080.40, 3080.41, 3081.21, 3081.23, 3081.24, 3081.25, 3081.31 for review and consideration by the Board.
 - b. Requested Outcome: Review and approve proposed edits to Policies 2140.50, 2260.30, 3080.11, 3080.12, 3080.13, 3080.14, 3080.16, 3080.40, 3080.41, 3081.21, 3081.23, 3081.24, 3081.25, 3081.31.
 - c. Supporting Documentation: Proposed edits to Policies 2140.50, 2260.30, 3080.11, 3080.12, 3080.13, 3080.14, 3080.16, 3080.40, 3080.41, 3081.21, 3081.23, 3081.24, 3081.25, 3081.31.
 - d. Submitted by: Director Ron Thompson

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.

1. FUTURE BOARD MEMBER ACTION ITEMS - None

2. FUTURE POLICY ACTION ITEMS - None

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., October 7, 2026.

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

FORESTHILL PUBLIC UTILITY DISTRICT

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**

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- led by President Dowling

C. ROLL CALL

Y President Chase Dowling
Y Vice President Mark Bell (VIA ZOOM)
Y Treasurer Ron Thompson
Y Director Roger Pruett
Y Director Dianne Foster

General Manager, Hank White was in attendance. District Council, Eric Robinson was in attendance. District Secretary, Sally Hicks was in attendance.

D. ADJUSTMENT TO ITEM PLACEMENT/SEQUENCE IN THE AGENDA

Director Foster would like the public to there is no agenda item for the finance manager. The Grand Jury's recommendation was to have this done by October 30, 2026. President Dowling apologized for the over sight.

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.

A member of the public commented on an article published in the Foresthill Messenger, July 22, 2026 about 38 missing checks. She stated she did some research on this and all 38 checks are accounted for, if voided had a reason for the void and at the FPUd office. She thinks the article in the Messenger should be retracted for transparency.

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

President Dowling made a motion to approve consent agenda. Director Pruett second the motion. Motion passed 5-0

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

General manager, Hank White introduced Bill Hagman project CM (construction manager) has been working on the generator process from the beginning. He helps facilitate the competitive bid process for the generator. There were 9 interested parties and only one submitted a BID. The generator will replace 2 existing generators that are old, burning oil, and not reliable. This generator will provide adequate power in emergency and downtime and is crucial for the services that the district provides.

Mr. Hagman explained the competitive bid process that was used. They complied documents that included everything from requirements of contractors to submit to the actual engineers drawings that outlined the scope. Those documents were advertised in to multiple agencies (Sacramento Builders Exchange, Auburn Journal, Foresthill Messenger)

and a mandatory job walk was required. All 9 interested parties participated in the walk, during the walk all underground utilities were shown and potential conflicts. Out of the 9, only one put in a bid. Mr. Hagman believes the bidder is highly qualified to do the job. Board discussed budget for the project. There were concerns about the total cost of the project, specifically the engineering estimate and potential unbudgeted cost to Peter's Engineering.

President Dowling made a motion to 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. Director Pruett second the motion.

Public Comment: Public had concerns about the bid not being posted in 3 public notices. She stated the Messenger didn't count. An additional concern was she looked the contractor license and it showed they are exempt from liability insurance and they do not have work comp. She is wondering what the insurance requirements are for working with the district?

Motion carries 5-0

President Dowling made a motion to not exceed \$60,000 for the engineer and construction management team for the duration of the project. Director Foster second the motion.

Motion carries 5-0

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

Skipped item, already discussed.

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:

Main changed to Operator Supervisor position removing requirement for class A license and revising date. Removing the class A requirement would alleviate the requirement to participate in poll program which is extremely difficult for the district to do.

President Dowling motion to approve revisions made to Operator Supervisor position.
Director Pruett second the motion.

Motion carries 5-0

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

Vice President Bell and Treasurer Thompson worked on updating policies listed above. They were all fairly easy to update. All were updated with revision date except for policy 3082 which needs more tightening up. President Dowling made a motion to approve policy updated to policies 2020, 2070, 2080, 2150, 2210, and 3085 not 3082. Director Pruitt second the motion.
Motion carries 5-0

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.

Director Foster would like staff to send out a reminder for agenda items and deadlines and to ensure board President and General Manager are responsible for agenda.

Board discussed topic, some agreed and some disagreed saying staff doesn't need to

send reminders or more emails. Director Foster also stated again the board policies are not updated on the website. President Dowling made a motion to approve policy as amended. Director Foster second the motion.

Public comment: Thinks it's a good idea to send out a reminder email. The public is allowed to submit agenda items as well.

Motion carries 4-1 (Thomspon voting no)

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

Discussion about adjusting video upload time to website from 2 days to 5 days to accommodate staff schedules more realistically. Discussed revisions to minutes timeline. The board decided to defer specific refinements and further review of websites version.

President Dowling made a motion to see this item on October's agenda. Director Foster second the motion.

Motion carries 5-0

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 - policy revision 3080, 3081, 3082

K.3. FUTURE DISCUSSION ITEMS - Finance Manager

L. GENERAL MANAGER'S REPORT:

General manager reports in packet. GM also reported on generator being delivered August 25, 2026. Recognized staff efforts at the treatment plant and presented a plaque of appreciation to the employees. Also mentioned a 4th operator will soon be recruited.

M. DIRECTORS' ITEMS/INFORMATION ONLY: None

N. CLOSED SESSION - None

O. REPORT OUT OF CLOSED SESSION - None

P. ADJOURNMENT: 7:42p.m.

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.

Submitted by Secretary, Sally Hicks

FORESTHILL PUBLIC UTILITY DISTRICT
Statement of Net Position
As of August 31, 2026

	<u>August 31, 2026</u>
ASSETS	
Current Assets	
Bank Accounts	
10110 Cash on Hand	250
10120 Wells Fargo Checking	575,340
10510 Local Agency Investment Fund	6,733,326
10512 Umpqua/Columbia Savings account	7,027
Total Checking/Savings	<u>7,315,943</u>
Accounts Receivable	343,424
Other Current Assets	454,457
Total Current Assets	<u>8,113,825</u>
Fixed Assets	10,848,097
Other Assets	323,800
TOTAL ASSETS	<u><u>\$ 19,285,722</u></u>
LIABILITIES AND NET POSITION	
Liabilities	
Current Liabilities	174,476
Long-Term Liabilities	1,677,858
Total Liabilities	<u>1,852,334</u>
Net Position	17,433,388
TOTAL LIABILITIES AND NET POSITION	<u><u>\$ 19,285,722</u></u>

FORESTHILL PUBLIC UTILITY DISTRICT
Profit & Loss Budget vs. Actuals
July - August, 2026

	July - August, 2026	Budget	\$ over Budget
Income			
41100 Consumption Billed	183,222	112,833	70,388
41150 Base rate - Residential	339,075	341,167	(2,092)
41200 Base rate - Commercial	44,647	38,667	5,980
42300 Meter Installation	-	833	(833)
47900 Sales	450	-	450
49200 Interest - LAIF	-	16,333	(16,333)
49210 Interest - Taxes	-	333	(333)
49220 Portfolio Income	7,519	-	7,519
49251 Interest - Umpqua/Columbia Bank	-	-	-
49300 Property Tax Revenues	-	21,667	(21,667)
49520 Service Charges & Reconnect	1,645	3,333	(1,688)
49910 Miscellaneous Income	50,168	-	50,168
49930 Grant Income	-	13,333	(13,333)
Total for Income	626,726	548,500	78,226
Expenses			
51000 Wages & Salaries	130,435	153,833	(23,399)
52000 Taxes & Benefits	135,362	90,333	45,029
53000 Materials & Supplies	15,742	25,667	(9,925)
54000 Equipment costs	2,272	8,000	(5,728)
55000 Contracted services	20,936	30,000	(9,064)
55001 Professional Fees	30,414	41,833	(11,419)
56000 Resource development	7,215	14,000	(6,785)
57000 Utilities	8,351	13,500	(5,149)
58000 Regulatory and General	27,757	37,167	(9,409)
61000 Capital Activities	32,976	71,167	(38,191)
62400 Depreciation Expense	70,986	-	70,986
Total for Expenses	\$482,445	\$485,500	-\$3,055
Net Income	\$144,281	\$63,000	\$81,281

¹Pending receipt of July and August property tax revenues from Placer County

FORESTHILL PUBLIC UTILITY DISTRICT
Profit & Loss: Budget vs. Actuals
July - August, 2026

	July - August, 2026	Budget	\$ over Budget
Administration	160,548	91,833	68,715
Capital Expenditures	32,976	71,167	(38,191)
Customer Service	64,219	86,333	(22,114)
Distribution	51,469	98,333	(46,865)
Pumping	3,079	4,500	(1,421)
Regulatory Compliance	29,476	59,500	(30,024)
Source of Supply	4,790	4,833	(43)
Treatment	64,745	69,000	(4,255)
Water Transfer	156	-	156
Depreciation	70,986	-	70,986
TOTAL	\$ 482,445	\$ 485,500	-\$ 3,055

FORESTHILL PUBLIC UTILITY DISTRICT
Fund Balances
July - August, 2026

	<u>06/30/2026**</u>	<u>Received</u>	<u>Paid Out</u>	<u>Transfers</u>	<u>Balance</u>
General Fund - unspendable	10,919,083			(38,010)	10,881,073
General Fund - unrestricted	3,124,698	626,726	379,190	(388,990)	2,983,244
Operating reserves	1,243,000	-	-		1,243,000
Debt service reserves*	336,732		70,278		266,454
Capital reserves	1,065,594	-	32,976	427,000	1,459,618
Emergency reserves	600,000	-	-	-	600,000
Total Fund balances	<u>\$ 17,289,107</u>	<u>\$ 626,726</u>	<u>\$ 482,445</u>	<u>\$ -</u>	<u>\$ 17,433,388</u>

* This budget includes Debt Service

**Based on FY26 unaudited financials.

Debt Service Reserves Detail	Debt Service Reserves	District Payments	Assessment District 2 Payments*	Total Payments
Assessment District 2: Water Bonds	168,942	70,278	-	70,278
District: Sugar Pine Loan	167,789	-		-

*Pending receipt of July and August property tax revenues from Placer County

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.

Foresthill Public Utility District
Cash Disbursements Register
August 2026

	Date	Num	Name	Memo/Description	Amount
Aug 26					
	08/03/2026	ACH 080326	Home Depot Credit Services	HOME DEPOT COMM ONLINE PMT 260731 FORESTHILL PUBLIC UTI CITIPRXWEB	-1,173.63
	08/04/2026	34796	Gold Mountain California News Media	Ad for generator project bids	-2,076.62
	08/04/2026	34797	Grant Hardware, Inc.	July 2026 Supplies	-420.13
	08/04/2026	34798	Peters Engineering	Generator project - bidding	-1,675.00
	08/04/2026	34799	Project CM, LLC	Project management - generator project	-10,850.00
	08/04/2026	34800	Webb Electrical Service, Inc.	SCADA maintenance	-4,478.26
	08/04/2026	ACH 080426	Wells Fargo Bank	AUTHNET GATEWAY BILLING FORESTHILL PUD	-116.35
	08/05/2026	128540	Vision Quest Information Solutions, Inc.	IT Support	-1,851.15
	08/06/2026	30920233	Kronick, Moskovitz, et al	Legal fees	-8,771.45
	08/06/2026	14-06-200-3684R	Bureau of Reclamation	USBR Sugar Pine Fee	-4,106.42
	08/06/2026	1LMR-YXQN-GFDW	Amazon Business	Supplies	-284.35
	08/06/2026	5503 09 2026	Humana Insurance Co	Health Insurance - Sept 2026	-444.62
	08/06/2026	5575 09 2026	Humana Insurance Co	Health Insurance - Sept 2026	-455.36
	08/06/2026	6071 0826	United Healthcare	Health Insurance - August 2026	-153.40
	08/06/2026	9761 0826	United Healthcare	Health Insurance - August 2026	-153.40
	08/06/2026	ACH 080626	Columbia Bank Visa	VISA PAYMENT BL ACCT	-1,895.28
	08/07/2026	727817800	ADP	ADP Payroll Fees PR07312026	-181.15
	08/07/2026	0091359226-7	Pacific Gas & Electric	Todd Valley well	-26.28
	08/07/2026	7059681011-2	Pacific Gas & Electric	HQ Power	-498.15
	08/11/2026	34801	Columbia Bank	LORB	-70,278.40
	08/11/2026	34802	Cranmer Engineering, Inc.	Water quality	-2,627.50
	08/11/2026	34803	Ferguson Enterprises Inc.	Supplies	-2,642.77
	08/11/2026	34804	Foresthill Garage, Inc.	2005 Chevrolet Silverado 2500 VIN#1GBJK34215E189509 - front tires (truck #4)	-583.38
	08/11/2026	34805	Gold Rush Chevrolet	2005 Chevrolet Silverado 3500 VIN #1GBJK34215E189509 - seal (truck #4)	-18.36
	08/11/2026	34806	Hach Company	Supplies	-219.51
	08/11/2026	34807	Infosend	Customer invoices July 2026	-1,666.68
	08/11/2026	34808	Sierra Mini Mart, Inc.	July 2026 Fuel	-610.43
	08/11/2026	34809	Western Hydrologics, LLP	Water transfer support	-2,070.00
	08/11/2026	34810	Worton's Foresthill Grocery	Supplies	-43.33
	08/11/2026	34811	Zach's A/C & Heat	HQ A.C. Repair	-350.00
	08/11/2026	596431	Economy Pest Control	HQ Pest Control	-84.00
	08/11/2026	ACH081126	Wells Fargo Bank	CLIENT ANALYSIS SRVC CHRG 260810 SVC CHGE 0726	-153.36
	08/12/2026	76228	LSL CPAs & Assoc.	Accounting assistance	-21,642.50
	08/13/2026	631466	Wizix Technology Group	Copier Costs	-48.54
	08/13/2026	ACH 081326	Napa Auto Parts	Vehicle Maintenance and Equip Maintenance	-527.13
	08/13/2026	PR081426	ADP	PR 081426	-21,831.14
	08/13/2026	PR081426	ADP	PR 081426	-10,975.79
	08/14/2026	PR 081426	CalPERS	IRC 457 B	-500.00
	08/14/2026	PR 081426	CalPERS	Classic	-1,893.47
	08/14/2026	PR 081426	CalPERS	Pepra	-2,902.68
	08/17/2026	ACH 081726	Pacific Gas & Electric	Streetlight	-10.98
	08/17/2026	ACH 081726	American Messaging	Paging	-12.96
	08/18/2026	41126614	Recology Auburn Placer	HQ Refuse	-41.33
	08/18/2026	80470073	Recology Auburn Placer	WTP Refuse	-41.33
	08/18/2026	G55821-072526	Auburn Area Answering Service	Answering Service.	-136.50

08/19/2026	34812	Foresthill Union Elementary School Distri	Board meeting costs FY25/26	-400.00
08/19/2026	34813	Freedom Landscaping	Park landscape maintenance - August 2026	-250.00
08/19/2026	34814	Keenan & Associates	September 2026 health insurance	-25,736.37
08/19/2026	34815	Kurt Reed	Health insurance July & August 2026	-719.30
08/19/2026	34816	Placer County , Personnel	September 2026 dental insurance	-618.11
08/19/2026	34817	Webb Electrical Service, Inc.	Electrical work @ WTP	-300.00
08/19/2026	34818	Thatcher Company, Inc.	Chlorine	-9,546.46
08/20/2026	20485007	Sebastian	Phone - July 2026	-467.16
08/21/2026	728773028	ADP	ADP PAYROLL FEES PR 081426	-181.15
08/21/2026	002177818836	Mutual of Omaha	AD&D Ltd.	-506.82
08/24/2026	6150387852	Verizon Wireless	Phone/Maps	-52.48
08/25/2026	6572	Middlefork Media LLC	Invitation to bid - generator project	-270.00
08/25/2026	34819	Castle Cleaning	HQ Cleaning	-150.00
08/25/2026	34820	Sally Hicks	June and July 2026 Board secretary hours	-700.00
08/25/2026	ACH 082526	Pacific Gas & Electric	WTP Power	-1,772.62
08/25/2026	ACH 082526	Pacific Gas & Electric	Sugar Pine Dam	-832.64
08/25/2026	ACH 082526	Pacific Gas & Electric	Power	-1,013.07
08/26/2026	34821	Ron Thompson	Reimbursement for 8/25/2026 purchase of laptop & external hard drive for Board Secretary	-1,425.17
08/26/2026	825821000	Vision Service Plan - (CA)	EE Vision insurance	-106.72
08/27/2026	PR 082726	CalPERS	Pepra	-2,929.64
08/27/2026	PR 082726	CalPERS	Classic	-1,893.47
08/27/2026	PR082826	ADP	PR 082826	-21,475.91
08/27/2026	PR082826	ADP	PR 082826	-10,458.01
08/28/2026	ACH 082826	Frst Bk Mrch Svc	FRST BK MRCH SVC DEPOSIT	-0.39
08/28/2026	PR 082726	CalPERS	IRC 457 B	-500.00
TOTAL				-\$ 263,828.56



September 21, 2026

Stephanie Trabucco

Legal Assistant to William Chisum, Steven Wang, Melissa Currier,
Laura Reich and Holly Roberson
Kronick Moskowitz Tiedemann & Girard
1331 Garden Highway, 2nd Floor
Sacramento, CA 95833

Via PDF/Email to: strabucco@kmtg.com

Re: Written Estimate - Finance Manager Recruitment Foresthill Public Utility District

Dear Stephanie:

Thank you for following up on our September 14 conversation and for providing the Finance Manager job description (amended August 12, 2026). This letter is the written estimate requested so that the District's authorized representative may present recruitment bids to the Board.

Fee

Peckham & McKenney's fee for the full-service recruitment of the Foresthill Public Utility District Finance Manager is **\$26,500**. The fee includes the professional services described below. advertising, recruitment brochure design, candidate outreach, screening, interview facilitation, and background and reference work are included.

Scope of Services

- **Kickoff and candidate profile.** Meet with District leadership and, if desired, individual Board members to confirm the ideal candidate, reporting relationship to the Board and General Manager, compensation details, and local issues to reflect in recruitment materials.
- **Materials and outreach.** Prepare a professional recruitment brochure; post the opportunity on our website and leading public-sector management and finance officer venues; and conduct direct, personal outreach to finance professionals in special districts, cities, counties, and public utilities. Inquiries and résumés are acknowledged within 48 hours.
- **Screening and recommendation.** Screen applications, conduct preliminary interviews with leading candidates, and present a recommended-candidates packet. Meet with the General Manager and Board (in person if requested) to review the field and select finalists.
- **Finalist process and close-out.** Facilitate General Manager and hiring committee interviews, including a brief orientation and debrief; conduct background and reference checks on the selected candidate; and assist with an

employment agreement if requested. Typical timeline is approximately three to four months from authorization.

Payment and Guarantee

Payment is one-third upon execution of an agreement, one-third at 60 days, and the final third at 90 days or upon substantial completion of the interview process, whichever is later. If no qualified candidate is selected, or if an external placement leaves within one year of accepting the offer, we will conduct a second search for a reduced fee of \$13,250.

About Peckham & McKenney and Your Recruiter

Peckham & McKenney is a boutique executive search firm serving cities, counties, and special districts throughout the western United States. Established in 2004 and headquartered in Roseville, the firm has conducted more than 650 executive-level recruitments. We are known for personal, hands-on searches rather than advertisement-only posting, and we limit the number of concurrent assignments, so each client receives focused attention.

I will serve as the District's single point of contact. I have more than 28 years in California local government, including 15 years as City Manager of the Town of Los Altos Hills, and I now recruit exclusively for public agencies. Recent chief-executive and department-head searches include the Rancho Murieta Community Service District; and the El Dorado County Fire Protection District. Additionally, I have conducted recruitments for the Northern California Cities of Ione, Angels Camp, Corning, Weed, and Yreka. I live and work in the Sierra foothills and can attend Foresthill Board meetings in person.

Thank you again. I look forward to hearing how the Board would like to proceed.

Please feel free to contact me at **(650) 504-3515** with any questions.

Sincerely,

Carl Cahill, Executive Recruiter
Peckham & McKenney Executive Search
Carl@PeckhamAndMcKenney.com



**BOB MURRAY
& ASSOCIATES**

Experts In Executive Search

A Proposal to Conduct an Executive Recruitment

for the Position of

FINANCE DIRECTOR

on behalf of the



**FORESTHILL
PUBLIC UTILITY
DISTRICT**

1544 Eureka Road, Suite 180
Roseville, CA 95661
(916) 784-9080
(916) 784-1985 fax

September 18, 2026

Mr. Chase Dowling, President of the Board
Foresthill Public Utility District
24540 Main Street
Foresthill, CA 95631

Submitted via email to: strabucco@kmtg.com

Dear Mr. Dowling:

Bob Murray & Associates is pleased to submit a proposal to conduct the Finance Director recruitment for the Foresthill Public Utility District. The following details our unique qualifications and describes our systematic–yet flexible–method of identifying, recruiting, and screening outstanding candidates on your behalf. Bob Murray & Associates is proud to offer straightforward, *all-in pricing*, eliminating surprises and making the experience simple and stress-free. This proposal includes information on our proven process, a timeline, and a guarantee.

When you work with Bob Murray & Associates, you're partnering with the premier recruiting firm for the public-sector in the Western United States. We don't just fill positions—we ensure the candidates we present to Foresthill Public Utility District are well-aligned with your organization's goals, values, and culture. Our team is composed of experienced executive recruiters and former public-sector executives—professionals who are passionate about public service and attuned to current trends in government leadership. With over 34 years of experience and a network of more than 40,000 professionals and organizations, we've built a strong reputation for delivering exceptional candidates and achieving repeat success with our clients.

Current and recent recruitments we have completed similar in scope to your upcoming search include the following:

2026

- Alameda-Contra Costa Transit District, CA (Chief Financial Officer) - *Current*
- County of Marin, CA (Budget Director) - *Current*
- City of Calabasas, CA (Chief Financial Officer)
- City of Lincoln, CA (Finance Director)

2025

- City of Santa Rosa, CA (Chief Financial Officer)
- Town of Apple Valley, CA (Director of Finance)
- City of Vernon, CA (Finance Director)

2024

- City of San Marino, CA (Finance Director)
- Spokane Valley Fire Department, WA (Finance Director)
- City of Moorpark, CA (Finance Director)
- City of Loomis, CA (Finance Director)

2023

- City of Dublin, CA (Finance Director)
- City of Merced, CA (Deputy Finance Officer)
- City of Petaluma, CA (Deputy City Manager & Finance Director)
- City of San Bruno, CA (Chief Financial Officer)
- City of San Rafael, CA (Finance Director)
- Los Angeles County Metropolitan Transportation Authority (Deputy Chief Auditor)

We work as a team on every search at Bob Murray & Associates. Your Project Lead would be Valerie Gaeta Phillips, Yasmin Beers, Stacey, Stevenson, Jon Lewis, or Ian Schmutzler, who would not only direct and supervise the project team from beginning to end but also serve as the Recruiter for the project as well.

To learn first-hand of the quality of our services and why the majority of our engagements come from repeat and referred clients, we invite you to contact the references listed on page 16 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 with any questions.

Sincerely,



Valerie Gaeta Phillips
President, Bob Murray & Associates

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THE RECRUITMENT PROCESS

Bob Murray & Associates' recruiters are specialists in finding positive placements and providing security and fairness to candidates and clients while ensuring the integrity of the search process. Outlined below are the steps in our proven recruitment process, refined through our 34+ years of experience in executive recruiting.

STEP 1 DEVELOP THE CANDIDATE PROFILE

Our understanding of the Foresthill Public Utility District's needs will be key to a successful search. Valerie Gaeta Phillips, Yasmin Beers, Stacey, Stevenson, Jon Lewis, or Ian Schmutzler will meet virtually with the District to learn as much as possible about the ideal candidate for the Finance Director position. We want to become familiar with the values and culture of the organization, as well as to understand the current and future issues, challenges, and opportunities in the Foresthill Public Utility District.

Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, or Mr. Schmutzler will review and help define the District's wish-list regarding the ideal candidate's personality, management style, knowledge, skills, and abilities and will work with the District to identify expectations regarding education and experience. The District and Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, or Mr. Schmutzler will discuss compensation, benefits, and other key information necessary to ensure that outstanding candidates are attracted to this opportunity. The profile we develop together at this stage will drive subsequent recruitment efforts.

STEP 2 DESIGN/DISTRIBUTE BROCHURE AND ADVERTISEMENTS

Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, or Mr. Schmutzler and your dedicated Recruitment Coordinator will use the candidate profile developed with the Foresthill Public Utility District to create a professional recruitment brochure, with the assistance of our professional graphic designer. The four-page, full-color brochure will describe the community, organization, position, ideal candidate, and compensation and will include pictures provided by the Foresthill Public Utility District that you feel best represent your organization and your community.

Upon your approval, Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, or Mr. Schmutzler will send the brochure by email (and postal mail if desired) to a targeted audience, personally inviting potential candidates to apply for the Finance Director position. We will also place the recruitment brochure on our [website](#), which attracts over 11,000 unique hits weekly and is a trusted resource for candidates seeking executive and professional positions. Two sample brochures are included in this proposal package for your reference.

Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, or Mr. Schmutzler will also design an effective advertising campaign appropriate for the Finance Director recruitment. Our broadest outreach comes through our active social media involvement on LinkedIn as well as our monthly newsletter where upcoming and current

positions are featured. Sources such as *Western City Magazine*, PublicCEO, and the Careers in Government website will be used to reach an extensive local government audience, while position-specific postings will be chosen to attract candidates who have built their careers in and are committed to the Public Sector Finance field.

Suggested Finance Director-specific advertising sources for the Foresthill Public Utility District's search include but are not limited to:

- Government Finance Officers Association
- Association of Government Accountants
- California Society of Certified Public Accountants
- California Special Districts Association

Bob Murray & Associates does not typically place ads with job aggregators or general job posting sites such as CareerBuilder, Monster, or Indeed, as we have found that the broad reach of these sites does not necessarily lead to quality candidates for executive and professional positions.

Reaching Diverse Candidates

Bob Murray & Associates, a woman- and minority-owned business, is **proud of its commitment to attracting and placing diverse candidates**. Nearly 50% of our last 100 placements were women; Hispanic placements 25%; African American placements 13%; Asian placements 21%; and Native American placements at 1%. Not only do we place advertisements with websites designed to attract minority and female candidates, but our President, Valerie Phillips, is a member herself of many diversity-focused organizations including the Local Government Hispanic Network, the League of Women in Government, the Professional Women's Network, Mexican Professionals, and Women Leading Government. She networks frequently with fellow members to gain insight into which potential candidates are leaders in their field.

Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, or Mr. Schmutzler will seek to reach candidates in communities and organizations with demographic profiles and populations served like that of the Foresthill Public Utility District, to maximize the potential for individuals from a wide variety of backgrounds, cultures, and life experiences to be considered for the Finance Director position.

STEP 3 RECRUIT CANDIDATES

The strongest candidates are often those who are successful and content in their current positions and need to be sold on a new opportunity. Our extensive network of contacts, developed through **over 2,100 successful placements**, is a primary source for identifying and obtaining referrals for these candidates. Our in-house database of 40,000 current and former executive and professional candidates is a valuable resource that can only be built over time—time that we have invested into perfecting our process for finding the right candidates for our clients. Our aggressive outreach efforts are focused on

phone calls to personally invite potential applicants, answer questions, and allay any reservations, and these efforts are essential to the success of the Finance Director recruitment.

STEP 4 SCREEN CANDIDATES

Following the closing date for the recruitment, Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, or Mr. Schmutzler will screen all resumes we have received, using the criteria established in the candidate profile as a basis upon which to narrow the field of candidates. Internal candidates receive sensitive consideration, and Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, or Mr. Schmutzler will discuss with the District how the Foresthill Public Utility District wishes to proceed with these candidates.

STEP 5 CONDUCT PRELIMINARY INTERVIEWS

Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, or Mr. Schmutzler will personally interview the top 10 to 15 candidates from the resume screening, with the goal of determining which candidates have the greatest potential to succeed in your organization. To reduce travel-related expenses to our clients and increase efficiency in the search process, these interviews are typically conducted via Zoom, Teams, or other convenient videoconferencing applications.

STEP 6 SEARCH PUBLIC RECORDS

Under the direction of Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, or Mr. Schmutzler, your dedicated Recruitment Coordinator will conduct a review of published print and online articles for each recommended candidate. Sources include Lexis-Nexis™, Google, social media, and our contacts in the field. This will alert Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, or Mr. Schmutzler to any further detailed inquiries we may need to make before our recommendations are finalized.

STEP 7 MAKE RECOMMENDATIONS

Based on our findings during the preliminary interview process, Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, or Mr. Schmutzler will meet with the District virtually to share the complete applicant list and recommend a limited number of candidates for your further consideration. Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, or Mr. Schmutzler will make specific recommendations and will help facilitate discussions regarding the candidate pool, but the final determination of interviewees will be up to you.

We typically recommend 6-8 candidates that we feel best match your expectations and prepare a detailed report on each candidate. This virtual "Recommended Finalist" eBook is provided to each member of the decision-making body and includes:

- Candidate list with Recommended Finalists identified in *Group 1* and *Group 2* (primary and secondary recommendations), as well as *Internal* candidates

- Summary of experience and education for each Recommended Finalist candidate
- Complete cover letter and resume for each Recommended Finalist candidate
- List of *Other Applicants* (those who did not meet minimum qualifications or were otherwise unsuitable, based on our screening process)

Bob Murray & Associates maintains all search records for a period of seven (7) years following each recruitment, and we are happy to forward cover letters and resumes for each applicant by postal mail or email as soon as the recruitment closes to new applications.

STEP 8 FACILITATE PANEL INTERVIEWS

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will work with the Foresthill Public Utility District to craft and implement an interview approach that fits your needs. This may include panel and/or individual interviews by the District; employee interview panels; writing and presentation samples; or other specialized process elements Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, or Mr. Schmutzler helps the Foresthill Public Utility District to design.

Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, or Mr. Schmutzler will be present on-site during the panel interviews to facilitate as necessary during the process and to guide discussion to consensus regarding final candidates. Bound interview books will be provided for each interview panel member containing:

- Recruitment brochure with candidate profile
- Interview schedule
- Suggested interview questions
- Experience summary, cover letter, resume, and rating form for each candidate
- Ranking forms for use during the panel interview process

We will work closely with your staff to coordinate and schedule interviews. Our goal is to ensure that each candidate has a positive experience, as the way the entire process is conducted will influence the final candidates' perception of your organization.

STEP 9 CONDUCT BACKGROUND AND REFERENCE CHECKS

Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, or Mr. Schmutzler and your Recruitment Coordinator will conduct detailed reference checks for up to two (2) final candidates. To gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. In addition to gaining a 360-degree view of candidates from the perspective of their supervisors, subordinates and peers for the past several years,

we will make a point of speaking confidentially to individuals who may have further insight into a candidate's abilities but who may not be on their preferred list of contacts.

Your Recruitment Coordinator will work with the final two (2) candidates and our professional backgrounding firm, HireRight, to conduct credit, civil litigation, and motor vehicle record checks and verify candidates' degrees.

STEP 10 ASSIST IN NEGOTIATIONS

We recognize the critical importance of successful negotiations and can serve as your representative during this process. Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, and Mr. Schmutzler know what other organizations have done to put deals together with great candidates and what the current market is like for Finance Director positions in organizations like the Foresthill Public Utility District's. Your Recruiter will be available to advise you regarding current approaches to difficult issues, such as housing and relocation. We will represent your interests and advise the chosen candidate and you regarding salary, benefits, and employment agreements, with the goal of putting together a deal that results in the appointment of your chosen candidate. With our proven experience and vested interest in a positive outcome, we can turn a very difficult aspect of the recruitment into one that is straightforward and agreeable for all parties involved.

COMPLETE ADMINISTRATIVE ASSISTANCE

We receive many unsolicited testimonials each year from clients and candidates alike noting our prompt, considerate, accurate, and professional service during the search process. Throughout the recruitment, in time intervals that suit the Foresthill Public Utility District, we will provide you with updates on the status of the search and attend to all administrative details on your behalf.

Candidates receive immediate acknowledgement of their applications, as well as personal phone calls and/or emails (as appropriate) advising them of their status at each critical point in the recruitment. Candidates who receive preliminary or final interviews and are not chosen to move forward in the interview process will receive personal calls from Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, or Mr. Schmutzler on behalf of the Foresthill Public Utility District.

It is our internal company standard that all inquiries from clients and candidates receive a response within the same business day whenever possible, and certainly within 24 hours if the inquiry is received during the work week. Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, or Mr. Schmutzler will be available to the Foresthill Public Utility District by office phone, cell phone, and email at any time to ensure a smooth and stress-free recruitment process.

COSTS AND GUARANTEE

PROFESSIONAL FEE AND EXPENSES

The **all-inclusive professional services fee** for conducting the Finance Director recruitment on behalf of the Foresthill Public Utility District is **\$28,900**. Services provided for in this fee consist of all steps outlined in this proposal, including design and distribution of the recruitment brochure, advertising, marketing and promotion, administrative support, public records research, comprehensive background reporting on the final candidates, postage, technology, and one day of on-site meetings. **The professional services fee is fixed and will remain unchanged regardless of whether the client elects to utilize all the specific services or steps outlined in this proposal.** This pricing is valid for 60 days from the date of this proposal.

*Optional Services are listed below and are in addition to the professional services fee. Expense reimbursement for **Consultant travel** related to additional on-site meeting days is billed at the actual rate (airfare/mileage, lodging) and is the responsibility of the Foresthill Public Utility District.*

The professional fee does not limit the amount of time invested by Bob Murray & Associates in promoting a successful outcome for this project. In fact, our mission for this project is to ensure we assist in identifying the right candidate for the Foresthill Public Utility District. Therefore, Ms. Gaeta Phillips, Ms. Beers, Ms. Stevenson, Mr. Lewis, or Mr. Schmutzler will contact the District at the first anniversary of the placement to confirm an effective transition has occurred.

Optional Services

- ✦ Additional on-site meeting days: \$1,500/day/Consultant, plus travel expenses
- ✦ Additional background checks: \$300/candidate
- ✦ Additional reference checks: \$500/candidate
- ✦ Additional hires: \$9,000/candidate

GUARANTEE

In the event a candidate recommended by our firm resigns or is terminated within the first 12 months of employment, Bob Murray & Associates will provide the Foresthill Public Utility District with professional services to secure a replacement. Services will be provided at no cost, aside from the following *reimbursable* expenses incurred on the Foresthill Public Utility District's behalf during the new search:

- ✦ Brochure design and distribution (\$695 reprint only, \$1,275 edit/reflow/reprint)(*if needed*)
- ✦ Advertising actual costs (estimated at \$2,975)
- ✦ Public records search for all new candidates (\$500)
- ✦ Background Checks (\$300/candidate)
- ✦ Reference Checks (\$500/candidate)
- ✦ Consultant travel reimbursement (if travel is needed)
- ✦ *Plus any applicable Optional Services, if desired*

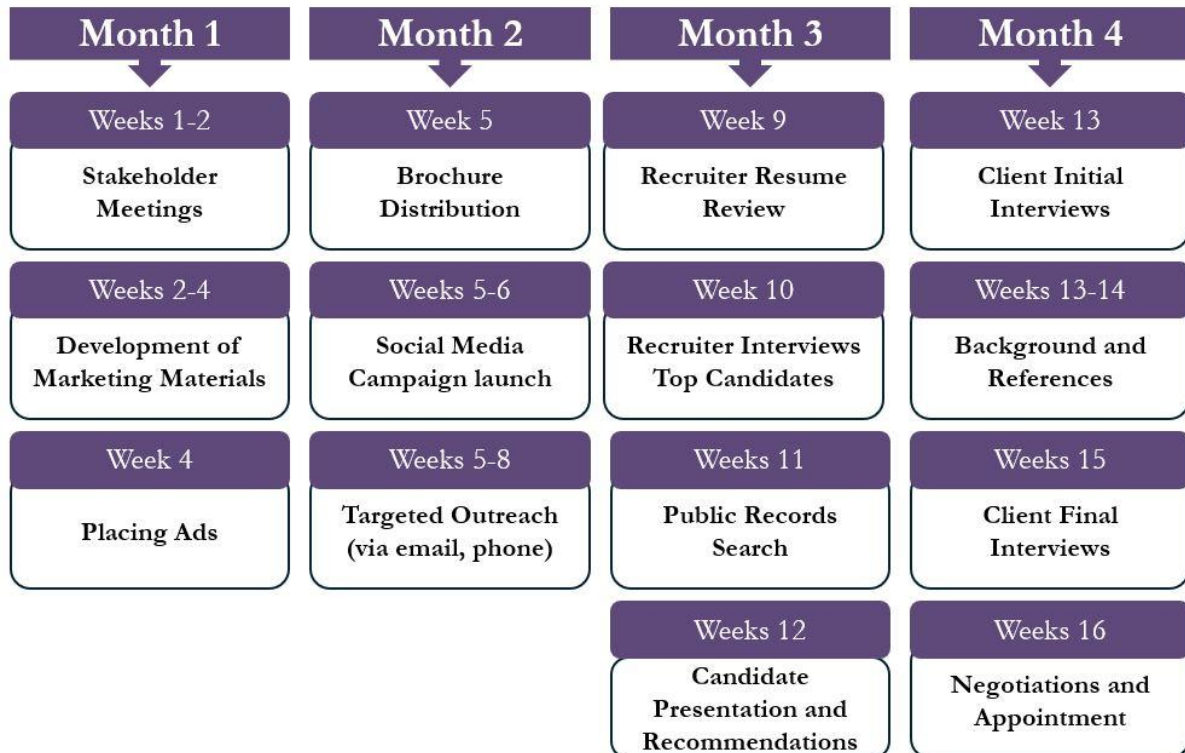
In the event that a placement is not made from the initial recruitment, Bob Murray & Associates will provide professional services to conduct one additional recruitment. Services will be provided at no cost. However, the Foresthill Public Utility District will be responsible for the *reimbursable* expenses as noted above.

We are confident in our ability to recruit outstanding candidates and do not expect the District to find it necessary to exercise this provision of our proposal.

RECRUITMENT SCHEDULE

We are prepared to start work on this assignment upon receipt of a signed professional services agreement or other written, authorized notification. A full search can be completed in 13-16 weeks from the date of initial meetings with our client.

The final recruitment schedule will be determined in collaboration with Foresthill Public Utility District. A typical timeline of tasks and events is included here for reference.



FIRM PROFILE

OUR STAFF

Bob Murray & Associates is a small firm focusing exclusively on executive search services. We have a team of sixteen (16):

- Valerie Gaeta Phillips, *President and Owner*
- Gary Phillips, *Executive Vice President*
- Yasmin Beers, *Vice President & Senior Executive Recruiter*
- Adele Fresé, *Senior Executive Recruiter*
- Stacy Stevenson, *Senior Executive Recruiter*
- Jon Lewis, *Senior Executive Recruiter*
- Jeff Mori, *Executive Recruiter*
- Michael Ishii, *Executive Recruiter*
- Ian Schmutzler, *Executive Recruiter*
- Troy Brown, *Executive Recruiter, Career Coach*
- Stephanie Dietz, *Career Coach*
- Melanie Richardson, *Career Coach*
- Kathy Lolas, *Executive Recruitment Coordinator and Operations Manager*
- Grace Owens, *Senior Recruitment Coordinator*
- Steph Souza, *Recruitment Coordinator*
- Alexandria Huesca, *Recruitment Support*

Please see your lead recruiter's biography below:

VALERIE GAETA PHILLIPS, PRESIDENT AND RECRUITER



Valerie Gaeta Phillips is the President and owner of [Bob Murray & Associates](#). She has over 20 years of recruiting experience, specializing in national executive search across the public, private, and non-profit sectors. As a Latina business owner, Valerie is widely recognized for her passion, persistence, and commitment to finding outstanding candidates for even the most complex or untraditional leadership roles.

Throughout her career, Valerie has completed hundreds of high-profile searches across these distinct arenas. In the public sector, she frequently partners with municipal governments and elected officials to recruit city managers, executive directors, CEOs, and general managers. She also places directors across finance, human resources, transportation, development, fire, police, IT, parks/recreation/library, and public relations. In the non-profit sector, she focuses on placing mission-driven leaders, including Executive Directors and Chief Executive Officers, to successfully guide community, advocacy, and charitable organizations.

Valerie applies an agile, high-impact approach specifically tailored to the fast-paced demands of her clients. She specializes in sourcing C-suite executives, directors, and operational chiefs within highly technical fields. Her strategy prioritizes rigorous culture-driven matching and modern reputation management, ensuring that corporate candidates align perfectly with an organization's long-term goals. Furthermore, she leverages her active involvement in diversity-focused associations to build highly inclusive, representative talent pipelines across all sectors.

Valerie is frequently called upon as an expert speaker on topics such as diversity in municipal and non-profit leadership, managing online reputations, and identifying ideal organizational culture. Alongside her husband and Executive Vice President Gary Phillips, she is also deeply committed to philanthropy, dedicating her time to fundraising and raising awareness for organizations such as Autism Speaks, Special Olympics and the Epilepsy Foundation.

YASMIN BEERS, SENIOR VICE PRESIDENT & EXECUTIVE RECRUITER



Yasmin Beers brings over 33 years of municipal government experience to Bob Murray and Associates. Yasmin retired as the City Manager for Glendale with a population of over 200,000. She served as Chief Executive Officer overseeing close to 2,000 employees serving in various capacities including Police, Fire, Public Works, Parks, Community Development, Library Arts & Culture, Innovation Performance & Audit, and Water & Power, just to name a few.

With three decades of experience in public service, Ms. Beers brings an extensive background in public sector finance, human resources management, contract negotiations, strategic planning & organizational leadership, policy development, emergency response & planning, team building and performance improvement. Throughout her career, Ms. Beers has gained a great deal of experience in recruiting, selecting and hiring employees for executive and management level positions, and specifically focusing on the organizational needs and culture of organizations.

Based in Southern California, Ms. Beers currently serves on the Glendale Memorial Hospital Community Board of Directors. She is a past member of Soroptimist International of Glendale where she served as President in 1999/2000. She is also a past board member of Glendale Healthy Kids, Salvation Army and the American Red Cross. In 2011, the Glendale Chamber of Commerce recognized Ms. Beers as Woman of the Year; in 2013 she was the recipient of The Armenian American Woman of Excellence Award; in 2014 she was recognized by the Glendale Educational Foundation for her distinguished service and philanthropic efforts; in 2015, the YWCA presented Yasmin with the Heart & Excellence Award; in 2017, she was recognized by Business Life Magazine as a Women Achiever; and in 2018 the California State Senate

recognized Yasmin as Woman of the Year, each a tribute to her core values that represent her civic responsibilities, volunteerism and community service.

Ms. Beers has recruited and placed approximately 55 executives to date. She holds a Bachelor of Arts degree in Political Science from California State University, Northridge and a Master's degree in Organizational Leadership from Woodbury University.

STACEY STEVENSON, SENIOR EXECUTIVE RECRUITER



In Ms. Stevenson's 32 years of service in municipal government, she worked for the California cities of San Diego, National City, and Murrieta. Ms. Stevenson began her professional career in City of San Diego as a Personnel Analyst and went on to work in the Personnel, Metropolitan Wastewater, Engineering, and Contracting departments; as well as the City Manager's office, progressing from Analyst to Deputy Director. She also assumed special projects such as the creation and opening of the City's neighborhood service centers and Liaison to the City Council.

From San Diego she joined the City of National City where she served as the Director of Human Resources, the Director of Administrative Services, and Deputy City Manager. She oversaw Community Services, Finance, Human Resources, and Information Technology; and managed special projects such as the balloting and passage of the City's local sales tax and the implementation of a new payroll module.

In the City of Murrieta, Ms. Stevenson served as Administrative Services Director and Deputy City Manager, again overseeing Community Services, Finance, Human Resources, and Information Technology, and managing special projects. Ms. Stevenson has also served as a commissioner on both the Child Care and Civil Service Commissions for the City of Chula Vista.

Ms. Stevenson holds a Bachelor's degree in Industrial Organizational Psychology as well as a Master of Business Administration degree with an emphasis in Human Resource Management.

JON LEWIS, SENIOR EXECUTIVE RECRUITER



Jon Lewis brings over 30 years of municipal government experience to Bob Murray and Associates. Jon began his career in public service in 1991 with the City of Newport Beach, an iconic coastal community of 53 square miles in Southern California. After successfully working his way through the ranks of the Police Department, he honorably retired in December of 2022 after serving as the Chief of Police for nearly seven years. Jon is known for his commitment to selfless service, ethical leadership and maintaining longstanding community partnerships. During his

tenure as Chief of Police, the Newport Beach Police Department achieved reduction in crime to historic lows through effective, data-driven community policing strategies as well as excellence in emergency response and 911 call answer times.

Jon graduated with honors from California State University Long Beach with a Bachelor of Science degree in Criminal Justice and Speech Communication and holds a Master of Arts degree in Criminal Justice from Chapman University. He is a graduate of several advanced law enforcement training courses including the California Commission on Peace Officer Standards and Training Command College. Jon has authored two university-level textbooks in criminal justice and is an instructor with the Center for Criminal Justice Research and Training at California State University Long Beach.

He and his wife, Darcy, have two children and reside in Orange County.

Mike received his MA from California State University Dominguez Hills in Negotiation, Conflict/Management, and BA from California State University Long Beach in Communication Studies - Interpersonal and Organizational Communication.

Mike was born in Japan and grew up on a US military base near Tokyo. He is fluent in Japanese.

IAN SCHMUTZLER, EXECUTIVE RECRUITER



Ian Schmutzler was born and raised in Northern California and brings 28 years of law enforcement experience, including 11 years as a second-in-command and more than 3 years as police chief, to the Bob Murray & Associates team.

Ian began his career in 1997 as a police officer in the City of Oakland, California and after spending three years at the Oakland Police Department, Ian was hired by the Vacaville Police Department in 2000. During his career, Ian worked as an undercover narcotics detective, hostage negotiator, and defensive tactics instructor, among several other specialized assignments.

In 2006, Ian was promoted to the rank of sergeant and in 2011 promoted to lieutenant, which, at that time, was just below the rank of chief of police. Ian was promoted to the newly-created rank of captain in 2014 and oversaw both the Field Operations and Field Support Bureaus in that capacity, as well as, serving as acting police chief in 2021. In January of 2022, Ian was selected by City Manager Aaron Busch to be the permanent Chief of Police for the City of Vacaville.

Throughout his career, Ian has participated in more than 80 public sector hiring and promotional processes as a panelist, a facilitator, a recruiter, and a proctor, gaining valuable experience evaluating leadership capabilities and the attributes of successful public sector leaders.

Ian is a 13-year member of the California Police Chiefs Association and the CPCA Law & Legislation Committee. Ian is a graduate of the California POST Command College, Class 59, where Ian's Futures Portfolio Project article was selected and appeared in the Dec. 2017 issue of the International Association of Police Chief's Magazine. In addition, Ian is a graduate of the Police Executive Research Forum Senior Management Institute for Policing and obtained a Executive Post-Graduate Certificate in Law Enforcement Command from the University of San Diego.

Ian graduated from California State University, Sacramento, in 1997 with a Bachelor of Science degree in Criminal Justice and a Master of Science degree in the same field of study in 2004.

CORPORATION

Bob Murray & Associates was founded in May 2000 and operated under the corporation name MBN Services, Inc. until June 2014; our new corporation name is GVP Ventures, Inc., incorporated in California in 2014. Contact information for the corporation and the firm is as follows:

GVP Ventures, Inc. OR Bob Murray & Associates
1544 Eureka Road, Ste. 180
Roseville, CA 95661
(916) 784-9080
apply@bobmurrayassoc.com

Our corporation and firm are financially sound (and have been so since 2000), with documentation from our accountant available to your organization prior to final execution of a professional service agreement. We have never been involved in any litigation, aside from our personnel serving as expert witnesses when called to do so.

PROFESSIONAL ASSOCIATIONS

Our firm, represented by either our President or our Executive Vice President, are involved in the following organizations to remain engaged with current and future issues relevant to the work we conduct on behalf of clients like Foresthill Public Utility District:

- California Special Districts Association
- California City Management Foundation (CCMF)
- Engaging Local Government Leaders (ELGL)
- International City/County Management Association (ICMA)
- International Network of Asian Public Administrators (I-NAPA)
- League of California Cities
- League of Women in Government
- Municipal Management Association of Northern California (MMANC)
- Municipal Management Association of Southern California (MMASC)
- National Forum for Black Public Administrators (NFBPA)

Members of our leadership team not only attend events sponsored by these associations but are also frequently called upon to serve as panel members and to provide specialized lectures regarding industry-specific issues. Recent and upcoming speaking engagements and trainings provided by our staff include:

- "Role of the Chief" class, annually presented by Jon Lewis on behalf of the California Police Chiefs Association;
- MMANC and MMASC annual mock interviews;
- Annual League of California Cities Booth; and
- Annual League of California Cities City Manager's Conference (City Manager hosted event).

REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted similar searches are listed below:

CLIENT:	City of Vernon, CA
POSITION:	Finance Director
REFERENCE:	Mr. Brian Saeki, City Administrator (626) 827-4626
CLIENT:	City of Calabasas, CA
POSITION:	Chief Financial Officer
REFERENCE:	Mr. Kindon Meik, City Manager (818)-224-1600, kmeik@cityofcalabasas.com Michael McConville, Deputy City Manager mmcconville@cityofcalabasas.com
CLIENT:	City of Petaluma, CA
POSITION:	Deputy City Manager/Finance Director
REFERENCE:	Ms. Peggy Flynn, City Manager (707) 778-4345

We appreciate the Foresthill Public Utility District's consideration of our proposal and look forward to working with you.



August 25, 2026

Steven Wang
Kronick Moskovitz Tiedemann & Gerard
Foresthill Public Utility District
24540 Main Street
Foresthill, CA 95631

Subject: Proposal for Facilitation Services – Governance and Strategic Planning

Dear Mr. Wang:

We appreciate the Foresthill Public Utility District's (District) interest in having Raftelis conduct governance training for the Board of Directors and facilitate strategic planning. Vice President Jan Perkins will serve as project manager, supported by others in our firm. Mutually acceptable dates will be identified for two workshops: one on governance and a second on strategic planning. The purpose of this letter is to discuss the potential for this engagement.

About Raftelis

Since our founding in 1993, local government and utility leaders have partnered with Raftelis to transform their organizations by enhancing performance, planning for the future, identifying top talent, improving their financial condition, and telling their story. We've helped more than 700 organizations in the last year alone. We provide trusted advice, and our experts include former local government and utility leaders with decades of hands-on experience running successful organizations. People who lead local governments and utilities are innovators—constantly seeking ways to provide better service to the communities that rely on them. Our team serves as a partner with you to meet your objectives.

Background

The Foresthill Public Utility District was formed in 1950 to provide the *"highest quality drinking water at affordable rates"* to the Foresthill community of approximately 2050 customers. It is an independent special district with oversight by the Placer County Local Agency Formation Commission and its Policy handbook. The District is governed by a five-member elected Board of Directors. The Board appoints a General Manager who is responsible for the administration of operations and management of the agency. The Board meets monthly. The duties of the General Manager are described in the Policy Handbook and align with expectations for such a position in other utility agencies.

The Placer County Grand Jury conducted investigations in two separate years: FY 2024-25 and FY 2025-26. In its reports, the Grand Jury cited a number of concerns and made multiple recommendations. Two

specific ones are the subject of this proposal: (1) need for training on appropriate governing body behavior and board/staff effectiveness, and (2) need for a strategic plan.

Approach

Raftelis has provided governance training and facilitated strategic planning for hundreds of local governments, including special districts, counties, and cities, employing best practices in both endeavors.

We have described the key activities as follows:

Activity 1: Begin Engagement and Conduct Interviews

Our team will begin by meeting with you and the General Manager to ensure we understand the intended outcomes of the engagement.

- **Project Schedule.** We will prepare a detailed project schedule and review it with you. We will also gather background information about the District at this early step.
- **Board Member Interviews.** We will conduct individual interviews with each member of the Board to learn about their understanding of governance and their priorities for the future of the District. Our team will coordinate with the District office to schedule these interviews.

Interviewing members of the Board will provide important background information that assists our team in creating the type of governance training needed by the District Board. Examples of questions we will ask in the interviews are:

- What key accomplishments of the District over the past year stand out for you?
- What are the roles of the Board of Directors? General Manager?
- What are the attributes of an effective Board/staff team?
- What is working well with current governance practices? What can be improved?
- What conferences and/or board training have you attended since your time on the Board?

We will consolidate the feedback received and review it with you and the General Manager.

Activity 2: Plan for and Provide Governance Training

Several tasks are involved in planning and conducting the one-day governance training, as outlined below:

- **Confirm Participants.** We would recommend that participants in the training be the members of the Board of Directors, General Manager, and you as legal counsel to the Board. Those seven individuals comprise the fundamental team and primary roles in governance.
- **Prepare Materials.** We will design the training and prepare a draft agenda, slide deck, and workbook to aid the discussions. Our team will review the draft materials with you and finalize them based on your feedback.

- **Coordinate Logistics.** We will provide information regarding room set up, supplies needed, and other items that will help support a productive training day for the Board.
- **Conduct Training.** Our training is a combination of presenting best practices and discussion in small and large groups. We use an interactive training model, incorporating “real life” examples and situations to apply the principles of good governance.

Potential Training Topics

- Review key findings from Grand Jury reports related to governance.
- Review legal framework for the Board’s roles, Policy Handbook.
- Review best practices related to roles and governance principles (what, why, examples).
- Establish a set of governance norms for the District Board.
- Discuss accountability for governance practices.
- Discuss ongoing Board training, development, and evaluation.

Within a week after the training session, we will provide a summary report documenting the results.

Activity 3: Conduct Strategic Planning

The second key element of this engagement is to assist the District in preparing a multi-year strategic plan. There are many types of strategic plans. Since this will be the District’s first, our aim will be to provide a streamlined process. The strategic plan that is developed should be realistic and achievable.

Strategic planning is about setting clear goals for the future and priorities for the years of the strategic plan, as well as ensuring that District staff can create a realistic work plan to meet the goals and priorities. A strategic planning process is also an opportunity to affirm, revise, or develop the mission, vision, and values. The process of developing a strategic plan explores four specific questions:

- What do we know to be true? – *Who are we?*
- What do we hope will be true in the future? – *Where are we going?*
- What must go well in order to make it so? – *How are we going to achieve it?*
- How will we know? – *How will we measure success?*

The following describes the key tasks. It involves pre-work with District staff, a one-day onsite workshop with the Board and management staff, and preparation of a strategic plan following the session.

Key Tasks

1. **Obtain Information.** We will ask District staff for documents containing existing goals, long-range plans, needs assessments, a list of major projects underway or planned, or other items that convey critical unmet needs of the District.
2. **Conduct Interviews.** We will interview the General Manager, District Engineer, and Operations Supervisor to hear their goals for the next few years. We will also ask about factors that are

impacting the District, either now or will be expected to be important in the future (e.g., population changes, legislative changes, other).

3. **Prepare for and Facilitate Workshop.** We will develop an agenda, workbook, and slide deck for a one-day strategic planning workshop. The workbook will contain the information previously gathered regarding potential or actual goals, plans, and needs. During the workshop, we will facilitate discussion about: Vision, mission, and values for the District; key goals for the next three to five years; and priorities for immediate attention.
4. **Prepare Strategic Plan.** We will seek photos from the District staff to place into the strategic plan. We will prepare an outline of the strategic plan for review by the General Manager. After the workshop, we will consolidate the information we have gathered and discussed. We will then prepare a draft strategic plan for review by the General Manager. After we receive comments, we will finalize the strategic plan.
5. **Prepare Implementation Plan Template.** Once the strategic plan is complete, it will be essential that a work plan with projects and initiatives is identified to implement it. Raftelis will provide an implementation plan template with guidelines for the General Manager to use in identifying key milestones, assignments, timelines, required resources, and status. Once completed, it will become a living document to track the achievement of the strategic plan by the team.

Project Team

We have an experienced project team to work collaboratively with the Foresthill Public Utility District. Our team members are as follows, and their resumes are attached. Other team members will assist as needed.

- **Jan Perkins, Vice President** – Project Director/Facilitator. Jan will provide the overall direction for the work and conduct the governance training.
- **Catherine Carter, Vice President** – Utility Strategic Planning Facilitator. Catherine will provide structure and facilitation for the strategic planning portion of the engagement.
- **Janae Janik, Senior Consultant** – Facilitation and Strategic Planning. Janae will assist with both the governance training and the development of the strategic plan.

References

Raftelis has significant experience with water utilities, having worked with such agencies across the country for 34 years. We also serve hundreds of cities and counties throughout the country, with many in California. Below are a few references for your information:

Agency	Topic
Placer County Daniel Chatigny, County Executive Officer 175 Fulweiler Avenue, Auburn, CA 95603 P: 530.886.4601 / E: dchatigny@placer.ca.gov	Strategic Planning (HR, Countywide)
City of Roseville Sean Bigley, Environmental Utilities Director P: 916.774.5513 / E: sbigley@roseville.ca.us Dominick Casey, City Manager P: 916.774.5288 / E: dcasey@roseville.ca.us	Strategic Planning (Environmental Utilities)
City of Elk Grove Jason Behrmann, City Manager 8401 Laguna Palms Way, Elk Grove, CA 95758 P: 916.478.2220 / E: jbehrmann@elkgrove.gov	Governance, Strategic Planning
City of Victorville Keith Metzler, City Manager 14343 Civic Drive, Victorville, CA 92392 P: 760.955.5000 / kmetzler@victorvilleca.gov	Governance, Strategic Planning
Napa Sanitation District Andrew Damron, PE, General Manager 1515 Soscol Ferry Road, Napa, CA 94558 P: 707.258.6007 / E: adamron@NapaSan.com	Board Strategic Plan, Municipal Utility Strategic Plan, and Implementation Services
City of Napa Liz Habkirk, Assistant City Manager City Manager's Office, PO Box 660, Napa, CA 94559 P: 707.258.7883 / E: lhabkirk@cityofnapa.org	Governance, Strategic Planning
Stockton East Water District Justin Hopkins, General Manager 6767 E Main St, Stockton, CA 95215 P: 209.948.0333 / E: jhopkins@sewd.net	Strategic Planning
West County Wastewater District Andrew Clough, General Manager 2910 Hilltop Drive, Richmond, CA 94806 P: 510.662.3647 / E: aclough@wcwd.org	Strategic Planning
Rainbow Municipal Water District Jake Wiley, General Manager 3707 Old Highway 395, Fallbrook, CA 92028 P: 760.728.1178 x130 / E: jwiley@rainbowmwd.ca.gov	Strategic Planning Organizational Assessment, Benchmarking
Monterey County Sonia De La Rosa, County Administrative Officer 168 West Alisal Street, Salinas, CA 93901 P: 831.755.5312 / E: delarosasm@countyofmonterey.gov	Governance, Strategic Planning Executive Team Development

Fee

The total fixed fee to complete the scope of work outlined in this proposal is \$49,900, which includes all professional fees and expenses for Raftelis. It is our practice to invoice monthly based on work completed.

We look forward to the opportunity to serve the Foresthill Public Utility District. If you have any questions, please do not hesitate to contact Jan using the following contact information:

Jan Perkins, Vice President
P: 949.202.8870 / E: jperkins@raftelis.com

Sincerely,



Michelle Ferguson
Executive Vice President

The Foresthill Public Utility District accepts the terms of this engagement letter and proposal at a cost of \$49,900.

Approved: _____ Date: _____

Name of Signatory: _____ Title: _____

Jan Perkins ICMA CM

PROJECT DIRECTOR/FACILITATOR Vice President

PROFILE

Jan has 30 years of management experience in a range of local governments in two states, including as city manager in two cities. Her years as a consultant serving cities, counties and special districts enables her to bring strategic and thoughtful approaches to clients. Jan is an expert facilitator and organization development consultant. She helps governing body members and executives create alignment and direction for the future and set the path for effective working relationships. Jan facilitates performance evaluations for executives with their governing bodies and coordinates Raftelis' executive coaching practice. Jan has held leadership positions in ICMA, Women Leading Government and other local government associations. She is a frequent speaker and moderator at professional conferences. Jan has authored many articles on leadership and effective management practices, appearing in ICMA's PM and Western City Magazine (a publication of the League of California Cities).

KEY PROJECT EXPERIENCE

Jan's management consulting experience is broad. Key projects include:

- Facilitating performance evaluations for officials appointed by city councils and county boards in multiple local governments.
- Providing executive coaching to city managers.
- Facilitating governing body retreats. Examples include the County of Monterey, and Cities of Long Beach, Sacramento, Palm Springs, Napa, Garden Grove, Grover Beach, Chino, Chino Hills, Elk Grove, Emeryville, San Leandro, Glendale, Newark, Sunnyvale, Victorville, Rohnert Park, and Stockton.
- Facilitating development of strategic plans. Examples include the County of Monterey's first Strategic Plan, Placer County Human Resources Department Strategic Plan, the City of Victorville Citywide Strategic Plan, the City of Glendale's Organizational Strategic Plan, the City of Santa Monica Organizational Roadmap, the City of Pleasanton Citywide Strategic Plan, and the City of Pleasanton Library and Recreation Strategic Plan.
- Serving as project director of an assessment of the City of Sunnyvale's long-standing practice pertaining to establishing the City Council's policy priorities for the year. The assessment resulted in recommendations to streamline the process.



Specialties

- Strategic planning and facilitation
- Executive coaching
- Executive performance evaluation
- Organization assessment
- Change management
- Elected official/executive relationships

Professional History

- Raftelis: Vice President (2023-present)
- Baker Tilly: Managing Director (2022-2023) (acquisition of Management Partners)
- Management Partners: Vice President, Senior Partner (2005 – 2022)
- City of Fremont, CA: City Manager and Acting City Manager (1993-2004)
- City of Morgan Hill, CA: City Manager (1990-1993)
- City of Santa Ana, CA: Assistant City Manager (1984-1990)
- City of Grand Rapids, MI: Deputy City Manager (1981-1984); Analyst (1975-1979)
- City of Adrian, MI: Community Development Director/Assistant City Administrator (1979-1981)

Education

- Master of Public Administration – University of Kansas (1976)
- Bachelor of Science/Sociology (1974) – University of Kansas

Certifications

- Certificate from Harvard University's Program for Senior Executives in State and Local Government
- ICMA Credentialed Manager

Professional Memberships

- International City/County Management Association
- Women Leading Government, Founding Member
- California City Management Foundation, Past President
- National Academy for Public Administration

Catherine Carter

UTILITIES STRATEGIC PLANNING LEAD/FACILITATOR Vice President

PROFILE

Catherine has more than a decade of experience facilitating local government and utility strategic planning processes, as well as considerable expertise conducting assessments of organizational effectiveness practices. With a background in public administration and environmental management, she possesses extensive stakeholder engagement, process design, research, and analytical skills.

Catherine has worked on numerous management studies and organizational assessments. She specializes in issues related to water, wastewater, and stormwater utilities; staffing assessments, organizational reviews; and other challenges facing public sector organizations across the country. Major initiatives in the last few years include a customer service organizational assessment for Fairfax Water (VA), which included the organization's first-ever customer satisfaction survey; development of a governance framework and structure for the Western Intake Partnership (NC), an organizational structure review to realign the Anchorage Water and Wastewater Utility (AK), and customer policy manual updates for San Diego Public Utilities (CA) and Pinellas County Utilities (FL).

In addition to assessment activities, Catherine has also led or supported numerous strategic planning engagements, ranging in size from governing body retreats to set community goals to large-scale, full organizational efforts involving hundreds of internal and external stakeholders. Samples include a risk and resiliency assessment for the City of Abilene (TX), an organizational assessment for the City of Anchorage (AK), a staffing and business process assessment for the City of Burlington (VT), a strategic plan update and organizational structure review for Fairfax Water (VA), and an organizational assessment, strategic plan, and employee needs assessment for the Tampa Water Department (FL).



Specialties

- Strategic planning
- Facilitation
- Organizational assessment
- Staffing analysis
- Strategy monitoring and implementation
- Risk and resiliency assessment
- Business process improvement
- Comparative industry analyses

Professional History

- Raftelis: Vice President (2024-present); Senior Manager (2022-2023); Manager (2019-2021); Senior Consultant (2016-2018); Consultant (2013-2015); Associate Consultant (2011-2012)
- Mecklenburg County Waste Management Advisory Board (appointed term: 2019-2021)
- The Institute for Sustainable Development (2009-2011)

Education

- Master of Public Administration - University of North Carolina Charlotte (2017)
- Master of Environmental Management - Duke University (2011)
- Bachelor of Science in Business/Economics, Biology, Environmental Studies - Randolph-Macon College (2009)

Certifications

- Certified DiSC Facilitator
- Change Management & Leadership Certification - Cornell University (2019)
- American Water Works Association Risk & Resiliency Certification (2019)

Professional Memberships

- AWWA
- ELGL
- Solid Waste Association of North America

Janae Janik

SENIOR CONSULTANT

PROFILE

Janae began her consulting career following 12 years of service with the County of San Diego Superior Court. Her expertise lies in the areas of process improvement, strategic planning, facilitation, program implementation, and stakeholder engagement. She is an innovative problem solver who maximizes the usage of technological solutions.

As a Budget and Finance Analyst with the County of San Diego, Janae assisted in the development of a \$200-million-dollar annual budget, developed forecasting models for future revenue and expenditures, and conducted financial trend analysis of payroll and benefit costs for over 1,200 employees.

Janae is well-versed in the creation of strategic plans and managing high visibility projects with cross-functional impacts. During her tenure as a Court Operations Supervisor, she managed the transition to virtual court proceedings during the COVID-19 pandemic to allow remote access to justice for community members. Other notable projects included reallocating available resources to maintain services following staffing reductions, authoring standard operating procedures to share best practices throughout the organization, and developing a new electronic system for filing documents to reduce case processing times and improve customer experience. Janae was instrumental in identifying continuous process improvement opportunities that drove operational efficiencies and reduced costs.

Janae began her career at the Superior Court, working in various customer service and administrative roles aimed at improving case processing times and providing quality service to members of the San Diego community.

Janae earned a Master of Business Administration from Western Governors University and a Bachelor of Science in Television, Film, and New Media from San Diego State University.



Specialties

- Strategic planning
- Program and strategy implementation
- Facilitation
- Performance management
- Organizational assessment
- Process improvement
- Data analysis

Professional History

- Raftelis: Consultant (2022-present)
- Wells Fargo: Senior Technology Business Systems Consultant -- Contractor (2022)
- San Diego Superior Court: Budget & Finance Analyst (2021-2022); Court Operations Supervisor (2018-2021); Courtroom Clerk (2016-2018); Court Administrative Clerk (2013-2016); Court Operations Clerk (2010-2013)

Education

- Master of Business Administration – Western Governors University (2015)
- Bachelor of Science in Television, Film, and New Media – San Diego State University (2010)

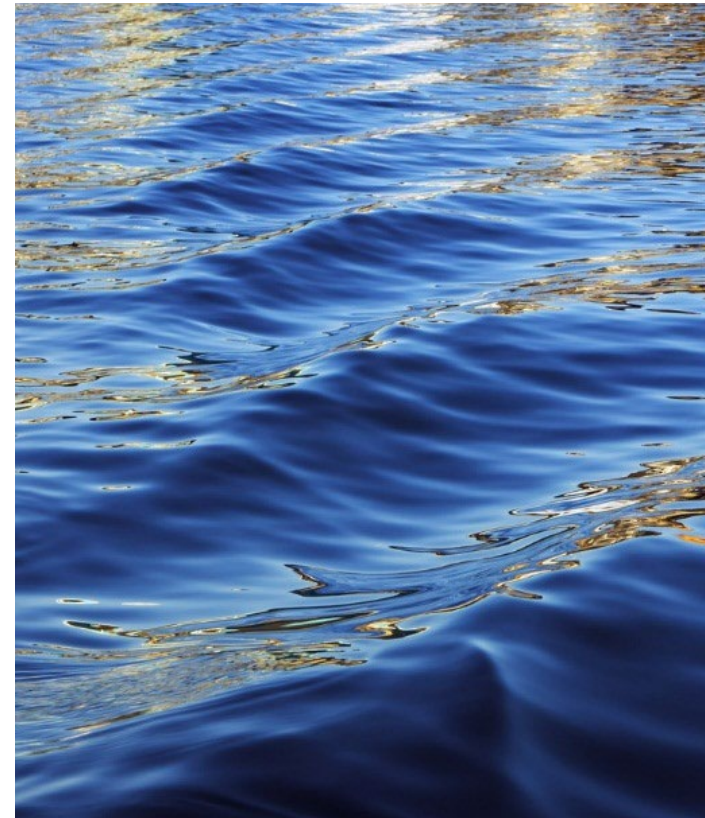
Professional Memberships

- Municipal Management Association of Southern California (MMASC)
- International City/County Management Association (ICMA)
- Engaging Local Government Leaders (ELGL)



Proposal for Leadership Training and Initial Strategic Planning

Data Science, Inc.



For the Foresthill Public Utility District

Data Science, Inc. is pleased to submit this proposal to Foresthill Public Utility District to help shape the future of water safety and water deliverability in the service area by assisting in Leadership Training and Strategic Goal Setting. There are two components to this proposal a short-term activities approach Leadership Training as well as Strategic Goal setting. It is anticipated that a more extensive Strategic Planning would be an outcome of the initial Goal Setting, but that is not in scope here.

Data Science, Inc. is a Sacramento area consulting firm with resources that have extensive experience in working with the C-suite Executives and through training and practice, establishing models for improved service delivery by government organizations. Our team members come from a wide array of professional backgrounds including State service in leadership roles, large firm consulting backgrounds, and more. The years of delivery at various organizations bring the benefits directly to the Foresthill Public Utility District. Our team members worked alongside leaders at CalPERS; the State of California's Employment Development Department, the California Department of Motor Vehicles, California Department of Corrections and Rehabilitation, and many others. Our firm is currently delivering services with California's Housing and Finance Agency's CalAssist Mortgage Fund and others.

Based on the description received we have prepared the attached costs and estimates. It is assumed that Foresthill PUD will supply a physical plant / facility for In person sessions at no cost to the engagement. We are also able to adjust scope and cost based on additional feedback that you may provide. This proposal is valid through October 15, 2026. For questions or discussion, please call us at 916-690-6702 or email at kstar@1973datascience.com.

Keven Star
CEO, Data Science, Inc.
Elk Grove, CA

In Scope Activities

- **Phase 1: Discovery & Alignment**
- **Initial Client Meeting (1 hour)**
 - Discuss primary goals, expectations, and desired outcomes
 - Confirm workshop scope, team size, logistics, and deliverables
 - Align on timeline and communication cadence
 - Participants: Keven Tina, Michelle, Client
- **Phase 2: Workshops & Team Development**
- **Day 1 – Communication & Team Building**
- **What Color is Your Personality Assessment**
 - Duration: 4 hours
 - Format: In person
 - Facilitator: Tina
- **Team Building Activities (Part 1)**
 - Duration: 4–6 hours (depending on client needs)
 - Format: In person
 - Facilitators: Tina & Michelle
- **Day 2 – Team Building Continued ***
- **Team Building Activities (Part 2)**
 - Duration: 4-6 (if needed)
 - Format: In person
 - Facilitators: Tina & Michelle

*Splitting days reinforces repetition of returning as a “team” as opposed to only one day; and allow other work activities.

2026 10 14 Regular Board Packet.pdf

Optional In Scope Activities

- **Phase 3: Strategic Goal Setting Workshops**
- **Day 1 – Strategic Goal Setting and Planning Workshop (Part 1 – 4 hours)**
 - Facilitators: Tina, Michele, Keven and Ariel
- **Day 2 – Strategic Goals Workshop (Part 2 – 4 hours)**
 - Facilitators: Tina, Michele & Ariel
- **Day 3 – Strategic Goals Workshop (Part 3, if needed – 4 additional hours)**
 - Facilitators: Tina & Michele (possibly interview some district staff)
- **Phase 4: Goals Drafting (Documentation & Review)**
- **Day 6 – Compile Notes & Draft Goals (20 hours)**
 - Participants: Tina, Michele & Ariel
- **Day 7 or 8 – Client Debrief (2 hours)**
 - Format: In person or via Teams
 - Participants: Keven, Michele, Tina, Ariel & Client
- **Phase 5: Strategic Goals Development (60 hours)**
 - Tina, Michele & Ariel to prepare Draft of Strategic Goals
 - Keven to review and provide feedback
 - Client to Review DRAFT Strategic Goals provide timely feedback
- **Final Strategic Goals delivered within 45 days from engagement start**

Cost of Leadership and Team Program

- Facilitator - \$220/hour
- Senior Consultant - \$180/hour
- Engagement Director – Free
- Administrative Assistant - \$35/hour
- Cumulative staff: \$7,840
- **Total Cost:** \$9,490

For Facilitator:

Round-trip airfare - \$600

Rental car - \$150

Lodging - \$900

- Anything over these costs will be absorbed by Data Science

Resource	Hours Anticipated	
	Personality Workshop	Team Building
Facilitator (Tina)	8*	12
Senior Consultant (Michele)	4	12
Administrative Assistant (Ariel)	4	12*
Engagement Director (Keven)	1	1

* Denotes hours in session as well as minor prep time

Cost of program – Strategic Goals Option

- Facilitator - \$220/hour
- Senior Consultant - \$180/hour
- Engagement Director – Free
- Administrative Assistant - \$35/hour
- Cumulative staff: \$48,300
- **Total Cost:** \$50,250

For Facilitator:
 Round-trip airfare - \$600
 Rental car - \$150
 Lodging - \$1,200
 - Anything over these costs will be absorbed by Data Science

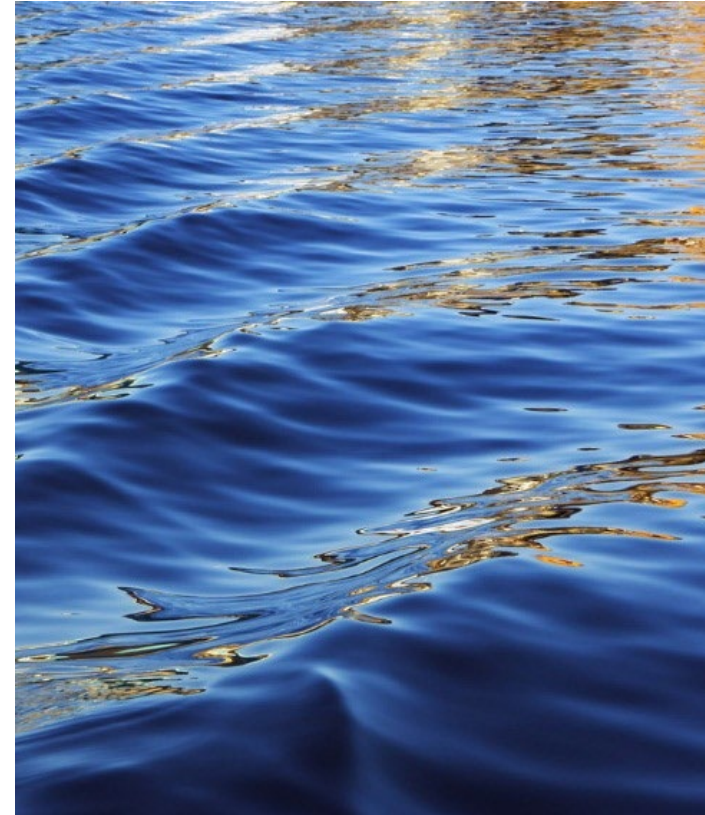
Resource	Hours Anticipated	
	Goals Data Workshops	Goals Drafting
Facilitator (Tina)	32*	80
Senior Consultant (Michele)	32*	80
Administrative Assistant (Ariel)	40	60*
Engagement Director (Keven)	8	16

* Denotes hours in session as well as minor prep time



Staff Resume Extracts and Attached resumes

Data Science, Inc. Resources





DATA SCIENCE

KEVEN P. STAR

CEO, Data Science

kstar@1973datascience.com

Tel : 916-690-6702

Function and Specialization

Managing Assessment team for a large multi-faceted offender management system. Experienced Project Director from State implementation of Workers' Compensation case management system. Experienced trial court practice, procedure and appeals activities.

Education, Licenses & Certifications

- B.A. Political Science, 1984
- Juris Doctorate, 1987
- Secret clearance with DoD (exp)

Background

Mr. Star has worked with government organizations since 1982. He became the CEO of Data Science in 2013. Currently Mr. Star works with State and Local Government clients. Prior to leading Data Science, Mr. Star was employed by the United States Army, the Counties of Santa Clara and Sacramento, the City of Stockton, KPMG, and the State of California.

Mr. Star was appointed by California's Governor Schwarzenegger to serve as the Court Administrator for the Division of Workers' Compensation, serving both as the Division's Court Administrator and Chief Judge. In his role as the Court Administrator he implemented the State's first digital case management system that included all aspects of docket management – filing, calendaring, assignment, transfer, etc.

During his tenure with the administration, Star served as the Project Director for the transformation project, taking California's Workers' Compensation from paper to digital processes and workflow.

Mr. Star's military experience included service as a subject matter expert on military operations and legal issues for Force XXI digital technology. Mr. Star is an attorney and has been a career criminal prosecutor with both, the U.S. Army and six years as a Deputy District Attorney in Sacramento and San Jose.

In his roles with KPMG Mr. Star performed IV&V functions for a \$400M project with California's Department of Corrections and Rehabilitation, as well as Oregon's Department of Justice.

Professional and Industry Experience

For over thirty years, Mr. Star's focus has been in government practices in both the State and Federal service areas.

Data Science – CEO 2013 to present

Data Science serves clients in diverse areas within private sector and state and local government. Consulting and project management and direction services are led by Mr. Star.

Data Science - State of California, Housing and Finance Agency 09/21 to present

Mr. Star is the Grant Manager, Appeals Director, Contract Manager and Compliance Manager for a \$110M contract to administer \$1B in ARPA grant funds from the United States to the State of California. Mr. Star leads ten members from Data Science providing support to the State of California's Housing and Finance Agency and its public benefit non-profit corporation, Housing Relief Corporation. In this project Data Science is providing federal grant management, contract management, legal and appellate services, training support and delivery, and eligibility determination and administration, among the main activities to help California distribute \$945,000,000 in federal grant funds to California homeowners. Mr. Star directly drives grant management activities, including preparing contracts between HRC and the sub-recipients, monitoring the performance of subrecipients, interacting with HRC

KEVEN P. STAR

CEO, Data Science

leadership and addressing areas of concern with funds distributed to and by subrecipients.

Data Science – State of California, Department of Motor Vehicles 5/20 to present

Data Science has two separate teams of resources at the DMV. Mr. Star is performing engagement management activities with a team providing subject matter expertise (SMEs) and market analysis, requirements validation, RFO drafting, BCP drafting, vendor selection and executive coaching for the DMV's implementation of a Human Capital Management System (HCM). The second team has been delivering a chatbot and information architects to develop the chatbot.

Data Science / Continuity - State of California, Secretary of State 2/19 to 10/21

Mr. Star served as the Solution Implementation Manager (SIM) functioning as the project director for the CAL-ACCESS Replacement System project. The \$30M project involved Salesforce, Heroku, Mulesoft and Nintex Drawloop as a filing and disclosure system for use by all political candidates, campaigns and lobbying entities. Mr. Star was brought into the project to assist the SOS executives in resolving the failed project's relaunch. Managed contractor's business analysis and gathering of specific system functional and non-functional requirements. Serve as liaison between Contractor and State Agency (SOS) project team regarding business and functional requirements.

City of Stockton – Director Human Resources (2018-2019)

Mr. Star led and directed a team of 38 people in Human Resources department for local municipality. During that time he served as the main lead for the implementation of the City's Enterprise Resource Planning (ERP) system. Appeared monthly at City Council sessions providing councilmembers updates on Stockton HR activities.

KPMG – 2013 to 2018

Oregon Department of Justice – Quality Assurance and IV&V (2015-2017)

Mr. Star directed and led a team performing Independent Verification and Validation (IV&V) and quality management services for DOJ IT implementations applying IEEE and PMI standards for quality assurance. The work addressed two projects – a Legal Tools Replacement system, a records and workflow management system; and the Website Re-design for an external facing portal.

KPMG – Hawaii's Health and Human Services – KOLEA Project (2014 – 2017)

Mr. Star directed the contract compliance activities in this \$200M human centric system implementation for the entire state's population to use to determine eligibility for medical coverage under the Affordable Care Act (similar to Covered California). Mr. Star also performed project management activities including development and approval of executive

and Governor's Office presentations regarding implementation progress and challenges as well as results post implementation.

KPMG - Oregon Department of Administrative Services – HRIS (2015-2016)

Mr. Star led an eight member team in analyzing and assessing the Human Resources Transformation activity, including vendor selection criteria, Project Management and Project Implementation support and methodologies. Assisting in the selection criteria as well as roadmap development for Enterprise Resource Planning systems and tools.

KPMG - County of Riverside, California (2015-2017)

As a KPMG Subject Matter Professional, Mr. Star supported an assessment team assisting the Board of Supervisors identify opportunities for implementing efficiencies into the system for criminal justice. Met and work with the County Executive to establish goals and provide insights. The review included focus on the Office of the District Attorney, the Public Defender, the Probation Department and the Sheriff's Office. Processes in review included training, supervision, case processing, arraignment, hearings, trials among many other areas. Perform requirements gathering and manage internal team Manage contractor's business analysis and gathering of specific system functional and non-functional requirements. gathering of specific system functional and non-functional requirements for Public Defender, District Attorney, Probation and Sheriff's Office.

KPMG - California Department of Corrections and Rehabilitation (CDCR) – Strategic Offender Management System (SOMS) Project (2011 to 2016)

Mr. Star managed and directed an Independent Verification and Validation (IV&V) charged with analyzing and assessing the quality of the work product of the System Integrator (SI – Hewlett Packard / Enterprise Services) which included performing gap analyses on deliverables associated with the SOMS project management activities, development of the project management plan, project charter, work plan, and risk/issue management, Quality Management, System Development Life Cycle, Testing, Maintenance and Operations and Production Support, Implementation and overall project governance strategies, among others. Directing the team of System Integrator Functional and Technical Assessment staff, Working directly with the Director, EIS and the SOMS Project Director, Mr. Star and team helped review the deliverables from the SI to ensure that they met the requirements of CDCR and the terms of the contract. Mr. Star helped CDCR identify opportunities to improve and identified potential risks and negative impacts presenting observations and recommendations on a monthly cadence to the Secretary of CDCR and the various Division leads.

KPMG - County of Santa Clara, CA (October 2016 to July 2017) – Procurement Transformation

Mr. Star directed a team of six KPMG professionals assisting the County transform their hybrid approach to procurement. Directed a procurement transformation team assisting the county to identify gaps between current and required skills for an Ariba implementation.

KPMG - California State Teachers' Retirement System – Data Preparation Policies (2016)

Mr. Star directed a six person team analyzing and assessing the data conversion strategy and preparation for conversion of the data that will migrate from the legacy pension system to the new Pension System.

California State Division of Workers' Compensation (May 2005 – August 2011)

Court Administrator / Chief Judge / Project Director

Appointed by the Governor to lead the 1143 staff of DWC in managing trial practice. Wrote and created regulations for trial practice before the 200 administrative law judges for Workers' Compensation. Served as the Project Director for the first ever paperless Case Management System for the State's court systems (Electronic Adjudication Management System – EAMS). EAMS is still in place as the system of record – launched August 2008. Direct team and participate in requirements gathering and analysis for complex court case management system. Among the critical functions Mr. Star directed the project team in docket creation and docket requirements, case filing, case assignment, case tracking, and other court and docket specific functions. Perform other functions for directing implementation of new case management system. Serve as liaison between Contractor and Department project team regarding business and functional requirements.

Office of the District Attorney (Santa Clara and Sacramento Counties) (December 1999 - May 2005)

Prepare and prosecute criminal cases for crimes occurring within the jurisdiction. Prosecuted robbery, embezzlement, drug distribution, assault, fraud, auto theft, insurance fraud, and other criminal cases. Over 50 jury trials.

United States Army (January 1991 – August 1999 (Active); August 1999 - June 2011(USAR) - Retired)

Prepare and prosecute criminal cases for crimes occurring within the jurisdiction. Supervised 5 attorneys as Chief, Military Justice. Mobilized twice for Global War on Terrorism. Major Star (USA, Ret.) served overseas in two theaters as well as CONUS. He served with the Combined Field Army (ROK/US), 7th Infantry Division, 3rd Infantry Division, 4th Infantry Division, III Corps, and other military units during his 21 years of military service, retiring while serving with 1st Cavalry Division.

Data Science (2013 to 2014; 2019 to present)

Data Science end use clients included Republic of Korea Air Force and Turkish Air Force. Data Science worked with local aerospace contractor to reengineer hybrid chips, printed circuit boards and PC boards for use in military aircraft. Activities included management of team using Autocad drafting, design and programming for hybrid chips as well as construction of the boards post design. Team also performed test bench validation of circuit boards and hybrid chips which we reverse engineered for aerospace clients.

Sample Prior Work Activities:

Clerk of the Court, Ninth Circuit Court of Appeals – Law Clerk

United States Attorney's Office, Northern District – Senior Law Clerk

In house Counsel, Farmers Insurance (Pederson, Siehl and Brodies)

Law Office of Stuart Safine – Real Estate & Construction defect litigation

Technical Skills

Microsoft Office Suite, SharePoint, IBM - Cúram, EAMS – Electronic Adjudication Management System (DWC, CA), Hewlett Packard's Quality Center and ALM, Microsoft Dynamics, Salesforce, Azure Dev Ops, Okta, JIRA, Microsoft Project, Basic programming, and others.

Publications and Speaking Engagements

Mr. Star has presented at numerous public speaking engagements. He also served for two years as the client leader for the Cúram users group, fostering open discussions about Case Management systems across the United States.

- “Launching a system – Don't go it Alone” Discussion on use of PM/QA/IV&V and Independent Oversight on critical state and local government projects. Corrections Technology Association Summit, Daytona Beach, Florida May 2015
- Electronic Adjudication Management System (EAMS) Division of Workers' Compensation (DWC) Educational Conference Seminar Los Angeles and Oakland, FEB/MAR 2007
- Electronic Adjudication Management System (EAMS) Division of Workers' Compensation (DWC) Educational Conference Seminar Los Angeles and Oakland, FEB/MAR 2008
- Electronic Adjudication Management System (EAMS) Division of Workers' Compensation (DWC) Educational Conference Seminar Los Angeles and Oakland, FEB/MAR 2009
- Northern California Fraud Investigators Association, Monterey California, “A View from the Bench – Elements to establish fraud” April, 2008

KEVEN P. STAR

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- “Force XXI, Situational Awareness on the Battlefield and Keeping the Commander Aware of Legal Issues via digital technology” Presented to the Judge Advocate General, United States Army and senior leaders 1997



TINA CAMPBELL

OBJECTIVE

To support and enhance human resource services for the State of California through automation and digitization.

EXPERIENCE

Data Science, Inc. June 2022 to present

Prepare BCP for DMV HCM, participate and lead PAL stage 3 preparation and responses, advise DMV on HCM selection, participate on vendor selection team with Data Science team of Subject Matter Experts as well as internal DMV project staff from both HRB and ITD. Work on selection of tools for use in Human Resources Management system.

Retired California State Service - December 31, 2020 – State positions:

November 18, 2019 – December 30, 2020

Chief, Human Resources Branch
Department of Motor Vehicles
Sacramento, CA

June 24, 2015 – November 15, 2019

Chief, Human Resources Division
California Public Employees Retirement System
Sacramento, CA

August 10, 2010 – June 22, 2015

Chief, Human Resource Services Division
Employment Development Department
Sacramento, CA

August 10, 2010 – June 22, 2015

Chief, Executive Appointments and Administration
Department of Corrections and Rehabilitation
Sacramento, CA

March 1, 1991 – August 8 - 2010

Various State of California Classifications and Positions
Sacramento, CA

Key responsibilities – provided oversight and administration of human resources including, classification and pay, payroll transactions, reasonable accommodation, workforce planning, workers compensation, CEA and Exempt appointments and terminations, program and employee performance management, labor relations, recruitment, executive compensation, exams,

TRAINING

- Performance Management: Strategic Planning and Performance Measurement
- HR Metrics (Tools to Measure and Improve the Value of HR)
- Basic and Advanced Supervision
- Ethics
- Public Sector Labor and Employment Legal Update
- Working Values: Ethical Decision Making
- Information Security Awareness
- Labor Relations Boot Camp
- Sexual Harassment Prevention for Supervisors
- Workplace Violence Prevention
- Leadership Challenge
- Managing Change and Transition
- Managing with Data

KEY SKILLS

- Project Management
- Relationship Building
- Negotiations

training, budget, health and safety, employee wellness, and employee engagement.

AUTOMATION SOLUTIONS

DMV – implemented a new employee onboarding experience (DocuSign), implemented Annual Statement of Economic Interest (Form 700) filing (Granicus), and piloted an in-house employee engagement survey and expedited hiring process utilizing Survey Monkey

CalPERS – implemented an in-house solution for employee performance appraisals and workforce planning; and an employee engagement survey (McClean)

EDD – implemented an in-house automated timesheet

LEADERSHIP

Held various leadership positions with the California Department of Corrections, Employment Development Department, California Public Retirement System, and Department of Motor Vehicles. In these roles, I worked closely with executive leadership within the California Department of Human Resources, Government Operations, State Controller's Office, State Personnel Board and the Governor's Office to improve processes and provide solutions.

STATEWIDE ACCOMPLISHMENTS

Civil Service Improvement Project - Government Operations/CalHR (2015)

Served as a Project Leader for succession and workforce planning, and statewide performance measures. As a result, CalHR now requires all State departments to complete workforce and succession plans.

California Performance Review (2004)

Served as a member of the California Performance Review team (customer service team). I researched issues and developed recommendations to improve licensing services for California's small businesses and their customers (issue gg22 – chapter 1).

REFERENCES

[Available upon request.]

AWARDS AND CERTIFICATIONS

- Certified Ritberger Personality Method™ Facilitator
- Superior Accomplishment of a Non-Recurring Nature Award for Consistently Liquidating a Sustained High Ui Workload in a Courteous, Timely and Efficient Manner
- Teamwork Award for Commitment to Provide Quality Service to the Public During a Period of Substantial Increase in Claims Activity
- Teamwork Award for Developing Process Improvement Tools to Improve Communications
- Teamwork Award for Maintaining Quality and Timeliness with Increased Workload as a Result of Consolidating Three Recomp Hubs into Two



Michele Blanc

Summary of Qualifications

An accomplished leader of large and complex business transformation, growth, and service delivery initiatives with over 25 years of experience in technology consulting services to the public sector. She is a successful leader in driving operational efficiency and leading large complex project management efforts. Consulting experience includes project management, strategic planning, business process reengineering, feasibility study development, requirements definition, system analysis, design, and development of SaaS, mobile and enterprise-wide systems.

She is a hands-on leader, delivering oversight and execution of operations, implementation efforts, staffing, financials, technology and contract management. As a project manager she defines and develops project policies and procedures, maintains quality and change control for projects, manages teams and projects, applies best practices and executes against approved methodologies.

Project Experience

System Implementation, Project Management and Oversight

System Implementations (Cloud and On-Premise) – Various clients (2008 – 2021)

Responsible for oversight and implementation of large-scale system implementations and ongoing operations. Managed all contract deliverables for implementation and operations, ensuring a seamless transition into a new contract and for on-going services. Provided leadership to implementation and operations teams.

Oversaw changes in project scope and project deliverables as well as completion of all project and contract deliverables. Oversaw financial matters related to projects and ensured compliance with project and contract requirements, and with state and federal regulations. Facilitated business process reengineering activities, applied and tested/validated client business rules within the implemented SaaS solution.

Provided ongoing operational leadership, including status reporting, facilitation of status meetings, issue/risk management and deliverable management, training delivery and business process reengineering activities to integrate processing improvements to using Lean Six Sigma and managed software changes through an Agile SDLC methodology.

- Alabama Department of Human Resources State Disbursement Unit **(07/2008 – 02/2020)**
 - Arizona Department of Economic Security, Centralized Payment Processing (CPP) **(09/2014 – 11/2021)**
 - Delaware Department of Health and Human Services State Disbursement Unit **(02/2008 – 11/2021)**
 - Indiana Department of Child Services, Indiana State Central Collection Unit **(01/2015 – 11/2021)**
 - Maine Department of Health and Human Services State Disbursement Unit **(01/2013 – 11/2021)**
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- Michigan Department of Health and Human Services, Michigan Statewide Disbursement Unit (MISDU) (07/2008 – 11/2019)
- Minnesota Department of Human Services State Disbursement Unit (07/2008 – 11/2021)
- Nevada Department of Health and Human Services, Statewide Collections and Disbursement Unit (SCADU) (12/2017 – 11/2021)
- Oregon Department of Justice, Child Support Division, Payment Processing Center (PPC) Implementation (6/2020 – 11/2021)

California Housing Finance Agency

California Mortgage Relief (Jan 2022 – Present)

Directing the eligibility review team responsible for determining eligibility of applicants for mortgage relief and property tax assistance. The team consists of 80+ fully remote staff located across the U.S. As a Director, activities include (1) working with the technical, communications, legal, contact center and training teams to implement and deploy new services across the program, (2) developing policies and procedures consistent with program guidelines and objectives, (3) ensuring compliance with program and federal requirements, (4) providing input to internal and external auditor teams, and (5) providing weekly status to program executives.

FIDM Alliance (21 state Consortium), IDEConsortium (15 state Consortium), Tax Match (15 Revenue Agencies), Unemployment Insurance Matching (July 2008 – Nov 2021)

Oversaw all 54 Financial Institution Data Match FIDM/Data Match state contracts. Responsible for the oversight of these data match services, overseeing project budgets, interfacing with state clients, invoicing, contracting, and project implementations. Oversaw the development and maintenance of enhancements to the solution and the operations of 54 state projects.

Metropolitan Transportation Commission

Website Architecture and Design (2005)

Directed a website architecture and design project to evaluate how its web site can best serve MTC's mission in the future in terms of communication and providing services to its constituencies. To meet this need, the project included an (1) assessment of MTC's current website and administrative processes, (2) identification of requirements, (3) a review of ADA regulations, (4) a gap analysis, (5) an analysis of alternatives, and (6) design and specifications to support the recommended changes.

Metropolitan Transportation Commission

Data Integration Project (Jan 2019 – Sept 2021)

Directed a data integration project to review MTC's planning and fund programming data activities and data needs. This project included assessing current processes and data flows in support of MTC's data needs, identifying improvement opportunities, developing information architecture and database design recommendations, and identifying and analyzing viable information technology alternatives for improving data collection and information management.

California Department of Finance

System Implementation (2003)

Managed a project to implement a new population projections automated system. The project included developing detailed requirements and design, conducting a software

tools assessment to identify potential products to support the design and requirements, building and constructing the solution, and implementing the solution into the production environment.

IT Project Oversight and IV&V

California Department of Consumer Affairs

Bureau of Automotive Repair, CalVIS Project, IV&V Oversight (2013 – 2014)

Contracted to provide IV&V Services and technical expertise for the implementation of the CalVIS System, which consisted of an online transactional database and a data warehouse with Hyperion Business Intelligence tools and strict performance requirements.

California Department of Insurance

Paperless Work Flow Procurement Project Procurement IV&V (2009)

Project Director for a project to provide Independent Validation and Verification (IV&V) services related to the Department's procurement and implementation effort for the Paperless Work Flow Project. The IV&V services are structured to support the Department in its efforts to transform its infrastructure and business processes to move away from paper and take advantage of electronic methods for managing its data and documents. For the procurement phase, IV&V activities include validating procurement requirements, processes, procedures and verifying the evaluation processes, procedures and outcomes as consistent with Departmental, State and industry requirements and practices.

California State Controller's Office

Unclaimed Property System Replacement Project IV&V (2007 – 2008)

Directed an IV&V services project related for the State's new Unclaimed Property System implementation effort. The primary goal of the IV&V services is to assist the SCO by ensuring that variations in the project are detected and corrected, where necessary, as early as possible in the life cycle; adverse effects on project risk, cost, and schedule are lessened; software quality and reliability are enhanced; management visibility into the software process is improved; and proposed changes and their consequences are quickly assessed. Michele evaluated the project to identify variations, discrepancies and constraints, risk factors, cost issues, schedule issues, document and product inconsistencies, performance and security issues, development progress, change effects, and other characteristics of the implementation. She works with SCO and implementation vendor in a cooperative, constructive manner while retaining an independent perspective, with the goal of contributing to overall project success.

California Department of Education

Child Nutrition Information and Payment System (CNIPS) Independent Project Oversight/Independent Validation and Verification Services (2008 – 2010)

Provided Independent Project Oversight (IPO) and Independent Validation and Verification (IV&V) services on the CNIPS system implementation project. The role on the project was to deliver IPOC services in compliance with the State's IT Project Oversight Framework and to provide quality assurance execution and management, risk management, and requirements and testing review.

**California State Water Resources Control Board (SWRCB)
Independent Project Oversight Contract (2005 – 2007)**

Directed an Independent Project Oversight Consultant (IPOC) for two system development projects in progress at SWRCB. Conducted monthly reviews of management practices according to the California Department of Finance Project Oversight Framework. Oversight areas of focus include project management, schedule management, cost management and risk management. Responsible for the development of monthly reports for both projects that are provided to internal as well as control agency stakeholders.

Business Process Re-engineering and Process Transformation

Metropolitan Transportation Commission (MTC)

Business Process Identification and Documentation (2019 –2021)

Managed a project with MTC to identify and document business processes for seven of MTC's business sections. Project activities included conducting staff interviews and analyzing relevant reference material, creating process mappings that describe process activities, inputs and outputs, identification of redundant or overlapping processes and recommending process improvements. A final report and interactive diagram summarized findings.

**California Department of Transportation, Office of Outdoor Advertising Business
Process Review (2015-2016)**

Managed a Business Process Review of the Caltrans Office of Outdoor Advertising. Project work included conducting staff interviews, job shadowing and analysis of relevant business documentation to establish as- is and to-be models of workflow processes. Additional responsibilities included an assessment of existing automated systems, researching possible replacement systems and the development of a gap analysis report and a Final Business Process Review Recommendation Report.

Caltrans

Financial Integration Study and Strategic Plan (2003-2004)

Directed the project for the enterprise-wide study that includes documenting a baseline analysis of the financial management processes and information systems across the Department to identify opportunities for improvement through business process re-engineering, automation and/or better integration; describing a "future technology state – conceptual architecture" that addresses enterprise-wide financial management processes and responsibilities; recommending strategies for implementing financial management technology solutions and systems; and coordinating closely with internal stakeholders and control agencies to facilitate acceptance of recommendations.

**California, Department of General Services, Real Estate Division
IT Assessment and Gap Analysis (2005)**

Directed an enterprise-wide data study for the Real Estate Services Division (RESD). This includes an analysis of the applications and data environment for over 60 systems and developing a baseline report. Conducted interviews with various RESD staff to identify existing systems and discuss requirements and success factors in establishing a more corporate data environment. Identified redundant data and functionality that are candidates for consolidation. Facilitated the development of future desired state vision for applications and data with RESD leadership, and documenting a transition plan that defines initiatives to achieve that vision.

**State of California, Employment Development Department
Enhanced Data Elements Study (2004)**

Directed a project to assess the feasibility of collecting additional wage data from State employers. Working closely with the Tax Branch, IT Branch, and Labor Market Information Division of EDD to provide consulting expertise that will culminate with an Enhanced Data Elements Study (EDES) Report. Project tasks include analysis of stakeholder needs, assessment of the capabilities of existing programs and legacy systems and Internet systems; gap analysis; solution alternatives, including a cost and benefit analysis; and assessment of the impact of such recommended approaches on cost, technology, people, and processes at EDD. The recommended solution includes a data warehouse with data marts for the various user groups. The EDES report will conclude with the final recommendation of a preferred alternative, including a discussion of the rationale.

**California State Controller's Office
Business Process Reengineering/FSR Development (2007-2008)**

Directed a project to provide assistance for a Feasibility Study Report and related services for SCO's Unclaimed Property System. Based upon complex and frequent changes to unclaimed property laws and regulations the State requires a new Unclaimed Property System (UPS) that minimizes manual intervention, provides a centralized data repository, and meets the growing demand for customer self-service via the Internet. The systems included standalone subsystems, outdated architectures, and obsolete code, among many other factors make a strong argument for system replacement. In the face of an aggressive schedule, performed four major tasks: 1) review current business and technical environments; 2) identify process improvements; 3) define functional requirements; and 4) develop an FSR to support the recommendations.

**California Department of Finance
Budget Business Process Redesign (BPR) ((2004)**

Directed a business process redesign project to facilitate the redesign of the Department of Finance's budget processes and system. The project included facilitating and reviewing "As-Is" activities, redesign activities and transition activities. Newly designed budget processes and an integrated data source will provide accurate, up-to-date and consistent budget data and information.

**California Public Employees Retirement System
Business Process Reengineering (BPR) (2003)**

Directed a complex business process reengineering (BPR) assessment of the contribution and payroll reporting business processes. This was a large-scale effort, involving a structured BPR analysis of hundreds of "as-is" project activities, spanning multiple internal divisions. The project also impacts the interaction with over a million members as well as thousands of member employers across the state. Guided by an overriding goal to dramatically improve efficiency, effectiveness and flexibility, the project involved detailed design of the future "to-be" business processes as well as describing the supporting enablers of technology, human resources and policy. Work activities included: detailed as-is modeling including metrics, user and employer focus groups, best-of-practice assessment, future visioning and performance targeting as well as conceptual modeling of the future solution.

**State of Montana, Department of Justice
Business Process Reengineering (2000)**

Managed a business process re-engineering project to examine the State's motor vehicle title business processes and information technology infrastructure. This project involved providing leadership, guidance, and methodology to a multi-disciplinary team composed of technical and program State staff and vendors from several different firms. Sponsored by the State legislature, the project resulted in specific process improvement recommendations and an implementation work plan to improve the vehicle title processes.

California Youth Authority
Budget System Fit/Gap Analysis and Pilot System

Managed a project to implement the Department of Correction's Monthly Budget Plan for the Youth Authority. This included conducting a fit/gap analysis and implementing an initial version to support the Youth Authority's budget tracking needs with recommendations for subsequent implementation phases.

City of Manhattan Beach, Police Department
IT Needs Assessment

Managed a data processing needs assessment, which included an assessment and evaluation of alternatives, as well as the ability for the Department to successfully implement new technology.

El Dorado County Fire and Sheriff
System Modernization

Participated in a project to modernize multi-agency emergency dispatch operations for the County of El Dorado, including communication, consoles and associated equipment, and computer-aided dispatch (CAD).

Metropolitan Transportation Commission
Financial Business Process Analysis

Co-managed a financial systems and business process analysis for MTC. This project included the identification, documentation and analysis of current financial processes, performance standards and measures, business forms and reports. The project included the development of a current technology inventory and the identification of existing applications, platforms, and networks. It also included the development of financial data consolidation recommendations. This information was then used to determine baseline technology issues and assist with the selection of a new financial system. One of the critical elements of this project was ensuring that the selected financial system did not lock MTC into a technology environment that it could not support. In the end, MTC decided to outsource the financial system to an Application Service Provider, in order to minimize its support burden.

California Department of Insurance
Case Tracking Data/Process Analysis

Managed a multi-phase project to identify and improve enterprise-wide case tracking processes through automation. Project activities included conducting a document inventory, developing data flow diagrams for core case-based processes, profiling multiple case tracking applications, and identifying automation opportunities aimed at streamlining and centralizing the Department-wide case tracking processes.

National Institute of Health
Legacy System Migration/Enhancement

Managed the modernization project that included a migration from a character-based user interface to a graphical user interface. Developed GUI standards, defined requirements, and designed and developed each module of NIH's administration applications. Also reengineered administrative business processes to provide improved user interaction, streamlined functionality, and increased usability of the system.

Program and Operational Leadership

Provided leadership and management over the following projects. Activities included contract management and contract oversight, oversight of program and technology implementations, establishing program performance goals. Managed client, subcontractor and vendor relationships. Monitored and analyzed program performance data and operational metrics to design program strategies, plans and procedures. Provided staff leadership and operational oversight of operational output, project deliverables and project schedule. Identified, monitored and addressed project risks to assure project objectives are achieved.

- Alabama Department of Human Resources State Disbursement Unit
- Arizona Department of Economic Security, Centralized Payment Processing (CPP)
- Delaware Department of Health and Human Services State Disbursement Unit
- Indiana Department of Child Services, Indiana State Central Collection Unit (INSCCU)
- Maine Department of Health and Human Services State Disbursement Unit
- Michigan Department of Health and Human Services, Michigan Statewide Disbursement Unit (MISDU)
- Minnesota Department of Human Services State Disbursement Unit
- Nevada Department of Health and Human Services, Statewide Collections and Disbursement Unit (SCADU)
- Oregon Department of Justice, Child Support Division, Payment Processing Center (PPC) Implementation
- Interstate Data Exchange Consortium (IDEC) Project
- Financial Institution Data Management Alliance (FIDM) Project

RFP and Procurement Assistance Experience

California Department of Motor Vehicles, Front End Sustainability (FES) Acquisition Project Requirements Development (2018 – 2021)

Managed a project to modernization of DMV Front End systems. Project activities included developing the Stage 2 and Stage 3 related artifacts following the California Statewide Information Management Manual (SIMM) Project Approval Lifecycle (PAL) processes, including functional, non-functional, and technical detailed requirements development. Facilitated numerous worksessions to mature and gain approval of requirements with internal DMV participants and external stakeholders. Oversaw the conversion waterfall requirements to epics and user stories due to a project pivot to an Agile implementation. Developed draft RFP for a system integrator and oversaw Project risk and issue management processes.

California Secretary of State, California Business Connect (CBC) – Procurement Assistance (2011-2012)

Managed a project with the SOS to develop an RFP to procure a system integration consultant for the CBC project. Developed and established overall project management direction for the project following the Statewide Information Management Manual (SIMM), PMI and goals for the project. Collaborated with the client project team to provide strategic, operational and technical direction and guidance. Conducted analysis of existing system artifacts to develop baseline requirements for facilitated sessions. Facilitated review sessions with Subject Matter Experts and End User to define and develop functional, non-functional, project/transition and administrative requirements for the development of a formal system development procurement. Additional activities included reviewing business process maps, conducting gap analysis (As-is / To-be) process flows, recommending process improvements for operations, supporting development of an RFP, addenda and supporting procurement documentation. Further, the team developed an Evaluation Plan and provided evaluation support, including documentation.

City and County of San Francisco
Financial Accounting and Management Information System (FAMIS) Replacement (2014-2015)

Provided consulting services to guide the City and County during the initial efforts related to replacing its financial system. Developed recommendations for a procurement strategy, established the scope of functionality of the new system as well as the implementation approach, facilitated requirements development sessions with City staff across multiple departments, led workshops to gain consensus on the technical and functional requirements, finalized technical and functional requirements, developed a request for qualification document, and assisted in the evaluation process.

State of California, Department of Finance
FI\$Cal System Requirements and Procurement Development (2006-2007)

Led the effort to develop the RFPs related to the State of California's FI\$Cal project and complete a chart of accounts strategy in support of a new ERP implemented within the state. Activities included developing the procurement strategy and approach, conducting requirements workshops across state agencies, documenting and maintaining the functional and technical requirements matrices, on requirements across state agencies, obtaining con developing all procurement related documents in conformance with DGS policies and guidelines, working with DGS, Department of Technology and project leadership in finalizing the procurement documents, and developing the evaluation plan.

State of California, Department of Finance
FI\$Cal Project – Procurement Project Management Services (2010-2012)

Managed a project with the Department of Finance contracted to provide project management services to assist the State of California in implementing and supporting a Project Management Office for the FI\$Cal Procurement effort. Michele directed the project to provide project management and consulting services to the State of California's Department of Finance as the FI\$Cal project implemented the Project Management Office (PMO) to support the procurement effort related to FI\$Cal. This large-scale project is the replacement of the State's current financial systems for a planned statewide ERP solution. The Project Team was part of a multi-person PMO responsible for providing daily management (e.g., status reporting, weekly project team meetings, etc.) of a 30+ person multi-disciplinary project team, including State employees and third-party subcontractors. The Project Team lead the development of

the project management plan (PMP) and start-up of the PMO/PMP processes and facilitated analysis / requirements workshops, contributing to deliverable development and ensuring PMP process execution.

California Department of Education

CNIPS Requirements Analysis and RFP Development (2005 – 2008)

Managed project to (1) to document the functional and technical requirements for the Child Nutrition Information and Payment System (CNIPS) and (2) to develop an RFP to select and contract with a CNIPS system integration contractor. This phase of the overall CNIPS project will result in the selection and procurement of a software integration contractor to implement CNIPS.

California Department of Insurance

Feasibility Study Report and Procurement Assistance

Co-directed a project with the California Department of Insurance to develop a Feasibility Study Report, Information Technology Procurement Plan, RFP, and to support the Department during the subsequent procurement for business intelligence (BI) software that will provide CDI Executive management with user-friendly access to information about the Department's operational status and metrics, industry health and potential problem areas, and provide an environment to better share data across the Department.

CPS Human Resource Services, Applicant Tracking System Phase 1 Project

Directed the development of requirements and system design for a custom Microsoft .NET application. Recent phases include the initiation of the build phase which involves 12 technical staff and over 20 functional team members. The application design specifies a diverse set of applicant tracking, test event management, and correspondence generation functions, among others. The project is employing the Rational Unified Process (RUP) software engineering methodology.

California Department of Forestry

Procurement Assistance – California All Incidents Reporting System (CAIRS) (2003-2005)

Directed a project to provide project management assistance to the Department during procurement efforts related to CAIRS. The objective of the CAIRS project is to obtain an NFIRS-compliant incident reporting system, increase CDF reporting capabilities, and meet Federal and State mandates. Responsible tracking project related risks and issues, facilitating weekly status meetings, and assisting in the development of procurement related documents, including a request for proposal and evaluation procedures. The Department is currently in contract negotiations with the selected vendor.

State of Nevada, Department of Taxation

Unified Tax System Requirements Analysis and Procurement (2004)

Directed a Requirement Analysis project for a Unified Tax System as part of the Department's efforts to procure a new tax system for the State. The project involved conducting work sessions with state personnel to validate the existing use cases, identifying and documenting expanded uses cases to provide more detailed descriptions of needed functionality for the new the Unified Tax System. In addition to detailed requirements analysis, the project included the development of an Implementation Strategy. Throughout this project, UML methodologies were used, with the Enterprise Architect software toolset. The Department of Taxation and Department of Information Technology used the deliverables from this project to create a Request for Proposal for a

new Unified Tax System. As of August 2005, the first phase of the UTS system has been implemented and in production.

Metro-Dade County, Florida Fire and Sheriff

Requirements/Procurement Assistance

Team lead in development of a comprehensive requirements document and requests for proposals (RFPs) related to the County's efforts to modernize their public safety computing capabilities. The requirements documentation and the RFP(s) were developed to procure (1) a highly integrated computer-aided dispatch system jointly serving both the County's Police and Fire Departments, and other local public safety agencies requiring emergency call taking and dispatching services, (2) a Fire records management system that is fully integrated with the CAD system, (3) mobile computing units to support the operational and administrative activities of the Police Department, and (4) the underlying technology to support the operations of the systems.

California Department of Corrections

Budget Process Analysis and Improvement

Managed a project to analyze and re-design CDC's Monthly Budget Plan. The MBP had grown from a rather simple paper-budget process into a very large spreadsheet-driven process for the Department's Institutions. The project includes analysis of the current MBP process and recommendations for improvement before the process was rolled out to the whole organization.

Feasibility Studies

California Commission on Teacher Credentialing, Streamline & Strengthen Accreditation Process (SSAP) Feasibility Study Report (FSR) and RFP

Managed a process to define business / functional requirements, documented proposed solution and alternatives, and compiled work products necessary to develop an FSR and separately, an RFP, in accordance with California procurement regulations.

California Central Valley Regional Water Quality Resources Control Board

Dairy Compliance Planning and Reporting Web-Based Program FSR

Managed a team tasked with the development of a Feasibility Study Report for web-based compliance reporting application, including, research, analysis and documentation of "as-is" business processes; development and documentation of functional requirements; and development of Feasibility Study Report.

Caltrans

Budget Process Management System (BPMS) FSR Development

Directed a project to develop an FSR for designing a dynamic budget planning model system to forecast revenues and expenditures for the purpose of estimating the level of funds available for planning and funding future transportation projects. The project included identifying problems, issues, and advantages of the current SHA Fund Estimate and SHA Cash Balance Estimate models, and determining what enhancements are required for interfaces with existing systems, definition of new requirements for system(s) interfacing, servers, and partner connections, selection of appropriate system software (either off-the-shelf or custom developed), and definition and scheduling of implementation activities.

San Joaquin County Children and Families Commission

FSR Development

Directed a project to design and develop a feasibility study for the development of a shared decision support system for the child and family service agencies for the County. The project included developing and documenting the existing technical and the program/policy environment for County child and family service providers; assessing the technical capabilities of the various service agencies; identifying mission central information elements and the commonality of those elements to various agencies; developing a matrix of potential sharing partners and the information elements to be shared; evaluating the interest of these agencies in supporting an information sharing system; matching existing technical environment and information sharing needs against modern models for electronic information sharing between human service agencies; assessed for "goodness" of fit, and made recommendations for system development offered.

California State Water Resources Control Board (SWRCB)
FSR Development

Directed a Feasibility Study Report (FSR) for the SWRCB Loans and Grants (L&G) Tracking System. Responsibilities include Project Initiation, Business Case Analysis, Baseline Analysis, Proposed Solution Development, Project Management Plan, Risk Management Plan, Economic Analyses Worksheets and helping SWRCB obtain control agency approval.

California Youth Authority
Feasibility Study Report

Managed various projects including Feasibility Study Report development, in compliance with State regulations. The project examined the Department's needs relative to a new integrated system for its health care delivery processes. Also managed an enterprise-wide analysis of ward data needs. A business environment review was conducted including documenting program objectives, current problems and future objectives in ward data needs as well as environmental assessments of business direction, strategies, policies, and functional workflow. Technical reviews of about twelve major legacy applications systems were performed. A logical data model was developed including a logical entity-relationship-diagram supported by narrative description of information subject areas.

Strategic Planning

California Department of Education
IT Strategic Plan

Directed the development of an IT strategic plan for the Department. Completed a technology environment review, including an e-government readiness assessment. Worked with executive staff to develop an IT vision, strategies, and transition plan to migrate the Department to its desired future technology environment.

King County, Washington, Regional Criminal Records Committee
Strategic Plan

Managed a strategic planning project to help focus Committee resources toward achieving its goals for coordinated and accessible regional criminal information. The project included facilitating focus group sessions to identify and articulate improved business practices.

Washington State Patrol
Mobile Computing Best Practices

Managed a project researching the effectiveness of mobile computers for the Patrol. Researched nationwide acceptance of mobile computers by other law enforcement agencies.

California Highway Patrol
Strategic Information System Plan

Served as the team leader during the development of a long-range Strategic Information System Plan for the California Highway Patrol. The plan provided CHP with a comprehensive vision for five years, including platforms, enabling software, network needs, geographic information and application needs such as CAD, traffic accident analysis and others.

Los Angeles County Fire Department
Strategic Information Systems Plan

Managed the project to develop a Strategic Information Systems Plan, which included a comprehensive needs assessment, identified and prioritized information system requirements, defined interfaces to a computer aided dispatch system being developed, and preparation of the Plan.

City of Riverside, California, Sheriff's Department
IT Strategic Plan

Developed strategic plan that created a criminal justice information system to be shared among the County of Riverside's Sheriffs Department and more than 20 other law enforcement agencies in the County. Conducted the requirements analysis phase by reviewing and documenting the current CAD systems, RMS, courts, jail management, and other systems operated by the agencies. Developed data and processing models, evaluated alternatives and developed an implementation plan.

California Department of General Services, Office of the CIO
e-Portal Strategic Plan

Managed an e-Portal strategic plan for the Department. This project resulted in implementation recommendations for transforming the Department's existing website into a portal to support the Department's "virtual front-door" philosophy.

California Department of General Services, Office of the CIO
e-Business Planning

Managed a project to conduct an e-Business Planning project for the Department of General Services, which was documented in a Vision and Strategies Report. The Department undertook the to collectively explore how "One DGS" can, through Internet technologies, become more agile, can gain processing efficiencies, and provide more responsive services. This project included (1) interviews and work sessions with key staff, (2) interviews with key external stakeholders, (3) demonstration forums of "leading edge" approaches to e-business to DGS management and staff, (4) the development of broad web-based technology strategies that support the DGS' goals, business strategies and operational requirements, and (5) development of recommendations relative to policies, principles, and management structures required to successfully integrate Internet technologies into DGS.

California Department of General Services, Telecommunications Division
Fit/Gap Analysis

Managed a project to conduct a fit/gap analysis of automation alternatives to support its public safety radio services. This project included the development of a technical

solution architecture, an evaluation of potential project and financial information management solutions available in the marketplace against the identified architecture, and the development of a business plan that articulates a reasonable implementation approach and strategy for acquiring the desired solution.

California Contractors State License Board
IT Strategic Plan

Directed the development of an IT strategic plan for the Board. Completed a technology environment review, including an e-government readiness assessment. Worked with executive staff to develop an IT vision, strategies, and transition plan to migrate the Board to its desired future technology environment.

San Diego Metropolitan Wastewater Department
IT Strategic Plan

Managed the development of a department-wide technology strategic plan. The plan involved a joint City and Department team that evaluated current technology capabilities in light of business mission and objectives. Detailed strategies and an implementation plan were developed to support an improved use of technology within the Department.

State of Louisiana
IT Strategic Plan

Co-managed a project to develop an enterprise-wide information technology planning process and best practice recommendations for the State of Louisiana. Led multiple teams responsible for (1) development of Web-based IT planning templates for use by State departments and the State's CIO, (2) a best practices project guiding a team of Department executives in best practice outreach for 10 technology areas, as well as an internal assessment of technology utilization within the State, (3) a gap analysis and development of action recommendations, and (4) an IT personnel recruitment and retention study for the State.

Lewis & Clark County and City of Helena, Montana
IT Strategic Plan

Managed the development of a joint City and County enterprise-wide IT strategic plan. Assessed business mission and objectives, identifying core business functions and critical success factors, and evaluating current hardware/software architectures. The project team conducted a gap analysis of technology capabilities and functional needs, and identified strategies to improve (1) the use of technology, (2) the delivery of technology services, (3) IS organization, and (4) both the City's and County's application portfolio.

Arlington County/Arlington Public Schools
IT Strategic Plan

Managed a project working together with the County and Public Schools district in developing an Information Technology (IT) Strategic Plan. The report examines the critical technology challenges and issues Arlington must address, proposed a long term vision for the future of technology, and identified the strategies that addressed: (1) the County's/School's technology environment, (2) centralized and departmental technology spending, (3) IT recruiting and retention issues, and (4) technology governance.

Sacramento County Water Quality Division
IT Master Plan

Managed a project for the Division to prepare an Information Technology Master Plan. The project reviewed the current condition of the Division's Information Technology (IT) resources and capabilities, identified priority issues impacting the Division's use of technology, and provided recommendations and strategies to address these key issues. The Master Plan resulted in a variety of projects and strategies proposed as high-level tactical plans. These projects included an IS organizational strategy, a cost/benefit model, document management strategies, web-based applications, and a data management strategy.

Clark County, Nevada
IT Strategic Plan

Managed an Information Technology Strategic Planning project, which included assessments of business mission and strategies, core business functions, critical success factors, organization structures and applications, information, and hardware/software architectures.

State of Oregon, Department of Transportation
IT Strategic Plan

Co-managed an information technology strategic planning effort, which included: data gathering through interviews and focus group sessions with management and key personnel. Provided analysis and assessment of existing and future business and technology environments. Performed a skills assessment of the information technology staff.

City & County of San Francisco
IT Strategic Plan

Team leader to develop an IT strategic plan, which identified the technology related vision, goals, objectives, and needs of all areas within the City and County.

King County, Washington
IT Strategic Plan

Assisted with the development of an Information Technology Strategic Plan, which included an evaluation of current technology, standards and policies, recommendations for the service delivery organization, a technology vision, alternatives for funding, and a project prioritization methodology.

Additional Experience

California Department of Finance
Security and Operational Recovery Policy

Directed a project to provide consulting services related to the development of a statewide information security and operational recovery policy framework. The project involved providing assistance in developing strategies, identification of key goals, objectives and guidelines for establishing priorities, and development of policies and standards.

California Public Employees Retirement System
Intranet Portal System Development

Directed the development of a custom Intranet project portal for the Enterprise Technical Architecture Unit (ETAU) of CalPERS. Functionality in development includes a database-driven "wizard" to step users through the process of obtaining architecture

review for IT projects, online posting of ETAU documentation, a reference library, FAQ's, and collaboration features such as online forums.

California Public Employees Retirement System
Enterprise Technology Architecture

Directed the development of an Enterprise Technology Architecture Baseline for CalPERS. Managed the project team in collecting technical documentation, databases, and inventories to develop an understanding of the baseline technology environment.

Sacramento County
Web Portal Implementation

Managed a project to implement a new internal (Intranet) and external (Internet) portal framework for Sacramento County citizens and employees, migrating to its Web presence page into an "e-government" site designed to be customer-centric. Project objectives were to define a countywide framework to provide County departments with robust, scaleable and secure portals and to create a new visual style and layout than can be applied throughout the County's web presence and improve accessibility. Four major phases were undertaken, including: E-Government Assessment and Branding, E-Process and Architecture, E-Integration and Implementation, Deployment and Ongoing Operations Recommendations.

State of California, Controllers Office
System Requirements

Managed a project to define the requirements for a new Bank Reconciliation System. Participated in facilitated interviews with many key SCO staff members to gain a thorough understanding of the existing Bank Reconciliation system, and assisted in defining the requirements for the new system. Managed the writing of the State Controller's Office Bank Reconciliation Requirements Report.

California Department of General Services, Office of Technology Resources
Organizational Analysis

Managed a project to facilitate a consolidation of decentralized IT resources and personnel into a centralized service organization. This project involved conducting numerous facilitated sessions with impacted staff and interviews with Division and Office leadership, in order to provide an implementation plan to support the consolidation efforts.

Education

Masters of Science; University of California, Davis

Multiple Subjects Credential; California State University, Sacramento

Bachelor of Science; Notre Dame de Namur University



**California Special
Districts Association**
Districts Stronger Together

CSDA and Foresthill Public Utility District Customized Governance Training and Strategic Planning

Proposal: The fee for customized governance training and strategic planning is \$8,000, inclusive of speaker expenses.

Proposed Schedule of events TBD (Customized Governance Training on day one, Strategic Planning session on day two – two consecutive days)

Term: TBD, by the end of 2026

Details: CSDA would provide one trained, experienced faculty member to deliver the customized governance training.

CSDA would deliver a comprehensive and professional PowerPoint Presentation for use by our faculty member for governance training.

CSDA to provide digital certificates for attendees within two weeks of the close of the workshop (for the governance training)

Fee to include Governance Training Handouts and Strategic Planning Notes.

Foresthill Public Utility District will provide a workshop location and cover any related costs

Foresthill Public Utility District will provide food and beverages as needed

Foresthill Public Utility District to provide audio/video equipment including projector, screen, microphone (if needed), and laptop available for instructor use

Foresthill Public Utility District provides all district attendee names to CSDA for registration, tracking, and certificates

Cost: Foresthill Public Utility District will pay CSDA \$4,000 upon acceptance of this agreement and the balance at the conclusion of the governance training and strategic planning session.

Acceptance:

Foresthill Public Utility District Representative

California Special Districts Association Representative

BOARD DIRECTOR TURNOVER CHECKLIST

Incoming Director: _____

Term Beginning: _____

Outgoing Director: _____

Term Ending: _____

Incoming Director(s): _____

Admin Duties:

- ☐ Set up district email and update distribution groups
- ☐ Create personnel file
- ☐ Update internal Board and Committee rosters
- ☐ Order nameplate
- ☐ Update website to add incoming director
- ☐ Update CSDA roster to add incoming director

General Manager Duties:

- ☐ GM Add filer in [eDisclosure](#) (NetFile) for Form 700 trainings

Instructions:

- [eDisclosure Quick Reference](#) and [eDisclosure Introduction for Filing Officials](#)

Onboarding:

- ☐ Director to file CA Form 700 "Assuming Office" within 30 days of assuming office

Resources:

- [FPPC Form 700 Instructions](#)
- [FPPC Form 700 Trainings](#)
- [FPPC Form 700 Reference Packet](#)
- [Form 700 FAQ Flyer](#)

- ☐ Register / Notify Director of required trainings: **AB 1234& SHP: Verbal Emailed**

- ☐ AB 1234 Ethics training ([CSDA](#)) within 1 year of assuming office **Verbal Emailed Completed:**

- ☐ Sexual Harassment Prevention training for Supervisors ([CSDA](#)) within 6 months of assuming office **Verbal Emailed Completed:**

- ☐ SB-827 New Mandates for Fiscal and Financial Training

- ☐ Provide (confirm with General Manager):

- ☐ [Special District Board Member Handbook \(2023\)](#)
- ☐ [Brown Act Compliance Manual for Special Districts \(2022 Update\)](#)
- ☐

BOARD DIRECTOR TURNOVER CHECKLIST
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- ☐ [Parliamentary Procedure Quick Reference for Special Districts](#)
- ☐ [CSDA Special District Laws Reference Guide \(2020\)](#)
- ☐ Provide an overview of the most recently approved budget and audit

General Manager Duties:

- ☐ Affirm Oath of Office at December Board meeting (or November Board meeting if appointed in lieu of election)
- ☐ General Manager meet with new director
- ☐ General Manager offer District Tour. Tour date:
- ☐ Counsel and General Manager review:
 - ☐ [Government Code Section 53051](#)
 - ☐ [Secretary of State SF-405 Registry of Public Agencies](#)
- ☐ Provide the District's enabling act found in California's statutory codes

BOARD DIRECTOR TURNOVER CHECKLIST
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Incoming Director: _____

Term Beginning: _____

Outgoing Director: _____

Term Ending: _____

Outgoing Director(s): _____

Admin Duties:

- ☐ Deactivate district email
- ☐ Obtain forwarding address and update personnel file if needed
- ☐ Update internal Board and Committee rosters
- ☐ Director to file Form 700 (leaving office) within 30 days of leaving office
- ☐ Update website to remove outgoing director
- ☐ Update CSDA roster to remove outgoing director

General Manager Duties:

- ☐ Process "Leave Office" status change for filer in [eDisclosure](#)

FORESTHILL PUBLIC UTILITY DISTRICT

POLICY HANDBOOK

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2110

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

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

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

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

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

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

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

FPUD POLICY HANDBOOK
Policy #2110 "Health & Welfare Benefits I"
Amended October 2010 & February 2015 & Oct. 14, 2026

FORESTHILL PUBLIC UTILITY DISTRICT

POLICY HANDBOOK

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POLICY NUMBER: 2110

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

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

2110.40 Life Insurance. ~~The District provides life insurance for all regular full-time employees in all job classification, in an amount equal to the employee's annual salary.~~

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

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

FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2100

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

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

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

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

2110.40 Life Insurance. ~~RESERVED The District provides life insurance for all regular full-time employees in all job classifications, in an amount equal to the employee's annual salary.~~

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

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

2110.51 Classic Employees. The District provides the California Public Employee Retirement Plan 3% at 60 formula for all probationary and regular Classic employees. Classic employees are generally those employees who were members of the CalPERS retirement system before January

FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

1, 2013. The employee's contribution of 8% of gross pay is paid by the District per Resolution No. 06-01, "Declaring the Official Intent for Employer Paid Member Contributions".

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

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

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

~~For employees—Employees hired after January 1, 2015, are neither eligible for nor entitled to Retiree Medical Insurance Benefits. the District shall reimburse up to \$300 per month for retiree and shall reimburse up to \$400 per month for retiree plus spouse (this is limited to spouses who are identifiable at the employee's retirement date, subsequent spouses are not eligible) for the costs of health insurance benefits. In order to be eligible for this benefit the employee must retire under the Public Employee Retirement System and have 20 years of continuous service to the District. Nothing herein shall be construed to "vest" retirees with certain health benefits. Upon retiree's death, the District shall reimburse up to \$400 per month for surviving spouse (so long as the spouse was added at time of FPUD employee's retirement) for health insurance benefits.~~

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

FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2100

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

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

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

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

2110.40 Life Insurance. RESERVED

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

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

2110.52 PEPRA Employees. The District provides the California Public Employee Retirement

FORESTHILL PUBLIC UTILITY DISTRICT POLICY HANDBOOK

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

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

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

Employees hired after January 1, 2015, are neither eligible for nor entitled to Retiree Medical Insurance Benefits.

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

contribute to this plan.

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

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FPUD POLICY HANDBOOK
Policy #2110 "Health & Welfare Benefits I"
Amended October 2010 & February 2015 & Oct. 14, 2026

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

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FPUD POLICY HANDBOOK
Policy #2110 "Health & Welfare Benefits I"
Amended October 2010 & February 2015 & Oct. 14, 2026

FPUD RETIREE HEALTH CARE PAID FOR IN 2026

DATE	CK #	NAME	MEMO	AMOUNT	
12/16/25	34613	Keenan & Associates	January 2026 health Ins.	\$22,837.49	
01/02/26	Long #	Humana Insurance Co.	Retiree health Ins Jan 2026	\$399.88	
01/02/26	Long #	Humana Insurance Co.	Retiree health Ins Jan 2026	\$411.83	
01/14/26	Long #	United Healthcare	Retiree medical insurance	\$153.40	
01/14/26	Long #	United Healthcare	Retiree health Ins. – Feb	\$153.40	
01/20/26	34639	Keenan & Associates	Feb. 2026 health insurance	\$22,837.49	
01/27/26	34643	Kurt Reed	Health Insurance Jan 2026	\$300.00	<u>\$47,092.61</u>
02/02/26	Long #	United Healthcare	Retiree medical Ins. – Feb.	\$153.40	
02/25/26	Long #	United Healthcare	Retiree medical ins. – March	\$153.40	
02/02/26	Long #	United Healthcare	Retiree medical ins. – Feb.	\$153.40	
02/25/26	Long #	United Healthcare	Retiree medical ins. – March	\$153.40	
02/17/26	34663	Keenan & Associates	EE Health Insurance – March	\$24,286.03	
02/02/26	Long #	Humana Insurance Co.	Retiree health Ins. – Feb	\$399.88	
02/25/26	Long #	Humana Insurance Co.	Retiree Health Ins. – March	\$399.88	
02/02/26	Long #	Humana Insurance Co.	Retiree health Inc – Feb	\$411.83	
02/25/26	Long #	Humana Insurance Co.	Retiree health Inc. – March	\$411.83	<u>\$26,523.05</u>
03/03/26	34688	Kurt Reed	Retiree Health Ins. Feb. 2026	\$300.00	
03/24/26	34680	Keenan & Associates	April EE health Ins	\$24,286.93	
03/24/26	34682	MidAmerica Adm.&Ret Sol.	Q4 2025 Retiree Health Adm.	\$213.00	
03/25/26	Long #	United Healthcare	Retiree Medical Care—April	\$153.40	
03/03/26	Long #	United Healthcare	Reiree Medical care—April	\$153.40	<u>\$25,106.73</u>
04/02/26	Long #	Humana Insurance Co.	Retiree Health Ins.	\$399.88	
04/02/26	Long #	Humana Insurance Co.	Retiree Health Ins.	\$411.83	
04/21/26	34711	Keenan & Associates	May 2026 health insurance	\$24,286.93	<u>\$25,098.64</u>
05/04/26	Long #	Humana Insurance Co.	Retiree Health Insu. – May	\$399.88	
05/04/26	Long #	Humana Insurance Co.	Retiree Health Insur. – May	\$411.83	
05/04/26	Long #	United Healthcare	Retiree Medical Care – May	\$153.40	
05/04/26	Long #	United Healthcare	Retiree Medical Care – May	\$153.40	
05/19/26	34734	Keenan & Associates	EE medical insur. – May 2026	\$24,286.93	
05/20/26	34737	Kurt Reed	Health Insu Mar, Apr, May 2026	\$1,019.30	
05/26/26	Long #	MidAmerica Adm.&Ret Sol.	Retiree Health Ins.	\$2,000.00	
05/29/26	Long #	Humana Insurance Co.	Retiree Health Ins – June	\$399.88	
05/29/26	Long #	Humana Insurance Co.	Retiree Health Ins – June	\$411.83	
05/29/26	Long #	United Healthcare	Retiree Health Ins. – June	\$153.40	
05/29/26	Long #	United Healthcare	Retiree Health Inc. – June	\$153.40	<u>\$29,543.25</u>
06/17/26	34757	Kurt Reed	Health Insur. – June 2026	\$359.65	
06/17/26	34756	Keenan & Associates	Jul health/Mercadao/Anderson/Middleton	\$28,835.25	
06/26/26	Long #	United Healthcare	Health Insu	\$153.40	
06/26/26	Long #	United Healthcare	Health Insu	\$153.40	
06/30/26	34768	MidAmerica Adm.&Ret Sol.	First quarter 2026 Retiree Health	\$213.00	<u>\$29,714.70</u>

Jan – June = \$183,078.98 X 2 = \$366,157.96

01/16/26	Long #	Mutual of Omaha	AD&D, Life Ins	\$517.91
02/19/26	Long #	Mutual of Omaha	AD&D, Life Ins	\$562.98
03/20/26	Long #	Mutual of Omaha	AD&D, LTD	\$562.98
04/17/26	Long #	Mutual of Omaha	LTD, AD& D	\$562.98
05/21/26	Long #	Mutual of Omaha	AD&D, LTD	\$562.98
06/22/26	ooo1	Mutual of Omaha	AD&D, Ltd.	\$228.26

FPUD HEALTH CARE FOR RETIREES - FIVE RETIREES AND WIVES = 10

				2024	
DATE	CK #	NAME	MEMO	PAID AMT	
12/03/24	34209	Kurt Reed	Health Insurance Nov 2024	\$273.00	
12/05/24	ACH	MidAmerica Adm.	Retiree Insurance	\$670.00	
12/17/24	34222	Humana Ins. Company	Jan 2025 Retiree Insurance	\$716.12	
12/17/24	34225	Keenan & Assoc.	EE medical Insur. Jan. 2025	\$18,942.44	
12/17/24	34227	MidAmerica Adm.	HRA Admin Fees 7/1/24 – 9/30/24	\$213.00	
12/31/24	34240	Kurt Reed	Health insurance Dec. 2024	\$273.00	\$22,243.56
				2025	
01/03/25	ACH	United Healthcare	CL Retiree Health Care Jan 2025	\$121.60	
01/03/25	ACH	United Healthcare	PL Retiree Health Care Jan. 2025	\$121.60	
01/14/25	34251	Humana Ins. Company	Feb. Retiree health insurance	\$716.12	
01/21/25	34257	Keenan & Assoc.	EE Medical Ins. Feb. 2025	\$18,942.44	
01/21/25	34528	Kurt Reed	Health Insurance, Jan. 2025	\$273.00	\$20,174.76
02/03/25	ACH	United Healthcare	CL Retiree Health Care Feb. 2025	\$121.60	
02/03/25	ACH	United Healthcare	PL Retiree Health Care Feb. 2025	\$121.60	
02/18/25	34281	Humana Ins. Company	March Retiree healthcare	\$716.12	
02/18/25	34282	Keenan & Assoc.	EE Medical Insurance Mar 2025	\$18,942.44	
02/18/25	ACH	MidAmerica Adm.	Retiree Insurance	\$1,000.00	\$20,901.76
03/05/25	ACH	United Healthcare	PL Retiree Health Insur. March 2025	\$121.60	
03/05/25	ACH	United Healthcare	CL Retiree Health Insur. March 2025	\$121.60	
03/11/25	34301	Kurt Reed	Health Insurance Feb. 2025	\$273.00	
03/18/25	34310	Humana Insur. Co.	April Retiree Health	\$716.12	
03/18/25	34314	Keenan & Assoc.	EE Medical Ins. Apr 2025	\$18,942.44	
03/31/25	ACH	United Healthcare	PL Retiree Health Ins. Apr. 2025	\$121.60	
03/31/25	ACH	United Healthcare	CL Retiree Health Ins. April 2025	\$121.60	\$20,417.96
04/01/25	34323	Kurt Reed	Health Insurance Mar 2025	\$310.00	
04/17/25	34377	Humana Ins. Company	May Retiree Insurance	\$716.12	
04/17/25	34388	Keenan & Assoc.	EE Medical Insurance May 2025	\$18,942.44	
04/17/25	34339	Kurt Reed	Health Insurance April 2025	\$300.00	\$20,268.56
05/08/25	ACH	United Healthcare	PL Retiree Health Ins. May 2025	\$121.60	
05/08/25	ACH	United Healthcare	CL Retiree Health Care Inc. May 2025	\$121.60	
05/19/25	ACH	Keenan & Assoc.	EE med insurance June 2025	\$15,775.68	
05/22/25	ACH	Humana Insurance Co.	PL June 25 retiree health insurance	\$352.08	
05/22/25	ACH	Humana Insurance Co.	CL June 25 retiree health Insurance	\$364.04	
05/27/25	ACH	MidAmerica Adm.	Retiree Insurance	\$1,500.00	\$18,235.00
06/04/25	Long #	United Healthcare	PL Retiree Health Ins June 2025	\$121.60	
06/04/25	Long #	United Healthcare	CL Retiree Health Ins June 2025	\$121.60	
06/17/25	34418	Kurt Reed	May & Jun 2025 health ins reimburs.	\$610.00	
06/17/25	34417	Keenan & Assoc.	July health	\$18,150.75	\$19,003.95
07/03/25	Long #	Humana Ins Co.	Retiree Health Insurance July	\$399.88	
07/03/25	Long #	Humana Ins. Co.	CL Retiree Health Ins. July	\$411.83	
07/03/25	Long #	United Healthcare	Retiree Health Insurance July	\$121.60	

Sheet1

07/03/25	Long #	United Healthcare	Retiree Health Insurance July	\$121.60	
07/15/25	34445	MidAmerica Adm.	HRA Admin. Fee 1/1/25 – 3/31/25	\$213.00	
07/15/25	34444	Kurt Reed	Retiree Health Insur. July 2025	\$300.00	
07/17/25	34452	Keenan & Assoc.	Aug Health	\$18,150.75	\$19,718.66
08/04/25	Long #	Humana Ins	CL Retiree Health Insu Aug. 2025	\$411.83	
08/04/25	Long #	United Healthcare	PL Retiree Health Insurance Aug 2025	\$91.50	
08/04/25	Long #	United Healthcare	CL Retiree Health Insurance Aug 2025	\$91.50	
08/04/25	Long #	Humana Ins. Co	L Retiree Health Insurance Aug 2025	\$399.88	
08/19/25	34479	Keenan & Assoc.	Sept 25 Health	\$18,150.75	
08/19/25	34480	Kurt Reed	Health Insurance Aug 2025	\$300.00	
08/28/25	Long #	MidAmerica Adm.	Retiree Health Insur	\$2,000.00	\$21,445.46
09/02/25	Long #	Humana Insur. Co.	Retiree health Insur. Aug	\$411.83	
09/02/25	Long #	Humana Insur. Co.	Retiree health Ins – Aug	\$399.88	
09/16/25	34505	Keenan & Assoc.	October 25 Health	\$18,150.75	
09/16/25	34507	MidAmerica Adm.	Second quarter 2025 retiree health	\$213.00	
09/16/25	34506	Kurt Reed	Health Insurance Sept 2025	\$300.00	
09/30/25	Long #	MidAmerica Adm.	Retiree Health Insur	\$670.00	\$20,145.46
10/02/25	Long #	Humana Insur. Co.	Retiree health insu—Sept.	\$411.83	
10/02/25	Long #	Humana Insur. Co.	Retiree Health Insur – Sept.	\$399.88	
10/21/25	34539	Keenan & Assoc.	November 25 Health	\$20,789.68	
10/21/25	34540	Kurt Reed	Retiree Health Insur. Oct. 2025	\$300.00	\$21,901.39
			What replaced United Health Care Ins?		
11/03/25	Long #	Humana Insur. Co.	Retiree health ins. Nov 2025	\$399.88	
11/03/25	Long #	Humana Insur. Co.	Retiree health insur. – Nov. 2025	\$411.83	
11/18/25	34571	Keenan & Assoc.	Dec. 2025 health insurance	\$20,789.68	\$21,601.39
12/02/25	34583	Kurt Reed	Health Insurance Nov 2025	\$300.00	
12/04/25	Long #	Humana Insur. Co.	Retiree health insur Dec 2025	\$399.88	
12/04/25	Long #	Humana Insurance Co.	Retiree Health Ins Dec 2025	\$411.83	
12/09/25	Long #	MidAmerica Adm.	retiree Health Ins	\$2,000.00	
12/16/25	34614	MidAmerica Adm.	Third quarter 2025 retiree health	\$213.00	
01/07/26	34627	Kurt Reed	Health Insurance Dec 2025	\$300.00	<u>\$3,624.71</u>
			2025 total --		\$247,097.62
12/17/24	34235	Mutual of Omaha	EE Life Insurance Jan 2025	\$390.82	
01/21/25	34259	Mutual of Omaha	EE Life Insurance Feb. 2025	\$390.82	
02/25/25	34289	Mutual of Omaha	EE Life Insurance March 2025	\$390.82	
03/25/25	34319	Mutual of Omaha	EE Life Insurance April 2025	\$390.82	
04/29/25	34352	Mutual of Omaha	EE Life Insurance May 2025	\$390.82	
05/20/25	34379	Mutual of Omaha	AD & D, LTD June 2025	\$390.82	
06/24/25	34428	Mutual of Omaha	July retiree insurance	\$390.82	
07/23/25	34455	Mutual of Omaha	Retiree Life Insurance Aug. 2025	\$390.82	
08/26/25	34486	Mutual of Omaha	EE Life Insuranc Sept. 2025	\$390.82	
09/30/25	34520	Mutual of Omaha	EE Life Insurance Oct 2025	\$390.82	
10/29/25	Long #	Mutual of Omaha	EE Life Insurance Nov 2025	\$517.91	
11/14/25	Long #	Mutual of Omaha	EE Life insurance – Dec 2025	\$517.91	\$4,944.02

FORESTHILL PUBLIC UTILITY DISTRICT

POLICY HANDBOOK

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2110

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

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

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

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

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

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

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

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

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

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

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September 15, 2026

Hank White
General Manager
Foresthill Public Utility District
24540 Main Street
Foresthill, CA 95631

RE: Plan Year 2027 PACE Medical Renewal

Dear Hank:

As the PACE JPA enters its 14th year of providing competitive health benefit solutions to member agencies, we extend our sincere appreciation for your continued partnership and participation. PACE remains committed to delivering high-quality healthcare programs, financial stability, innovative solutions, and exceptional member support on behalf of our participating agencies. The PACE Executive Committee and Board of Directors remain actively engaged in monitoring financial performance, reviewing program enhancements, evaluating emerging healthcare solutions, and supporting initiatives that promote member health and well-being. Throughout the year, the Board meets regularly to ensure member agencies remain informed and engaged in PACE's strategic direction and governance.

PACE continues its valued partnerships with Anthem Blue Cross, Kaiser Permanente, and Catilize Health (CompleteCare Administrator) to provide comprehensive and competitive healthcare benefits for participating agencies and their employees.

NEW FOR 2027

Express Scripts Pharmacy Benefit Manager (PBM)

Effective January 1, 2027, PACE will transition pharmacy benefit management services for the Anthem self-funded EPO and PPO plans from EmpiRx Health to Express Scripts. This change is intended to enhance clinical oversight, strengthen pharmacy cost management strategies, expand member support resources, and support the long-term sustainability of the PACE health program. You will receive additional information as we go through implementation with Express Scripts. Note: pharmacy benefits for the self-funded HDHP and fully-insured HMO plans will continue directly through Anthem.

Handl Health

PACE is pleased to introduce Handl Health for Anthem self-funded EPO, PPO and HDHP members beginning in 2027. Handl Health is a healthcare navigation and provider transparency

solution designed to help members identify high-quality, cost-effective providers and facilities for planned medical services. Through access to quality and cost comparison tools, the program supports informed healthcare decisions while promoting improved health outcomes and responsible healthcare spending.

Samaritan Fund

PACE is also introducing Samaritan Fund, a program established to assist eligible members experiencing extraordinary medical conditions. The program is PACE's commitment to supporting employees and their families during challenging circumstances. Promotional materials have been distributed and interested employees should complete a HIPAA form to begin the process.

2027 MEDICAL RENEWAL

On August 26, 2026, following review of actuarial projections, claims experience, financial performance, and carrier renewal recommendations, the PACE Board of Directors approved the following renewal actions, effective January 1, 2027:

- Anthem Self-Funded EPO, PPO and High Deductible Health Plans: 8.65%
- Complete Care: 8.65%

The Anthem self-funded renewal action includes a 3% margin. CompleteCare, administered by Catalize Health, will increase to \$538 per participant per month for the 2027 plan year. In addition, the individual stop-loss retention level will end up between the current \$285,000 and \$300,000, reflecting PACE's continued strategy to balance financial stability with long-term rate competitiveness.

PLAN DESIGN CHANGES AND REGULATORY UPDATES

Anthem and Kaiser plan designs will remain unchanged unless modifications are required by Federal or State mandates, as outlined below:

High-Deductible Health Plans (HDHPs)

Effective January 1, 2027, the Internal Revenue Service (IRS) has increased the minimum deductible requirements for HSA-qualified High-Deductible Health Plans to:

- \$1,750 for self-only coverage
- \$3,500 for family coverage

In addition, the maximum annual out-of-pocket limits for HSA-qualified HDHPs will increase to:

- \$8,700 for self-only coverage
- \$17,400 for family coverage

These changes will be reflected in the 2027 Plan Summaries and Summary of Benefits and Coverage (SBC) documents.

Note: IRS guidance defines HDHP minimum deductible requirements for self-only and family coverage and does not establish a separate "individual within a family" deductible requirement.

VALUE-ADDED PROGRAMS

PACE remains committed to supporting the health and well-being of its members through a comprehensive portfolio of value-added programs available through Anthem Blue Cross. These programs provide convenient access to care, digital health tools, wellness resources, and cost-saving opportunities designed to enhance the member experience.

Additional information regarding Anthem value-added programs, digital health tools, wellness resources, and member support services is available on the PACE Benefits webpage at www.pacejpa.org/benefits

WELLNESS

PACE remains committed to promoting healthy lifestyles and supporting employee well-being. During 2027, PACE will continue evaluating opportunities to enhance its wellness offerings, including potential improvements and alternatives to the current Personify Health platform. KeenanWell, in partnership with PACE Management, is actively reviewing available solutions and emerging wellness resources to ensure members have access to meaningful programs that support physical, emotional, and financial well-being.

A subcommittee has been established to evaluate vendor partners and wellness solutions for 2027 and beyond. The committee will provide an update on their progress at the December Full Board meeting.

PLAN YEAR 2027 RENEWAL RATES FOR Foresthill Public Utilities Department

ANTHEM EPO 10	2026 Rates	2027 Rates
EE	\$1,449.44	\$1,574.82
EE & 1 Dep	\$2,898.87	\$3,149.62
EE & 2+ Deps	\$3,768.54	\$4,094.51
% Change over Rates		8.65%

ANTHEM PPO 250	2026 Rates	2027 Rates
EE	\$1,385.82	\$1,505.69
EE & 1 Dep	\$2,771.62	\$3,011.37
EE & 2+ Deps	\$3,603.11	\$3,914.78
% Change over Rates		8.65%

We sincerely appreciate the trust and partnership that Foresthill Public Utilities Department has placed in PACE. It is a pleasure serving your employees and their families, and we look forward to another successful year together. Our Board of Directors, Executive Committee, and service partners remain committed to providing competitive health benefits, innovative programs, and exceptional member support. If you have any questions regarding your 2027 PACE medical renewal or the programs described above, please do not hesitate to contact us.

Sincerely,

Robin Neer
Account Executive, Keenan

CC: E. Peter McNamara, Keenan
Teri Graf, Keenan

Your summary of benefits



Anthem® Blue Cross Life and Health Insurance Company

Your Plan: PACE:Custom EPO (0/10/0)

Your Network: EPO

Visits with Virtual Care-Only Providers	Cost through our mobile app and website
Primary Care, and medical services for urgent/acute care	No charge
Mental Health & Substance Use Disorder Services	No charge
Specialist care	\$10 copay per visit

Covered Medical Benefits	Cost if you use an In-Network Provider
Overall Deductible	\$0 person
Overall Out-of-Pocket Limit	\$1,500 person / \$3,000 family

To get benefits under this Plan, you must use In-Network Providers. **Services from Out-of-Network Providers are not covered**, except for Emergency or Urgent Care, Authorized Services, or when required by law. Please be sure to contact us if you are not sure if we have approved an Authorized Service.

The family out-of-pocket limit is embedded, meaning each covered person is capped at his or her per person out-of-pocket limit; in addition, cost shares for all covered family members apply to the family out-of-pocket limit, yet no one member will pay more than the per person out-of-pocket limit.

All medical deductibles, copayments and coinsurance apply to the out-of-pocket limit.

Doctor Visits (virtual and office) *You are encouraged to select a Primary Care Physician (PCP).*

Primary Care (PCP) and Mental Health and Substance Use Disorder Services <i>virtual and office</i>	\$10 copay per visit
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Specialist Provider <i>virtual and office</i>	\$10 copay per visit
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Other Practitioner Visits

Maternity services

Prenatal and Postpartum care	\$10 copay per visit
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Delivery	No charge
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Retail Health Clinic <i>for routine care and treatment of common illnesses; usually found in major pharmacies or retail stores.</i>	\$10 copay per visit
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Manipulation Therapy <i>Coverage is limited to 30 visits per benefit period.</i>	\$10 copay per visit
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Covered Medical Benefits	Cost if you use an In-Network Provider
Acupuncture	\$10 copay per visit
<u>Other Services in an Office</u>	
Allergy Testing	\$10 copay per visit
Prescription Drugs <i>Dispensed in the office</i> <i>Maximum of \$150 member cost share per drug.</i>	20% coinsurance
Surgery	\$10 copay per surgery
Preventive care / screenings / immunizations	No charge
Preventive Care for Chronic Conditions <i>per IRS guidelines</i>	No charge
<u>Diagnostic Services Lab</u>	
Office	No charge
Freestanding Lab	No charge
Outpatient Hospital	No charge
<u>Diagnostic Services X-Ray</u>	
Office	No charge
Freestanding Radiology Center	No charge
Outpatient Hospital	No charge
<u>Diagnostic Services Advanced Diagnostic Imaging</u> <i>for example: MRI, PET and CAT scans</i>	
Office	\$100 copay per service
Freestanding Radiology Center	\$100 copay per service
Outpatient Hospital	\$100 copay per service
<u>Emergency and Urgent Care</u>	
Urgent Care <i>includes doctor services. Additional charges may apply depending on the care provided.</i>	In-Network and Out-of-Network Providers: \$10 copay per visit
Emergency Room Facility Services <i>\$100 deductible waived if admitted directly from ER.</i>	In-Network and Out-of-Network Providers: No charge after deductible is met
Emergency Room Doctor and Other Services	In-Network and Out-of-Network Providers: No charge
Ambulance	In-Network and Out-of-Network Providers: \$100 copay per trip

Covered Medical Benefits	Cost if you use an In-Network Provider
<u>Outpatient Mental Health and Substance Use Disorder Services at a Facility</u> Facility Fees Doctor Services	 No charge No charge
<u>Outpatient Surgery</u> Facility Fees Hospital Ambulatory Surgical Center Physician and other services <i>including surgeon fees</i> Hospital	 No charge No charge No charge
<u>Hospital (Including Maternity, Mental Health and Substance Use Disorder Services)</u> Facility Fees Physician and other services <i>including surgeon fees</i>	 No charge No charge
<u>Home Health Care</u> <i>Coverage is limited to 100 visits per benefit period.</i>	\$10 copay per visit
<u>Therapy Services</u> Rehabilitation and Habilitation services <i>including physical, occupational and speech therapies.</i> <i>Coverage for physical and occupational therapies is limited to 40 visits combined per benefit period. Coverage for speech therapy is limited to 20 visits per benefit period.</i> Office Outpatient Hospital	 \$10 copay per visit \$10 copay per visit
Pulmonary rehabilitation <i>office and outpatient hospital</i>	\$10 copay per visit
Cardiac rehabilitation <i>office and outpatient hospital</i> <i>Coverage is limited to 36 visits per benefit period.</i>	\$10 copay per visit
Dialysis/Hemodialysis <i>office and outpatient hospital</i>	\$10 copay per visit
Chemo/Radiation Therapy <i>office and outpatient hospital</i>	\$10 copay per visit
Skilled Nursing Care (facility) <i>Coverage is limited to 100 days per benefit period.</i>	No charge
Inpatient Hospice	No charge
<u>Additional Services, Equipment and Devices</u>	

Covered Medical Benefits	Cost if you use an In-Network Provider
Durable Medical Equipment	20% coinsurance
Prosthetic Devices	No charge

Covered Prescription Drug Benefits	Cost if you use an In-Network Pharmacy	Cost if you use an Out-of-Network Pharmacy
Pharmacy Deductible	Not covered	Not covered
Pharmacy Out-of-Pocket Limit	Not covered	Not covered
Prescription Drug Coverage Network: Drug List:		
Day Supply Limits:		
Tier 1 - Typically Generic	Not covered (retail and home delivery)	Not covered (retail and home delivery)
Tier 2 – Typically Preferred Brand	Not covered (retail and home delivery)	Not covered (retail and home delivery)
Tier 3 - Typically Non-Preferred Brand	Not covered (retail and home delivery)	Not covered (retail and home delivery)
Tier 4 - Typically Specialty (brand and generic)	Not covered (retail and home delivery)	Not covered (retail and home delivery)

Notes:

- If you have an office visit with your Primary Care Physician, Specialist or Urgent Care at an Outpatient Facility (e.g., Hospital or Ambulatory Surgical Facility), benefits for Covered Services will be paid under “Outpatient Facility Services”.
- Costs may vary by the site of service. Other cost shares may apply depending on services provided. Check your Certificate of Coverage for details.
- The limits for physical, occupational, and speech therapy, if any apply to this plan, will not apply if you get care as part of the Mental Health and Substance Use Disorder benefit.
- Coverage includes standard fertility preservation services as a basic healthcare service including but are not limited to, injections, cryopreservation and storage for both male and female members when a medically necessary treatment may cause iatrogenic infertility. Member cost share for fertility preservation services is based on provider type and service rendered.

Your summary of benefits



Anthem® Blue Cross Life and Health Insurance Company

Your Plan: PACE: Modified Classic PPO 250/20/10

Your Network: Select PPO

Visits with Virtual Care-Only Providers	Cost through our mobile app and website
Primary Care, and medical services for urgent/acute care	No charge medical deductible does not apply
Mental Health & Substance Use Disorder Services	No charge medical deductible does not apply
Specialist care	\$20 copay per visit medical deductible does not apply

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use an Out-of-Network Provider
Overall Deductible	\$250 person / \$750 family	\$250 person / \$750 family
Overall Out-of-Pocket Limit	\$2,500 person / \$5,000 family	\$6,500 person / \$13,000 family
The family deductible and out-of-pocket limit are embedded, meaning the cost shares of one family member will be applied to the per person deductible and per person out-of-pocket limit; in addition, amounts for all covered family members apply to both the family deductible and family out-of-pocket limit. No one member will pay more than the per person deductible or per person out-of-pocket limit. All medical deductibles, copayments and coinsurance apply to the out-of-pocket limit. In-Network and Out-of-Network deductibles are combined and accumulate toward each other; however, In-Network and Out-of-Network out-of-pocket limit amounts accumulate separately and do not accumulate toward each other.		
Doctor Visits (virtual and office) <i>You are encouraged to select a Primary Care Physician (PCP).</i>		
Primary Care (PCP) and Mental Health and Substance Use Disorder Services <i>virtual and office</i>	\$20 copay per visit medical deductible does not apply	30% coinsurance after medical deductible is met
Specialist Provider <i>virtual and office</i>	\$20 copay per visit medical deductible does not apply	30% coinsurance after medical deductible is met
<u>Other Practitioner Visits</u>		
Maternity services Prenatal and Postpartum care	\$20 copay per visit medical deductible does not apply	30% coinsurance after medical deductible is met
Delivery	10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use an Out-of-Network Provider
Retail Health Clinic <i>for routine care and treatment of common illnesses; usually found in major pharmacies or retail stores.</i> Manipulation Therapy <i>Coverage is limited to 30 visits per benefit period.</i> Acupuncture <i>Coverage is limited to 20 visits per benefit period.</i>	\$20 copay per visit medical deductible does not apply \$20 copay per visit medical deductible does not apply \$20 copay per visit medical deductible does not apply	30% coinsurance after medical deductible is met 30% coinsurance after medical deductible is met 30% coinsurance after medical deductible is met
<u>Other Services in an Office</u> Allergy Testing Prescription Drugs <i>Dispensed in the office</i> <i>Maximum of \$250 member cost share per drug.</i> Surgery	10% coinsurance after medical deductible is met 30% coinsurance after medical deductible is met 10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met 30% coinsurance after medical deductible is met 30% coinsurance after medical deductible is met
Preventive care / screenings / immunizations	No charge	30% coinsurance after medical deductible is met
Preventive Care for Chronic Conditions <i>per IRS guidelines</i>	No charge	Cost share is based on the setting services are received.
<u>Diagnostic Services Lab</u> Office Freestanding Lab Outpatient Hospital	10% coinsurance after medical deductible is met 10% coinsurance after medical deductible is met 10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met 30% coinsurance after medical deductible is met 30% coinsurance after medical deductible is met
<u>Diagnostic Services X-Ray</u> Office Freestanding Radiology Center	10% coinsurance after medical deductible is met 10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met 30% coinsurance after medical deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use an Out-of-Network Provider
Outpatient Hospital	10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met
<u>Diagnostic Services</u> Advanced Diagnostic Imaging <i>for example: MRI, PET and CAT scans</i> Office Freestanding Radiology Center Outpatient Hospital	10% coinsurance after medical deductible is met 10% coinsurance after medical deductible is met 10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met 30% coinsurance after medical deductible is met 30% coinsurance after medical deductible is met
<u>Emergency and Urgent Care</u> Urgent Care <i>includes doctor services. Additional charges may apply depending on the care provided.</i> Emergency Room Facility Services <i>\$150 deductible waived if admitted directly from ER</i> Emergency Room Doctor and Other Services Ambulance	\$20 copay per visit medical deductible does not apply 10% coinsurance after medical deductible is met 10% coinsurance after medical deductible is met 10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met Covered as In-Network Covered as In-Network Covered as In-Network
<u>Outpatient Mental Health and Substance Use Disorder Services at a Facility</u> Facility Fees Doctor Services	10% coinsurance after medical deductible is met 10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met 30% coinsurance after medical deductible is met
<u>Outpatient Surgery</u> Facility Fees Hospital Ambulatory Surgical Center	10% coinsurance after medical deductible is met 10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met 30% coinsurance after medical deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use an Out-of-Network Provider
Physician and other services <i>including surgeon fees</i> Hospital	10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met
<u>Hospital (Including Maternity, Mental Health and Substance Use Disorder Services)</u> <i>Anthem's maximum payment is up to \$1,000 per day for non-emergency Inpatient admissions to Out-of-Network Providers.</i> Facility Fees Physician and other services <i>including surgeon fees</i>	10% coinsurance after medical deductible is met 10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met 30% coinsurance after medical deductible is met
<u>Home Health Care</u> <i>Coverage is limited to 100 visits per benefit period.</i>	10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met
<u>Therapy Services</u> Rehabilitation and Habilitation services <i>including physical, occupational and speech therapies.</i> Office Outpatient Hospital	10% coinsurance after medical deductible is met 10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met 30% coinsurance after medical deductible is met
Pulmonary rehabilitation <i>office and outpatient hospital</i>	10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met
Cardiac rehabilitation <i>office and outpatient hospital</i>	10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met
Dialysis/Hemodialysis <i>office and outpatient hospital</i>	10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met
Chemo/Radiation Therapy <i>office and outpatient hospital</i>	10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met
Skilled Nursing Care (facility) <i>Coverage is limited to 100 days per benefit period.</i>	10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use an Out-of-Network Provider
Inpatient Hospice	No charge	30% coinsurance after medical deductible is met
<u>Additional Services, Equipment and Devices</u>		
Durable Medical Equipment	10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met
Prosthetic Devices	10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met
Wigs <i>Coverage for wigs is limited to 1 item after cancer treatment per benefit period.</i>	10% coinsurance after medical deductible is met	30% coinsurance after medical deductible is met

Covered Prescription Drug Benefits	Cost if you use an In-Network Pharmacy	Cost if you use an Out-of-Network Pharmacy
Pharmacy Deductible	Not covered	Not covered
Pharmacy Out-of-Pocket Limit	Not covered	Not covered
Prescription Drug Coverage		
Network:		
Drug List:		
Day Supply Limits:		
Tier 1 - Typically Generic	Not covered (retail and home delivery)	Not covered (retail and home delivery)
Tier 2 - Typically Preferred Brand	Not covered (retail and home delivery)	Not covered (retail and home delivery)
Tier 3 - Typically Non-Preferred Brand	Not covered (retail and home delivery)	Not covered (retail and home delivery)
Tier 4 - Typically Specialty (brand and generic)	Not covered (retail and home delivery)	Not covered (retail and home delivery)

Notes:

- If you have an office visit with your Primary Care Physician, Specialist or Urgent Care at an Outpatient Facility (e.g., Hospital or Ambulatory Surgical Facility), benefits for Covered Services will be paid under “Outpatient Facility Services”.
- Costs may vary by the site of service. Other cost shares may apply depending on services provided. Check your Certificate of Coverage for details.

FORESTHILL PUBLIC UTILITY DISTRICT

POLICY HANDBOOK

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

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

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

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

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

2140.50 Requests for advancement of wages may be submitted only once per 30 day pay period, and frequent requests shall be grounds for denial of authorization.

FORESTHILL PUBLIC UTILITY DISTRICT

POLICY HANDBOOK

POLICY TITLE: Disciplinary Action
POLICY NUMBER: 2260

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

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

2260.201 Discourteous treatment of the public or fellow employees.

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

2260.203 Repeated absences or tardiness.

2260.204 Abuse of sick leave.

2260.205 Disorderly conduct.

2260.206 Incompetency or inefficiency.

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

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

2260.209 Neglect of duty.

2260.210 Dishonesty.

2260.211 Misuse of District property.

2260.212 Willful disobedience.

2260.213 Conduct unbecoming a District employee.

2260.30 Disciplinary Action. All disciplinary action shall be made known to the Board of Directors.

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

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

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

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

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

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

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

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

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

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

FORESTHILL PUBLIC UTILITY DISTRICT

POLICY HANDBOOK

POLICY TITLE: 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** Request For Proposal (RFP) 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** RFP's 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 proposals 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 proposals 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 RFP accepted by the Board of Directors.

3080.20 Authorized Purchases Under Awarded Annual Contracts: The award of an annual contract by the Board of Directors authorizes the purchase of the specified article(s) at the price specified in the accepted bid. The following District employees are authorized to issue purchase orders for the delivery of any article(s) specified in an annual contract, but the total dollar amount of the article(s) approved by that employee shall not exceed the authorized expenditure amount for that employee's position for any one (1) month:

<u>Employee Position</u>	<u>Maximum Monthly Expenditure Authorization for Equipment and Supplies</u>
General Manager	\$10,000
Business Manager and Operations Manager	\$5,000
Lead Operators	\$2,500

For any purchase that would exceed the employee's maximum monthly expenditure authorization, the employee must obtain authorization from the Board of Directors prior to issuing a purchase order.

3080.30 Modification of Contracts for Equipment or Supplies: A contract entered into on behalf of the District for the provision of article(s) shall not be altered or changed in any manner, unless the proposed change is approved by a vote of two-thirds (2/3) of the Board of Directors and consented to by the contractor. The particular change or alteration shall be specified in writing and its cost agreed upon between the Board of Directors and the contractor.

3080.40 Procedure for Purchase Equal To or Under \$10,000: If the District requires the purchase of any article(s), for which no annual contract has been entered into and the amount involved in the purchase is equal to or less than Ten Thousand Dollars (\$10,000), the Board of Directors may purchase the article(s) without advertising for RFPs 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 preliminary quotes from vendors to obtain any necessary article(s). The District employee shall obtain a minimum of three (3) preliminary quotes for each type of article(s), except in those cases where the employee either is unable to identify at least three (3) vendors who supply that type of article(s) or fewer than three (3) vendors who supply that type of article(s) are willing to provide quotes. When the employee is unable to identify three (3) vendors who are willing to

supply quotes, the employee shall provide the Board of Directors with a list of all vendors from whom quotes were solicited, and, if possible, the reason they declined to provide a quote. Quotes may be obtained by telephone and recorded in writing, but must be confirmed via electronic communications (email) within 5 business days from the vendor.

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 RFP's 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 RFP's 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 contractor bids for construction work shall be presented under sealed cover and shall be accompanied by a bidder's bond, certified or cashier's check, or cash in an amount not to exceed more than ten percent (10%) of the total bid. Upon award to the lowest bidder, the security of an unsuccessful bidder shall be returned within sixty (60) days from the time the award is made.

3081.25 The contract for the project shall be awarded to the lowest responsible bidder, unless the Board of Directors determines that

all the bids submitted are unsatisfactory or are excessive. The Board of Directors reserves the right to reject all of the submitted bids and do either of the following: 1) recommence the RFP 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 RFP's to 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 contractor proposals. 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 contractor proposals must be in writing. All Requests For Proposals (RFP) shall be presented to the Board of Directors, in their entirety, with documentation confirming Contact with said vendors. All proposals shall be evaluated by The Board of Directors before said vendor is selected. RFP's will used for all contracts and agreements and shall be the Preferred method of contact. RFQ and RFI etc. can only be used As a last resort and must be approved (2-3) by the Board of Directors.

3081.32 The General Manager, Division Manager, or Division Supervisor shall review the quotes and provide a written recommendation to the Board of Directors after considering price, terms and performance schedule.

3081.33 After review of the written recommendation, the Board of Directors may authorize the General Manager, Division Manager, or Division Supervisor to enter into a contract, or issue a purchase order for the specified construction, maintenance or repair work.

3081.40 Annual Construction, Maintenance or Repair Work Contracts: The District may enter into annual contracts for the performance of specified construction, maintenance or repair work after following the procedures provided under either Policy 3081.20 or Policy 3081.30, depending on the total dollar amount involved in the purchase.

3081.41 **Authorized Purchases Under Approved Construction, Maintenance or Repair Work Contracts:** The award of an annual contract by the Board of Directors authorizes the purchase of the specified construction, maintenance or repair work at the price specified in the contract. The following District employees are authorized to issue purchase orders for the performance of any work specified in an annual contract, but the total dollar amount of the work approved by that employee shall not exceed the authorized expenditure amount for that employee's position for any one (1) month:

<u>Employee Position</u>	<u>Maximum Monthly Expenditure Authorization for Construction, Maintenance or Repair Work</u>
General Manager	\$15,000
Business Manager and Operations Manager	\$7,
500 Lead Operators	\$2,
500	

For any purchase of construction, maintenance or repair work that would exceed the employee's maximum monthly expenditure authorization, the employee must obtain authorization from the Board of Directors prior to issuing a purchase order for such work.

3081.50 **Plan or Contract Modification:** Plans and specifications for construction, maintenance or repair work, once approved by the Board of Directors, shall not be altered or changed in a manner which increases the cost of the proposed work, except by a majority vote of the Board of Directors. Any contract for construction, maintenance or repair work shall not be altered or changed in any manner, unless approved by a two-thirds (2/3) vote of the Board of Directors and with the consent of the contractor. Any contract change or alteration shall be specified in writing and signed on behalf of the District and the contractor.

3081.60 **Procedure for Emergency Purchase of Construction or Repair Work:** In the case of an emergency, the General Manager may have a public facility repaired or replaced, take any directly related and immediate action required by that emergency, and procure any necessary equipment, services and supplies for those purposes without giving notice for bids to let contracts. However, before the General Manager takes any action regarding an emergency, the General Manager shall make a finding, based on substantial evidence as set forth in a written memorandum, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency. The General Manager shall then report to the Board of Directors, at its next meeting (which shall not be later than seven (7) days after the emergency action), the reasons justifying why the emergency would not permit a delay resulting from a competitive solicitation for bids and why the action was necessary to respond to the emergency. In addition, unless the emergency action has already been terminated by the General Manager, the Board of Directors shall review the General Manager's emergency action at every regularly scheduled meeting thereafter to determine, by a four-fifths (4/5) vote, that there is a need to continue the action. In any event, the Board of Directors shall terminate the emergency action at the earliest possible date that conditions warrant so that the remainder of any non-emergency action may be completed by giving notice for bids to let contracts.

FORESTHILL PUBLIC UTILITY DISTRICT

POLICY HANDBOOK

POLICY TITLE: Advancement of Wages
POLICY NUMBER: 2140

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

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

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

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

2140.50 Requests for advancement of wages may be submitted only once ~~in any~~ per 30 day pay period, and frequent requests shall be grounds for denial of authorization.

FORESTHILL PUBLIC UTILITY DISTRICT

POLICY HANDBOOK

POLICY TITLE: Disciplinary Action
POLICY NUMBER: 2260

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

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

2260.201 Discourteous treatment of the public or fellow employees.

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

2260.203 Repeated absences or tardiness.

2260.204 Abuse of sick leave.

2260.205 Disorderly conduct.

2260.206 Incompetency or inefficiency.

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

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

2260.209 Neglect of duty.

2260.210 Dishonesty.

2260.211 Misuse of District property.

2260.212 Willful disobedience.

2260.213 Conduct unbecoming a District employee.

2260.30 **Disciplinary Action.** All disciplinary action shall be made known to the Board of Directors.

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

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

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

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

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

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

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

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

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

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

FORESTHILL PUBLIC UTILITY DISTRICT

POLICY HANDBOOK

POLICY TITLE: 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~~ Request For Proposal (RFP) 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~~ RFP's 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-proposals~~ 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-proposals~~ 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~~ RFP accepted by the Board of Directors.

3080.20 Authorized Purchases Under Awarded Annual Contracts: The award of an annual contract by the Board of Directors authorizes the purchase of the specified article(s) at the price specified in the accepted bid. The following District employees are authorized to issue purchase orders for the delivery of any article(s) specified in an annual contract, but the total dollar amount of the article(s) approved by that employee shall not exceed the authorized expenditure amount for that employee's position for any one (1) month:

<u>Employee Position</u>	<u>Maximum Monthly Expenditure Authorization for Equipment and Supplies</u>
General Manager	\$10,000
Business Manager and Operations Manager	\$5,000
Lead Operators	\$2,500

For any purchase that would exceed the employee's maximum monthly expenditure authorization, the employee must obtain authorization from the Board of Directors prior to issuing a purchase order.

3080.30 Modification of Contracts for Equipment or Supplies: A contract entered into on behalf of the District for the provision of article(s) shall not be altered or changed in any manner, unless the proposed change is approved by a vote of two-thirds (2/3) of the Board of Directors and consented to by the contractor. The particular change or alteration shall be specified in writing and its cost agreed upon between the Board of Directors and the contractor.

3080.40 Procedure for Purchase Equal To or Under \$10,000: If the District requires the purchase of any article(s), for which no annual contract has been entered into and the amount involved in the purchase is equal to or less than Ten Thousand Dollars (\$10,000), the Board of Directors may purchase the article(s) without advertising for ~~bids~~ RFPs 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 ~~bids~~ preliminary quotes from vendors to obtain any necessary article(s). The District employee shall obtain a minimum of three (3) preliminary quotes for each type of article(s), except in those cases where the employee either is unable to identify at least three (3) vendors who supply that type of article(s) or fewer than three (3) vendors who supply that type of article(s) are willing to provide quotes. When the employee is unable to identify three (3) vendors who are willing to

supply quotes, the employee shall provide the Board of Directors with a list of all vendors from whom quotes were solicited, and, if possible, the reason they declined to provide a quote. Quotes may be obtained by telephone and recorded in writing, ~~or received in writing~~ but must be confirmed via electronic communications (email) within 5 business days from the vendor.

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 ~~bids~~ RFP's 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~~ RFP's 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 contractor bids for construction work shall be presented under sealed cover and shall be accompanied by a bidder's bond, certified or cashier's check, or cash in an amount not to exceed more than ten percent (10%) of the total bid. Upon award to the lowest bidder, the security of an unsuccessful bidder shall be returned within sixty (60) days from the time the award is made.

3081.25 The contract for the project shall be awarded to the lowest responsible bidder, unless the Board of Directors determines that

all the bids submitted are unsatisfactory or are excessive. The Board of Directors reserves the right to reject all of the submitted bids and do either of the following: 1) recommence the ~~bid~~ [RFP](#) 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~~ [RFP's to](#) 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~~ [contractor proposals](#). 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~~ [contractor proposals](#) must be in writing. [All Requests For Proposals \(RFP\) shall be presented to the Board of Directors, in their entirety, with documentation confirming Contact with said vendors. All proposals shall be evaluated by The Board of Directors before said vendor is selected. RFP's will used for all contracts and agreements and shall be the Preferred method of contact. RFQ and RFI etc. can only be used As a last resort and must be approved \(2-3\) by the Board of Directors.](#)

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.



Memorandum

To: Board of Directors
From: Henry N. White
Date: October 7, 2026
Subject: General Manager's Report

Topics of General Interest:

1. **Safety Meeting Update** - As part of Foresthill's ongoing commitment to employee safety and well-being, staff participate in regular safety meetings throughout the year. On September 10, 2026, the team reviewed Fire Extinguisher Safety. These proactive sessions support a strong safety culture and help ensure that all employees are prepared for seasonal workplace challenges.
2. **Water Transfer Underway** - Deliveries for the District's 2026 transfer of 2,000 acre-feet of water began seamlessly on September 14, 2026. The transfer is expected to generate \$650,000 in revenue, which can be used to help fund critical infrastructure projects, reducing the financial burden on ratepayers. Deliveries are continuing as planned and are expected to be completed by mid-October.
3. **August 2026 Accounting Services Summary**
 - **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.

- **Accounts Payable Processing**

Processed invoices on August 4th, 11th, 19th, and 25th.

- **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.

SDRMA payroll reconciliation report

- **Financial Reporting**

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