

Humboldt Bay Municipal Water
District 828 7th Street, Eureka



Agenda for Regular Meeting of the Board of Directors

October 12, 2023

Meeting Start Time: 9:00 AM

District Mission

Reliably deliver high-quality drinking water to the communities and customers we serve in the greater Humboldt Bay Area at a reasonable cost. Reliably deliver untreated water to our wholesale industrial customer(s) at a reasonable cost. Protect the long-term water supply and water quality interests of the District in the Mad River watershed.

Members of the public may join the meeting online at:
<https://us02web.zoom.us/j/86710296323?pwd=MjZldGxRa08wZ0FWOHJrUjNhZnFLQT09>
Or participate by phone: 1-669-900-9128 Enter meeting ID: 867 1029 6323 Enter password: 484138
If you are participating via phone and would like to comment, please press *9 to raise your hand.

How to Submit Public Comment: Members of the public may provide public comments via email until 5 p.m. the day before the Board Meeting by sending comments to office@hbmwd.com. Email comments must identify the agenda item in the email's subject line. Written comments may also be mailed to 828 7th Street, Eureka, CA 95501. Written comments should identify the agenda item number. Comments may also be made in person at the meeting.

Time Set Items:

8.2 Continuing Business	McNamara & Peepe	9:15 AM
10.1 Engineering	Engineering	11:00 AM

The Board will take a scheduled lunch break from 12:00 pm to 1:30 pm.

1. ROLL CALL

2. FLAG SALUTE

3. ACCEPT AGENDA

4. PUBLIC COMMENT

Members of the public are invited to address the Board on items not listed on the agenda that are within the scope and jurisdiction of the District. At the discretion of the President, comments may be limited to three minutes per person. The public will be allowed to address items on the agenda when the Board takes up that item. Under the Brown Act, the Board may not take action on any item that does not appear on the agenda.

5. MINUTES

- a. September 14, 2023, Regular Board Meeting Minutes*- discuss and possibly approve
- b. September 22, 2023, Special joint meeting with RLCSD*-discuss and possibly approve

6. CONSENT AGENDA *-These matters are routine in nature and are usually approved by a combined single vote unless an item is pulled for discussion
Media articles of local/water interest (Articles a-l)*- discuss and possibly approve

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7. CORRESPONDENCE

- a. HBMWD letter RE: Emergency Action Plan tabletop and functional exercises project No. 3430-CA*-discuss
- b. HBMWD letter RE: Grant agreement number WC-1739BC extension request*-discuss
- c. HBMWD letter RE: Amendment NO.2 to grant agreement WC-1739BC*-discuss
- d. Letter from Cal OES: Notice of Power Resiliency Grant completion*-discuss
- e. Email from Eureka Chamber of Commerce RE: Nominations for 2024 Chamber Board*-discuss

8. CONTINUING BUSINESS

8.1 Water Resource Planning– Status report on water use options under consideration*-discuss

- a. Local Sales
 - i. Nordic Aquafarms*-discuss
 - ii. Trinidad Rancheria Mainline Extension-discuss
 - iii. Blue Lake Rancheria Mainline Extension-discuss
 - iv. Offshore Wind Heavy Lift Multipurpose Marine Terminal Project-discuss
- b. Transport-discuss
- c. Instream Flow*-discuss

8.2 McNamara & Peepe (Time Set 9:15 am)

- a. DTSC Monthly Summary Report, September*- discuss
- b. DTSC Quarterly virtual update – October 24th at 10:00 a.m. - discuss
- c. Site maps & historical sampling results (stormwater and well water)*-reference

8.3 Annie & Mary Trail- Temporary Occupancy Exception Letter*-discuss and possibly approve

9. NEW BUSINESS

- a. DRAFT Workplace Bullying Policy*-discuss and possibly approve
- b. Employee Handbook chapter 2*-discuss
- c. Policy for Disposing of Removed stumps at Ruth Lake District property*-discuss and possibly approve

10. REPORTS (from STAFF)

10.1 Engineering – (Time set 11:00 am)

- a. Samoa Peninsula Waterline right-of-way maintenance project-discuss
 - i. NOP Staff Memo*-discuss
 - ii. Draft Notice of Preparation*-discuss
- b. Collector 2 Rehabilitation Project*-status report
- c. Essex Onsite Sodium Hypochlorite Generation-status report
- d. TRF Generator-status report
- e. Collector Mainline Redundancy Project-status report
 - i. HBMWD time extension request to CalOES*
 - ii. GEI DRAFT Cost Proposal for Change in Scope of Phase 1 Work*-discuss & possibly approve
- f. Matthews Dam HMG Advance Assistance Seismic Stability Project*-status report

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- g. Status report re: other engineering work in progress

10.2 Financial

- a. September 2023 Financial Statement & Vendor Detail Report*-discuss and possibly approve
- b. September 2023 Fieldbrook-Glendale contract revenue and Expense Summary*-discuss
- c. Annual PARS Client Review*-discuss and possibly approve

10.3 Operations

- September Operations Report*-discuss

10.4 Management

- a. National Public Lands Day at Ruth Lake*-discuss
- b. Reforestation practitioners' symposium*-discuss

11. DIRECTOR REPORTS & DISCUSSION

11.1 General – comments or reports from Directors

11.2 ACWA

- a. Director Report, if any
- b. ACWA Board officers' election and Region election results for the 2024-2025 term*-discuss

11.3 ACWA – JPIA

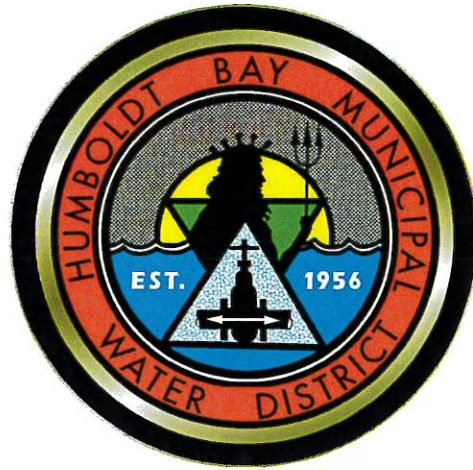
Director Report, if any

11.4 Organizations on which HBMWD Serves

- a. RCEA*- report out
- b. RREDC*- report out

ADJOURNMENT

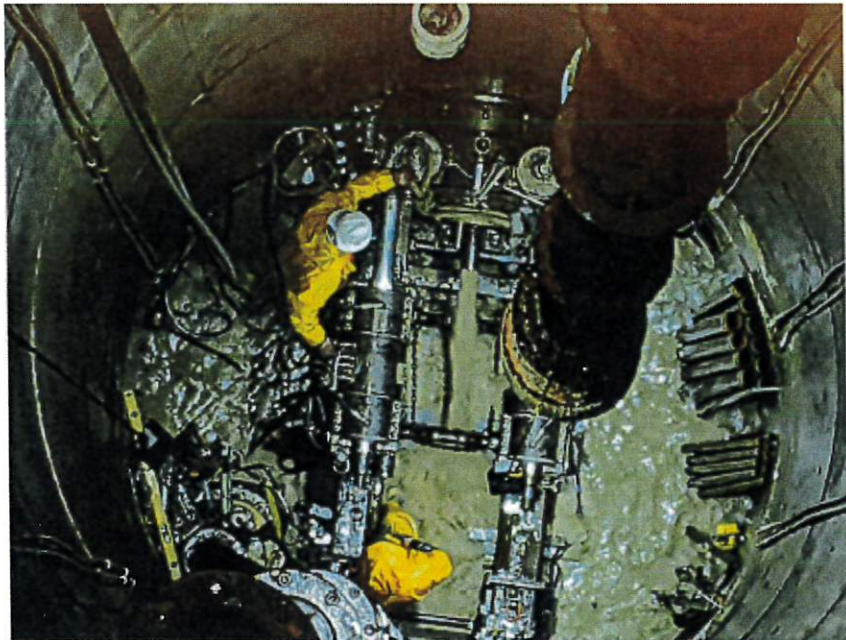
ADA compliance statement: In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, please contact the District office at (707) 443-5018. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (Posted and mailed October 6, 2023.)



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

Board of Directors Meeting

October 12, 2023



Collector 2 Lateral Rehabilitation

MINUTES

Humboldt Bay Municipal Water
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1. ROLL CALL

President Latt called the meeting to order at 9:00 AM. Director Rupp conducted the roll call. Directors Latt, Lindberg, Woo, Fuller, and Rupp were present. General Manager John Friedenbach, Superintendent Dale Davidsen, Business Manager Chris Harris, and Board Secretary Contessa Dickson were present. District Engineer Nathan Stevens was present for a portion of the meeting.

2. FLAG SALUTE

President Latt led the flag salute.

3. ACCEPT AGENDA

On motion by Director Lindberg and seconded by Director Woo, the Board voted 5-0 to accept the agenda.

4. PUBLIC COMMENT

No public comment was received.

5. MINUTES

On motion by Director Rupp, seconded by Director Lindberg, the Board voted 4-0 to approve the minutes of August 17, 2023. Director Woo abstained.

6. CONSENT AGENDA

Director Rupp requested item 6a to be pulled from Consent. President Latt requested Item 6g be pulled from consent. On motion by Director Rupp, seconded by Director Lindberg, the Board voted 5-0 to approve the Consent Agenda less items 6a and 6g. Mr. Friedenbach discussed item 6a, stating the District would be impacted if these regulations were approved. Although water conservation is wise, water conservation within our District does not benefit any other areas of the state because we are not connected to either the State or Federal water projects. Consequently, any water conserved simply flows into the ocean. Director Rupp suggested providing comments to the State Water Resources Control Board on the regulations, Mr. Friedenbach concurred. President Latt stated article 6g caught his attention due to the Sites Reservoir comments. On Motion by Director Rupp, seconded by Director Lindberg, the Board voted 5-0 to approve items 6a and 6g.

7. CORRESPONDENCE

a. FERC Emergency Action Plan Exercise Design Course

Staff received this correspondence from FERC announcing their Emergency Action Plan (EAP) training course and recommending the District's attendance. It was stated only 45 participants would be admitted on a first come first serve basis. Staff requested reservations for the class and was accepted. The class will be held in San Jose from October 17-18. Staff believes attending will be informative due to the fact the District conducts an EAP tabletop and functional exercise every 5 years. Our next EAP is scheduled for September 27, 2024. President Latt asked what the chain of events as well as what the Directors and staff roles would be, in the event the EAP is activated. Mr. Friedenbach stated there is a flow chart and specific order of agencies and staff that are contacted. Once everyone on the flow chart is

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contacted, Superintendent Davidsen will activate his staff as the District goes into response mode. Mr. Davidsen stated staff have between 5 to 7 hours before Essex could be flooded to evacuate supplies. The electronics would survive and be able to pump water. Every District site has a backup generator and a radio system that can be utilized in the event traditional communication is not available. The role the Directors could play is being available as a Public Information Officer (PIO). Staff would relay to the PIO who in turn relays updates to the press. If the EAP is activated Humboldt Office of Emergency Services (OES) would activate and ideally a Director would go to the EOC to represent the District.

- b. FERC 2023 Dam Safety Inspection Follow-up
The District received this letter regarding the Dam Safety Inspection, which occurred on August 16. There were no follow-up items which staff credits largely to the maintenance staff and Mr. Davidsen who maintain and operate the site very well. President Latt stated good job.
- c. Southern Trinity Health Services Thank You letter
Staff received this thank you for the donation the Board authorized last month in response to Southern Trinity's request for Financial Support. Southern Trinity Health Services is the only local medical operation in their immediate location. The District has 3 staff that reside and work in the area, as well as frequently sending maintenance staff.
- d. Humboldt County Office of Emergency Services Local Hazard Mitigation Plan (LHMP) letter of commitment
Last month the Board authorized participation in the Humboldt County LHMP. Mr. Friedenbach shared the letter of commitment. In order to receive federal FEMA grants the District must be a plan partner in the LHMP. Humboldt County is on a 5-year renewal plan cycle with FEMA. Their plan is coming up for renewal in 2025. By adopting this plan and being a plan partner, the District will continue to have access to hazard mitigation grant opportunities when they arise from FEMA.
- e. Coastal Development Permit (CDP), Dune Maintenance: Possible Remediation Location letters
The District is in the process of securing a Coastal Development Permit (CDP) to maintain the District's right of way for both the Industrial and Domestic pipelines that run through the Dunes. The biological investigations have determined there are some sensitive plants that have encroached into the right of way. GHD is anticipating once the CDP is submitted to the regulators, mitigation will be required. These letters were sent to various entities whom the District has worked with in the past, or their property is in or near the vicinity that might lend itself to mitigation. There has been an initial response from Mike Cipra with Friends of the Dunes, Jeff Meyer who owns the Sierra Pacific site, Chris Doan president of the gun club as well as the BLM office. Manila CSD responded stating they have some deed restrictions that may restrict any kind of mitigation from the District. USFW has responded with some interest. The next step is to schedule site visits. GHD will participate on these visits. The Board asked several clarifying questions.

8. CONTINUING BUSINESS

8.1 Water Resource Planning

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a. Local Sales

i. Nordic Aquafarms-discuss

No updates were reported.

ii. Trinidad Rancheria Mainline Extension

No updates were reported.

iii. Blue Lake Rancheria Mainline Extension

No updates were reported.

iv. Offshore Wind Heavy Lift Multipurpose Marine Terminal Project/Comments on NOP Wind Heavy Lift letter

President Latt discussed this topic. The District sent a NOP comment letter to the Harbor District asking that their Draft Environmental Impact Report (DEIR) address: the anticipated water demand schedule, how much can be expected to be used from the domestic and industrial pipeline, and how water infrastructure improvements would be funded. President Latt's suggestion is to follow up on the letter until we receive any indication that their DEIR is going to include those. Mr. Friedenbach stated there has been no response yet.

b. Transport

No significant updates were reported. The Board discussed the article mentioned during the Consent Agenda, put in for the board's consideration: "Sites reservoir project is not the water solution California needs."

c. Instream Flow

A Special Board meeting was held in August to review the narrative of the 1707 permit application. The finalized draft was sent to the District's Water Rights legal counsel. Staff sent a copy to the Wildlife Conservation Board (WCB) staff, which is the grant funding source. The grant timeline is through the end of September. The WCB may approve a 6-month extension. The WCB Grant only funds activities up to the 1707 permit submittal. The next step is to submit a draft to the State Water Resources Control Board staff for their draft review. After providing feedback to the District, staff incorporates that feedback into the final submittal of the 1707 permit. Then that final 1707 permit application is submitted to the Water Board. The Board asked clarifying questions.

Dan Free with National Marine Fisheries, wanted to let the Board know they plan to submit written comments under the authority of the Habitat Conservation Plan and their role with it. The intent is to submit it by next week. They are hoping their comments are considered by the District before they are sent to the Water Board.

8.2 McNamara & Peepe

a. DTSC Monthly Summary Report

Director Woo recused herself due to a conflict of interest. Mr. Friedenbach reported out

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on the monthly site investigation and remediation activities. There was not a lot of activity in August. DTSC repaired a monitoring well that was damaged. They decommissioned a well and installed a new monitoring well on private residential property. The property is located south of the cap where the majority of contamination is located. Staff believes it will be helpful to have a new monitoring well at that location. DTSC stated they did the second annual groundwater sampling event, which occurred on August 22 and 23. DTSC is awaiting the results of that testing through a new lab they are utilizing. Results hopefully will be relayed at the quarterly October virtual meeting. No agenda or date for the October meeting has been received yet.

b. Email to Senator McGuire RE DTSC

Staff sent an email to Senator McGuire and Assemblymember Wood stating they were informed there was a one-year review of DTSC by a panel of legislators, one day before the hearing was to be held. This email was written to bring to the attention of our representatives the frustration of the lack of results by DTSC monitoring and remediation of the site. Senator McGuire's representative responded stating she could not attend. It is unknown if any other representative attended. The virtual recording of the hearing was located, but Mr. Friedenbach has not had a chance to review it yet.

Jen Kalt with Humboldt Bay Keeper made a public comment VIA Zoom, sharing the following: The US Environmental Protection Agency (EPA) recently suspended the registration of PCP for use on power poles. When it was restricted back in the 1980s for use in lumber mills, they kept the use for power poles. 40 years later they are getting rid of the use of PCP once and for all. It took a long time, but it should be phased out by the year 2026. Power poles are often located in wetlands or near streams. She stated it is good news, even though the old power poles may be in the environment for a long time.

c. Site maps & historical sampling results (stormwater and well water)

Mr. Friedenbach included the site investigation work plan for reference.

9. NEW BUSINESS

Employee Handbook Chapter 1

Ms. Harris reported on the revision of the employee handbook for the District. The last revision occurred in 2017. Based on several law and internal changes, staff has started the revision process using the ACWA JPIA employee handbook as guidance. In order to make the process less burdensome, a phased approach is being used over the next several months. Staff is providing Chapter 1 for Director review and input this month. Staff will provide additional chapters in the coming months. Once staff has received and included the Director's input in all chapters, the draft employee handbook will be provided to the District Counsel and ACWA JPIA for review. Suggestions provided by both the District Counsel and ACWA JPIA will then be provided to the Board for consideration and possible approval. Completion is anticipated in January 2024. The Board asked several questions with some recommendations, and a lengthy productive discussion ensued.

10. REPORTS

Humboldt Bay Municipal Water District 828 7th Street, Eureka



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10.1 Engineering

a. Collector 2 Rehabilitation Project

Mr. Stevens reported there is a pay request from Layne Christiansen in the amount of \$716,000 for work covering August. They have requested roughly \$1.5 million to date out of the \$2 million available for this project. The work crew is working on the 4th lateral currently. They are out about 97 feet, which may be as far as they get. To date, crews have gotten 180 feet out on lateral 1, 120 feet out on lateral 2, and 130 feet on lateral 3. The target for total feet for all 4 laterals was 600 feet. There is still a lot of work to be done, but GHD is considering this a success.

b. Essex Onsite Sodium Hypochlorite Generation

Staff are still waiting on a couple of minor items to be delivered for this project. All tanks needed have been ordered. Staff is moving forward on the design to have the project construction go out for bid this winter.

c. TRF Generator

Both the District and GHD have reviewed the 30% design drawing from PACE. PACE is on track at this point to get the 60% design drawings finished by mid-November.

d. Collector Mainline Redundancy Project

FEMA has made a final determination that any ground-disturbing work is something that needs to go under environmental review. A revised scope of work is needed to use for their environmental review. The District has less than 90 days till the Phase 1 deadline. Staff is working on an extension request and GEI is preparing a revised scope of work.

e. 12kV Switchgear Relocation Project

Ms. Harris has provided all grant close out documents to CalOES and FEMA.

f. Status report re: other engineering work in progress

No updates were reported.

10.2 Legal

Substitution of Attorney

Donahue Davies, is the attorney firm that represents the District in the case of Van Duzen Investments LLC VS. HBMWD and Steve Morris Logging. The contract with Morris Logging, the District's salvage logger at Ruth Lake post-August Complex fire has an indemnification clause. Donahue Davies picked up the District's defense, costs, and representation for this case. One of the partners at Donahue Davies, Jim Donahue, left the firm. A new firm has been created, Davies Blakemore LLP. Due to the firm name change, California Rules of Court requires a Substitution of Attorneys document. Jim Donahue, along with his new partner Bill Blakemore will continue to represent the District.

10.3 Financial

a. August 2023 Financial Statement & Vendor Detail Report

Ms. Harris provided the August financial report. The general account funds balance is \$32,000. The various investment balance is \$11 million. Funds allocated to specific

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projects (advanced charges) are \$5.8 million. The general reserve is at \$1.3 million. The District is still unable to transmit power from the Hydro plant to PG&E due to the downed transformer and therefore are not receiving payments.

The City of Eureka continues to be late making their wholesale water payments to the District. Mr. Friedenbach suggested staff draft a letter to the Eureka City Manager regarding the payments and possible penalty assessments. The Board suggested looking into the wholesale contract between the District and City of Eureka, identifying language, and sending a letter. It was also suggested that this be discussed at a Municipal Customer meeting so all Municipal Customers are aware.

The District received \$331,000 reimbursement for CAL Fire fuel reduction activities at Ruth Lake. This contract with CAL Fire is not yet complete. There is funding up to \$500,000 available, and another Request for Proposal is expected in the future to gain more fuel reduction at Ruth Lake. The District withdrew \$75,000 from the PARS account to balance the unfunded liability annual expense. Roughly \$1 million went out last month for the Collector 2 Rehabilitation project which is projected to finish in October. \$391,762 was expended last month for the Essex onsite Sodium Hypochlorite Generation project. On motion by Director Rupp, seconded by Director Fuller, the Board voted 5-0 to accept the August financial report and Vendor Detail Report in the amount of \$1,577,297.49.

b. August 2023 Fieldbrook-Glendale contract revenue and Expense Summary

The District billed Fieldbrook-Glendale \$20,206.49 and the revenue received was \$46,924.59 for the month of August.

10.4 Operations

August Operations Report

Mr. Davidsen provided the August Operations Report. A Traffic Control safety meeting was held on August 3. A meeting with JPIA property appraiser occurred on August 13. Staff marked areas for Quagga bollard locations at various locations at Ruth Lake to prevent unauthorized lake access. The Dam FERC inspection occurred on August 16. On August 23, Cal-Trans performed the spillway bridge inspection. Current ongoing projects for the District include TRF off-season maintenance and inspections, and the Collector 2 underground power and communications project.

10.5 Management

a. College and Career Expo

The District was invited to attend the College of the Redwoods College and Career Expo, being held today at 3:30 P.M. Mr. Davidsen volunteered to attend and provide information and answer questions from interested students. The Board thanked Dale for volunteering.

b. Assembly Constitutional Amendment 13 (Ward) support

This was an announcement CSDA put out regarding assembly constitutional amendment 13. CSDA is working to try to get it amended, if it is not amended the District may withdraw their support. Mr. Friedenbach sent a letter regarding the

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wording. The way the amendment is worded it would only apply to Charter Cities.

- c. Resolution 2023-10 Annual California Water Professionals Appreciation Week
This Resolution is for California Water Professionals Appreciation Week October 7th-15th to acknowledge the District's employees for their work. On motion by Director Rupp, seconded by Director Lindberg the Board voted 5-0 by roll call vote to adopt Resolution 2023-10.

11. DIRECTOR REPORTS & DISCUSSION

11.1 General – comments or reports from Directors

The Board discussed the concern of wake boats transporting Quagga in their ballast tanks into Ruth Lake. The Board discussed the joint board meeting occurring with RLCSO on September 22, 2023. Director Rupp will not be able to attend due to a prior commitment.

11.2 ACWA

Director Report:

Director Rupp reported the full ACWA Finance Committee met and adopted their proposed budget. The board will be meeting again on September 29 and Director Rupp will be attending.

11.3 ACWA – JPIA

Director Report

JPIA is meeting on September 27-28, 2023, Director Rupp will be attending.

11.4 Organizations on which HBMWD Serves

a. RCEA

Director Woo reported out on the monthly RCEA meeting and discussed the Local Biomass Plant.

b. RREDC

President Latt reported out on the RREDC monthly meeting. They discussed the new business item, a CORE Hub comment letter on the Notice of Preparation of a Draft Environmental Impact Report for the Humboldt Bay Offshore Wind Heavy Lift Multipurpose Marine Terminal Project. President Latt included he wanted to let the Board know he spoke on a personal level at the meeting. The Board discussed this topic and had several questions.

ADJOURNMENT

The meeting adjourned at 12:01 p.m.

Attest:

Neal Latt, President

J. Bruce Rupp, Secretary/Treasurer



HUMBOLDT BAY MUNICIPAL WATER DISTRICT
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**Minutes for Special Joint Meeting of HBMWD Board of
Directors with the Ruth Lake Community Services District
Board of Directors
September 22, 2023**

The HBMWD and RLCSD Board of Directors held a Joint Board Meeting to discuss issues and events of mutual interest regarding Ruth Lake and the buffer strip. HBMWD President Latt, Directors Fuller, Woo, and Lindberg, were present. Director Rupp was absent. General Manager John Friedenbach, Superintendent Dale Davidsen, Business Manager Chris Harris, Regulatory Analyst Sherrie Sobol, Hydro-plant Operators Larry Raschein and Dave Perkins, Emergency Watershed Restoration Supervisor Adam Jager, and Board Secretary Contessa Dickson were present. RLCSD's General Manager Caitlin Canale, Chairman Jordan Emery, Vice Chair Ben Boak, Directors Debra Sellman, Ed Johnson, and Secretary Cindy Lofthouse were present. Guests from the Southern Trinity Volunteer Fire Department, Southern Trinity Area Rescue (STAR), US Forest Service, CHP, Sheriff's Department, and Ruth Lake's Leaseholders Association were also present. President Latt called the meeting to order at 1:00 p.m.

1. Public Comment

No public comment was received.

2. Introductions

All attendees introduced themselves and their respective agencies.

3. Updates from Guests:

a) Trinity County – 5th District Supervisor and Staff

No attendees, therefore, no updates were reported.

b) Trinity River CHP Office

Ted Luna reported Trinity River CHP is currently looking to fill staffing positions. As of November 1, 2023, they will have 12. They are running 3 CHP Academies trying to fill vacancies. They are creating 3 social media accounts to provide information in real-time. The department is in the process of evaluating new Chevy trucks for their department.

c) US Forest Service

Kristen Lark reported their Mad River District is in the process of managing fire suppression repair for the South Fork Complex. There is an Admin fire camp set up on Highway 36. There is no lease agreement needed for their setup. The camp will maintain a presence for a few more weeks. There has been no negative feedback about the camp. They are hoping to move out of fire restrictions by September 25. There have been some staffing issues and are looking for help to fill staff vacancies. The big projects in August were hazardous tree removal and reforestation. Another project in the works is Rattlesnake Ridge. The District is waiting to hear what budget funding will be available for 2024.

d) Southern Trinity Volunteer Fire Department

Ms. Higgins reported for STVFD, stating there were not many updates. She discussed that last year they were in need of a water tender. Through funds earned and donations in conjunction with in-depth research for a good fit they purchased a 4-thousand-gallon



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water tender. Ms. Higgins stated they are still looking for a building and a grant writer. Recruitment has been up with the current busy fire season.

Brooke Entsminger with STAR discussed how they have been on the edge of closure for the past 5 years. Their department received some funding that will not be reoccurring but will keep them going through next year. She reported the two big events for them this past year were the separation of STAR from the Southern Trinity Health Clinic, which gives STAR their own Tax ID allowing opportunities for more grant funding, and they have been working with state representatives on how the state funds non-profit organizations. Ms. Higgins added they are still in search of EMTs to hire.

e) Trinity County Sheriff/OES

Trinity County Sheriff Tim Saxon reported their new jail has opened and is operating well. The department is dealing with short-staffing issues and budget cuts. The department tried to have a presence on Ruth Lake this summer, but the staffing issue made that difficult. Tim noted the department is continuously looking for grants and funding for the ongoing staffing issues.

Trinity County OES

Philip Simi discussed what Trinity OES is and what they do. Emergency sirens have been installed in Burnt Ranch, Northern Trinity, and at the Trinity Volunteer Fire Department. Staff is looking to buy more in the future, 2 or 3 are expected before the next fire season. Mr. Simi discussed the struggle with their communication infrastructure. They are trying to rebuild one repeater every grant cycle. The department is working on backup systems through HAM radio. A draft contract for their Local Hazard Mitigation Plan (LHMP) has been received. That application is going for approval and public comment. Once approved, the LHMP contract will go to the State for approval and then be brought to their Board. The goal is to have the contract completely approved and in place by the first of 2024.

f) Ruth Lake Leaseholders Association
No updates were reported.

4. HBMWD Topics

4.1 Law Enforcement on Ruth Lake

Mr. Saxon reiterated the comments he made earlier regarding the understaffing issues that made Ruth Lake patrol difficult this summer. President Latt thanked him and stated his appreciation for their department's service.

Southern Trinity Volunteer Department commented on calls received regarding pilots of the fire scooping planes having issues with boat interference while planes attempted to retrieve water from the lake while fighting fires.

4.2 Healthy Forest grant

Mr. Friedenbach stated that HBMWD received a \$5 million Healthy Forest grant. The District has partnered with USFS and two local private property owners to plant seedlings. The first two planting seasons have occurred. There are two more planting seasons running through 2025.



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4.3 Cal Fire Fuel Reduction, Defensible Space

Adam Jager stated last year there were two phases of fuel reduction. Currently, they are preparing for a third phase. The third fuel reduction location is being determined.

4.4 Quagga Prevention Plan

a. Old Ruth Gate -restoration

Mr. Friedenbach reported on the Quagga prevention plan. Since HBMWD owns Ruth Lake, the District is able to apply for Quagga prevention grants. The last grant that was applied for was to restore power to the Old Ruth gate arm and card reader. That application was denied; however, an appeal has been filed and is in process.

b. Illegal lake access points, prevention efforts

Mr. Friedenbach stated bollards have been recently installed by HBMWD at illegal access points where boaters try to circumvent the Quagga inspection. Someone has pushed over some of the bollards located at the Blue Slide day use site. Boulders may be used to replace them.

4.5 Disposal options for waste tree stumps

Mr. Friedenbach discussed tree stump disposal options for lease lot holders. HBMWD is limiting stump removal to construction site locations. Currently, the option is to burn the stumps on lease lot sites with a burn permit or dispose of HBMWD property. The issue is the stumps are not being disposed of properly. A location for the lease lot stump disposal is under discussion. One possibility is the flat upstream from the Blue Slide Creek. The approval process would work like a lease lot improvement request. Several questions were asked and discussed.

5. RLCSD Topics

5.1 Lease Lots: areas of concerns

Ms. Canale stated her main issue was also the disposal options for tree stumps, which was just discussed. Stating the ability to utilize and able to dispose of stumps at a location would be very beneficial for HBMWD as well as RLCSD.

5.2 Other Topics

Director Woo thanked everyone for their services.

ADJOURNMENT

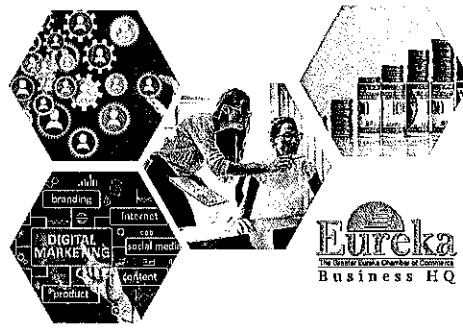
The meeting adjourned at 2:07 pm

Attest:

Neal Latt, President

David Lindberg,
Assistant Secretary/Treasurer

CONSENT



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Leading Your Team Through Change

Thursday, November 9: 12-1:30pm

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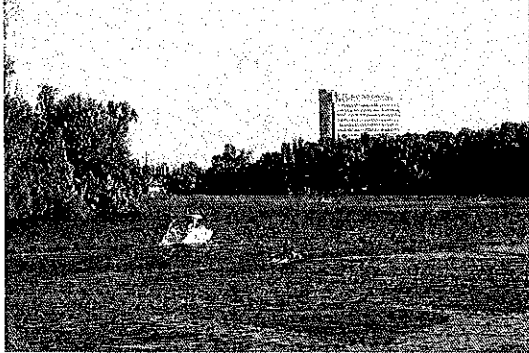
Business.EurekaChamber.com/Events

California water rights verification bill, SB 389, passes Senate and advances to Governor's Desk

by Dan Bacher

Community (This content is not subject to review by Daily Kos staff prior to publication.)

Friday, September 15, 2023 at 4:24:00p PDT



On September 12, the California State Senate approved SB 389, legislation by Senator Ben Allen (D – Santa Monica) that gives the State Water Resources Control Board the power to verify pre-1914 and riparian water rights.

The bill passed by a vote of 30 ayes to 8 noes. The ayes were Allen, Archuleta, Ashby, Atkins, Becker, Blakespear, Bradford, Cortese, Dodd, Durazo, Eggman, Glazer, Gonzalez, Hurtado, Laird, Limón, McGuire, Menjivar, Min, Newman, Padilla, Portantino, Roth, Rubio, Skinner, Smallwood-Cuevas, Stern, Umberg, Wahab and Wiener.

The noes were Alvarado-Gil, Dahle, Jones, Nguyen, Niello, Ochoa Bogh, Seyarto, Wilk. The two NVRs were Caballero and Grove.

Bill proponents include a coalition of environmental, science, fishing and climate justice groups and the Karuk Tribe, Winnemem Wintu Tribe and Shingle Springs Band of Miwok Indians.

They said the bill is needed because the Water Board “presently lacks the tools to promptly investigate and determine whether senior water right claims are inflated or represent the amounts that the claimants have the right to divert and use. Reforms allowing the Water Board to verify these claimed water rights could make water available for more junior water rights holders and, in times of scarcity, continue to provide for fishery and other key beneficial uses.”

In a statement, they said the Water Code amendment proposed by SB 389 would “address this gap in Water Board authority by allowing the Water Board to selectively investigate and determine whether a water right claimant, diverter, or user is diverting or using water under a defensible claim of right.”

"With this authority, the Water Board will have the ability to better manage the water system, benefitting all users and protecting the ecology of California's many beautiful streams," they stated.

On the other hand, the Contra Costa Water District, one of the bill opponents, argued that "substantive changes to the state's water rights will have ripple effects with unintended consequences to what is a complex system. CCWD encourages legislators to consider holding additional hearings and forming working groups to bring water agency leaders operating under the existing water rights system together to discuss modifications that will achieve shared goals to protect water users and the environment."

Representatives of the coalition of groups supporting legislation applauded the passage of the bill — and are urging Governor Gavin Newsom to sign it into law. The date that the Governor must sign or veto all bills is October 14.

"California's current water rights system is outdated and inequitable," said Dr. Amanda Fencil, Western States Senior Climate Scientist, Union of Concerned Scientists. "This bill provides a modest update by giving the Water Board accurate information about everyone's water rights and usage, independent of when those rights were established, so it can more effectively manage our water resources."

"The bill is a good first step looking at the origin of water rights that came about because of pre-1914 water rights that originated from murder, dispossession and genocide," said Gary Mulcahy, Government Liaison, Winnemem Wintu Tribe.

"SB 389 is an essential step as we work toward a sustainable and just water future in California," stated Keiko Mertz, M.S., Policy Director, Friends of the River.

"SB 389 aims to ensure the Water Board has the information it needs to be able to operate the system responsibly and fairly for all users. Giving the board the power of verification is not punitive; it is information gathering...it's just good accounting," argued Matthew Baker, Policy Director, Planning and Conservation League.

"The success of SB 389 represents a pragmatic and common sense march towards remaking the water rights system so that it works for fish, water and people," said Redgie Collins, Legal and Policy Director, CalTrout,

"SB 389 is a long overdue first step to addressing a broken water rights system that historically has not prioritized rural communities and communities of color. Enforcing water protection cannot be realized without accurate knowledge of water availability, usage, and modernized water rights," said Marquis King Mason, Advocacy Partnership

Coordinator, California Environmental Voters. "But our work isn't done yet - we are determined and excited to continue building support for water rights reform. "

Andy Hattala, Water Policy Lead, The Climate Reality Project California Coalition, noted that "SB 389 does not solve the water crises, nor the water volatility faced by California. However, it enumerates powers and enables oversight of water rights essential to the establishment of better and more sustainable water management."

Below are the lists of supporters and opponents of the bill:

SUPPORT: (Verified 9/11/23)

Planning and Conservation League (source)
California Climate Reality Coalition
California Coastkeeper Alliance
California Environmental Voters
California Outdoors
California Sportfishing Protection Alliance
California Water Research
Clean Water Action
Climate Action California
Climate Reality Project, Los Angeles Chapter
Climate Reality Project, San Fernando Valley Chapter
Coast Action Group
Defenders of Wildlife
Friends of The River
Karuk Tribe
Mono Lake Committee
Natural Heritage Institute
Northern California Council, Fly Fishers International
Pacific Coast Federation of Fishermen's Associations
Restore the Delta
Sacramento River Council
San Francisco Baykeeper
San Mateo County Democracy for America
Shingle Springs Band of Miwok Indians
Sierra Club California
Trout Unlimited
Tuolumne River Trust
Union of Concerned Scientists
Water Foundation
Water Replenishment District
Wholly H2O
Winnemem Wintu

OPPOSITION: (Verified 9/11/23)

Agricultural Council of California
Antelope Valley East-Kern Water Agency
Bella Vista Water District

California Alliance for Jobs
California Association of Winegrape Growers
California Builders Alliance
California Building Industry Association
California Business Properties Association
Carmichael Water District
City of Fairfield
Coachella Valley Water District
Coastside County Water District
County of Fresno
County of San Joaquin
County of Tulare
Cucamonga Valley Water District
East Turlock Subbasin Groundwater Sustainability Agency
Elk Grove Water District
Florin Resource Conservation District
Friant Water Authority
Humboldt Bay Municipal Water District
Jerry Dyer, Mayor of City of Fresno
Kern County Water Agency
Kings River Conservation District
Kings River Water Association
Lake Arrowhead Community Services District
McKinleyville Community Services District
Modesto Irrigation District
Mojave Water Agency
Montecito Water District
Mountain Counties Water Resources Association
Napa County Flood Control and Water Conservation District
Orange County Water District
Pinedale County Water Agency
Placer County Water Agency
Rosedale-Rio Bravo Water Storage District
Sacramento Regional Builders Exchange
San Diego County Water Authority
San Gabriel Valley Municipal Water District
San Geronimo PASS Water Agency
San Joaquin River Exchange Contractors Water Authority
San Juan Water District
San Luis Delta-Mendota Water Authority
Santa Clarita Valley Water Agency
Santa Margarita Water District
Solano County Board of Supervisors
Solano Irrigation District
State Water Contractors, Inc.
Stockton East Water District
Sweetwater Authority

Tehachapi-Cummings County Water District
Tranquillity Irrigation District
Tri-County Water Authority
Tulare Irrigation District
Tuolumne County Water Agency
Tuolumne Utilities District
United Water Conservation District
Upper San Gabriel Valley Municipal Water District
Valley Center Municipal Water District
Western Canal Water District

Times Standard – 9/20/2023

Dan Walters | Water rights reformers scored only a minor victory in the Legislature

By [DAN WALTERS CALMATTERS](#) |

A centerpiece of California's perpetual political and legal wrangling over the allocation of water is the complex array of rights that stretch back to the earliest years of statehood in the 19th century.

Simply put, those who claimed water before 1914, when the state assumed legal control, have "senior rights" that traditionally have entitled them to virtually unlimited supplies even when other users face cutbacks during drought.

The state Water Resources Control Board has made occasional efforts to curtail diversions by senior rights holders when supplies are tight but its legal right to do so is unclear with water rights in conflict with other laws declaring the larger public's interest in overseeing "beneficial" water use.

One test of the issue resulted in a [state appellate court's 2022 declaration](#) that the state lacked direct authority to block diversions by senior rights holders and suggested that only the Legislature could provide such power.

Although last winter's heavy rains eased the competition for water that had become intense during [several years of severe drought](#), advocates for overhauling water rights law to give the state more power to protect fish and other wildlife dependent on river flows mounted a major effort in the Legislature this year with three bills.

Together, they would have implemented key recommendations of a study commissioned by the water board that argued for giving it new powers to curtail supplies to water rights holders when warranted.

"When there is not enough water to satisfy all demands, water must be allocated among competing human and environmental uses," [the study declared](#). "California's State Water Resources Control Board (SWRCB) needs to be able to routinely require diverters to curtail (stop) unlawful water uses in order to protect water rights, human health and safety, and the environment from serious harm."

Water rights holders, most of whom are agricultural water agencies, saw the report and the three bills – accurately – as a frontal assault on their privileged position in the competition for water and mounted a stout defense. If enacted, they argued, the changes would make it infinitely more difficult for farmers to plan crop cycles.

The most far-reaching of the three measures, [Assembly Bill 1337](#), would have overturned the 2022 water rights case and authorized the water board "to issue a curtailment order for any diversion, regardless of basis of right, when water is not available," but it stalled after winning Assembly approval.

A second, [Assembly Bill 460](#), which would have given the board authority to intervene in water diversions on an emergency basis, suffered the same fate.

However, the least onerous of the three, from the standpoint of water rights holders, [Senate Bill 389](#), has made it to Gov. Gavin Newsom's desk. It would give the board more explicit authority to investigate whether water diversions are lawful — within the scope of diverters' legal rights — and punish violators as trespassers. It's certainly less than what water rights reformers want, which means the decades-long struggle over the issue will continue, particularly if the state once again experiences the kind of drought that last winter's heavy rain and snow storms alleviated. State water officials believe that such droughts will become more common with climate change, or at least will change the mix of precipitation, with less snow and more rain.

However, water rights are just one front — albeit a very important one — in the state's perpetual conflict over how the precious liquid should be allocated. Water rights defenders say the state would not have to curtail their supplies if it did a better job of capturing and storing water when it's available, and there's some validity in that criticism.

Dan Walters has been a journalist for over half a century, spending all but a few of those years working for California newspapers starting in 1960, at age 16, at the Humboldt Times in Eureka, while still attending high school. He can be reached at dan@calmatters.org.

Water Board upholds “cease and desist”; says company has no rights to spring water used in its Arrowhead bottled water brand

SEPTEMBER 19, 2023 • by Jesse Vad, SJV Water



Nestle, now Blue Triton, was told by the State Water Resources Control Board to stop pumping water from the San Bernardino National Forest for its Arrowhead brand bottled water. Lois Henry / SJV Water

Whenever drought has struck in recent years and Californians were ordered, beseeched and shamed into conserving water, many frustrated residents pointed to Nestlé, which continued extracting tens of millions of gallons of springwater every year from the San Bernardino National Forest for its Arrowhead water operation.

But the state Water Resources Control Board put an end to business as usual for the company on Tuesday. In a historic decision, the board upheld a cease and desist order which stemmed from a 2017 investigation by the state’s Division of Water Rights. It’s the final step in a decade-long process and public fight against BlueTriton (formerly Nestlé.)

Since the 1920s, Nestlé has been taking water from springs in the San Bernardino National Forest. Over the decades, the company claimed that water was based on pre-1914 water rights, or senior water rights, which are subject to far less regulation and oversight than newer water rights.

The first red flags on Nestlé's operation were raised by members of the public.

"Any logical person would think, 'This just doesn't make any sense,'" said Amanda Frye, a San Bernardino County resident and one of the people who first started digging into the history of the company. "The records I was finding were like, something is radically wrong."

Frye spent years digging through records and trying to verify whether Nestlé had the rights it claimed. But she couldn't find evidence of the rights anywhere.

Together, with more members of the public and stories in the media, Frye and others were able to raise enough red flags to catch the state's attention which led to the formal investigation and ultimately the cease and desist order.

Nestlé appealed the decision but to no avail since the board's action on Tuesday solidified the order once and for all.

"This is the end and they will have by November 1 to comply," said Michael O'Heaney, executive director of nonprofit The Story of Stuff Project, one of the complainants against Nestlé. "This is the board saying, 'there's no water rights here. You can't keep taking this water.'"

At Tuesday's board meeting, BlueTriton's attorneys tried to sway board members with claims that the springwater should be classified as groundwater, which would mean the Water Board has no authority over it.

But the arguments did not change the minds of board members.

"When I look at the record, when I look at the facts and the fact patterns here on this particular matter, I'm not moved at this point to define a different conclusion," said Joaquin Esquivel, chair of the Water Board, at the meeting.

The board voted unanimously to uphold the cease and desist order.

"This enforcement action illustrates the power of public participation," said Julie Rizzardo, deputy director of the state's Division of Water Rights and lead prosecutor, at the meeting. "I

have witnessed the profound impact of unauthorized diversions on California's communities and the ecosystems. And this is the most important case that I've worked on in my 25-year career."

The decision comes after the passage of Senate Bill 389 which further clarifies the board's power to investigate pre-1914 water rights. That bill is on Gov. Gavin Newsom's desk.

For some, the board's decision against Nestlé is a prime example of why such a power is needed.

"They [the Water Board] should be able to trace all these rights," said Frye. "You can say something, but it doesn't mean it's true. And that's this case."

SJV Water is an independent, nonprofit news site dedicated to covering water in the San Joaquin Valley.

By [SAGE ALEXANDER](#) | salexander@times-standard.com |
September 25, 2023 at 3:08 p.m.

Offshore wind companies on board with California assembly bill



RWE noted the companies support for the bill. "AB 1373 provides the clarity needed to propel California's offshore wind market forward, paving the way for significant investments in yet another innovative new industry for the state. Central procurement will improve energy reliability, create good jobs and revitalize regional economies – all while helping the state achieve its climate goals," said the company's CEO of US Offshore, Sam Eaton, in a prepared statement. (Tobias Schwarz/AFP/Getty Images)

A state assembly bill that would centralize the process of buying offshore wind energy has passed both chambers of the legislature and is awaiting signature by Gov. Gavin Newsom.

Vineyard Offshore and RWE, companies that each acquired a lease area off Humboldt Bay for offshore wind energy production, have released statements in support of Assembly Bill 1373. The bill has garnered support from environmental advocacy groups as it would bolster renewable energy goals.

The bill would authorize the California Public Utilities Commission to direct the Department of Water Resources to purchase energy and sell it to utility companies and customers. This is called central procurement, ensuring a buyer for offshore wind energy.

“Central procurement brings California one step closer to establishing a robust offshore wind industry,” said Vineyard Offshore CEO Lars Pedersen in a prepared statement. A RWE spokesperson said in an email that the bill will jumpstart the development of large-scale projects that are critical to advancing the state’s climate agenda – including RWE’s project off the coast of Humboldt County.

The bill calls on the PUC to “assess barriers to electricity interconnection and energization and provide recommendations on how to accelerate those processes.” Transmission lines are a major problem in plans to make Humboldt County a contributor to clean energy. The county’s current transmission lines would not be able to export the electricity generated by offshore wind to the rest of the state.

Advocates for the bill say it will make renewable energy more affordable, help California meet climate goals and help bring thousands of jobs for the massive construction projects associated with offshore wind. Environment California, an environmental lobbying nonprofit, noted their support of the bill in a press release prepared by a communications consulting firm. The bill’s text notes that \$6,000,000 from the legislature’s general fund would go to researching the environmental impacts of offshore wind.

Unions, including the California State Association of Electrical Workers and the International Longshore and Warehouse Union Local 34 also noted their support in the press release. The bill includes requirements for a skilled workforce on developers.

The bill was authored by Assemblymember Eduardo Garcia (D-Coachella), is co-authored by Assemblymember Jim Wood (D-Healdsburg).

Proposed Shasta Dam raise is bad for salmon, fishermen, tribes and taxpayers

| Opinion BY SCOTT ARTIS SEPTEMBER 27, 2023 5:00 AM

Shasta Dam stands 602 feet tall. Since its completion in 1945, the dam has blocked Chinook salmon from returning upstream to the cold spring-fed streams near Mount Shasta where they once spawned.

ALLEN J. SCHABEN Los Angeles Times

For years, the politically-connected Westlands Water District has fought to raise Shasta Dam. This debate has been renewed by House Resolution 215, introduced by California Central Valley Congressman David Valadao (R-Hanford), which would override a California law that blocks the dam raise. That project would harm salmon, California's fishing economy and Indigenous Americans. This is a big deal for the fishing community. California's salmon fishery is closed this year for only the third time in history. That closure affects tens of thousands of commercial and recreational fishing workers, tackle manufacturers and retailers, motel and marina employees as well as fish brokers. Fishing families on the coast, the Bay Area and along our rivers feel the impact of this closure every day. OPINION This closure was caused by the mismanagement of Central Valley rivers during a drought. Low spring flows, caused by storing too much water for summer agricultural deliveries, is a major cause of the fishing shutdown. Raising Shasta Dam would represent another blow to the survival of salmon runs and fishing jobs. TOP VIDEOS In addition to promoting the Shasta Dam raise, H.R. 215 would also lock in Trump-era rules that govern Shasta Dam. Those scientifically baseless and illegal rules allow the Bureau of Reclamation to drain all of the cold water from the reservoir, leaving only hot water to be released in the fall spawning season. This literally cooks salmon eggs downstream before they hatch. Temperature pollution is another major cause of the salmon shutdown. H.R. 215 would ignore science and block agency efforts to ensure that temperature conditions below Shasta Dam protect salmon. For salmon and fishing communities, this legislation is a double whammy. It pushes a salmon-killing dam raise and blocks scientific evidence that bolsters stronger salmon protections. Raising Shasta Dam would flood sites sacred to the Winnemem Wintu Tribe, which lost most of their historic homeland to the construction of Shasta Dam. Raising the dam would flood more important ceremonial sites. These concerns explain why the state of California opposes the dam raise and why state law prohibits any state role in a dam that backs water further upstream on the McCloud River. Much of the water from the project would go to the vast Westlands District and its few hundred well-heeled growers. None of that water would benefit San Francisco or Los Angeles. Would those rich farmers pay for the \$1.4 billion dam raise? Nope. Westlands wants taxpayers in California cities and across the nation to help foot that bill. When rich industrial agribusiness interests tell cities they should support a dam project, that's a good time for taxpayers to put a hand on their wallet. We need action to ensure a reliable water supply and a healthy California environment. We can meet our future water needs through water recycling, efficiency, urban stormwater capture, groundwater sustainably management and other modern tools. We need new, stronger requirements to protect salmon and restore the fishing industry. It's a lousy idea to override state law and tap public funds to pay for a Shasta Dam project that's bad for salmon, fishing jobs, tribes and taxpayers. Scott Artis is the executive director of the Golden State Salmon Association

Read more at: <https://www.sacbee.com/opinion/op-ed/article278995849.html#storylink=cpy>

'A ticking time bomb': Why California can't provide safe drinking water to all its residents

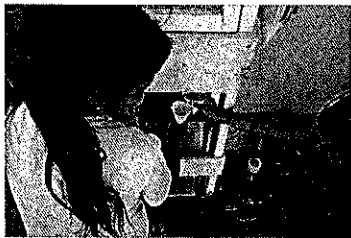


Adam Ezelle, 5, waits as his mother, Dana Ezelle, fills a pot with tap water to cook noodles. The water at Fountain Trailer Park in North Edwards, Calif., is tainted with high levels of arsenic. (Alex Horvath / Los Angeles Times)

BY DORANY PINEDA,
HAYLEY SMITH, IAN JAMES, GABRIELLE LAMARR LEMEE, KATIE LICARI

SEPT. 27, 2023 3 AM PT

In the Mojave Desert community of North Edwards, 5-year-old Adam Ezelle knows never to drink water from the tap, which contains dangerous levels of arsenic. In the tiny farming and oil refining community of Fuller Acres, where a potent carcinogen has tainted groundwater wells, Maria Martinez and her family say they feel neglected by a state that has pledged clean water for all of its residents. And in a dusty corner of Bakersfield, preschool through eighth-grade students at Lakeside School line up to fill paper cups from water jugs that have replaced their sinks and fountains, which were capped because of contamination.

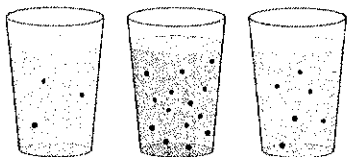


Because of a contaminated water system, students at Lakeside School in Bakersfield must use bottled water and single-use paper cups.

(Myung J. Chun / Los Angeles Times)

More than a decade after California became the first state in the nation to declare that access to clean, safe and affordable drinking water was a human right, about a million residents remain connected to failing water systems — many of which may increase their risk of cancer, liver and kidney problems, or other serious health issues. The number of failed water systems has jumped about 25% since 2021, an increase driven partly by the collection of more data. Today, about 400 such systems exist across California, and experts warn that hundreds more are poised to fail because of new and higher testing standards.

"It's a bit of a ticking time bomb," said Gregory Pierce, director of the Human Right to Water Solutions Lab at UCLA. With new regulations slated to take effect in the next few years, many systems will need to take urgent and proactive steps or "they'll be out of compliance and be failing."



Sept. 27, 2023

clean and affordable drinking water to all its residents, particularly those in the Central Valley, where widespread contaminants afflict communities with substandard infrastructure and where the heavy use of agricultural fertilizers and fumigants, as well as the overpumping of aquifers, has worsened water quality.

The State Water Resources Control Board insists that limited resources and a lack of involvement from some local governments have partly contributed to a persistent backlog of cases and assistance requests.



Michelle Ponsen watches her grandson Adam Ezelle play outside the Fountain Trailer Park in North Edwards. Residents there have been unable to safely drink or cook with the tap water for years. (Alex Horvath / Los Angeles Times)

“The amount of work that’s needed across all of these failing systems is much larger than our capacity,” Bryan Potter, senior water resources control engineer with the Division of Drinking Water, said at a public gathering this year.

However, some experts, community groups and government auditors say the state can and should be doing more to ensure that all Californians have access to clean, safe water.

The board, also known as the State Water Board, “has funding available to help these failing systems improve the quality of their drinking water. Nonetheless, the board has generally demonstrated a lack of urgency in providing this critical assistance,” Michael S. Tilden, then-acting California state auditor, wrote last year.

“In fact, the time necessary for water systems to complete applications for funding and for the State Water Board to approve and award that funding nearly doubled from 17 months in 2017 to 33 months in 2021,” Tilden wrote.

The delays, critics say, have added hardship to the lives of those who lack clean water, and increased the likelihood they will suffer negative health outcomes.

Concern over the availability of clean drinking water has grown significantly in California as global warming, drought and climate whiplash threaten traditional sources.

At the same time, increased understanding of the potentially harmful effects of both natural and manufactured contaminants has raised new health alarms.

A Times analysis found that the problem of failed water systems is particularly acute in Kern County, where about 131,500 residents are served by 65 failed systems — the highest number of failing systems in the state. Nearly 80% of those systems have been categorized as failing for three or more years and nearly two-thirds have served contaminated water to customers in the last few years.

Hundreds of water systems in California have failed for years to provide safe drinking water

Central Valley communities are most affected by entrenched systems, defined as failing for three or more years. Kern County leads the state with 50 such systems.

This is a map of entrenched failing water systems in California. Kern County has the most with 50 failing systems. Next is Fresno with 26 and Tulare with 21 failing systems.

Count of entrenched systems

Many people connected to failed systems must drive multiple times a month to neighboring towns or cities to purchase potable water at a cost of hundreds of dollars, while paying monthly bills for water they can't consume.

Some rely on twice-a-month deliveries funded by state grants and ration their water until the next distribution. When that runs out, some families are left with no choice but to drink and cook with contaminated tap water.

For Dana Ezelle, the lack of safe drinking water is something she lived with for nearly 20 years. When she moved into her purple trailer in the Antelope Valley — just north of the dry lake bed where NASA's space shuttle would make its return to Earth — she was warned that the tap water had high levels of arsenic. "They said to drink the water at your own risk," she said. And she did, because she couldn't afford to buy bottled water.



Dana Ezelle and her son, Adam, play with their two dogs, Tanner and Annabelle, outside of their Fountain Trailer Park home in North Edwards.

(Alex Horvath / Los Angeles Times)

Arsenic is a naturally occurring element that can cause cancer with chronic, long-term exposure. Consumption of large doses of arsenic in drinking water can also cause nausea, vomiting, diarrhea, numbness in the fingers and toes, partial paralysis or discoloration of the skin. It has also been associated with harmful effects on children's cognitive development and decreased mental abilities among adults. Since 1999, Fountain Trailer Park in North Edwards has received 74 violations for exceeding safe drinking water standards for arsenic. In the last three years, customers received notices that their water has arsenic up to eight times the state's threshold of 10 parts per billion, according to data obtained by The Times. Plans are underway to connect the trailer park with a larger water system; however, that system is also contaminated.

Before she recently moved, Ezelle, 47, still drank and cooked with the tap water. She saved the water deliveries — six 5-gallon jugs every other week — mostly for Adam, her blond and musically inclined son. She said that she hadn't had a normal bowel movement since she moved to the desert community, and that their skin was always dry and itchy from showering.

In the summer, when temperatures in their home surged to 120 degrees, they finished the safe water within days.

"If I run out of Sparkletts water, my son and I are forced to drink this water because I don't make enough to buy more," said Ezelle, a single mother who until recently survived on some \$12,900 a year.



Dana Ezelle and her son, Adam, sit with a portion of water delivered a few days ago outside their Fountain Trailer Park home in North Edwards.
(Alex Horvath / Los Angeles Times)

As she spoke, four empty jugs stood on the floor nearby. It would be another week before the delivery of more clean water.

Experts, officials and community activists say the proliferation of failing systems is due to multiple factors — aging infrastructure; inadequate financial, managerial and technical capacity within systems; aquifer overpumping; decades of discriminatory policies and chronic disinvestment in affected communities.

They also blame widespread use of agricultural fertilizers and fumigants, and say the health risks are borne disproportionately by rural, low-income and predominantly nonwhite communities.

“The issue is, [the human right to water] is a moral obligation more than a legal obligation,” said Mark Gold, director of water scarcity solutions for the Natural Resources Defense Council. “That’s why you see the results that we’ve had. Unless there’s a legal obligation to clean up the water supply and provide it to your residents, then we end up perpetuating the system that we have, which is environmental racism.”

In California, the State Water Resources Control Board is responsible for enforcing regulations that ensure systems meet federal and state drinking water standards. As part of its role, the board’s Division of Drinking Water monitors risks that could tip water systems to failure — such as violations of drinking water standards and treatment techniques; extreme water bills and household socioeconomic burden; and the net annual income of system ratepayers.

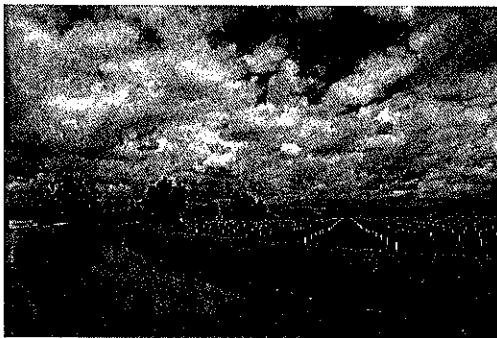
In effort to address failing systems, Gov. Gavin Newsom established the Safe and Affordable Drinking Water Fund, which provides \$130 million annually until June 2030 for struggling water systems. Similarly, California’s Safe and Affordable Funding for Equity and Resilience Program, administered by the water board, provides tools — including maps and data, funding sources and regulatory powers — to increase access to clean drinking water. Under the program, the board works with residents, water systems, local governments and other agencies in an effort to achieve the state’s goal of providing safe, clean, affordable and accessible water to all of its residents for drinking, cooking and sanitary needs. Other drinking water funds have also been established. Yet water system operators and organizations working with them say they are frustrated with the lengthy and complicated application process and how long it can take to complete projects.

Since 2008, the water system in El Adobe, on the outskirts of Bakersfield, has exceeded arsenic standards. Although it has agreed to consolidate with the nearby Lamont Public Utility District — an effort that has received a \$25.4-million grant from the water board — the state estimates the project won’t be completed until June 2025.



Sept. 24, 2023

Kyle Wilkerson, president of the El Adobe Property Owners Assn. who runs its water system on a voluntary basis, said he's frustrated by the length of time it's taken to get clean water. "This is just ridiculous. There's no reason for it to take this long," he said. "They keep saying two years, three years or six years, and it's been 12 years since I've been out here." The board said the consolidation has taken time partly because Lamont's water is also contaminated, which has to be remediated first.



Clouds are reflected in the water of an irrigation canal in Fuller Acres, a small farming and oil refining community.

(Francine Orr / Los Angeles Times)

A state audit blamed the water board's "lack of goals and metrics" for likely delays and warned that "the longer the board takes to fund projects, the more expensive those projects become. More importantly, delays increase the likelihood of negative health outcomes for Californians served by the failing water systems." State water officials disputed the auditor's criticisms. They said they've reduced the number of people affected by failing water systems by 40% between 2019 and 2022 — from 1.6 million people to 934,000.

Also, in March, the State Water Board adopted new protocols for its Expedited Drinking Water Grant Program to fast-track projects in disadvantaged communities. Joe Karkoski, deputy director and head of the board's Division of Financial Assistance, said officials are hoping to expedite funding approvals from a year or more to four to six months. But he acknowledged the goal is ambitious.

E. Joaquin Esquivel, chair of the water board, acknowledged the scope and complexity of the challenge but also touted the state's progress in recent years. Since 2019, more than 200 systems that were failing to meet drinking water standards have been brought into compliance, he said. He attributed the gains partly to \$600 million in grant funding that has gone to small and disadvantaged communities.

Yet funding and local roadblocks, such as volunteer-run and under-resourced boards, remain fundamental obstacles, he said. He conceded that it was a "travesty" that one of the largest economies in the world had so many people living without reliable drinking water.

"I take the charge very seriously and with a lot of humility when I hear about the endemic lack of investment and attention," Esquivel said, noting that he grew up in the eastern Coachella Valley and has seen many of these challenges firsthand.

The pressure of more droughts, floods and other challenges due to climate change is only adding to the urgency. But California continues to have more stringent drinking water standards than any other state in the nation, he said. “At least we have technical capacity, money, and I hope the continued faith that California is actually leading the nation, and doing well by really difficult topics that span multiple generations.”

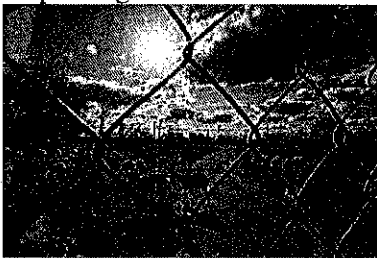
Although a system that’s failing does not necessarily mean it’s contaminated, 77% of the state’s failing water systems have at least one contaminant exceeding safe drinking water standards. In Kern County, 83% of failing water systems have exceeded a maximum contaminant level, or MCL.

The most common contaminants in 2022 were arsenic, which is colorless and odorless; nitrate, which can come from animal manure, fertilizers and sewage leaks; and 1,2,3-Trichloropropane, a carcinogen found in industrial solvents and some pesticides.

According to state data, 22% of primary MCL violations last year were for arsenic, and 22% were for nitrate, the highest of any contaminants. Twenty percent were for 1,2,3-TCP.

Systems are required to routinely test their water sources. If test results exceed an MCL, systems must attempt to address the contamination, such as with treatment techniques or dilution. When it can’t get levels below standards, they must routinely notify customers that their drinking water is contaminated. Across the state, 81 systems in the last three years have sent 850 notices to customers that their drinking water had high levels of one of the three most common contaminants, according to system-level data obtained by The Times.

In Kern County — one of the most productive farming counties in the nation — the use of fertilizers and crop fumigants has resulted in numerous sources of contamination for nitrate and 1,2,3-TCP.



Goats graze on a field near the well for Fuller Acres. The water system for the Kern County community has exceeded its maximum contaminant levels for the carcinogenic 1,2,3-TCP for the last several years, and residents must buy bottled water for drinking and cooking.
(Francine Orr / Los Angeles Times)

Arsenic is typically contained in rocks and sediment, but it can become soluble and enter groundwater supplies when it encounters conditions of low oxygen and high pH levels — both of which are particularly common in older groundwater.

That can be a major problem for the Central Valley, where worsening cycles of drought and dwindling supplies are causing growers to drill deeper than ever and tap into older reserves.

“Deeper wells that have generally older groundwater tend to have more of a problem with arsenic than shallower wells,” said John Izbicki, a research hydrologist with the California Water Science Center. “In places like the San Joaquin Valley, where shallower wells have, over the last many decades, extracted more recent groundwater, people are going deeper and deeper, and problems with arsenic are becoming increasingly common.”

Other researchers say that subsidence — the sinking of the earth due to the overpumping of aquifers — can also release trapped arsenic into groundwater.

Izbicki said he’s sampled wells with concentrations as high as 1,500 parts per billion, and some colleagues have even seen numbers as high as 10,000 in the Central Valley.

A recent study estimated that nearly 1.5 million people in the Central Valley rely on public water systems that may have moderate or high levels of arsenic. Elevated nitrate levels may affect more than 500,000 people.

Clean water advocates say delays in addressing such problems have potentially grave health impacts. Joseph Heide, community development manager at the nonprofit Self-Help Enterprises, said that projects to address water quality problems can take five to 10 years to finish, and that officials need to expedite them to three.

“We need to make sure small, disadvantaged communities have the resources and the funding to fix their water within that three-year time period, because this has real impacts,” said Heide, who helps under-resourced communities access clean drinking water in the San Joaquin Valley — the fertile southern region of the Central Valley.

“There are real people on the ground that have lived with arsenic in their water for 10, 15 years. ... People drinking water with arsenic or 1,2,3-TCP have higher rates of cancer, and you can definitely see that in the Central Valley.”

Although statistics indicate that Central Valley counties have a moderate cancer prevalence compared with other regions in the state, cancer was the second-leading cause of deaths in Fresno County from 2016 to 2020 and the first in Kern County from 2008 to 2018. Another recent study found that thyroid cancer associated with high nitrate contamination in drinking water wells is widespread in the Central Valley and disadvantaged communities, which had double the incidences of non-disadvantaged communities.



An oil pumpjack near Fuller Acres in Kern County.
(Francine Orr / Los Angeles Times)

In Fuller Acres, where oil pumpjacks bob amid lush orchards, Maria Martinez and her family had never heard of 1,2,3-Trichloropropane until 2018, when they received a notice saying the tap water in their home had high levels of the chemical.

A component of soil fumigants that Central Valley growers once used to kill microscopic plant pests, 1,2,3-TCP causes cancer in lab animals, as well as liver and kidney damage, and is presumed to do the same in humans. Short-term exposure can cause eye, throat and skin irritation, and may affect memory, concentration and muscle coordination.

The presence of the chemical has generated numerous lawsuits over the years by water suppliers against the Dow Chemical and Shell Oil companies, accusing the manufacturers of failing to warn people of the risks. Although the potential health effects had been known for decades, it wasn't until 2018 that the state mandated testing for the carcinogen. News of the contamination concerned Martinez.

“I used the water for many years, and I don't know if there will be future health risks,” said Martinez, 64, who moved to the rural, unincorporated community near downtown Bakersfield about 30 years ago. She said neighbors and others in the area have died from stomach cancer, and she and others wonder if their water was to blame.

Residents recently started receiving potable water after asking their provider, Fuller Acres Mutual Water Co., to apply for state-funded water deliveries until a project to address the contamination is completed. But that may take years. For now, the 5-gallon jugs every two weeks are enough for cooking and brewing coffee, but the Martinez family still buys their own bottled water, spending some \$50 a month in addition to a \$70 monthly water bill. There's also the price of gas. It's an economic stressor for a family living off some \$14,500 a year.



Maria Martinez reviews her water bill while sitting in the living room of her home in Fuller Acres. (Francine Orr / Los Angeles Times)

They also worry about other forms of exposure: Showering. Washing dishes. Brushing their teeth. Eating fruits and vegetables from their gardens.

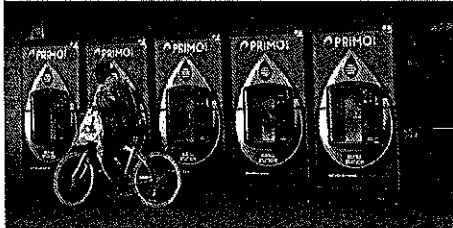
Living like this, Martinez said, makes her and her family feel neglected.

“We’re a really poor community and a community with lots of problems.” Even in Guanajuato, Mexico, a less affluent state where she was born and raised, communities had things like sewer systems and streetlights, she said. “And those of us living in the United States, where people supposedly live the American dream, we don’t have a sewer system and clean water.”

Some experts worry the growth of failing Central Valley water systems offers a glimpse into California’s future as climate change, drought, groundwater overpumping, aging infrastructure and heightened water standards push more systems to the brink. They say that addressing these failures will require not only more effort by the state, but from local officials as well.

“I think with enough resources, money, people and political will, the human right to water is absolutely achievable in California,” said Max Gomberg, an independent consultant working with environmental justice advocates and a former staffer at the State Water Board. “But it’s going to take all of that to a degree that has not been provided in the 11 years since the Human Right to Water Act was passed.”

Much of Kern County’s challenges have to do with the sheer number of public water systems in the county. Communities here rely heavily on groundwater, and many are served by small systems often run by volunteer boards with little staffing and limited income for long-term investments.



Water refill stations in the community of Lamont, where some Fuller Acres residents purchase their water.

(Francine Orr / Los Angeles Times)

“A lot of these small systems operate to failure,” said Darrin Polhemus, deputy director and head of the Division of Drinking Water at the State Water Board. “A well-run, larger system never actually gets there.”

Contamination problems can surprise small water suppliers if they haven’t been doing sufficient maintenance or charging enough to pay for needed upgrades, he said.

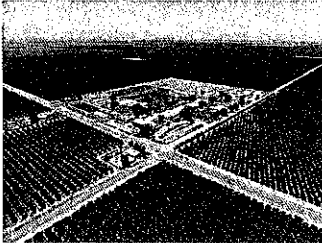
It’s why state officials often believe that the best long-term solution is consolidation — connecting smaller failing suppliers to larger utilities or nearby towns. But some water systems are too remote to physically consolidate, and at roughly \$1 million a mile, it’s a costly option and can be met with resistance.

To add to the challenges, some counties have not been active partners in remediation efforts. “The governing structures of the district level, then the communities and then the county, they’ve been really kind of hands off,” Polhemus said. It’s a problem that clean water advocates have noticed as well.

“The state does have some responsibility in not addressing the challenge, but I think the board is trying to do a lot to address the issue,” said Erick Orellana, senior policy advocate for the nonprofit Community Water Center and a member of the Safe and Affordable Funding for Equity and Resilience Program’s advisory group. “It really just needs more local partners to help address the challenges, and certainly Kern County has not stepped up to be a partner yet.”

Amy Rutledge, assistant director of the Kern County Public Health Department, said the county can do only so much because it doesn’t regulate its public water systems.

“We are here to provide the water systems with any support they may need, answer any questions or concerns they may have and to facilitate between the water system and state as best as we can,” she said. But getting counties and municipalities to be more involved is easier said than done.



Because of arsenic contamination of its water system, Lakeside School relies entirely on bottled water. (Myung J. Chun / Los Angeles Times)

For more than a decade, the staff and students at Lakeside School in Bakersfield have been almost entirely reliant on bottled water. If you turn the taps on a classroom sink, nothing will come out. Officials there have been reporting arsenic levels above the Environmental Protection Agency’s limit since 2009, with an average reading of about 18 parts per billion. The school district has tried a variety of solutions, including an attempt to have its water system join Bakersfield’s municipal system. But the city fought the proposal, stating that it didn’t want to take on the maintenance of that pipeline, according to Supt. Ty Bryson. After several years of going back and forth, the city prevailed, and the proposal fizzled. On a Friday morning this spring, Principal Kristin Angelo pointed to a seating area that was installed where a cluster of water fountains once stood, and a hand-washing station where all the spigots had been capped and sealed.

“It would be nice to not have to worry about it,” Angelo said as kids queued up at one of the school’s water stations, where they filled paper cups from 5-gallon jugs that require near-constant replacement. “To not have to deal with cups and refilling bottles and then staffing to deliver them — it’s just a whole other layer.”

Colby, then a fifth-grader, said he wished he could use water from the stations for art projects, but it’s against the rules. “It would be nice to be able to turn it on and use as much as we want,” he said.

Lakeside is one of 57 schools in California with a failing water system, and 76 more are at risk of failing. “They talk about a human right to water, and I think something like that is so basic and essential,” Bryson said. “I think it’s just sad that a kid can’t go to a drinking fountain at their school and get a drink of water.”

One of the most intense El Niños ever observed could be forming An experimental forecast from scientists at the National Center for Atmospheric Research calls for a 'super' El Niño by winter



By Scott Dance

September 26, 2023 at 5:03 p.m. EDT

A deadly cyclone destroyed several homes in Roca Sales, Brazil, earlier this month. (Wesley Santos/AP)

A fast-forming and strengthening El Niño climate pattern could peak this winter as one of the most intense ever observed, according to an experimental forecast released Tuesday. The new prediction system suggested it could reach top-tier "super" El Niño strength, a level that in the past has unleashed deadly fires, drought, heat waves, floods and mudslides around the world.

This time, El Niño is developing alongside an unprecedented surge in global temperatures that scientists say have increased the likelihood of brutal heat waves and deadly floods of the kind seen in recent weeks.

Will that make El Niño's typical extremes even more dramatic in the winter?

"My answer would be — maybe," said David DeWitt, director of the National Oceanic and Atmospheric Administration's Climate Prediction Center.

Whether — and where — this El Niño might produce new weather extremes is difficult to pin down months in advance, scientists said. That's because research has not clarified any link between human-caused planetary warming and El Niño, or its counterpart, La Niña. Variation among El Niño events also makes weather impacts difficult to predict.

A new El Niño is here for 2023

Warming ocean waters point to a developing El Niño weather pattern for 2023. The Post's Scott Dance breaks down what this means for future forecasts. (Video: John Farrell/The Washington Post)

There are signs that rising temperatures could increase El Niño's capacity to trigger heavy rainfall in some parts of the globe, though, said Yuko Okumura, a research scientist at the University of Texas.

"It's likely the impact might be stronger," Okumura said.

An intense El Niño forecast

Climate models have for months suggested the potential for an intense El Niño that could trigger floods, heat waves and droughts.

The phenomenon is marked by a surge of warmth in surface waters along the equator in the eastern and central Pacific Ocean. The warmer those waters become, and the more they couple with west-to-east flowing winds over the Pacific, the stronger the El Niño and its influence on global weather.

NOAA scientists declared the pattern's arrival in June, by which point there were already signs of unusual warming in the Pacific and other waters around the world. As global ocean and surface temperatures surged into record territory in the months that followed, official predictions of El Niño's intensity have solidified. NOAA's climate forecasters this month estimated the chance of a strong El Niño pattern by winter in the Northern Hemisphere at 71 percent. Its current strength is moderate. A forecast that the National Center for Atmospheric Research issued Tuesday was even more bullish, using a new prediction system to forecast that the coming winter could bring a super El Niño, with strength rivaling the historic El Niño of 1997-1998. That winter brought extreme rainfall to California and Kenya, and intense drought to Indonesia. "We might be facing a similar winter coming up," said Stephen Yeager, a project scientist at the center who helped lead the forecasting. "This is one plausible future." The model predicts this El Niño will be a little less intense than the last super El Niño, which occurred in 2015-2016. That El Niño was tied to severe coral bleaching in the Great Barrier Reef, record cyclones in the Pacific, drought and fires in Australia, a historic snowstorm along the Mid-Atlantic coast and disease outbreaks around the world. A man attempts to extinguish a wildfire in his oil palm plantation on Saturday in Ogan Ilir, Indonesia. (Ulet Ifansasti/Getty Images)

Uncertain weather impacts

Though confidence may be high that Pacific waters will remain warm, allowing El Niño to persist for months, that does not mean scientists are sure of what that augurs for weather around the world.

A textbook El Niño includes tendencies toward dry conditions in such places as Indonesia, northern Australia and southern Africa and wet conditions across parts of South America, eastern Africa and along the southern tier of the United States. Signs are already suggesting a hot and dry summer for Australia, for example, where authorities are warning of heightened wildfire dangers.

But that does not mean the same conditions develop with each El Niño.

Peru is where El Niño got its name, signifying the baby Jesus and onset of Pacific Ocean warmth around Christmas. The pattern is known for bringing heavy rain to coastal communities there.

But in the 2015-2016 El Niño episode, that didn't happen, said Ken Takahashi Guevara, a scientist at the Geophysical Institute of Peru and a former director of the Peruvian meteorological and hydrological service. Now, unlike other past El Niño events, winds that would help drive rainfall are again absent, he said.

"It's not enough for us to say there is an El Niño or not," Takahashi said. "This year is particularly hard to say something about."

DeWitt, of the NOAA climate center, said other short-term weather patterns can make the effects of El Niño harder to detect, or render them altogether absent. Phenomena such as the Madden-Julian Oscillation, which creates unusual rainfall patterns around the Indian and Pacific oceans, and sudden stratospheric warming, when polar regions dramatically warm and frigid air plunges south, can overwhelm the El Niño signal, he said.

Though El Niño is known for bringing moisture flowing to California and the Southwest, for example, that pattern is not yet emerging, he added. When this past winter delivered

record precipitation to those areas, it came on the tail end of a lengthy stretch of La Niña conditions — known for a tendency toward drought there.

“The forecasts right now are showing a fairly muted response” to El Niño in the United States, DeWitt said.

Improving future El Niño forecasts

Research is ongoing to better understand any connections between El Niño and global warming, as well as El Niño and its impacts.

Okumura is launching a study using models of atmospheric conditions to explore how El Niño might influence the occurrence of extreme precipitation around the world.

Past research has found an increase in such heavy precipitation in California during El Niño.

Scientists have already established a strong connection between planetary temperatures and precipitation intensity, because warmer air is capable of holding more moisture.

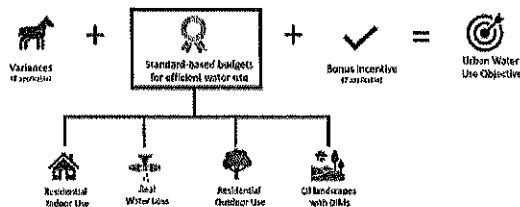
And Yeager said the research behind the latest El Niño forecast is part of a broader effort to better predict weather and climate phenomena over scales of one to two years. The research team is looking at whether the current El Niño could be followed in the spring by a rapid transition to La Niña, as has occurred in the past.

Beyond that, scientists are exploring why it may be relatively easier to predict the presence of an El Niño pattern than its impacts, he added.

Independent analysis shows that implementation would drive up costs for most water suppliers which in turn will put further upward pressure on rates and charges

On Wednesday, the State Water Resources Control Board will hold a public hearing on the regulation, "Making Conservation a California Way of Life." The regulation is a result of AB 1668 and SB 606, passed in 2018, that directed the State Water Board to adopt long-term standards for efficient water use.

Figure 1: How a supplier calculates its urban water use objective



How a supplier calculates its urban water use objective

The proposed regulation will establish the standards, variances, and methodologies for calculating the urban water use objectives, along with performance measures and reporting requirements. Variances for unique water uses that can affect the water supplier's water use objective are included, such as livestock or fluctuations in seasonal populations.

It is important to note that the proposed regulation would not require suppliers to comply with any individual standard, but rather, suppliers would be required to meet their overall objective.

Wednesday's public hearing will include an overview of the proposed regulation, key provisions, regulatory timeline, and process. There will be presentations led by urban retail water suppliers and other interested parties on the proposed regulation. That will be followed by an opportunity for the public to comment. This is the first in a series of hearings prior to adopting the proposed regulation that will proceed as required by the Administrative Procedures Act.

Given the comments at the previous workshop in March of this year, the focus will likely be on the achievability of the outdoor standards, costs of implementation, and the reporting and data burden for water purveyors.

DOES THE PROPOSED REGULATION MAKE ECONOMIC SENSE?

Per the Administrative Procedures Act, an agency must complete a Standardized Regulatory Impact Analysis (SRIA) when a proposed regulation would have a fiscal impact exceeding \$50 million in any 12-month period following its adoption. The SRIA is intended to assess adverse economic impacts and unreasonable compliance requirements and provide information for agencies and the public to determine whether the proposed regulation is efficient and effective at achieving the policy objectives. Since the proposed regulation falls into this category, the State Water Board staff have prepared such an analysis.

Southern California water supplier Mesa Water District asked economic/policy consultants M Cubed to assess the Board's SRIA to see if it reasonably determines the benefits of the new regulation, the costs of enforcement, and compliance and sets a reasonable baseline from which to estimate benefits and costs.

M Cubed's analysis found that the SRIA's estimate of benefits overstates supplier-avoided production costs, estimates avoided production costs primarily on wholesale water rates, which are comprised of sizeable fixed costs that are not avoidable, and overstates the rate at which the avoidable costs will escalate in the future. The cost estimates in the SRIA are also similarly unreasonable as they underestimate customer costs and installation costs of installing dedicated irrigation meters for large landscapes, as well as grossly underestimate the costs of program creation, reporting, and implementation of BMPs for large landscapes.

The baseline is also problematic as it ignores the effect of future price increases on urban water use and contains contradictory assumptions. These deficiencies result in the SRIA significantly overstating expected water savings and potential benefits of the proposed regulation.

	SRIA	After Correcting Deficiencies
Benefit of Regulation (mostly avoided water costs)	\$11.1 billion	\$8.2 billion*
Cost of Regulation	\$8.9 billion	\$15.6 billion
Net Benefit	\$2.2 billion	-\$7.4 billion
Benefit Cost Ratio	1.24	0.53

* Corrected estimate includes 10 extra years of water savings (2041-2050) to account for residual benefits that will accrue following the end of the 2040 analysis period.

So, bottom line: The State Board's SRIA estimates a net benefit of \$2.2 billion and a benefit-cost ratio of 1.24; M Cubed's analysis determined it would cost \$7.4 billion and has a benefit-cost ratio of 0.53. (Any benefit-cost ratio greater than 1 is good; less than 1 is not.)

The authors of the report note there are numerous implications of these findings, however, the ones of most concern are with respect to the affordability of water service and the impact on low-income communities. "Although the SRIA portrays the proposed regulation as cost reducing (it estimates only 0.2% of households would face higher water bills), our analysis strongly indicates that it will drive up costs for most water suppliers which in turn will put further upward pressure on rates and charges," the report states. The authors also point out that there are no provisions in the proposed regulation concerning the cost-effectiveness of the mandated requirements. "Under the proposed regulation, a supplier may receive a variance if its customers have, say, an inordinate number of horses, but not if the costs of compliance significantly outweigh its avoided costs of production. The proposed regulation should incorporate at the supplier level basic tests of economic efficiency with respect to the mandated requirements."

They also point out that the burden would fall disproportionately on disadvantaged communities (DACs). "We estimate that the top 25% of suppliers with the highest DAC prevalence are likely to face roughly double the compliance costs, on a per connection basis, compared to suppliers with lower DAC prevalence. Many of these suppliers are situated in the Central Valley, where variable production costs are significantly lower than in coastal urban areas. Consequently, the likelihood of the proposed regulation increasing costs and potentially driving up rates and charges for suppliers who are already grappling with the challenge of maintaining affordable services is, in our estimation, quite high.

HOW MIGHT THE PROPOSED REGULATION AFFECT YOUR WATER UTILITY?

There are tools available to determine the potential impact on your water utility:

- The State Water Board has a data tool for showing how different parameter values affect water use objective for any given urban retail water supplier.
- The California Association of Mutual Water Companies has a tool to see how the new water conservation targets might impact a particular water system.

Note: A derivative of this article was first published in Maven's Weekly Water Blast, the exclusive weekly newsletter for supporters of Maven's Notebook. Make a tax-deductible donation today and get more exclusive California water news in your inbox on Monday morning.

Losing the trees for the forest (Opinion)

News **NEWS** | Oct 2, 2023

Amy Berry, CEO of the Tahoe Fund As CEO of the Tahoe Fund, I spend a lot of time working to improve the Lake Tahoe environment. Since our founding in 2010, we have supported more than 130 different environment improvement projects around Tahoe, helping to secure more than \$100 million in philanthropic and public funds. Clearly, we have a thing for the environment. Which is why I know it sounds odd when I say that our number one priority is to remove trees from our forest. Simply put, we have too many trees. And if we don't figure out how to lose some of them, we face the very real risk of losing all of them. Yes, I know this runs afoul of many people's ideas of taking care of Mother Nature. After all, the most quintessential statement of loving nature is hugging a tree.

Conventional thinking and the composition of our forests have changed since the advent of tree-hugging. There is now strong consensus among scientists, land managers and environmentalists about two things: our forests are overly dense, and they are dying because of it.

This didn't happen overnight. A quick trip back in time reveals a healthy and thriving Tahoe forest stewarded by the Washoe Tribe, whose traditional ecological practices allowed the landscape to thin and regenerate annually. Then, in the 1800s, logging and mining interests took control and clear-cut the Basin. The forest grew back all at once, eliminating tree stand variety and changing the diversity of species. The following century, wildland firefighting agencies adopted a policy of "suppression first," which inadvertently led to unchecked overgrowth.

Now, we have a forest with too many trees that are competing for a very limited supply of water and sunlight. This leaves them prone to disease, infestation, and mortality, which in turn, makes them extremely potent fuel for catastrophic wildfire. According to the US Forest Service, over 200 million trees have died in California since 2010. Last year alone 36 million trees died.

An October 2022 report from Land Tender estimated that there are approximately 300 trees per acre in Tahoe. Historically, when the forest was healthier, the number of trees per acre was about 25. This represents an 1100% increase, and according to calculations, about 22 million too many trees in Tahoe.

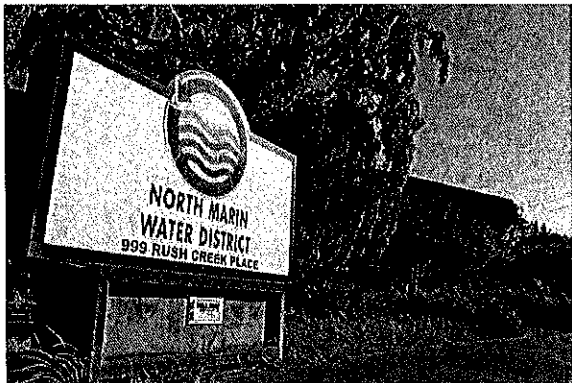
That's worth repeating: The Tahoe Basin has 22 million more trees than a healthy forest should. Simply put, we have too many straws in the cup. With too many trees drinking from a limited resource, they are dying and creating an excess of fuel ready to ignite and rapidly spread a catastrophic wildfire.

To be certain, neither I nor any mainstream scientists or agencies are advocating for clear-cutting. That's what got us here in the first place. What we want to see is highly targeted, data-driven forest health treatments that create space, and provide access to water and light, so that healthy trees can flourish.

Fortunately, there are solutions. NV Energy's Natural Disaster Protection Plan (NDPP) is a great example. Through this program, NV Energy, the US Forest Service and NV Department of Forestry have teamed up to treat vegetation around power lines throughout the greater Basin, with three goals in mind: improve forest health, slow the spread of wildfire, and maintain infrastructure capabilities during wildfires. Since 2019, crews have removed almost 50,000 trees from overcrowded parcels, along with 8,000-plus tons of dried brush, which acts as explosive fuel for fire. Importantly, they have also replanted this terrain with resilient native plants.

There are a lot of tools that can help us create healthier forests, with fewer straws in the cup. Done right, we can lose some trees and still keep our forest.

Marin water agency objects to state's proposed conservation rules



North Marin Water District headquarters, Novato. (Alan Dep/Marin Independent Journal)

By **WILL HOUSTON** | whouston@marinij.com |

PUBLISHED: October 3, 2023 at 5:12 p.m. | UPDATED: October 3, 2023 at 6:02 p.m.

The North Marin Water District is pushing back on the state's proposal for permanent water conservation measures regardless of drought conditions.

The proposal, known as "Making Conservation a California Way of Life," would require hundreds of large urban water suppliers to set and meet new conservation targets beginning in 2025. Agencies also would be required to submit more detailed information to the state on how their water is being used.

The State Water Resources Control Board is set to hold a workshop on the proposed rules on Wednesday.

Tony Williams, the general manager of the North Marin Water District, said the rules would place onerous requirements on local agencies that have already been successful in reducing water use.

"Just the reporting alone and the way that we have to gather different data now is an impact," Williams said. "I get it if we weren't achieving a reduction in water use or always exceeding some other type of threshold, but that's not the case for most of the agencies in Marin and Sonoma counties."

"It just feels like a penalizing type of regulation," Williams said.

The district's board was set to vote on Tuesday evening on whether to send a letter to the state outlining the agency's concerns.

Under the rules, water agencies would be required to create water-use budgets to achieve conservation goals set by the state. Agencies that do not create the budgets can face daily fines of up to \$1,000, or up to \$10,000 during declared drought emergencies. The rules are required by two bills approved by Gov. Jerry Brown in 2018 in the aftermath of a five-year drought.

Marin's two main suppliers — the North Marin Water District and the larger Marin Municipal Water District — have already worked to reduce water use and would not be required to make reductions until 2035. And those reductions would only range from 1% to 2%.

Williams said the biggest impact for his district, which serves the greater Novato area and parts of West Marin, is the effect on staff resources rather than the ability to achieve the proposed water use reductions.

"We're not too concerned about achieving these thresholds, especially on the residential side," Williams said.

The district has only one full-time staff member who works on the agency's water conservation program and all public outreach related to it.

"We're trying to stay kind of an efficient district with staffing, but it just seems like every year more and more burden is put on us to chop up our water use in different categories and ways," Williams said.

A collective of Marin and Sonoma water agencies, known as the Sonoma Marin Water Saving Partnership, says it has worked to reduce per capita water use in the region by 43% compared to 25 years ago. The North Marin district reported that water use so far this year is 31% lower than in 2013, which is the benchmark year set by the state for reporting.

Marin Municipal Water District spokesperson Adriane Mertens said the district did not have a comment on the proposal at this time, but said it "continues to monitor the state's rulemaking on the conservation regs."

Sonoma Water, the wholesaler that provides water to both Marin water agencies, is not affected by the rules and does not have a position on them, according to spokesperson Ann DuBay.

Kimery Wiltshire, president of Confluence West, a Sausalito nonprofit organization that works on water issues in the western U.S., said that while the state may alter the proposed rules in response to concerns raised by water agencies, the rules are appropriate given the significant droughts the state has experienced and will face.

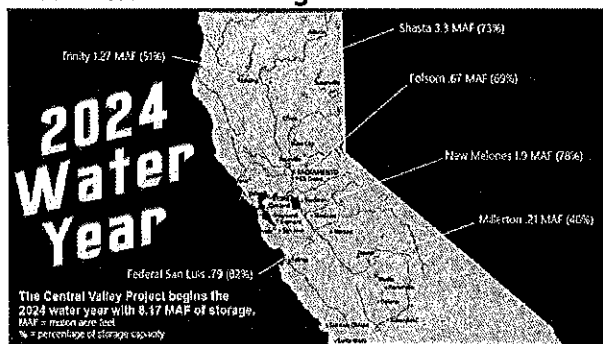
"I salute the state for really taking, I think, a really determined run at this," Wiltshire said. "Of course, there are going to be concerns up and down the state because it is a diverse state, but we're running out of water. We have got to do some drastic things."

More information about the state's proposal can be found at shorturl.at/fgkwE.

Total reservoir storage of 8.17 million acre-feet more than double of last year

From the Bureau of Reclamation:

A record-setting winter in 2023 has left the Bureau of Reclamation's Central Valley Project reservoirs in good shape as it begins the 2024 water year with 8.17 million acre-feet of water in storage.



"We could not have asked for better conditions in 2023 and the rain and snow were a welcome reprieve after the driest three-year stretch ever," said **Reclamation Regional Director Ernest Conant**. "The ample precipitation California received has left our reservoirs well positioned as we transition to a new water year." California's drought was effectively eliminated between December 2022 and March 2023 as a series of at least 12 strong and extreme atmospheric rivers hit the West Coast. The storms' aftermath marked the first time since 2020 that none of California was in exceptional or extreme drought.

Early in 2023, so much water was in the system that Reclamation declared the availability of Section 215 water for those able to enter temporary water service contracts. (Section 215 refers to a provision in the Reclamation Reform Act of 1982 that defines temporary water supplies and allows non-storable water to be applied to lands otherwise ineligible to receive federal water).

Reclamation's initial CVP allocation of 35% in February reflected the improved hydrologic conditions. By March, Shasta Reservoir increased to 81% of capacity, and San Luis Reservoir, the largest off-stream reservoir in the U.S., increased to 97%. In April, Reclamation increased all CVP water supply allocations to 100%.

Regional Director Conant added, "While we are pleased to start the 2024 water year with reserves, we know firsthand that California's changing climate is unpredictable and dry years will undoubtedly reoccur. Reclamation will continue to manage water supplies accordingly and as always, encourage conservation and wise use of our water resources."

The CVP's major reservoirs are (from north to south) Trinity, Shasta, Folsom, New Melones, Millerton, and the federal share of San Luis Reservoir. The water year begins Oct. 1 each year and ends Sept. 30.

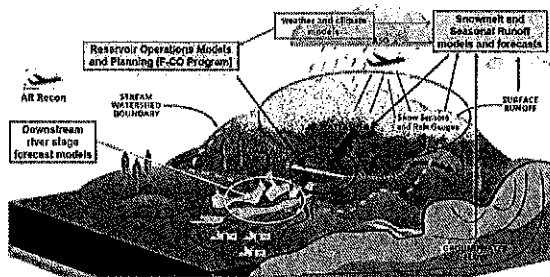
Comparison of Previous End-of-Year Storage in Major CVP Reservoirs (Million Acre-Feet)

Year	2023	2022	2021	2020	2019	2017	1977 (Driest Year)	1983 (Wettest Year)
Total	8.17	3.6	3.21	6.01	9.02	6.8	1.5	9.8

The CVP is the largest single source of irrigation water in California, typically supplying water to about 3 million acres of agricultural land in the San Joaquin and Sacramento valleys. The CVP also provides urban water for millions of people and industrial water, including that essential to the San Francisco Bay Area's economy. Water from the CVP is also vital for the environment, wildlife and fishery restoration, including providing water to 19 refuges in the Central Valley, and hydroelectric power production.

From the Department of Water Resources:

The Department of Water Resources (DWR) today highlighted how the State and its federal and local partners are preparing for the new water year which started October 1 and the possibility of another wet season under strong El Niño conditions.



Observations and forecasts informing water management California's investments in forecasting and emergency preparedness paid off during last season's storm events and the State is incorporating lessons learned during the last water year and advancing the science and technology that will be critical to managing water in the coming years. DWR will utilize the most advanced forecasting tools with our partners like NOAA, Scripps, and others to prepare for whatever may come to California in the months ahead.

DWR and the U.S. Bureau of Reclamation, which operate the State Water Project and Central Valley Project respectively, are closely coordinating to ensure the state's reservoirs have flood space available under a second year of flood conditions as well as store as much water as possible in case of a return to drought conditions.

This past winter's storms provided a huge boost to the State Water Project. Lake Oroville levels recovered and had the single biggest increase in the State Water Project's history last year. The SWP was able to capture a total of 3.5 million acre-feet in reservoirs since December 1, 2022. Oroville is currently at 136 percent of historical average today, up from 64 percent of average a year ago. San Luis Reservoir, the jointly operated reservoir in Merced County, sits at 190 percent of historical average today, up from 67 percent this time last year. You can find additional reservoir levels at California Water Watch.

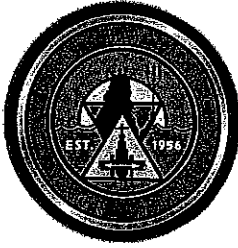
In addition to smart water management, DWR is working to prepare local communities for the threat of a second year of flood conditions. DWR is providing vulnerable communities with funding, flood fight training, and continued material support across the state. DWR is starting this water year with more flood fighting materials on hand than last year, including 2.4 million more sandbags, pre-positioned at more locations.

The State-Federal Flood Operations Center (FOC) is working with local counties and communities to provide flood fight training and pre-season emergency response coordination across the state to ensure vulnerable communities have the resources and training needed to respond to potential flooding. A list of those counties is available in the PowerPoint presentation linked below.

The Governor, in partnership with the Legislature, has invested a total of more than \$430 million in the most recent budget to support flood response and projects to protect communities from future flooding.

As the new water year gets underway, communities and all Californians are urged to be aware of local flood risks, be prepared to evacuate and know your evacuation routes, and take action immediately when evacuation orders are issued by local authorities. State agencies are coordinating during California Flood Preparedness Week, October 21 – October 28 to help local communities prepare for possible flooding.

CORRESPONDENCE



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

828 Seventh Street • Eureka, California 95501-1114
PO Box 95 • Eureka, California 95502-0095
Office 707-443-5018 Essex 707-822-2918
Fax 707-443-5731 707-822-8245
EMAIL OFFICE@HBMWD.COM
Website: www.hbmwd.com

BOARD OF DIRECTORS

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DAVID LINDBERG, ASSISTANT SECRETARY-TREASURER
SHERI WOO, DIRECTOR

GENERAL MANAGER

JOHN FRIEDENBACH

September 7, 2023

Sent Via FERC Service

Mr. Frank Blackett, P.E.
Regional Engineer
Federal Energy Regulatory Commission
Division of Dam Safety and Inspections- San Francisco Regional Office
100 First Street, Suite 2300
San Francisco, CA 94105-3084

Re: Emergency Action Plan Tabletop and Functional Exercises Project No. 3430-CA

Dear Mr. Blackett,

We received your letter dated August 17, 2023 requesting notification of the date of our EAP functional exercise. The letter states that the exercise should be scheduled prior to September 30, 2024.

We are writing to notify you that we will be conducting our Tabletop and Functional Exercises on Friday, September 27, 2024. The event will take place at the Wharfinger Building, 1 Marina Way, Eureka, CA 95501. Registration will begin at 9:00 a.m. with the program starting at 9:30 a.m. Please consider this our official notification and kindly make arrangements for appropriate FERC staff to attend.

If you have any questions, please contact us.

Respectfully,

A handwritten signature in black ink, appearing to read "John Friedenbach", is written over the typed name and title.

John Friedenbach
General Manager

Cc: Jodi Dutta, FERC



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

828 Seventh Street • Eureka, California 95501-1114

PO Box 95 • Eureka, California 95502-0095

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Fax 707-443-5731 707-822-8245

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Website: www.hbmwd.com

BOARD OF DIRECTORS

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SHERI WOO, DIRECTOR

GENERAL MANAGER

JOHN FRIEDENBACH

September 18, 2023

Rebecca Fris
Acting Executive Director
Wildlife Conservation Board
PO Box 944209
Sacramento, CA 94244-2090

RE: Grant Agreement Number WC-1739BC Extension Request

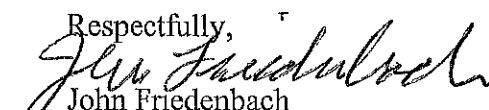
Dear Ms. Fris,

There have been unforeseen delays in completing the tasks under the Work Plan for our grant agreement WC-1739BC. Covid-19 being one of the major contributors. Despite this, the District has made progress in advancing our draft 1707 permit application and are submitting the same to the Water Board staff in order for them to begin their "draft review" process. They have not provided a definite timeline for their completion of their draft review. Once their draft review comments are reviewed and incorporated as necessary, our final 1707 permit application will be submitted to the Water Board for consideration and approval, which would designate the end of the grant approved tasks. Therefore, we respectfully request an extension to our grant Work Plan as indicated on the attached revised Exhibit D to the grant agreement to achieve an accurate and complete 1707 application submittal to the State Water Resource Control Board. We respectfully request a new grant completion date of March 31, 2024 with the attached revised deliverables schedule.

In addition, we would like to review the grant budget line items with your staff during the next 90 days to identify areas where due to change in circumstances, we believe there is excess funding that can be released back to the Wildlife Conservation Board. We understand that this will occur naturally during the grant close out process.

If you have any questions, or need any additional information, please do not hesitate to contact us.

Respectfully,


John Friedenbach
General Manager

Encl. Cc: Alyssa Benedetti, WCB
Shannon Lucas, WCB

Mad River Enhancement, Humboldt and Trinity Counties
Grant Agreement Number, WC-1739BC
Project ID: 2018019

Exhibit D

WORK PLAN

Project Overview

This project will facilitate the necessary studies and permitting to improve flow conditions in the mainstem Mad River from Matthews Dam to the ocean, by allowing the Humboldt Bay Municipal Water District (HBMWD) to release water in ways that create more and improved habitat at critical times for salmonids and other special status species. Flows which could provide the desired habitat enhancement are in peril due to future changes in HBMWD's diversion and storage rights, and increased demand from legal and illegal cannabis operations. The Mad River supports state and federally listed species, and was added to the US EPA's List of Impaired Waters for sedimentation and turbidity in 1992, and the North Coast Regional Water Quality Control Board identified water temperature as an additional impairment in 2006.

Ecological studies, along with Operational Analyses such as Consumptive Use Analysis and a review of reservoir operations methodologies, will provide the information and data necessary to revise reservoir operations. HBMWD will apply for a Petition for Change to their water right so that releases for environmental benefit can continue or be modified at appropriate times. The Project Team consists of the Humboldt Bay Municipal Water District, H. T. Harvey & Associates, Stillwater Sciences, GHD Group, and the Mad River Alliance.

Task 1: Project Management

HBMWD is the Grantee and will act as the lead agency for project management and administrative tasks. Staff will manage subcontractor agreements and ensure that project timelines are met for securing permits and providing necessary documentation to the WCB. Work on this task will be ongoing throughout the project term.

Task 2: Public Outreach

HBMWD will also be the lead agency for continuing public engagement with the project through its existing Water Resources Planning process. Meetings are held twice a year with the Citizens Advisory Committee, and District public meetings are held monthly. Work on this task will be ongoing throughout the project term.

Task 3: Environmental and Operational Analyses

Ecological Surveys

Information on listed species and baseline water quality conditions will be compiled and evaluated. This will include time to gather existing datasets; collect new field data; glean information from local agencies, tribes and NGOs; and

Mad River Enhancement, Humboldt and Trinity Counties
Grant Agreement Number WC-1739BC
Project ID: 2018019

Exhibit D

coordinate with GHD hydrologists and engineers on flow studies. These subtasks are outlined below and work will take place between June 2018 and June 2019.

- a) Compile and evaluate existing data on state listed species present in the project area (e.g. longfin smelt, foothill yellow-legged frog).
- b) Compile and evaluate existing data on federally listed species present in the project area (e.g. coho and Chinook salmon, steelhead, eucaloon, and green sturgeon).
- c) Compile, evaluate and synthesize existing water quality data by reach (e.g. estuary, lower and upper reaches downstream of the dam). MRA will gather additional temperature data for the first year of the project term. Temperature modelling will be used to predict the effects of flows on temperatures under pre-HBMWD operation, current flow, and enhanced flow conditions. This data will support decision-making for the revised reservoir operations.

Reservoir Operations Revision

The work involved in the operations analysis and planning is expected to be complete in mid-2019. The Project Team will take into consideration competing demands, reservoir inflow data, historical operational data, and the ecological data and temperature models generated in Task 1, when reviewing HBMWD's operation methodology.

- A Consumptive Use Analysis will be completed for the Mad River from Ruth Lake to the Essex Reach. Information on the existing water rights holders on the Mad River will be obtained, along with their maximum allotted consumptive right. This may result in preparing a Water Balance, which will then be used to determine if the Mad River is over-allocated during the summer months under various District water diversion, storage, and hydropower rights scenarios.
- It is known that there are also illegal water diversions along the Mad, mainly associated with cannabis cultivation operations. A Sensitivity Analysis will be performed to assess the impacts of these illegal diversions.
- An Injury Analysis will also be included to determine if water rights holders downstream would be adversely affected under a stream flow enhancement dedication and/or loss of water right scenario.

Based on findings from the above analyses, final recommendations will be made for revisions to the District's operational model and Habitat Conservation Plan (HCP) for Ruth Lake, Matthews Dam and the hydroplant. The flow release quantities and schedule will be defined for varying water year types. The Team will also seek input from the Department of Water Resources, the State Water Board, CDFW, National Marine Fisheries Service, and U.S. Fish and Wildlife Service. A major amendment will be added to the HCP to include changes to flows, effects on listed species, and possible mitigation efforts.

Mad River Enhancement, Humboldt and Trinity Counties
Grant Agreement Number WC-1739BC
Project ID: 2018019

Exhibit D

Task 4: Petition for Change

The Team will compile required documentation for a Petition for Change for instream flow dedication (Water Code section 1707). HBMWD will receive support and guidance from HTH and SWS in completing required Federal and State environmental review processes. The following steps will be completed in order to file a 1707 petition with the State Water Resources Control Board (SWRCB):

- Consult and coordinate with SWRCB's representative for WCB-funded projects to keep the petition process on schedule.
- ~~Prepare a NEPA Environmental Assessment (EA), which is required with the HCP. This task will include a draft EA, and will address public and agency comments to prepare a final EA/Finding of No Significant Impact.~~
- ~~Revise HBMWD's existing Long-term Streambed Alteration Agreement (LTSAA). The team will identify sections needing changes and submit them for agency review to CDFW.~~
- ~~Prepare State California Endangered Species Act Permits and a Consistency Determination.~~
- ~~Prepare a Monitoring and Adaptive Management plan, compiled from the amended HCP and LTSAA into a single document for the CEQA process and Section 1707 Petition for Change and "Environmental Information for Petitions."~~
- Conduct the CEQA process; write a Draft Mitigated Negative Declaration document, write notices, circulate drafts, attend public meetings and address public and agency comments. Categorical Exemption.
- Produce a Final Mitigated Negative Declaration document.
- Prepare a Draft Project Description and Draft Project Map, as well as site photos.
- Fill out the Petition for Change form and Environmental Information Form.
- Submit documentation to the State Water Board (SWRCB) along with the filing fees, and provide a copy of the petition to the Department of Fish and Wildlife.

Mad River Enhancement, Humboldt and Trinity Counties
 Grant Agreement Number WC-1739BC
 Project ID: 2018019

Exhibit D

Deliverables Schedule – updated September 2023

Task/ Subtask	Deliverables	Due Date
1. Project Management	Invoices and Progress Reports	Ongoing as needed
	Final Report to WCB	December 2024
2. Public Engagement	Monthly public meeting minutes	Include with progress reports
3. Ecological Surveys	Listed species and habitat quality report	June 2019
	Effects of flows on water quality report / temperature model output	June 2019
3. Reservoir Operations	Technical memo	December 2018
	Revised Operations Plan	June 2019
	Consumptive Use Analysis report (incl. Injury Analysis)	June 2019
4. Habitat Conservation Plan and Environmental Assessment	Draft HCP amendment and draft EA	Delete
	Final HCP amendment and final EA / FONSI	Delete
4. California Endangered Species Act	Draft Consistency Determination	Delete
	Final Consistency Determination	Delete
4. Lake and Streambed Alteration Agreement	Draft LT (long-term) SAA	Delete
	Final LTSAA	Delete
4. Adaptive Management and Monitoring Plan	Adaptive Management and Monitoring Plan	March 2024
4. CEQA and Cat Ex	Draft CEQA documents	January 2024
	Final CEQA documents	March 2024
4. Petition for Change	File complete petition with SWRCB	March 2024



GAVIN NEWSOM, Governor
NATURAL RESOURCES AGENCY
DEPARTMENT OF FISH AND WILDLIFE
WILDLIFE CONSERVATION BOARD
Mailing Address: P.O. Box 944209
Sacramento, California 94244-2090
www.wcb.ca.gov
(916) 445-8448

Date: 9/19/2023

John Friedenbach
General Manager
Humboldt Bay Municipal Water District
friedenbach@hbmwd.com

MAD RIVER ENHANCEMENT
HUMBOLDT COUNTY
AMENDMENT NO. 2 TO GRANT AGREEMENT WC-1739BC
PROJECT ID: 2018019


Dear John Friedenbach:

Enclosed for your review and signature is Amendment No. 2 to Grant Agreement WC-1739BC. This amendment will extend the termination date of this agreement to March 31, 2024. Please sign this amendment on behalf of the grantee with a DocuSign electronic signature. *Please note that no further extensions will be granted.*

After the amendment is approved, we will send you a fully executed copy for your records.

Thank you for your interest in working with the Wildlife Conservation Board. If you have any questions, please contact Alyssa Benedetti at alyssa.benedetti@wildlife.ca.gov or (916) 212-0691.

Sincerely,

DocuSigned by:

032538784F7B416...

Shannon Lucas, Supervisor
Restoration and Development

Enclosure(s)

ec: WCB Administrator

Tina Bartlett, Regional Manager
CDFW, Northern Region (1)

GAVIN NEWSOM
GOVERNORNANCY WARD
DIRECTOR

September 22, 2023

John Friedenbach
General Manager
Humboldt Bay Municipal Water District
P.O. Box 95
Eureka, CA 95502-0095

Subject: **NOTICE OF GRANT COMPLETION**
COMMUNITY POWER RESILIENCY ALLOCATION PROGRAM
Fiscal Year 2020-2021 FIPS # 023-91000

Dear Mr. Friedenbach:

The California Governor's Office of Emergency Services (Cal OES) would like to congratulate the Humboldt Bay Municipal Water District on the successful completion of the fiscal year 2020-2021 Community Power Resiliency (CPR) Allocation Program. As of the date of this letter, the FY20 CPR Expenditure Workbook submitted by your agency indicates the remaining balance of this grant is as follows:

Program	Award	Amount Expended	Amount Reverted
FY20 CPR Allocation Program	\$215,000	\$215,000	\$0

Please remember to retain records for seven years after receipt of this letter, and ensure that any subcontractors, subgrantees, or entities to which project responsibilities are transferred, retain records in accordance with state, federal, and local record retention requirements. During this retention period, your agency may be subject to an audit at any time.

Thank you for your commitment to keeping California safe and resilient. If you have any questions regarding this process, please contact a Cal OES PSPS Program Representative at PSPS@caloes.ca.gov.

Sincerely,

Cindy Logan
Community Resiliency and Listos Grants, Division Chief



John Friedenbach

From: Greater Eureka Chamber of Commerce <susan@eurekachamber.com>
Sent: Monday, October 02, 2023 2:47 PM
To: friedenbach@hbmwd.com
Subject: Nominations for 2024 Chamber Board Now Open



APPLICATIONS NOW OPEN FOR 2024 BOARD

As required by our Bylaws, applications are now being accepted at the Chamber offices from Chamber Members in good standing interested in serving on the Eureka Chamber Board of Directors.

Candidates must have maintained a minimum of one (1) year of active membership prior to applying to serve on the Board. Individuals serving on the Board must be business owners, managers of businesses, executives from business-related organizations or nonprofits, or senior educational institution administrators, and must have independent decision making authority. Each Chamber Member business or organization can only hold one Board Member position at any given time.

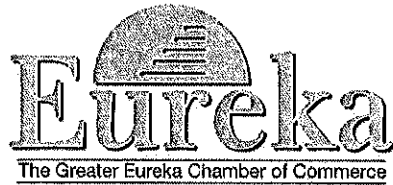
Six Board Members will be elected to serve three-year terms, which begin January of 2024. Applications must be received at the Chamber on or before October 15, 2023. The Elections Committee will then present a slate of candidates for the position of Board Member.

Members are also advised that additional candidates may be nominated by a petition bearing the signature of at least thirty-seven (37) qualified members of the Chamber.

Following the nomination process, a slate or ballot will be emailed to all members.

You may email the completed Board Application Form to: nancy@eurekachamber.com; or mail your application to the Greater Eureka Chamber of Commerce, 612 G Street, Ste. 101, Eureka, CA 95501.

More information may be obtained by calling the Chamber offices at 707-442-3738.



Board Member Application

Thank you for your interest in serving as a board member with the Greater Eureka Chamber of Commerce. Serving on the board is a rewarding experience and an opportunity for professional growth. Completing this form will help you understand the skills and time/resource commitments of this leadership position. You may find it helpful to read through the entire application and job description before you begin filling it out.

Board Member Position Description:

1. Serves a minimum of one (1), three-year term on the board. Eligible to serve two (2) terms.
2. Accountable to the Chamber board members.
3. Attends board meetings and important related meetings on a regular basis. The full board meets the final Thursday of every month, 3:00 pm at the Chamber office. Meetings typically last 90 minutes.
4. Makes a serious commitment to participate actively on the Chamber board and in committee work.
5. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
6. Stays informed about board matters. Prepares well for meetings, and reviews and comments on minutes, reports and activities.
7. Builds a collegial working relationship with other board and committee members that contributes to consensus for the good of the Chamber as a whole.
8. Participates in the board's annual evaluation and planning efforts.
9. Participates in membership recruitment for the organization.
10. Participates in fund raising for the organization.

Board members are the governing and policy-making body of the Chamber of Commerce. The board authorizes and implements the program of action, approves the budget, controls its property, receives and acts on committee and division recommendations and acts on the recommendations of the executive committee and president.

Other Specific Expectations Include:

1. Each board member is a representative-at-large of all Chamber members.
2. Each board member is expected to maintain close contact with other members of the Chamber.
3. The board is responsible for assisting in the financing of Chamber operations by referring potential new Chamber members, attending events, and participating in fundraising efforts.
4. Board members shall endeavor to enlist the talents and energies of other Chamber members in committee and division activities.
5. The board shall assign program of action objectives and clearly define the responsibility and authority of committees.
6. Each board member should make every effort to maintain good attendance and be on time. Upon the absence of a board member from three (3) meetings of the board for reasons the board fails to declare sufficient, that member's resignation from the board shall be deemed to have been tendered and accepted. Board meetings will be on a definite schedule throughout the year unless otherwise stated with advanced notice.
7. A board member may expect to encounter criticism of the organization and has the obligation to defend it against unfair criticism or to initiate any necessary action to eliminate the cause if the criticism is justified.
8. Board members are responsible to the general membership. A board member shall not:
 - Get involved in the day-to-day management of the Chamber.
 - Interpret Chamber policy or advocacy positions in self-interest.
 - Set policy as an individual.
 - Speak out on behalf of the Chamber unless authorized by the board or president.
 - Sign contracts, or verbally or in writing obligate the Chamber legally or financially.
 - Usurp the authority of the president or members of the board.



Thank you for your interest in becoming a Greater Eureka Chamber of Commerce Board Member. Please complete the following application to be considered for a board member position.

Name: _____

Business / Organization: _____

Mailing Address: _____

Office Phone: _____ Mobile Phone: _____

Email: _____

Why do you want to serve as a board member with the Greater Eureka Chamber of Commerce?

What is your experience as a member of community or non-profit groups? Have you served on a nonprofit board previously?

What Eureka Chamber activities do you currently participate in and/or sponsor?

What Chamber programs or initiatives would you be interested in working on?

What skills or knowledge do you bring that would be of value as a Chamber board member?

Please initial to demonstrate your agreement with the following:

- My business has been a Chamber member in good standing for one year or more.
- My business supports my candidacy for service as a Chamber board member.
- I am willing to commit to a three-year term of service.
- I will attend monthly board meetings and other planning sessions.
- I will serve on at least one Chamber committee
- I will attend Chamber-sponsored events regularly.

Applicant Signature: _____ Date: _____

This application will remain confidential and on file at the Chamber of Commerce office. Applications are used by the Chamber Board to identify and evaluate potential candidates. All new board members are elected by a majority vote of current chamber members.

CONTINUING BUSINESS

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

To: Board of Directors
From: John Friedenbach
Date: October 12, 2023
Subject: Water Resource Planning (WRP) – Status Report

.....

The purpose of this memo is to summarize recent activities and introduce next steps for discussion.

1) Top-Tier Water Use Options

a) Local Sales

- i) Nordic Aquafarms – Water Quality Board permit approved. See news article.
- ii) Trinidad Rancheria mainline extension. No update.
- iii) Blue Lake Rancheria mainline extension. RFP for engineering services is circulating.
- iv) Offshore Wind Heavy Lift Multipurpose Marine Terminal Project. No update.

b) Transport – no update.

c) Instream Flow Dedication

Draft 1707 permit application was submitted to Water Board staff for their “staff draft review”.
See attached. *Pg 8.1.C 1-15*

A grant extension until March 2024 was submitted to and approved by the Wildlife Conservation Board (grant funding source for the project). See Agenda item 7 b. Next step will be to evaluate draft comments by the Water Board Staff for incorporation into our 1707 petition submittal to the Water Board.

The District received a comment letter, Sept. 27th, from NMFS. See attached. *Pg 8.1.C 16-22*
The Committee met to discuss issues raised and will provide an update at the Board meeting. An official response has not been drafted yet.

Director Woo gave a presentation to the CalPoly Engineering Department about our Instream Flow dedication. *Pg 8.1.C 23*

Times Standard - By [SAGE ALEXANDER](#) | salexander@times-standard.com |

PUBLISHED: October 5, 2023 at 3:21 p.m. | UPDATED: October 5, 2023 at 4:29 p.m.

Regional water board OKs Nordic Aquafarms permit



Nordic Aquafarms received a regional water board OK on wastewater discharge for the Samoa-based fish farm project. (County of Humboldt/Contributed)

A permit for Nordic Aquafarms was unanimously approved by the North Coast Regional Water Quality Control Board, with some amendments, in a meeting Thursday in Eureka. This permit, surrounding wastewater discharge of the project, is one of the requirements the project needs to meet to build a fish farm project on the abandoned pump mill site in Samoa.

There was some back and forth between staff and the board — board members were hesitant to approve the permit, noting a lack of data and concerns brought up during public comment. Chair Hector Bedolla began the discussion with a call to eschew politics and make decisions based on the available science.

Board members were operating under the pressure of the California Coastal Commission, which reportedly wanted the board to approve the permit before they made a determination on the project, according to Justin McSmith, a state water board engineer.

"I don't like being told by another agency that they're gonna hide behind us before they make a decision," said Gregory Giusti, vice chair of the water board. He said that while he doesn't want to kick the can down the road, the project had too many points for him to feel comfortable approving the permit during the meeting, saying the permit was brought to the board prematurely. He later voted in favor, with a moment of hesitation.

While the most recent draft of the permit was updated with the major changes the company announced earlier this year, the board heard a number of concerned comments from the public, especially involving water intake and discharge.

"The hope is to give them as many things as we can, as are feasible and reasonable," said David Noyes, an executive of the company.

Nordic agreed at the meeting to increase monitoring from weekly to every weekday after concern was noted from environmental advocates.

Multiple public commenters brought up the lack of a full antidegradation analysis that regulates water quality. Carla Avila-Martinez, from advocacy group Surfrider Humboldt, asked for the analysis to keep water quality high. McSmith, on the other hand, said they've met antidegradation requirements as necessary.

"EPA has reviewed the permit and has no concerns regarding degradation requirements," he said, adding chemicals discharged will be below regulatory levels that would trigger a full analysis. Another staff member said if ongoing monitoring finds levels are too high, the permit can be reopened.

Past practices of the mill were tangible at the meeting. Jennifer Kalt, executive director of Humboldt Waterkeeper, which was formerly known as Humboldt Baykeeper, noted the brown water from the days of the pulp mill showed her that the water discharged in the ocean outcrop can be washed back in the bay.

In phase one of the project, the company intends to clean up the old Samoa pulp mill, described as "a bunch of leftover, blighted industrial stuff," and bad practices, said harbor commissioner Aaron Newman during public comment, who also spoke in support of the cleanup and community benefits. "I think the momentum is so important on the peninsula, from where it was 10 years ago to where it is now," he said.

Heaven Moore, senior water resources control engineer, noted the harm that was and is still being caused by the mill. She also noted the complete switch in the company's commitment to cleanup and filter outfall at the site. Major changes include constructing a stormwater treatment system, which will need another permit, and the removal of the structures.

The company announced a change in April from Atlantic salmon to yellowtail kingfish, a saltwater dweller.

"I would like to address the fish in the room," said Noyes.

He said the change of species will reduce the freshwater and energy needs, reduce the building footprint by 75,000 feet, reduce levels of nitrogen and suspended solids that would discharge, and reduce the oxygen demand and temperature of the water coming out.

Some public commenters at the meeting said these changes were positive. They also said that important parts of the plan are still missing, although they also spoke in support of the extensive public consultation the company did.

"Our primary concern is related to the nutrient discharge into the ocean and potential impacts on beneficial uses," said Kalt. She said that while Humboldt Waterkeeper appreciates the most recent changes, intake and effluent limitations aren't quite to their liking. Regina Chichizola, executive director of Save California's Salmon, who said the nutrient impacts need to be clearer also noted a similar point. Other concerns noted include socioeconomic factors, like the fishing of salmon, clams, and crabs, plus how the practices of those Indigenous to the area would be affected. Surf rider voiced concerns about the health of people swimming and surfing in the bay, which also sees treated effluent from the Elk River wastewater treatment plant.

A representative from the group involved in litigation over the project also spoke, Citizens Protecting Humboldt Bay, noting the 10.3 million gallons of saltwater intake required.

Others spoke in support of the project, including Nancy Olson, president/CEO of the Eureka Chamber of Commerce and a representative of the College of the Redwoods aquafarm program, which is working closely with the company to develop workforce training and internships.

A number of changes were made to the permit after input by the board and the public. The work plan is subject to a 30-day public comment period. A mitigation plan is also to be submitted to the board.

Sage Alexander can be reached at 707-441-0504

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Narrative Summary for Humboldt Bay Municipal Water District Petition for Change

Introduction

The Humboldt Bay Municipal Water District (HBMWD or "the District") provides water on a wholesale basis to municipal and industrial customers in the Humboldt Bay area, and on a retail basis to a few hundred retail customers. Located in Humboldt County, the District's wholesale municipal customers include the cities of: Arcata, Blue Lake and Eureka; and the Humboldt, McKinleyville, Manila and Fieldbrook-Glendale Community Services Districts. Via the wholesale relationship, the District serves a population of approximately 90,000 in the greater Humboldt Bay area, or about 2/3 of the region's population.

The District's water system is comprised of a reservoir (Matthews Dam impounding Ruth Lake), a small hydro plant at Matthews Dam, and the natural Mad River channel that runs approximately 75 miles downstream to various facilities at Essex. At the Essex Facility, the District operates five Ranney wells that supply municipal and industrial customers, a turbidity reduction facility, a disinfection system, and a surface diversion station that historically provided untreated water to two pulp mills. One mill ceased operation and water demand in 1994, and the second mill ceased operation and its water demand in 2009. Since 2009, the District has been operating the hydro plant by releasing water as if the second mill was still operating. This has resulted in greater than natural flow in the summer in the 75 miles of river between Matthews Dam and Essex, which is permitted under the District's current water rights.

The additional water benefits aquatic organisms and habitat in and along the river corridor downstream of the dam. These releases are within the District's permitted rights and do not injure any senior water rights holders, as described below.

This Petition for Change is a request that the District be able to continue these releases by adding to its existing purposes of use for instream purposes of preserving or enhancing fish and wildlife resources. Without adding this purpose of use, the District could be required to cease releasing the additional water over and above its municipal and industrial demands (current permitted uses), which would be detrimental to aquatic organisms and habitat.

The District currently holds three post-1914 appropriative water rights on the Mad River (Appendix A). They are:

- Permit No. 11714 issued on March 16, 1959, which provides storage of 100,000 acre-feet from about October 1 to April 30, diversion methods and uses, and a fish protection release schedule.
- Permit No. 11715 issued on March 16, 1959, which provides direct diversion of 200 cfs year round and 20,000 acre-feet to storage from about October 1 to April 30, diversion methods and uses, and a fish protection release schedule. Permit No. 18347 issued on September 25, 1981, which provides diversion and storage rates for operation of the 2-MW hydroelectric generation facility at Matthews Dam.

On February 28, 2007, the State Water Board (dated February 28, 2007) approved a permit time extension from 2009 to 2029 (Appendix A). The order also reduced the amount of water subject to appropriation as follows:

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- Permit 11714: Storage of 48,030 acre-feet from October 1 to April 30.
- Permit 11715: Direct diversion of 116 cfs year round and 20,000 acre-feet to storage from October 1 to April 30.
- Total annual diversion under Permits 11714 and 11715 not to exceed 132,020 acre-feet per year.

The bypass and minimum flow requirements in Permits 11714 and 11715 are incorporated into the District Habitat Conservation Plan (HCP). HCP describes the activities conducted by the District on the Mad River and the impacts of these activities on listed fish and designated critical habitat. The National Marine Fisheries Service analyzed the HCP and in 2005 issued an incidental take permit to the District addressing the effects of the District's Mad River Operations on Northern California (NC) steelhead (*Oncorhynchus mykiss*), Southern Oregon/Northern California Coast (SONCC) coho (*O. kisutch*) salmon, and California Coastal (CC) Chinook salmon (*O. tshawytscha*) and on designated critical habitat for SONCC coho salmon under the Federal Endangered Species Act. These activities include current, ongoing activities and those activities that occur only when needed. Ongoing activities include releasing flow at Matthews Dam (including the bypass and minimum flow requirements in Permits 11714 and 11715), diverting water in the Essex Reach of the Mad River from Ranney collectors and surface diversion, operating the direct diversion facility including fish screens, dredging the forebay, and maintaining adequate water surface elevations at and flow to the Station 6 facility. As-needed activities include maintaining adequate capacity in the tailrace and spillway pools below Matthews Dam, access to and maintenance of Ranney collectors, and repair and maintenance of rock structures and revetments.

In 1981, the Federal Energy Regulatory Commission (FERC) granted Exemption No. 3430 for the 2-MW hydroelectric plant at Matthews Dam. The District has a contract to sell "as available" energy and capacity to PG&E. The District does not operate the plant as an electric "peaking" facility, nor does the District "ramp" its flow releases (i.e., dramatically change flow in a short period of time in response to power needs). Power production is incidental to the District's water supply function.

The District's water supply infrastructure is described in greater detail here (Figure 1). Near the top of the Mad River watershed, the District operates a small reservoir (Ruth Lake, storage capacity 48,000 acre-ft), Matthews Dam, and a small 2-MW hydroelectric facility. The reservoir generally fills quickly each year, usually after the first two or three major storms in the fall. After it fills, the District generally releases water through the hydroelectric facility penstock and over the ungated spillway, and flow is described as "run of the river." Water continues to flow approximately 75 miles downstream to the Essex Facility, where the District operates five Ranney wells for municipal and industrial water use and a surface water diversion for industrial water use. Downstream of the Essex Facility, water flows approximately 9 miles to the Mad River estuary and Pacific Ocean. Essex is a point of re-diversion under Permits 11714 and 11715 and a point of direct diversion under Permit 11715.

During the late spring and throughout the summer, discharge over the spillway ceases and flows in the Mad River are from tributary contributions and releases from Ruth Lake through the hydro plant. The District releases water to meet its municipal and industrial demands, minimum flow environmental requirements, and to incidentally generate electricity.

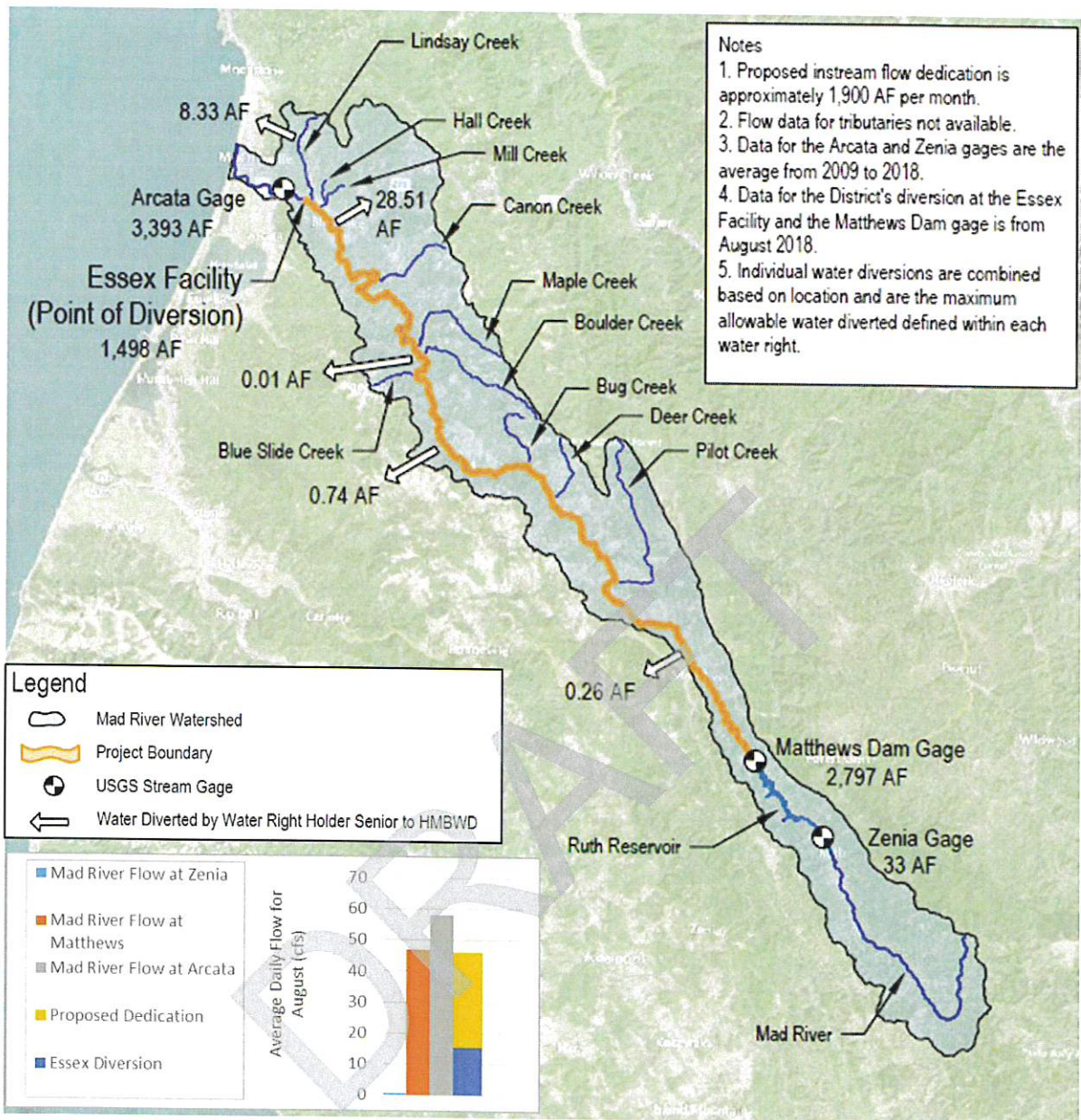


Figure 1. Water Diversions and Flow Measurements for the Proposed Dedication for the Month of August, Based on Data from January 1, 2010 to July 25, 2023. Representative Low River Flow Augmentation.

History of District Operations

When the District government and infrastructure were formed in the late 1950s and early 1960s, two pulp mills on the Samoa peninsula were the District's primary industrial customers, who required up to 65 million gallons per day (MGD) (100 cfs). Since 2009, both pulp mills have closed and industrial demand is negligible. New industrial users are likely to re-develop the Samoa peninsula in the future, but their water use will be a fraction (likely no more than 20%) of the former pulp mills' demands.

Revenue from industrial water sales significantly decreased when the pulp mills closed. To address both the decrease in revenue and a potential loss of water rights due to lack of use, the District organized a public engagement process starting in 2008, to understand the public's views and desires related to water use. The engagement process continues to the present, and the public's views are consistent over time. The public supports three water use options: 1) local use by existing and new municipal customers; and new industrial customers; 2) transport outside of District boundaries to a public agency; and 3) instream flow releases for environmental benefit.

Cannabis cultivation in the Mad River watershed, which falls under the jurisdiction of both Humboldt and Trinity counties, has dramatically increased and become a public concern. Numerous illegal diversions of water have been documented by enforcement agencies and the District. In one case, District staff discovered an illegal cultivation operation that was diverting water directly from Ruth Lake. Numerous investigations have documented diversions from Mad River tributaries, but Humboldt and Trinity County enforcement agencies have limited resources that must be stretched to cover the Klamath, Trinity, and Eel River watersheds in addition to the Mad River basin.

Given the public's desire for instream flow releases for environmental benefit, the continuing threat of illegal diversions from cannabis cultivation, the impacts from climate change, and the District's desire to continue environmentally beneficial releases, the District is pursuing a permanent water rights change in purpose of use under Water Code Section 1707. Given that our current permits and extension expire in 2029, we request a Long-Term Change Petition under Water Code Section 1707.

Purpose of the Project

The purpose of the Project is to:

- Improve summer rearing habitat for juvenile salmonids
- Improve spring mainstem shallow water river edge habitat for foothill yellow-legged frogs and salmonid fry
- Provide resilience for river biota to ameliorate the effects of climate change

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The District's infrastructure and operations pose minimal environmental impacts compared to many large-scale dams in California. There are several reasons for this:

1. The total volume of water impounded at Ruth Lake represents a small fraction of the total runoff within the Mad River watershed because Matthews Dam is: a) located high in the watershed; and b) relatively small compared to the size of the watershed and the total discharge of the watershed.
2. Ruth Lake is a fill-and-spill reservoir with an ungated spillway that generally fills early in the rainy season. This allows the river to experience the high flow winter hydrograph and associated geomorphic processes.
3. Tributaries downstream of Matthews Dam contribute significantly to the Mad River discharge.
4. Matthews Dam is upstream of a full barrier to salmon migration and a partial barrier for steelhead migration.
5. No out-of-basin transfers occur in the upper watershed, as happens on other North Coast rivers, for example, the Eel River to the Russian River or Trinity River to Sacramento River.
6. The hydroelectric facility at Matthews Dam does not operate on a power-peaking mode as do many other California dams.

Throughout the year, but particularly in the summer and early fall low flow periods, the District's flow releases substantially augment flows in the Mad River, compared to what otherwise would occur without the District's operations.

Proposed and Current Operations

Comparisons of the District's current and proposed water rights parameters are tabulated below. (Table 1). The District's bypass flow schedule as described in its Habitat Conservation Plan is provided in Table 2.

Table 1. Comparison of District's Current and Proposed Water Rights Parameters

Water Rights Parameter	Current	Proposed
Amount	<ul style="list-style-type: none"> • Permit No. 11714. Limited to what can be beneficially used • Permit No. 11715. Limited to what can be beneficially used • Permit No. 18347. Limited to what can be beneficially used 	No changes proposed
Rate	<ul style="list-style-type: none"> • Permit No. 11714. Not to exceed 48,030 acre-ft per year to storage • Permit No. 11715. Not to exceed 116 cfs by direct diversion and 20,000 acre-ft per year to storage • Permit No. 18347. Not to exceed 1,000 cfs by direct diversion and 120,000 acre-ft per year by storage 	No changes proposed

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Water Rights Parameter	Current	Proposed
Season of diversion	<ul style="list-style-type: none"> Permit No. 11714. From October 1 to about April 30 of the succeeding year Permit No. 11715. Year-round for direct diversion and about October 1 of each year to April 30 of the succeeding year for storage. Permit No. 18347. Year-round for direct diversion and October 1 of each year to April 30 of the succeeding year for storage. 	No changes proposed
Authorized purposes and place of use	<ul style="list-style-type: none"> Permit No. 11714. Municipal use within HBMWD boundaries according to schedule downstream of the Essex Facility¹ Permit No. 11715. Same as 11714 Permit No. 18347. Power generation 	Add purpose of use to instream preservation or enhancement of fish and wildlife resources
Points of diversion	<ul style="list-style-type: none"> Permit No. 11714. Diversion to storage at Matthews Dam; re-diversion at the Essex Facility Permit No. 11715. Diversion to storage at Matthews Dam; direct diversion and re-diversion at the Essex Facility Permit No. 18347. Ruth Reservoir 	No changes proposed
Priority	<ul style="list-style-type: none"> Permit 11714. July 7, 1955 Permit 11715. September 21, 1956 Permit No. 18347. December 9, 1980 "subject to future upstream appropriations for consumptive use within the Mad River watershed" 	No changes proposed

¹ See Table 2. Bypass Flows Schedule downstream of Essex Diversion.

Table 2. Bypass Flow Schedule Downstream of the Essex Facility, Measured at the Arcata Gage

Time Periods	Minimum Flow Downstream of Essex Diversion, cfs*
October 1 through October 15	30
October 16 through October 31	50
November 1 through June 30	75
July 1 through July 31	50
August 1 through August 31	40
September 1 through September 30	30

*Or natural flow, whichever is less. "Natural flow" is defined in the District's HCP as a calculated number based on the equation: Natural flow = (Essex diversion + flow below Essex + inflow into Ruth at Zenia) - flow release at Matthews Dam.

Instream Flow Will Not Increase the Amount of Water the District is Entitled to Use Or Injure Other Legal Users of Water

Water Code sections 1700 through 1707 govern changes to permitted water rights. Such changes must be approved by the State Water Board and “[b]efore permission to make such a change is granted the petitioner shall establish, to the satisfaction of the board, and it shall find, that the changes will not operate to the injury of any legal user of the water involved.” (Wat. Code, § 1702.) Under Water Code section 1707, in order to approve a change in purpose of use for instream use the State Water Board must also find that the proposed change will not increase the amount of water the person is entitled to use.

The addition of a purpose of use for instream use to preserve or enhance fish and wildlife resources will not increase the amount of water the District is entitled to use because the water released for this purpose is within the water available for diversion under the District’s existing rights. During winter months, the District will store water in Ruth Reservoir as permitted by its existing water rights. During the late spring, summer and early fall months, the District will release water from Matthews Dam within the quantities authorized under its existing permits. As reflected in Figure 2, during the months of May through October, flows as measured above Matthews Dam at Zenia (blue bars) are lower than the District’s releases as measured at Matthews Dam (gray bars). In the summer months of July through September, the District’s releases from Matthews Dam are a significant portion of the flow at the Arcata gage (green bars), which demonstrates that the District’s releases augment flows for the benefit of the environment.

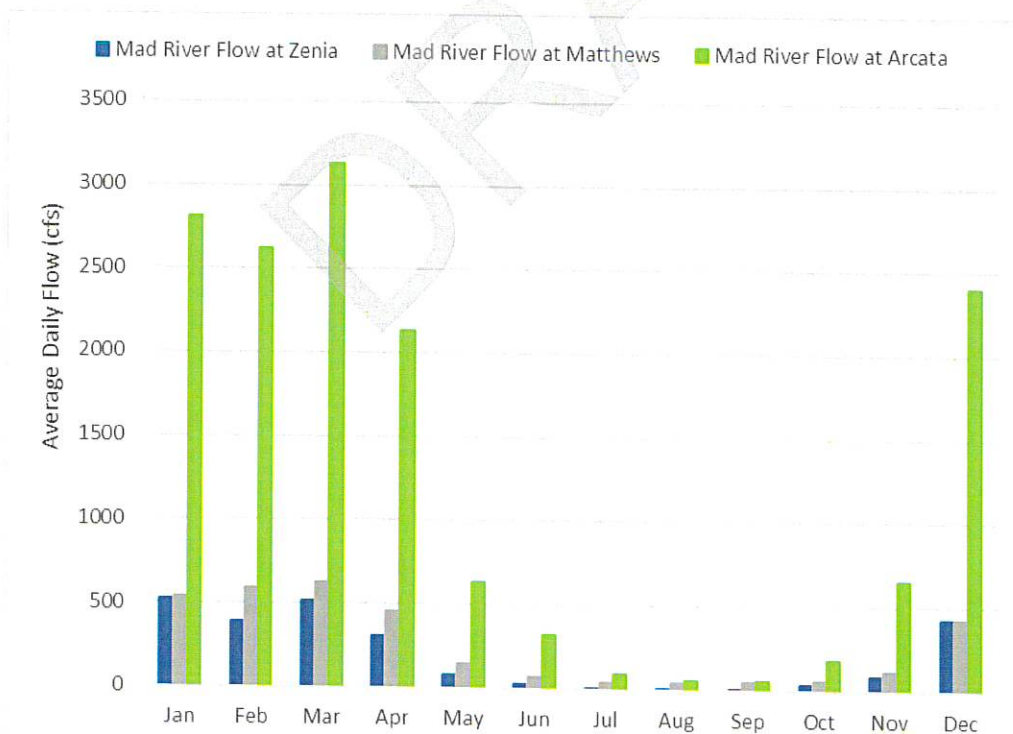


Figure 2. Mad River Average Daily Flows by Month at Indicated Locations, from January 1, 2010 to July 25, 2023.

The flow volume requested to be permanently dedicated is 1,900 AF per month (31 cfs, 20 MGD), based on monthly average daily flows. The approximate flow that the District diverts at Essex (yellow line in Figure 3) is the volume of water that would be released from Matthews Dam without the instream flow dedication. The red line indicates the sum of the water requested to be put to instream use for fish and wildlife plus the needs of the municipal and industrial users.¹ During the dry season (July through September), the red line and gray bar are approximately equal, which suggests that all of the water released by the District from Ruth Reservoir has been previously stored by the District and is available for use for instream purposes for fish and wildlife resources from Matthews Dam to the ocean.

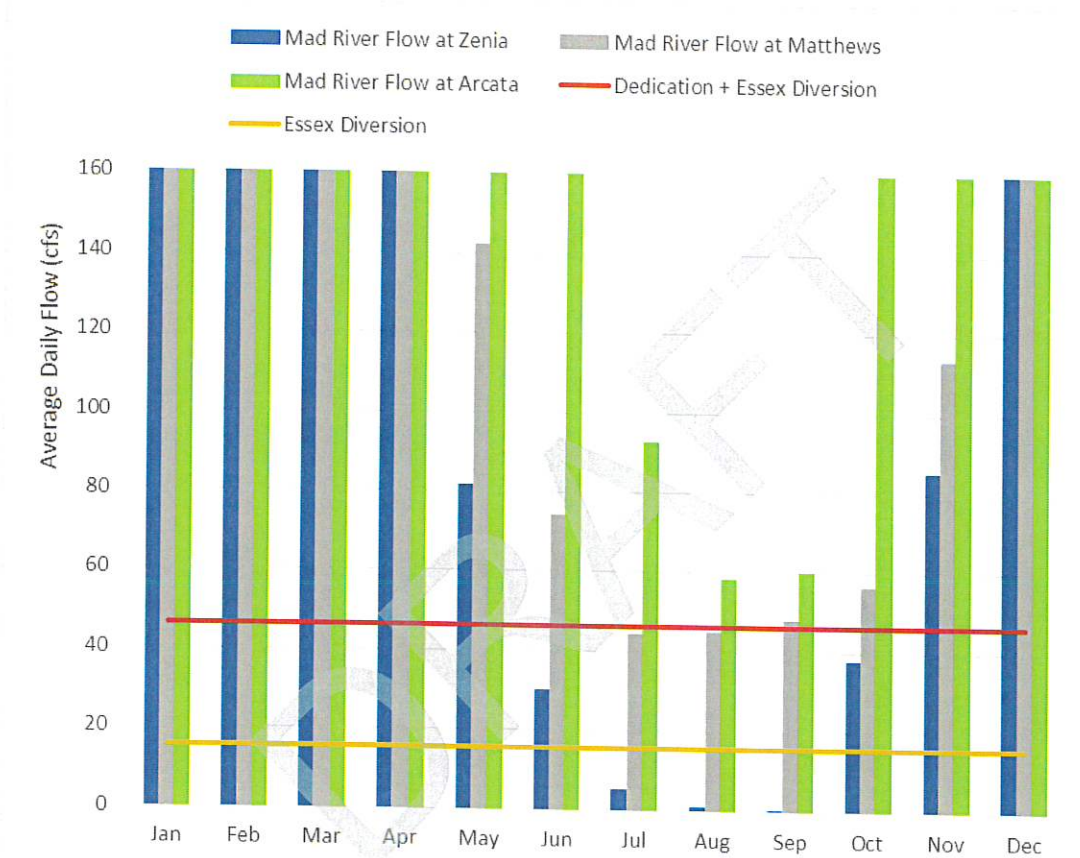


Figure 3. Mad River Average Daily Flow by Month (based on data from January 1, 2010 to July 25, 2023) at Indicated Locations with District’s Diversion and Proposed Dedication

The additional use for instream purpose would not result in injury to other legal users of water because the District’s past and current operations involve the release of its stored water that is and has historically been put to consumptive use. As explained above, there is little to no natural flow available for diversion during the July through September and most of the water in the River from Matthews Dam to the ocean is comprised of the District’s previously stored water. In other months, the District will release previously stored water within the limits of its water rights. In this way, the amount of water that will be dedicated to instream use will not decrease the amount of water available to other legal users of water. Dedicating the District’s release of previously stored water to instream purpose will

¹ The lines reflect uniform average monthly volumes based on water available for appropriation under the District’s water rights, not measured values.

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maintain water levels and water quality in the River for other water users to access diversion of natural flow water that may be available for diversion under other rights.

Under current operations, during the summer and early fall months (typically July 1 to October 1), the District releases water from Ruth Lake for three reasons: 1) to run one turbine of the hydroelectric facility; 2) to supply water for diversion at the Essex Facility for municipal and industrial uses; and 3) to provide required bypass flows. Currently, industrial uses are minimal but recent interest in developments on the Samoa peninsula could increase industrial water demand again. In the District's history, its maximum consumptive water demand was 116 cfs (75 MGD) year-round from the two pulp mills (100 cfs [65 MGD]) and its municipal customers (16 cfs [10 MGD]).

Between 2010 (after the last pulp mill closed) and 2023, average daily flows during the summer at the Arcata gage have been highly variable but have always been greater than 33 cfs. The District's daily average diversion at Essex during this time has been approximately 13.5 cfs with a maximum diversion of 16.1 cfs in August (Table 3). During this time, the District's Habitat Conservation Plan (HBMWD 2004) minimum flow requirements have always been met. If future industrial demands increase, the District will release more water during the summer to meet the demands of the industrial and municipal customers and the minimum flow requirements, if necessary.

Under the proposed instream flow dedication, the District expects to release 31 cfs on a monthly average while the project is operating (e.g., releasing stored water) for instream use in addition to the 13.5 cfs monthly average diversion for consumptive use (Table 3) for combined beneficial use of 44.5 cfs monthly average, which is well within the water available and historically used by the District under its water rights. The requested additional purpose of use will not change the volume or timing of releases under these current operations. It will also not change the place of consumptive use because the District will continue to put water under Permits 11714 and 11715 to municipal use at the downstream Essex point of diversion. Similarly, the requested change will not increase the amount of water the District is entitled to use under its water rights.

Consumptive Use and Injury Analysis

Using extremely conservative assumptions, there is no injury to senior water rights users resulting from the District's proposed instream flow dedication. There is also no impact to water rights holders that are junior to the District.

To assess potential effects to other legal users, an injury/impact analysis was performed. Flow data were very limited for the 75-mile project reach (Figure 1), so a comparison of known values was used to assess injury/impact.

Values used in this analysis included measured flow rates entering and exiting Ruth Reservoir (at Zenia and Matthews Dam gages, respectively) and downstream of the Essex Facility (at the Arcata gage), maximum allowable diversion rates for legal water users, and the District's measured diversion rates. Locations of the three gages and the District's diversion are shown in Figure 1. All other points of diversion (i.e., legal water users) are combined based on proximity as indicated on Figure 1.

Water users in the Mad River watershed were listed, and data sources that characterize their water rights and usage were reviewed. Water users were categorized into these general groups:

- Legal water rights holders. Data were available through the State Water Resources Control Board Electronic Water Rights Information Management System (eWRIMS). Water right holders were identified as senior or junior to the District's water rights.

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- Humboldt Bay Municipal Water District. Data were available through District records.
- Cannabis cultivation operations. In May 2014, the California Department of Fish and Wildlife used high resolution imagery to digitize cannabis cultivation sites and to estimate their water use. However, their analysis did not distinguish between legal and illegal cultivation sites. Legal cultivators who have applied for water rights are included in the eWRIMS database. In this injury/impact analysis, no attempt has been made to estimate water use of illegal cannabis operations, and we assume that illegal operations will become fewer in the future due to increased law enforcement.

Since 2010, after the last pulp mill closed, to 2023, a comparison of flows indicates that minimum summer flows at the USGS Arcata gage were always greater than the maximum demand of senior water rights holders according to eWRIMS and actual diversions by the District (Table 3), even when applying very conservative assumptions.² The proposed instream water dedication will support water levels and water quality between Matthews Dam and Essex while still allowing for diversion by senior right holders to the extent that is available for them to divert pursuant to their priority of right. Junior right holders will not be injured because water levels will be maintained to support diversion of any remaining water that is available for diversion pursuant to their junior priority. Therefore, no water rights holders will experience injury from the District's diversions.

² Actual amounts of water diverted by other water rights holders were not available so maximum diversion rates included in their water rights were used as a conservative assumption.

Table 3. Monthly average diversion rates for the District (HBMWD) and water rights holders senior to the District (based on data from January 1, 2010 to July 25, 2023) and indicated average flow rates (cfs)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Senior Water Rights Holders	0.02	0.02	0.02	0.02	0.50	0.64	0.64	0.64	0.64	0.02	0.02	0.02
HBMWD Diversions @ Essex	12.1	12.7	12.2	12.4	13.1	14.6	16.1	15.7	15.0	13.5	12.8	12.2
Total Consumptive Use	12.1	12.7	12.2	12.4	13.6	15.2	16.7	16.4	15.6	13.6	12.8	12.2
Flow at Arcata Gage	2,873	2,442	2,969	1,877	637	291	89	54	57	177	594	2,229
HCP Flow Requirements at Arcata Gage	75	75	75	75	75	75	50	40	30	50	75	75
HCP Flow Requirement Met?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Available for 31 cfs Dedication?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Notes:

Proposed dedication (20 MGD) = 31 cfs on a monthly average

HCP Flow = Flow requirements in the District's Habitat Conservation Plan (HCP). If a single month had two different minimum flows, the higher of the two is shown.

Senior Water Right Holders = The total flow rate assumed to be diverted by all water right holders that are senior to the District.

HBMWD @ Essex= Actual average flow diverted by the District at Essex

Total = The sum of Water Right Holders and HBMWD @ Essex.

Flow at Arcata Gage = Average monthly flow rate at the Arcata gage for 2010 – 2023.

Water Quality Considerations of the Petition

The North Coast Regional Water Quality Control Board has listed the Mad River as impaired for sediment, turbidity, and temperature under Section 303(d) of the California Clean Water Act, and water quality is an important consideration in the conservation of salmonids and other special-status species.

The major sources of sediment and turbidity in the Mad River are from landslides and surface erosion associated with roads, timber harvest, and other disturbance within the watershed; most of this disturbance occurs in the watershed downstream of Matthews Dam, which is approximately 76% of the basin area (Stillwater Sciences and RCAA 2010). The District's operations and release pattern will not significantly change under this Petition for Change so the proposed instream use would have no effect on sediment and turbidity in the middle and lower reaches of the Mad River, but the dam does hold back sediment immediately below the dam.

Ruth Reservoir has a seasonal effect on water temperature in the river downstream of Matthews Dam (Appendix B). During warmer months, because the intake for the discharge outlet is deep (approximately 132 feet below crest elevation), water temperatures downstream of the outlet are cool, ranging from 48.4°F in May 2018 to 61.2°F degrees in October 2018. The cool water source at the outlet affects water temperatures in the 7.5 miles downstream of Matthews Dam (at the sensor at Highway 36). However, stream temperature equilibrates with air temperature by the next downstream temperature sensor, 38.6 miles downstream from the Dam (at RM 41.6) (Figure 5). Temperature sensors from RM 41.6 to the downstream-most sensor on the mainstem at the Mad River Boat Launch (RM 3.1) are affected by ambient air temperatures, which cool closer to the coast due to the influence of the Pacific Ocean, as well as localized cooler water inputs from specific tributaries in the lower Mad River.

The main benefits of releases from Matthews Dam primarily occur in the first 10 miles or so downstream of the dam. These benefits increase habitat quality and quantity for salmonids (e.g., juvenile steelhead and resident rainbow trout) and northern foothill yellow-legged frogs in spring and summer, and water quality (e.g., cooler water temperatures) in the upper reach during the summer. Releases from Matthews Dam increase habitat in the Mad River primarily by providing higher discharge in the summer months than inflow into Ruth Reservoir. This higher discharge results in increased holding habitat for adult summer steelhead downstream of Pilot Creek, improved shallow river edge water rearing habitat for juvenile salmonids in the mainstem, expanded habitat for egg and juvenile life stages of northern foothill yellow-legged frogs, and resilience to climate change.

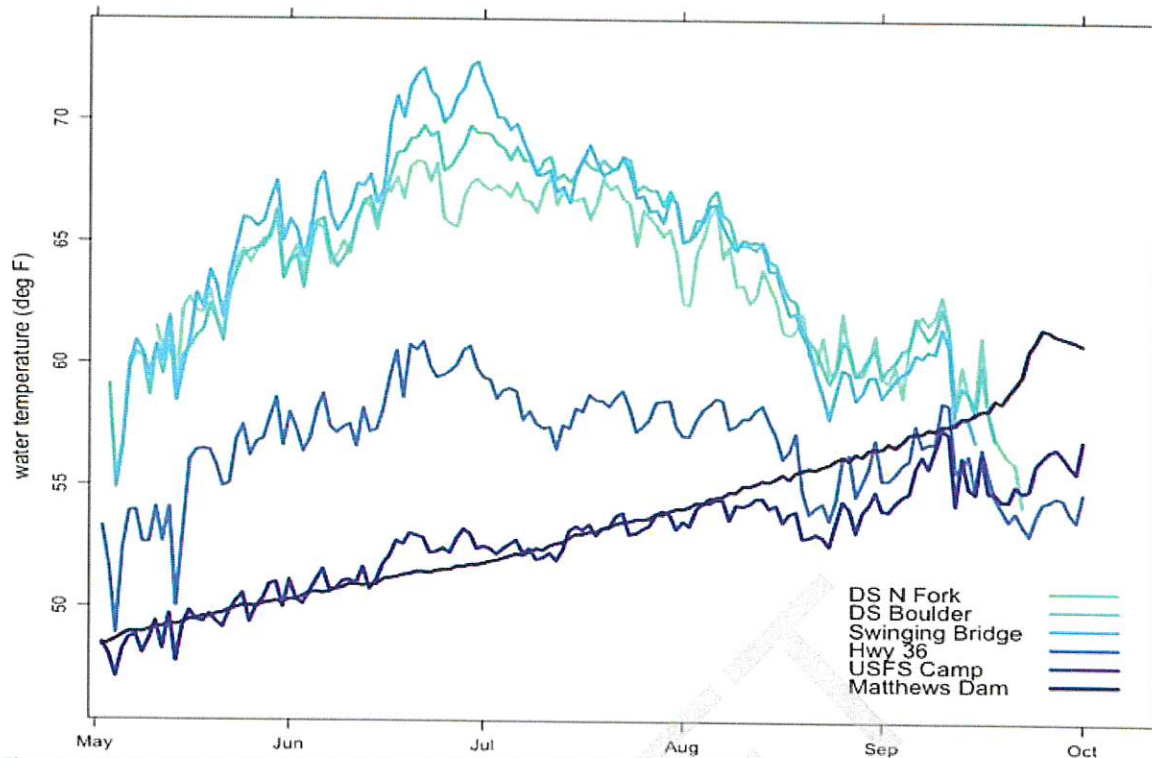


Figure 5. Water temperatures at stations along the Mad River in 2018

Lower Reach of the Mad River (DS N Fork [RM 13.7], DS Boulder [RM 32.6]) and the Middle Reach (Swinging Bridge [RM 41.6]) had similar temperatures. Note: Here, daily values only, distinctly warmer than those recorded from the Upper Reach (Hwy 36 [RM 72.7], USFS Camp [RM 77.0], Matthews Dam [RM 80.2]). Matthews Dam=MRDam, USFS Camp=MRUSFSCamp, Hwy 36=MRHWY36, Swinging Bridge=MRSwingB, DS Boulder=MRDSBoulder, DS N Fork=MRDSNF.

The District's releases from Matthews Dam have resulted in additional instream flow in the mainstem Mad River between the dam and estuary, particularly between June and October. Without these releases, the aquatic habitat that many fish and amphibians rely on would be significantly diminished. In the upper Mad River, between Matthews Dam and Pilot Creek, District releases are the source of inflow to the mainstem and provide important shallow river edge water habitat for early life stages of steelhead and foothill northern yellow-legged frogs. Less of this important habitat would be available if releases from Matthews Dam were to be decreased.

Releases of bottom water from Matthews Dam (RM 80) currently results in water temperatures that are below 60°F (the preferred temperature zone for juvenile steelhead rearing during the summer and early fall months) downstream to Hwy 36 (RM 72.7). If releases were decreased, a consequence could be less habitat available with preferred temperatures because decreased volume and depth of water in the river would equilibrate more quickly with air temperature.

Over the last 60 years, the releases from Matthews Dam have resulted in higher summer and fall flows in the lower river. These higher flows have possibly allowed for the mouth of the river to remain open to the ocean year-round, which has enabled Chinook salmon, coho salmon, and steelhead to enter the river in the fall unencumbered by the presence of a barrier beach. Reduced flows could result in seasonal development of a barrier beach bar that would block upstream migration of anadromous salmonids until fall and winter runoff conditions are high enough to breach the bar. Given that Chinook salmon begin their upstream spawning migration and enter the Mad River in late August or early September, a barrier beach could delay or eventually eliminate the early part of the run.

The lower Mad River provides habitat for juvenile steelhead and coho salmon rearing during the summer months. Augmented flows increase the amount of suitable habitat for these species during the summer and fall months. Reduced flows would decrease the amount of available habitat and increase the potential for density-related effects.

Actions and Approvals Requested of the State Water Board

The District requests that the SWRCB process a change petition under Water Code section 1707 that would dedicate a release of approximately 31 cfs on a monthly average (as described above in Figure 3) for the purpose of enhancing the fishery and aquatic/riparian ecosystem of the Mad River. This change would take effect upon approval by the SWRCB and would be a permanent change to the District's water rights.

Key Findings In Support of 1707 Change Petition

Will the change initiate a new water right or increase the amount of water the District is entitled to use? No, the District's water right Permits 11714 and 11715 currently allow for releases of previously stored water at Matthews Dam to meet the requested 31 cfs (on a monthly average) use of water for instream purposes.

Will the change injure any legal water user? No, the proposed instream water dedication will support water levels and water quality between Matthews Dam and Essex while still allowing for diversion by right holders to the extent that was available for them to divert pursuant to their priority of right.

Does the change petition address CEQA requirements? In progress

Will the change have any adverse effects on public trust resources? No, the requested change will improve aquatic habitat between Matthews Dam to the Essex facility.

Is the change in the public interest? Yes, the instream use will benefit fish and wildlife resources and allow for diversion of water by other users in the project area.

Project Map

A project map is included as Figure 1. This map includes:

- ✓ A delineation of the project site
- ✓ All known diversions within the vicinity of the project
- ✓ Identification of HBMWD's existing point of diversion
- ✓ Delineation of the stream habitat that the change petition intends to address

References

- GHD. 2020. Water Rights Injury Analysis. Memo to Humboldt Bay Municipal Water District Reference No. 11.185389. Dated February 25, 2020.
- [HBMWD] Humboldt Bay Municipal Water District Habitat Conservation Plan for its Mad River Operations. Final Approved HCP - April 2004.
- Stillwater Sciences and RCAA (Redwood Community Action Agency). 2010. Mad River watershed assessment. June 2010. Final report. Prepared for Redwood Community Action Agency, Eureka, California.

APPENDIX A. HBMWD Water Rights Permits



September 27, 2023

Refer to NMFS No: 10012WCR2023AR00078

Mr. John Friedenbach
General Manager
Humboldt Bay Municipal Water District
828 7th Street
Eureka, CA 95501

Re: Comments on the Humboldt Bay Water District's Proposed Petition for Change of Use 1707
Instream Flow Dedication

Dear Mr. Friedenbach:

NOAA's National Marine Fisheries Service (NMFS) is submitting these formal comments regarding the Humboldt Bay Municipal Water District's (HBMWD) Proposed Petition for Change of Use 1707 Instream Flow Dedication. While we support HBMWD's efforts to dedicate the portion of unused water back to the river, we want to ensure that the flows result in an ecological benefit to the stream ecology and listed fishes. We have had multiple discussions with HBMWD staff for over a decade and have provided input on ideas for flow dedication that would benefit the stream ecology (e.g., NMFS September 25, 2015 letter, and a February 27, 2014, email from A. Garrett titled *Comments on the "Mad River Dedication Feasibility Study"*).

Unfortunately, the Instream Flow Dedication described in the draft *Narrative Summary for Humboldt Bay Municipal Water District Petition for Change, November 3, 2022* (Narrative) do not reflect our recommended options and comments. Instead, the proposed dedication is focused on further augmentation of flows during the low-flow period for the reach upstream of the Essex diversion. Further, we have not received a response to several of our questions regarding the current diversion operations and the proposed 1707 water dedication. Please note that the implementing agreement associated with our approval of the HBMWD's Habitat Conservation Plan (HCP) outlined a requirement for HBMWD to provide NMFS information associated with implementation of the HCP within 30 days from the date of the request. Therefore, we request that HBMWD respond, within 30-days of receipt, to this letter and the requested operational questions (please see attached emails).

Below are our main questions and concerns related to the 1707 dedication described in the draft Narrative. We had submitted similar questions and comments following the HBMWD's February 25th, 2022, presentation about the proposed instream flows. However, we did not receive a reply to our comments so we have included those below with more clarification. We have also attached the Narrative document with our comments.



- A. Habitat and ecological benefits of proposed flow dedication need to be quantified if it diverges farther from the unimpaired hydrograph.** In general, NMFS supports instream flow dedications that bring the hydrograph closer to unimpaired conditions. The proposed instream flow dedication appears to be for further augmentation of the natural flow, which would cause further deviations from other portions of the natural hydrograph (i.e., truncating early storm flow releases). Please explain the benefits to fish and wildlife from augmenting the flows higher than the existing 60 cfs. We are concerned that this increased flow augmentation is likely more detrimental than beneficial to listed species and their critical habitats.

Ecological flow dedications that push the hydrograph further from the unimpaired hydrograph require comprehensive quantification to demonstrate the net ecologic benefit, especially considering the Mad River is home to four ESA-listed fish species and their critical habitats. The quantification must be evaluated based on the actual flow rate that occurs in the 75-mile reach from Matthews Dam and Essex using the hourly flow diversions at Essex (i.e. use the actual, existing augmented flow in the upper river as described below and compare to the hourly proposed increase to augmentation). The effect of storm flow retention in Matthews Dam and the effects of increased flow rates and fluctuation into the lower river and the estuary should be part of the effects analysis.

- B. Hourly flows need to be used for the effects analysis of the proposed release of further augmenting the summer time flow:** Under existing HBMWD's operation, the flows in the Mad River from Matthews Dam to Essex are augmented above natural flow during the low flow period. Based on the Narrative, HBMWD's 1707 proposal would further augment the summer low flows. In the Narrative, the description of the existing flow augmentation and proposed dedication from the dam and throughout the river appears to be based on average flows, which does not account for the increased flows needed for a partial day diversion that is nearly twice the average rate. HBMWD operates on the partial day diversion to minimize energy costs with the diversion generally occurring from about 10:00 pm until 10:00 am the next morning. The flow that occurs in the 75-mile reach upstream of the Essex diversion is the rate required to accomplish the maximum diversion rate in any day. The maximum and minimum hourly flows downstream of the diversion are recorded at the USGS near Arcata gage (Figure 1).

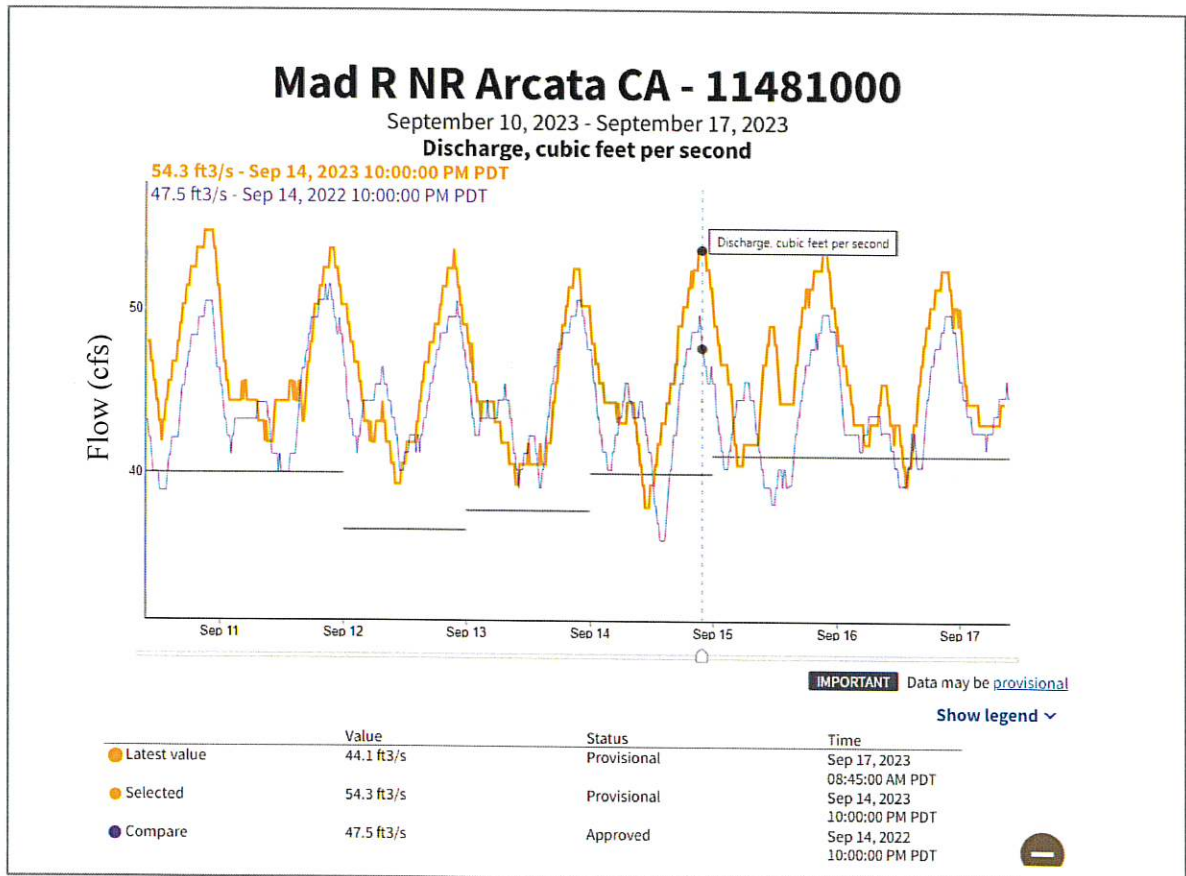


Figure 1. USGS hourly stream flow data near Arcata showing the daily fluctuations below the HBMWD diversion (2023 data in yellow and 2022 data in blue.)

We used the hourly flow rates and the reported diversion rates from August 20-30, 2018 (Figure 2) to show suggested changes to the Narrative's Figure 3. Figure 2 shows that the bypass flows reach a maximum of ~60 cfs in this period when the diversion pumps are off (diversion =0). The bypass flow drops to ~40 cfs when the diversion is active. The diversion occurs through the Ranney Wells ~50 ft under the river bed. Because of the resistance through the gravel, there is a slight delay for the pumping to affect the surface flow. The delay results in a "smoothing" of the surface flow but the pumping effects are clearly seen in the surface flow fluctuations throughout the day. The diversion rate was about 28 cfs a few times per day during this period (equating to an average daily diversion rate of about 15 cfs). When the pump is turned off, the river downstream of the diversion begins to recover to the same flow as the upstream channel but the bypass flow may not reach full equilibrium with the upstream channel before the pumps are turned on again, so flows in the upper river could be even higher than 60 cfs.

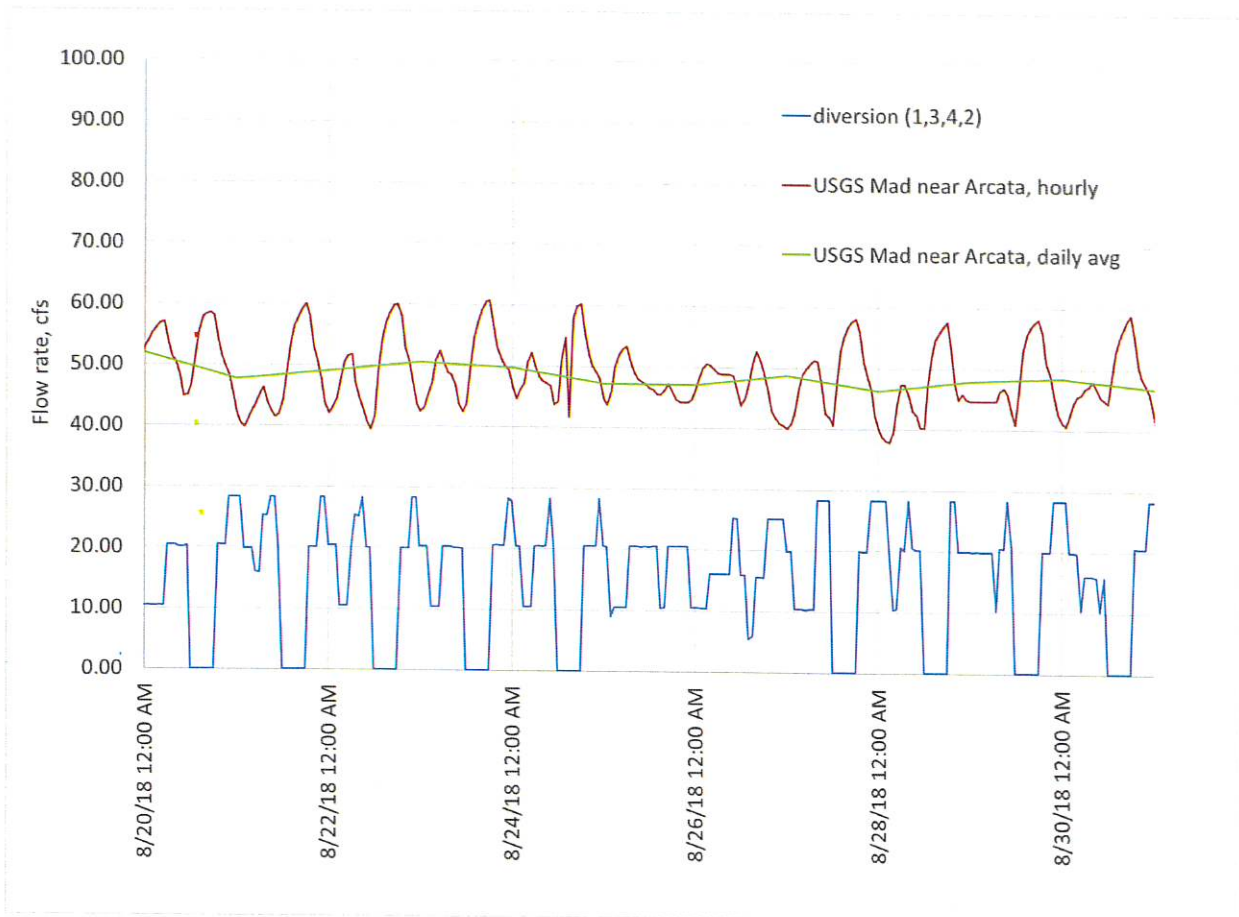


Figure 2 Comparison of hourly and daily average Mad River flows at Essex and HBMWD diversion pumping rates under existing operations for example period.

HBMWD is proposing to dedicate an additional 31 cfs during this time, so the upper river would be flowing at 91 cfs with the proposed 1707 flow dedication. The corrected values, shown on Figure 3 more accurately reflect the proposed dedication and the existing flow rates. The data show that under existing conditions, at least 59 cfs is required in the upstream river to meet the minimum bypass flow requirement and existing diversion rate. The difference in flow rate using hourly flow rates versus daily averages is over 30 cfs, which demonstrates why it is important to use hourly flow rates rather than daily average flow rates to define the requested dedication amount.

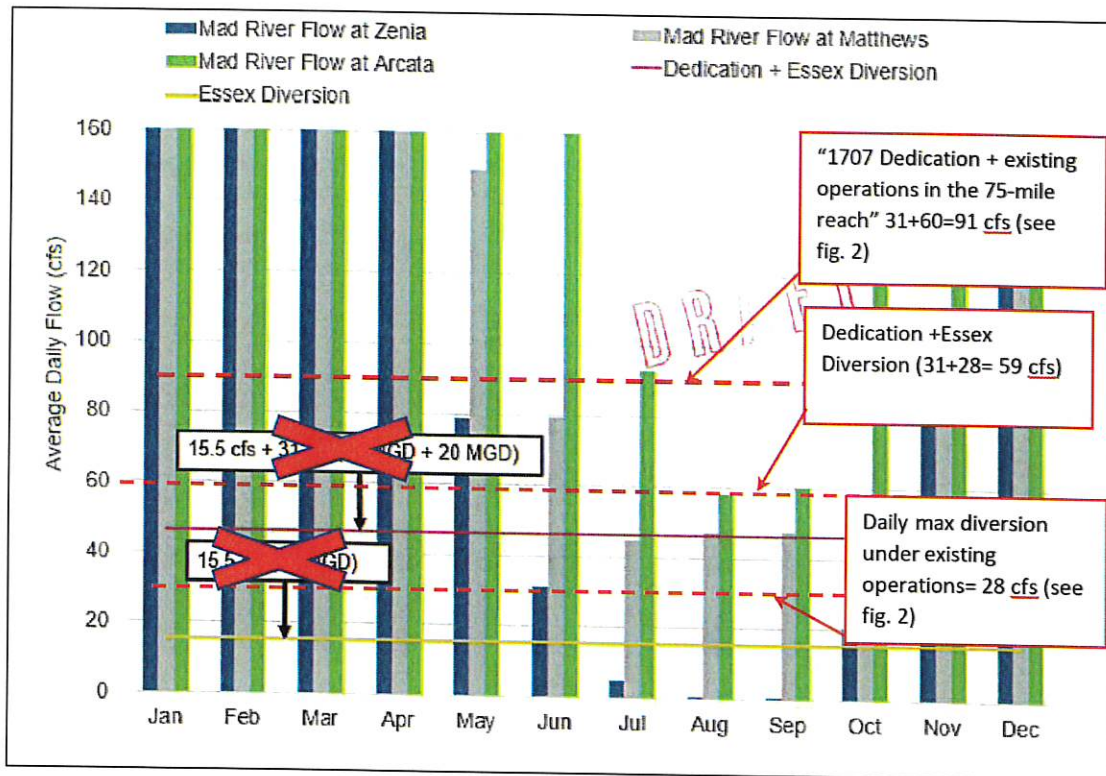


Figure 3 NMFS' suggested clarifications to HBMWD Narrative Figure 3 with changes to flow rates shown in red dashed lines.

- C. **The bypass flows need to be based on an accurate natural flow equation:** The "natural flow" equation used by HBMWD and included in the HCP is a mass balance equation that does not accurately estimate natural flow. The equation allows the Essex diversion rates and Matthews Dam releases to affect the calculated "natural flow". Figure 4 shows the calculated "natural flow" using HBMWD's "natural flow equation" with the hourly flow data reported by HBMWD (<https://www.hbmwd.com/water-diversions>, https://rms.waterboards.ca.gov/PermitPrint_2018.aspx?FORM_ID=388839), and the hourly flow at the Arcata gage (USGS Mad R nr Arcata – 11481000). The natural flow estimate should not have the large daily fluctuations shown, and should not be dependent on diversions and dam releases. The figure shows great fluctuations and even negative values for natural flow estimates using the equation. For reference, the HBMWD's "natural flow" equation is:

$$\begin{aligned}
 \text{"Natural Flow"} &= (\text{Essex Diversion} + \text{Flow below Essex} + \text{inflow into Ruth}) \\
 &\quad - \text{Flow Release at Matthews Dam}
 \end{aligned}$$

HBMWD should use a standard hydrologic method to more accurately estimate hourly unimpaired flow at Essex. Example methods are comprehensive hydrologic models based

on the atmospheric and geographical inputs (e.g., precipitation, temperature, snow, solar radiation, cloud cover, groundcover, area, slopes, vegetation etc.) to estimate natural runoff or at least utilize nearby stream flow data prorated for the watershed area above Essex (e.g., Redwood Creek and Little River).

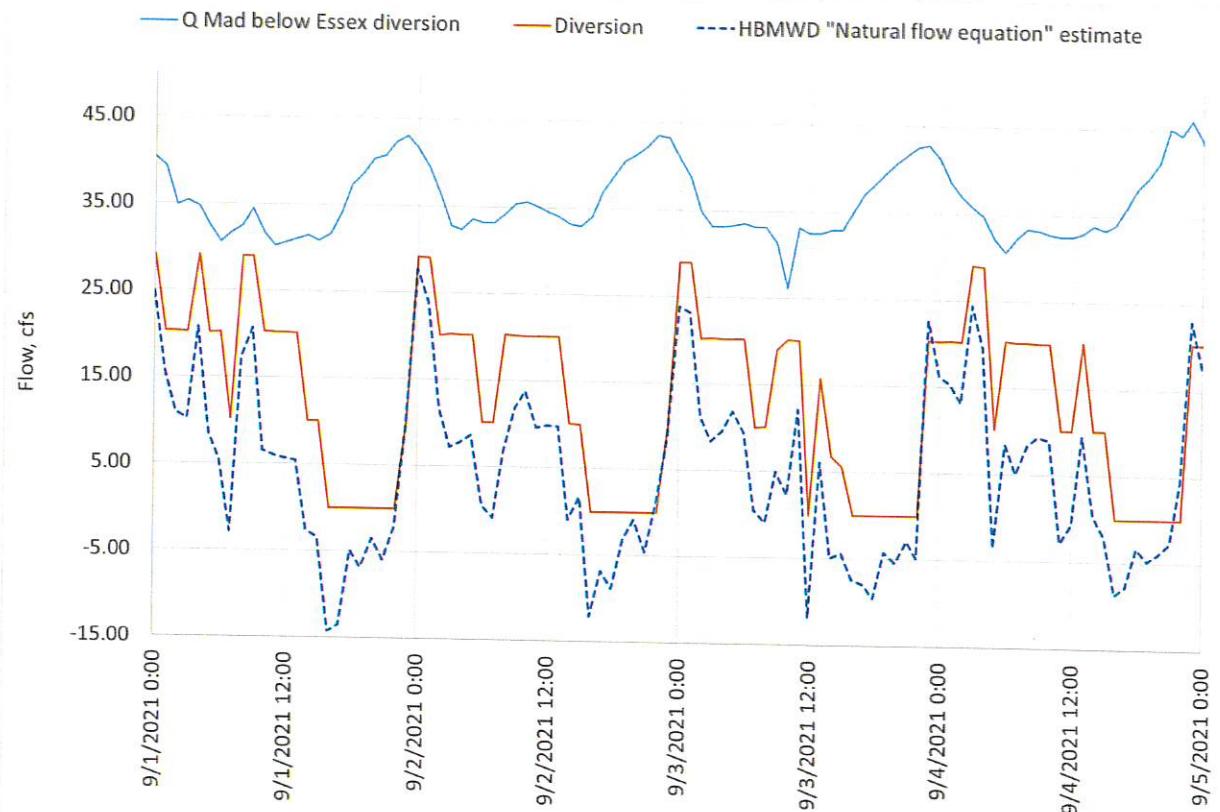


Figure 4. Blue dotted line represents the HBMWD's "Natural Flow" estimates that fluctuate hourly and reach negative values at times of maximum diversion.

In summary, HBMWD's proposed 1707 water dedication appears to be for the preservation of the HBMWD's water rights instead of for fish and wildlife beneficial uses. Unless the HBMWD can demonstrate that the true purpose of the proposed 1707 water dedication is for fish and wildlife, we recommend the HBMWD terminate their proposed 1707. To continue with the proposed flow dedication, the timing, volumes and locations of the proposed flow dedications need to be clarified. The effects of the flow dedication should be considered using the actual flows as described above and rely on realistic unimpaired flow estimates using standard

hydrologic methods. The effects of the fluctuating flow and augmented volumes should be evaluated on an hourly basis from the diversion reach and throughout the estuary.

We encourage HBMWD to review NMFS' previous suggestions for flow dedications that are mostly focused on dedicating flows that push the hydrograph closer to natural conditions. Our recommendations have also included augmenting the low flow to the table flows when the natural flow would be lower to help alleviate the summer low flow channel disturbances.

We hope these comments can help HBMWD form a flow dedication of the unused portion of the existing water right permits that is beneficial for the stream ecology in the Mad River and estuary. Please direct questions regarding this letter to Dan Free at (707) 825-5164 or Dan.Free@noaa.gov or Margaret Tauzer at (707) 298-8640 or Margaret.Tauzer@noaa.gov.

Sincerely,



Justin Ly

North Coast Branch Supervisor
Northern California Office

Enclosures

cc: Humboldt Bay Water District Board of Directors
Monty Larson, CDFW, Monty.Larson@wildlife.ca.gov
ARN # 151422SWR1999AR25

**The Baduwa't Within You:
Drinking Water from the Mad River**

**ERE 445/545 and 443/543
And all other ERE Students!**

**September 21, 2023
Sheri Woo, PE
HBMWD Director**



**Department of Toxic Substances Control
Former McNamara and Peepe Lumber Mill
Monthly Summary Report**

September 2023

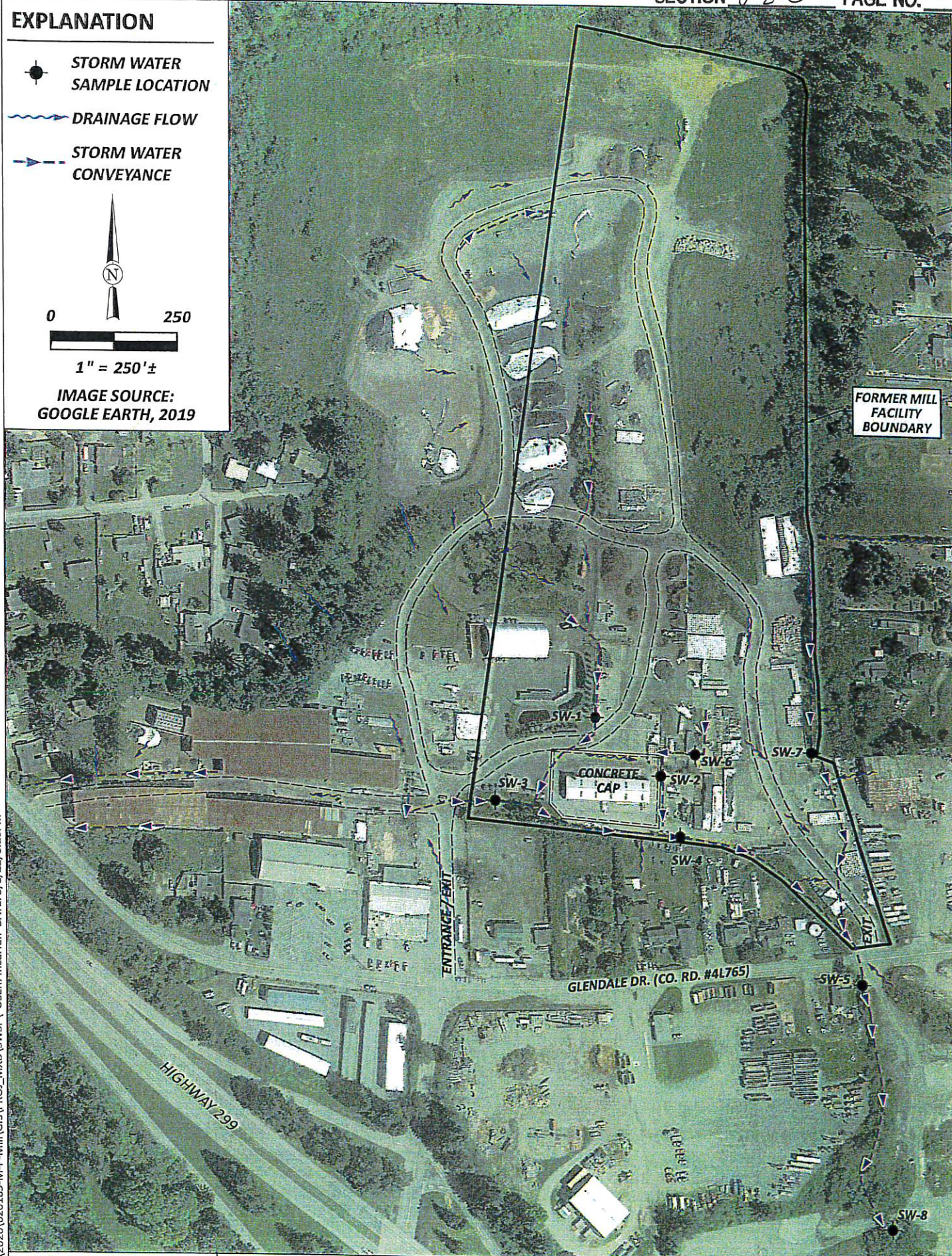
This monthly summary report summarizes environmental site investigation and remediation activities conducted by the Department of Toxic Substances Control (DTSC) or by their contractor, SHN Consulting Engineers and Geologists, Inc. (SHN) at the former McNamara and Peepe Lumber Mill Site.

a. Actions during this calendar month (September 2023).

- 2023 Site Investigation Report of Findings. A summary of activities and results for the 2023 site investigation was submitted by SHN. The summary includes work done from June through August 2023 and was done in accordance with the Site Investigation Work Plan. The final work plan is available on Envirostor.
- Contract Renewal. The contract with SHN will expire in December of 2023. DTSC is preparing a contract renewal to extend activities with SHN. The work will include additional investigation and monitoring, well installation, and a human health risk assessment.

b. All planned activities for the next month and beyond (October 2023).

- First Semi-Annual 2023 Groundwater Sampling Report. DTSC is currently reviewing the groundwater sampling report. Approval is expected in early October 2023.
- Virtual Quarterly Update Meeting. DTSC will be hosting a virtual quarterly update meeting with DTSC, EPA, Humboldt Bay Municipal Water District, and Humboldt Baykeeper on October 24, 2023. An agenda will be sent out in October.



eureka\projects\2020\020189-M-P-Mill\GIS\PROJ_MXD\SWSP\ USER: mcurran DATE: 3/1/22, 3:10PM



Former McNamara & Peepe Lumber Mill
Storm Water Sampling Plan
Glendale Drive, Arcata, California

Site Plan with
Storm Water Sample Locations
SHN 020189.050

March 2022

SWSP Fig2 SitePlan 20220111

Figure 2

Nicole Yuen

Stormwater Sample Results, February 2023, Former McNamara and Peepe Lumber Mill, 1619 Glendale Drive, Arcata, California; EnviroStor ID: 12240115

May 19, 2023

Page 3

labeled, immediately placed in an ice-filled cooler, and submitted to the laboratory for analyses under the appropriate chain-of-custody documentation.

Monitoring and sampling equipment was cleaned prior to arriving onsite and between use at each sampling location. Small equipment that required onsite cleaning was washed in a water solution containing Liquinox® cleaner, followed by two distilled-water rinses. Appendix 1 presents field notes for stormwater sample collection.

3.0 Laboratory Analysis

Stormwater samples collected were analyzed for:

- chlorinated phenols (pentachlorophenol [PCP] and tetrachlorophenol [TCP]) by National Council for Air and Stream Improvement, Inc. Method 86.07, and
- chlorinated dibenzodioxins and chlorinated dibenzofurans (dioxins and furans) by U.S. Environmental Protection Agency (EPA) Method 8290A

North Coast Laboratories, Ltd., a state-certified analytical laboratory located in Arcata, California, performed the PCP and TCP analysis. The reporting limit (RL) for each constituent are as follows:

- PCP = 0.3 micrograms per liter (ug/L)
- 2,3,4,6-TCP = 1.0 ug/L

Dioxins were analyzed by Enthalpy Analytical - EDH, a state-certified analytical laboratory located in El Dorado Hills, California. The estimated detection limit (EDL) for 2,3,7,8-tetrachlorobenzene-p-dioxin (TCDD) ranged from 0.466 to 1.36 picograms per liter (pg/L). The method detection limit (MDL) for 2,3,7,8-TCDD analysis for all stormwater samples analyzed was 0.169 pg/L, with the exception of SW-2 and SW-3 with an MDL of 0.170 pg/L.

4.0 Stormwater Sampling Results

Table 1 summarizes the February 27, 2023, stormwater analytical results for dioxins, PCP, and TCP.



Nicole Yuen

Stormwater Sample Results, February 2023, Former McNamara and Peepe Lumber Mill, 1619 Glendale Drive, Arcata, California; EnviroStor ID: 12240115

May 19, 2023

Page 4

**Table 1. Stormwater Analytical Results, February 27, 2023
Former McNamara and Peepe Lumber Mill, Arcata, California**

Sample Location	2,3,7,8-TCDD ^a (pg/L) ^b	2005 WHO TEQ ^c (pg/L)	PCP ^d (ug/L) ^e	TCP ^d (ug/L)
SW-1	<0.714 ^f	0.00	<0.30	<1.0
SW-2	< 1.36	1.73 J ^g	<0.30	<1.0
SW-3	<0.618	0.262 J	<0.30	<1.0
SW-4	<0.597	0.255 J	<0.30	<1.0
SW-5	<0.466	0.483 J	<0.30	<1.0
SW-6	0.805	6.10 J	<0.30	<1.0
SW-7	<0.799	1.66 J	<0.30	<1.0
MCL^h	30	NRⁱ	1.0	NR
PHGs^j	0.05	NR	0.3	NR

^a 2,3,7,8-TCDD: 2,3,7,8-Tetrachlorodibenzodioxin was analyzed in general accordance with EPA Method 8290

^b pg/L: picograms per liter

^c 2005 WHO TEQ: 2005 World Health Organization's Toxic Equivalency Quotient, TEF calculations. TEQs are J-flagged as they are calculated from one or more result with a J-flag (Analyte concentration below calibration range).

^d Pentachlorophenol (PCP) and 2,3,4,6-Tetrachlorophenol (TCP) were analyzed in general accordance with National Council for Air and Stream Improvement, Inc. Method 86.07

^e ug/L: micrograms per liter

^f <: "less than" the stated laboratory reporting limit for chlorophenols and detection limit for dioxins

^g J: The amount detected is below the Reporting Limit/Limit of Quantitation.

^h MCL: maximum contaminant level, State Water Resources Control Board, March 13, 2019

ⁱ NR: no reference

^j PHGs: California public health goals, Office of Environmental Health Hazard Assessment, March 13, 2019

Appendix 2 includes the complete analytical test results, chain-of-custody documentation, and laboratory quality control data. Multipliers used for the 2005 World Health Organization Toxic Equivalency Factors (TEFs) for dioxins and furan compounds are additionally provided in Appendix 2. Historical stormwater sample results for the former McNamara and Peepe Lumber Mill are provided in Appendix 3.

5.0 Discussion of Results

Concentrations of PCP, TCP, or the dioxin congener 2,3,7,8-TCDD were not identified in stormwater samples collected during the February 27, 2023, sampling event above laboratory method detection limits. The stormwater sample collected from location SW-6 did report an estimated maximum potential concentration (EMPC) of 0.805 pg/L for 2,3,7,8-TCDD. TEQs are J-flagged as they are calculated from one or more result with a J-flag (analyte concentration is below the detection limit/limit of quantitation). Analytical results for the most immediate downstream location of the concrete cap (SW-4) indicate no detectable concentrations of 2,3,7,8-TCDD and a TEQ of 0.255 J pg/L.



Sample Location	Date	2,3,7,8-TCDD ^a (pg/L) ^b	2005 WHO TEQ ^c (pg/L)	PCP ^d (ug/L) ^e	TCP ^d (ug/L)
SW-1	2/18/21	<0.512 ^f	0.0736 J ^g	<0.30	<1.0
	12/15/21	<0.721	0.351 J	<0.30	<1.0
	4/14/22	<0.743	0.181 J	<0.30	<1.0
	12/08/22	<0.592	4.37 J	<0.30	<1.0
	2/27/23	<0.714	0.00	<0.30	<1.0
SW-2	2/18/21	<0.609	7.79 J	<0.30	<1.0
	12/15/21	<0.508	2.70 J	<0.30	<1.0
	12/15/21 (F) ^h	<0.645	0.308 J	--	--
	4/14/22	5.18	96.1 J	<0.30	<1.0
	12/08/22	<0.604	2.58 J	<0.30	<1.0
	2/27/23	<1.36	1.73 J	<0.30	<1.0
SW-3	2/18/21	<0.530	4.44 J	0.099 J	<1.0
	12/15/21	<0.688	6.82 J	0.091 J	<1.0
	4/14/22	<0.745	0.179 J	<0.30	<1.0
	12/08/22	<0.733	4.47 J	<0.30	<1.0
	2/27/23	<0.618	0.262 J	<0.30	<1.0
SW-4	2/18/21	<0.459	11.4 J	0.11 J	<1.0
	12/15/21	<0.731	5.87 J	<0.30	<1.0
	12/15/21 (F)	<0.715	0.945 J	--	--
	4/14/22	<0.817	0.233 J	<0.30	<1.0
	12/08/22	<0.715	3.30 J	<0.30	<1.0
	2/27/23	<0.597	0.255 J	<0.30	<1.0
SW-5	2/18/21	<0.762	8.04 J	0.14 J	<1.0
	12/15/21	<0.602	4.06 J	<0.30	<1.0
	12/15/21 (F)	<0.785	1.39 J	--	--
	4/14/22	<0.697	3.74 J	<0.30	<1.0
	12/08/22	1.55 J	19.1 J	<0.30	<1.0
	2/27/23	<0.466	0.483 J	<0.30	<1.0
SW-6	12/15/21	5.12	63.9 J	<0.30	<1.0
	12/15/21 (F)	<0.713	0.0572 J	--	--
	4/14/22	4.95	121 J	0.48	<1.0
	12/08/22	<0.700	8.54 J	<0.30	<1.0
	2/27/23	0.805	6.10 J	<0.30	<1.0



Sample Location	Date	2,3,7,8-TCDD ^a (pg/L) ^b	2005 WHO TEQ ^c (pg/L)	PCP ^d (ug/L) ^e	TCP ^d (ug/L)
SW-7	12/15/21	<0.634	4.87 J	0.21 J	<1.0
	12/15/21 (F)	<0.728	0.970 J	--	--
	4/14/22	<0.771	0.317 J	0.15 J	<1.0
	12/08/22	2.59 J	36.8 J	0.12 J	<1.0
	2/27/23	<0.799	1.66 J	<0.30	<1.0
SW-8	12/15/21	<0.797	3.80 J	<0.30	<1.0
	12/15/21 (F)	<0.733	2.38 J	--	--
	4/14/22	<0.715	1.35 J	<0.30	<1.0
MCLⁱ		30	NR^j	1.0	NR
PHGs^k		0.05	NR	0.3	NR

^a 2,3,7,8-TCDD: 2,3,7,8-Tetrachlorodibenzodioxin was analyzed in general accordance with EPA Method 8290

^b pg/L: picograms per liter

^c 2005 WHO TEQ: 2005 World Health Organization's Toxic Equivalency Quotient, TEF calculations. TEQs are J-flagged as they are calculated from one or more result with a J-flag (Analyte concentration below calibration range).

^d Pentachlorophenol (PCP) and 2,3,4,6-Tetrachlorophenol (TCP) were analyzed in general accordance with National Council for Air and Stream Improvement, Inc. Method 86.07

^e ug/L: micrograms per liter

^f <: "less than" the stated laboratory reporting limit

^g J: estimated value

^h (F): Field filtration prior to sample collection using a new 0.45-micron filter

ⁱ MCL: maximum contaminant level, State Water Resources Control Board, March 13, 2019

^j NR: no reference

^k PHGs: California public health goals, Office of Environmental Health Hazard Assessment, March 13, 2019



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EXPLANATION

- MONITORING WELL
- GROUNDWATER ELEVATION CONTOUR
- ▭ CONCRETE CAP AREA
- ▭ FORMER MILL BOUNDARY

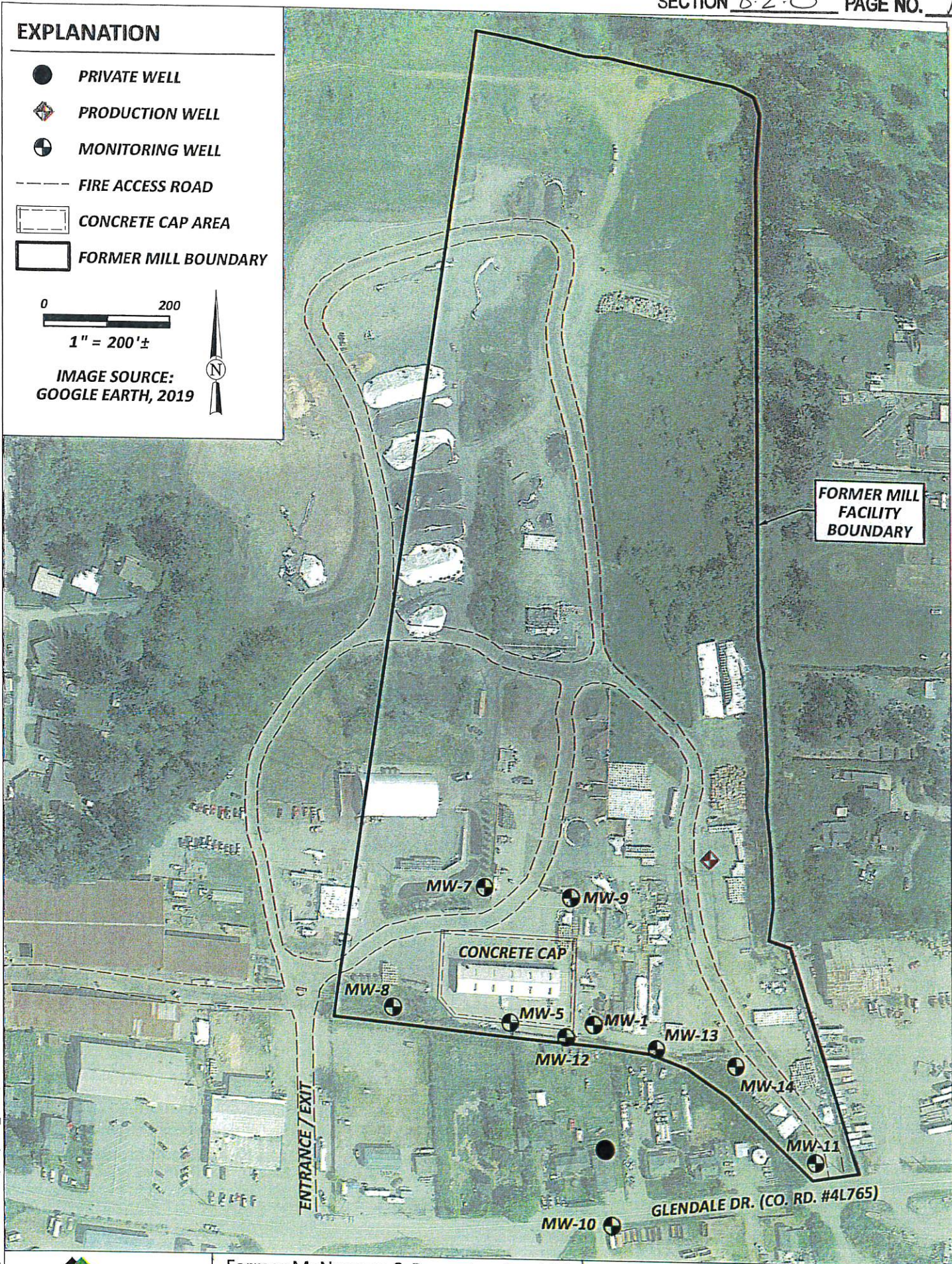
0 100
1" = 100' ±



Former McNamara & Peepe Lumber Mill
 Groundwater Monitoring
 1619 Glendale Drive, Arcata, California
 October 2022
 GW_Fig3_GWCS

Groundwater Elevation Contours
 August 23, 2022
 SHN 020189-030
 Figure 3

Image Source:
 Google Earth, 2019



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Former McNamara & Peepe Lumber Mill
Groundwater Monitoring
1619 Glendale Drive, Arcata, California

Site Plan

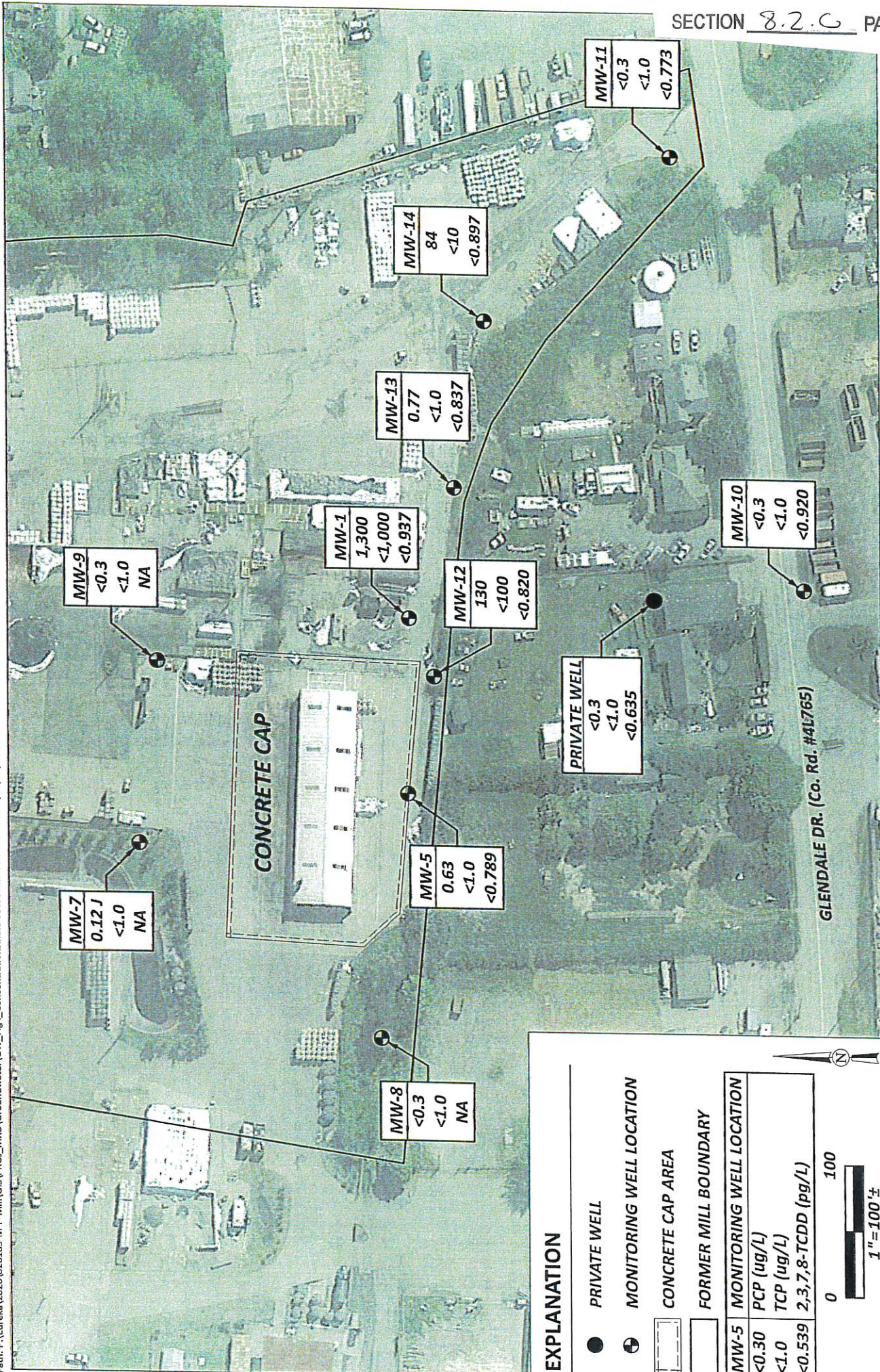
SHN 020189.030

September 2022

GW Fig2 SitePlan

Figure 2

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EXPLANATION

- PRIVATE WELL
- ⊕ MONITORING WELL LOCATION
- ▭ CONCRETE CAP AREA
- ▭ FORMER MILL BOUNDARY

MW-5	MONITORING WELL LOCATION
<0.30	PCP (ug/L)
<1.0	TCP (ug/L)
<0.539	2,3,7,8-TCDD (pg/L)

0 100
1" = 100'

Former McNamara & Peepe Lumber Mill
Groundwater Monitoring
1619 Glendale Drive, Arcata, California
September 2022

Select Groundwater Concentrations
August 23, 2022
SHN 020189.030




Figure 4

Image Source:
Google Earth, 2019

**Table 2. Groundwater Analytical Results, August 23, 2022
Former McNamara and Peepe Lumber Mill, Arcata, California**

Sample Location	2,3,7,8-TCDD ^a (pg/L)	2005 WHO TEQ ^b (pg/L)	PCP ^c (ug/L) ^d	TCP ^c (ug/L)
MW-1	<0.937 ^e	34.0	1,300^f	<1,000 ^g
MW-5	<0.789	0.0104	0.63	<1.0
MW-7	NA ^h	NA	0.12^j	<1.0
MW-8	NA	NA	<0.3	<1.0
MW-9	NA	NA	<0.3	<1.0
MW-10	<0.920	2.40	<0.3	<1.0
MW-11	<0.773	0.0669	<0.3	<1.0
MW-12	<0.820	0.00513	130	<100 ^g
MW-13	<0.837	0.00408	0.77	<1.0
MW-14	<0.897	0.671	84	<10 ^g
Dup (MW-10)	<0.956	2.11	<0.3	<1.0
Private Well	<0.635	0.0	<0.3	<1.0
MCL^j	30	NR^k	1.0	NR
PHGs^l	0.05	NR	0.3	NR

^a 2,3,7,8-TCDD: 2,3,7,8-Tetrachlorodibenzodioxin was analyzed in general accordance with EPA Method 8290

^b 2005 WHO TEQ: 2005 World Health Organization's Toxic Equivalency Factor

^c Pentachlorophenol (PCP) and 2,3,4,6-Tetrachlorophenol (TCP) were analyzed in general accordance with National Council for Air and Stream Improvement, Inc. Method 86.07.

^d ug/L: micrograms per liter

^e <: "less than" the stated method detection limit

^f **Bold** values indicate an exceedance of the MCL or PHGs.

^g Sample was diluted due to the level of target analytes present in the sample. The method reporting limit was raised to reflect the required dilution.

^h NA: not analyzed

^j **J**: Result is less than the reporting limit but greater than or equal to the method detection limit and the concentration is an approximate value.

^j MCL: maximum contaminant level, State Water Resources Control Board (March 13, 2019).

^k NR: no reference

^l PHGs: California public health goals, Office of Environmental Health Hazard Assessment (March 13, 2019).

Samples from monitoring wells MW-1, MW-12, and MW-14 were diluted by the testing laboratory (NCL) due to the level of target analytes present in the sample (PCP). As a result, the MDLs were raised to reflect the required dilution. Appendix 3 includes the complete analytical test results, chain-of-custody documentation, and laboratory quality control data.

4.3 Field Measured Parameters

Measurements for groundwater field parameters collected from site wells during the August 2022 sampling event are included in Table 3.



Table 2-3 Groundwater Analytical Results 2015 to 2022													
Well Name	Date	PCP	TCP	Chromium	Hexavalent Chromium	Nitrate	Total Iron	Ferrous Iron	Arsenic	Sulfate	Chloride	TPHD	VOCs (DIPE)
	Units			µg/L		mg/L		µg/L		mg/L			µg/L
MW-1	5/13/2015	690 ^a	14	--	--	--	--	--	--	--	--	--	--
	5/13/2015 (FD)	550 ^a	12	--	--	--	--	--	--	--	--	--	--
	11/11/2015	610 ^a	120	--	--	--	--	--	--	--	--	--	--
	11/11/2015 (FD)	670 ^a	120	--	--	--	--	--	--	--	--	--	--
	5/23/2016	830 ^a	7.1	--	--	--	--	--	--	--	--	--	--
	5/23/2016 (FD)	1,100 ^a	8	--	--	--	--	--	--	--	--	--	--
	12/14/2016	1.2 ^a	<1.0	<5.0	<5.0	0.99	25	<100	<10	18	19	--	--
	12/14/2016 (FD)	1.2 ^a	<1.0	--	--	--	--	--	--	--	--	--	--
	5/8/2017	570 ^a	8.4	--	--	--	--	--	--	--	--	--	--
	5/8/2017 (FD)	530 ^a	7.9	--	--	--	--	--	--	--	--	--	--
	8/21/2019	1,200 ^a	29	--	<1.0	--	--	--	--	--	--	740 AJ	1.7
	3/5/2021	460 ^a	5.6	--	--	--	--	--	--	--	--	--	--
	2/22/2022	920 ^a	9.7	--	--	--	--	--	--	--	--	--	--
	8/23/2022	1300 ^a	<1,000 B9	--	--	--	--	--	--	--	--	--	--
MW-5	5/13/2015	95 ^a	4.3	--	--	--	--	--	--	--	--	--	--
	11/11/2015	65 ^a	3.3	--	--	--	--	--	--	--	--	--	--
	5/23/2016	56 ^a	1.6	--	--	--	--	--	--	--	--	--	--
	12/14/2016	39 ^a	2.3	<5.0	<5.0	<0.10	330	600	<10	12	45	--	--
	5/8/2017	46 ^a	2.3	--	--	--	--	--	--	--	--	--	--
	8/21/2019	--	--	--	--	--	--	--	--	--	--	--	--
	3/5/2021	18	<1.0	--	--	--	--	--	--	--	--	--	--
	2/22/2022	19	1.1	--	--	--	--	--	--	--	--	--	--
	8/23/2022	0.63	<1.0	--	--	--	--	--	--	--	--	--	--
MW-7	5/13/2015	0.39	<1.0	--	--	--	--	--	--	--	--	--	--
	11/11/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	12/14/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	5/8/2017	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	8/21/2019	<0.3	<1.0	--	<1.0	--	--	--	--	--	--	--	<0.5
	3/5/2021	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	2/22/2022	0.26 J	<1.0	--	--	--	--	--	--	--	--	--	--
	8/23/2022	0.12 J	<1.0	--	--	--	--	--	--	--	--	--	--
MW-8	5/13/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	11/11/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	12/14/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	5/8/2017	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	8/21/2019	<0.3	<1.0	--	--	--	--	--	--	--	--	--	<0.5
	3/5/2021	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	2/22/2022	0.13 J	<1.0	--	--	--	--	--	--	--	--	--	--
	8/23/2022	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
MW-9	5/13/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	11/11/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	12/14/2016	<0.3	<1.0	<5.0	<5.0	1.1	<15	<100	--	1.9	10	--	--
	5/8/2017	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	8/21/2019	<0.3	<1.0	--	--	--	--	--	--	--	--	--	<0.5
	3/5/2021	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	2/22/2022	0.21 J	<1.0	--	--	--	--	--	--	--	--	--	--
	8/23/2022	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
MW-10	5/13/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	11/11/2015	<0.6	<2.0	--	--	--	--	--	--	--	--	--	--
	5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	12/14/2016	<0.3	<1.0	<5.0	<5.0	0.11	58	<100	<10	1.5	0.95	--	--
	5/8/2017	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	8/21/2019	<0.3	<1.0	--	<1.0	--	--	--	--	--	--	280 AJ	<0.5
	8/21/2019 (FD)	<0.3	<1.0	--	<1.0	--	--	--	--	--	--	210 AJ	<0.5
	3/5/2021	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	3/5/2021 (FD)	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	2/22/2022	0.12 J	<1.0	--	--	--	--	--	--	--	--	--	--
	2/22/2022 (FD)	0.26 J	<1.0	--	--	--	--	--	--	--	--	--	--
	8/23/2022	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	8/23/2022 (FD)	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
MW-11	5/13/2015	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	11/11/2015	0.67	<1.0	--	--	--	--	--	--	--	--	--	--
	5/23/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	12/14/2016	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	5/8/2017	1.9 ^a	<1.0	--	--	--	--	--	--	--	--	--	<0.5
	8/21/2019	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	3/5/2021	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
	2/22/2022	0.14 J	<1.0	--	--	--	--	--	--	--	--	--	--
	8/23/2022	<0.3	<1.0	--	--	--	--	--	--	--	--	--	--
MW-12	5/13/2015	52 ^a	<1.0	--	--	--	--	--	--	--	--	--	--
	11/11/2015	51 ^a	<1.0	--	--	--	--	--	--	--	--	--	--
	5/23/2016	120 ^a	<1.0	--	--	--	--	--	--	--	--	--	--
	12/14/2016	46 ^a	<1.0	<5.0	<5.0	0.13	<15	<100	<10	5.4	28	--	--
	5/8/2017	81 ^a	<1.0	--	--	--	--	--	--	--	--	--	--
	8/21/2019	110 ^a	1.7	--	--	--	--	--	--	--	--	--	--
	3/5/2021	120 ^a	<1.0	--	--	--	--	--	--	--	--	--	--
	2/22/2022	120 ^a	0.49 J	--	--	--	--	--	--	--	--	--	--
	8/23/2022	130 ^a	<100 B9	--	--	--	--	--	--	--	--	--	--
MW-13	2/22/2022	0.27 J	<1.0	--	--	--	--	--	--	--	--	--	--
	8/23/2022	0.77	<1.0	--	--	--	--	--	--	--	--	--	--
MW-14	2/22/2022	85 ^a	1.7	--	--	--	--	--	--	--	--	--	--
	8/23/2022	84 ^a	<10 B9	--	--	--	--	--	--	--	--	--	--



Table 2-4
Dioxin Analytical Results
McNamara and Peepo Lumber Mill

Well Name	Date	2,3,7,8-TCDF	1,2,3,4,6,7,8-HpCDD	1,2,3,4,6,7,8,9-HpCDF	Total HpCDF	1,2,3,4,7,8-HxCDD	1,2,3,6,7,8-HxCDF	Total HxCDF	OCDF	1,2,3,7,8-PeCDD	Total PeCDD	1,2,3,4,7,8-PeCDF	Total PeCDF	2,3,7,8-TCDF	Total TCDF	TEQ															
MW-1	CA PHG	0.05 pg/L																													
	10/18/2010	0	180	330	44J	200		32	1700							2.8															
	11/9/2011	<10	110J	200	27J	130		32	1100J							4.67J															
	11/9/2011 (FD)	<10	110J	200	28J	130		37	1000J							4.38J															
	8/21/2019	0	520	970	100	550	2.2J	75	5500P	340						31															
	3/5/2021	<0.941	3760	7010	975	65.8	8.11J	166	12.3J	ND	103	5.82J	17.4J	4310 D.M	39.300	2910	<1.52	122	14.8J	<1.20	474 D.M	108 D.M	93.6								
	2/22/2022	<0.727	1690	3200	339	339	1.710	4.25J	70	5.91J	260	<2.11	<2.90	2,060 D.M	17,000	1,150	<1.35	44	8.84J	<1.48	246 D.M	69.9 D.M	34.2								
	8/23/2022	<0.937	1630	3,110	341	25.1J	1,730	5.14J	64.3	5.01J	754	<2.03	<2.53	9.55J	2,050 D.M	17,400	1,250	<1.40	23.6J	<2.01	<1.96	275 D.M	73.6 D.M	34							
	10/18/2010 (FD)	0	0	0	0	0	0	0	0	180	0	0	0	0	0	0	0	0	0	0	0	0	0	0.054							
	11/9/2011	<5.9	<3.4UJ	<8.0U	<1.2UJ	<2.6U	<1.19	<1.27	<1.10	<1.51	<1.12	<1.27	<1.10	<1.51	<1.12	<1.51	<1.10	<1.51	<1.12	<1.51	<1.10	<1.51	<1.10	<1.51	<1.10	<1.51	<1.10	<1.51	<1.10	0.048	
3/5/2021	<0.622	3,041	5,561	<1.34	<1.91	<1.49	<1.60	<1.42	<1.60	<1.42	<1.60	<1.42	<1.60	<1.42	<1.60	<1.42	<1.60	<1.42	<1.60	<1.42	<1.60	<1.42	<1.60	<1.42	<1.60	<1.42	<1.60	<1.42	0.0361		
2/22/2022	<0.696	2,781	5,521	<1.64	<2.09	<1.85	<1.85	<1.24	<1.85	<1.19	<1.30	<1.85	<1.24	<1.85	<1.19	<1.30	<1.85	<1.24	<1.85	<1.19	<1.30	<1.85	<1.24	<1.85	<1.19	<1.30	<1.85	<1.24	0.0394		
8/23/2022	<0.789	<5.08	<5.08	<1.30	<1.85	<1.85	<1.85	<1.24	<1.85	<1.19	<1.30	<1.85	<1.24	<1.85	<1.19	<1.30	<1.85	<1.24	<1.85	<1.19	<1.30	<1.85	<1.24	<1.85	<1.19	<1.30	<1.85	<1.24	0.0104		
MW-10	10/18/2010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0															
	8/21/2019	0	4.6J	4.6J	<52	<52	0.92J*	2.4J*	18.1J*	8.1J	18.1J*	8.1J	18.1J*	8.1J	18.1J*	8.1J	18.1J*	8.1J	18.1J*	8.1J	18.1J*	8.1J	18.1J*	8.1J	18.1J*	8.1J	18.1J*	8.1J	18.1J*	0.1	
	8/21/2019 (FD)	0	11J*	19J*	3.6J*	8.1J	18.1J*	8.1J	18.1J*	8.1J	18.1J*	8.1J	18.1J*	8.1J	18.1J*	8.1J	18.1J*	8.1J	18.1J*	8.1J	18.1J*	8.1J	18.1J*	8.1J	18.1J*	8.1J	18.1J*	8.1J	18.1J*	0.1	
	3/5/2021	<0.539	3,86J	7,26J	<1.39	<1.72	<1.72	<1.72	<1.11	<1.11	<1.15	<1.24	<1.56	<1.26	<1.56	<1.26	<1.56	<1.26	<1.56	<1.26	<1.56	<1.26	<1.56	<1.26	<1.56	<1.26	<1.56	<1.26	<1.56	<1.26	0.0438
	2/22/2022	<0.652	50.8	92.3	12.5J	38.1J	<1.64	3.42J	2.64J	19.2J	19.2J	<1.25	<1.75	<1.75	<1.75	<1.75	<1.75	<1.75	<1.75	<1.75	<1.75	<1.75	<1.75	<1.75	<1.75	<1.75	<1.75	<1.75	<1.75	1.35	
	2/22/2022 (FD)	<0.658	30.4	55.0	8.11J	20.7J	<1.94	<1.94	<1.94	<1.94	<1.94	<1.94	<1.94	<1.94	<1.94	<1.94	<1.94	<1.94	<1.94	<1.94	<1.94	<1.94	<1.94	<1.94	<1.94	<1.94	<1.94	<1.94	<1.94	<1.94	0.659
	8/23/2022	<0.920	73.7	134	19.8J	44.2	4.45J	4.00J	4.45J	4.45J	30.3	<1.78	<1.47	<1.31	<1.31	<1.31	<1.31	<1.31	<1.31	<1.31	<1.31	<1.31	<1.31	<1.31	<1.31	<1.31	<1.31	<1.31	<1.31	<1.31	2.40
	8/23/2022 (FD)	<0.956	59.5	108.0	18.0J	44.2	4.15J	4.08J	3.79J	26.9J	26.9J	<1.36	<1.75	<1.49	<1.49	<1.49	<1.49	<1.49	<1.49	<1.49	<1.49	<1.49	<1.49	<1.49	<1.49	<1.49	<1.49	<1.49	<1.49	<1.49	2.11
	10/18/2010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2/22/2022	0.983	7.05J	13.5J	<1.85	<2.24	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	0.0805
8/23/2022	<0.778	5.92J	11.8J	<0.942	<1.39	<2.09	<2.19	<2.00	<2.19	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	<1.96	0.0669
3/5/2021	<0.542	2.37J	6.27J	<1.63	<2.15	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	<1.52	0.0284
2/22/2022	<0.656	2.78J	6.36J	<1.31	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	<1.70	0.0337
8/23/2022	<0.920	<2.69	<2.69	<0.961	<1.23	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	<1.56	0.00513
2/22/2022	<0.677	<1.83	<1.83	<1.25	<1.69	<1.38	<1.45	<1.40	<1.45	<1.45	<1.45	<1.45	<1.45	<1.45	<1.45	<1.45	<1.45	<1.45	<1.45	<1.45	<1.45	<1.45	<1.45	<1.45	<1.45	<1.45	<1.45	<1.45	<1.45	<1.45	0.00359



DTSC website for McNamara & Peepe Lumber Mill (12240115)

1619 Glendale Drive

Humboldt County

https://www.envirostor.dtsc.ca.gov/public/profile_report?global_id=12240115

Humboldt Bay Municipal Water District

To: Board of Directors
From: John Friedenbach
Date: October 12, 2023

Re: Annie & Mary Trail – Temporary Occupancy Exception Letter

Discussion

As the Board is aware, the City of Arcata is planning a segment of the Annie & Mary trail from Sunset Avenue to our Park 1 along the old railroad grade adjacent to West End Road. Staff has been participating in the planning meetings and the Board has received several updates during the past several years.

The City of Arcata continues to advance the NEPA environmental studies now required for the Arcata Annie & Mary Trail project following the promised addition of \$2.3 million in federal funds to the project from Caltrans. A component of the NEPA process, Section 4(f), is consideration of potential project impacts on public property in the project area. As the trail project will impact HBMWD's Park 1 temporarily, the attached letter is required for the environmental approval process.

Fortunately, there will not be major impacts to Park 1 and the paving of the parking lot and access road will be improvements to District facilities. The Arcata City Manager has already signed a very similar letter due to the temporary occupancy of the Arcata Skate Park and Larson Park for trail construction. See attached copy. The City of Arcata is preparing a grant application to the Active Transportation Program to fund construction of this segment of the trail. Construction is anticipated to begin during the summer of 2025.

Staff Request

Staff requests that the Board authorize the General Manager to sign and submit to Caltrans the attached letter: Section 4(f) Finding for the Annie and Mary Trail Project impact to Park 1.

DEPARTMENT OF TRANSPORTATION

DISTRICT 1 ENVIRONMENTAL PLANNING
1656 UNION STREET
EUREKA, CA 95501
(707) 499-6587
www.dot.ca.gov
TTY 711



Making Conservation
a California Way of Life.

September 22, 2023

Mr. John Friedenbach, General Manager
Humboldt Municipal Water District
PO Box 95
Eureka, CA 95502

SUBJECT: Section 4(f) Finding for the Annie and Mary Trail Project

Dear Mr. Friedenbach,

The California Department of Transportation (Caltrans) and the Federal Highway Administration (FHWA), in cooperation with the City of Arcata, are proposing the Annie and Mary Trail Project (Project). The Project would construct a Class 1 multi-use trail between Sunset Avenue near the Arcata Skate Park, Larson Park, and Humboldt Bay Municipal Water District's (HBMWD) Park 1 along West End Road. The Project would provide a safe walking and biking route from the existing northern terminus of the Humboldt Bay Trail at the Arcata Skate Park and Larson Park to the Valley West neighborhood, the Aldergrove business park, and the Humboldt Bay Municipal Water District's (HBMWD) Park 1 facility along the Mad River. In addition to safety and connectivity improvements, the trail would provide opportunities for nature study and recreation. The Project includes development with the HBMWD's Park 1 facility. Park 1 is a Section 4(f) resource used by the public for recreation and nature study.

SECTION 4(F) REGULATORY BACKGROUND

Section 4(f) of the Department of Transportation Act of 1966, codified in federal law in 49 USC 303, declares that "it is the policy of the United States Government that special effort should be made to preserve the natural beauty of the countryside and public park and recreation lands, wildlife and waterfowl refuges, and historic sites." Section 4(f) applies to projects that receive funding from or require approval by an agency of the U.S. DOT.

"Provide a safe and reliable transportation network that serves all people and respects the environment"

California Department of Transportation

District 1

1656 Union Street, Eureka, CA 95501

Mr. John Friedenbach, General Manager
Humboldt Bay Municipal Water District
September 22, 2023
Page 2

Section 4(f) specifies that the federal Secretary of Transportation may approve a transportation program or project requiring the use of publicly owned land of a public park, recreation area, or wildlife and waterfowl refuge of national, state, or local significance, or land of a historic site of national, state, or local significance (as determined by the federal, state, or local officials having jurisdiction over the park, area, refuge, or site) only if:

- There is no prudent and feasible alternative to using that land; and
- The program or project includes all possible planning to minimize harm to the park, recreation area, wildlife and waterfowl refuge, or historic site resulting from the use.

The term use—as it relates to Section 4(f)—denotes an adverse impact to, or occupancy of, a Section 4(f) property. There are three conditions under which use occurs:

- Permanent Incorporation – when a Section 4(f) property is acquired outright for a transportation project.
- Temporary Occupancy – when there is temporary use of property that is adverse in terms of Section 4(f)'s preservationist purpose. Temporary occupancy is not a section 4(f) use if all of the following conditions are met:
 - The land use is of short duration (defined as less than the time needed for the construction of the project)
 - There is no change in ownership of the land
 - The scope of the work must be minor
 - There are no temporary or permanent adverse changes to the activities, features, or attributes of the property
 - The land must be fully restored to a condition at least as good as prior to the project
 - There must be documented agreement from the official(s) with jurisdiction over the property with the above conditions

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Humboldt Bay Municipal Water District
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- Constructive Use – when the proximity impacts of a transportation project on a Section 4(f) property, even without acquisition of the property, are so great that the activities, features and attributes of the property are substantially impaired.

PROJECT SUMMARY

Project is located along an inactive 3.5-mile segment of railroad corridor within the Great Redwood Trail Agency [(GRTA), formerly North Coast Railroad Authority (NCRA)] right of way and properties held in fee. The railroad corridor is bordered by public facilities, and residential, commercial, and industrial uses. The southern portion of the Project would occur mostly within the former Northwestern Pacific Railroad (NWPRR) right of way and transitions to the former Arcata and Mad River Railroad (AMRRR) corridor in the northern Project Area near the intersection of Ericson Way and West End Road. These segments are now under the jurisdiction of the GRTA. Street and crossing improvements would occur on city roads, within Caltrans right of way, and at private driveways. Trail access points would be constructed within City or HBMWD property.

The trail would be an asphalt-concrete paved pathway Class I facility, with a ten-foot-wide trail (five feet per travel lane) with two 2-foot gravel shoulders. In locations with adequate space, such as near the Arcata Ridge Trail connection on West End Road, the trail would have one 2-foot gravel shoulder and one wider 4-foot gravel shoulder for potential equestrian use. The trail may be narrowed in limited locations where unavoidable site constraints exist. The trail may include new bridge crossings or culvert extensions over gullies and drainages. The trail would cross multiple city streets and provide trail access at multiple locations. Connectivity improvements including new striping and Complete Streets improvements would occur at the existing US 101 and State Route (SR) 299 overpass bridges to enhance safe trail access between Valley West, downtown, and Cal Poly Humboldt. At those locations, pedestrian and bicyclist safety features would be constructed in accordance with industry standards noted below. The existing driveway and parking area that serve Park 1 would be enhanced with new paving; parking capacity would remain generally the same as pre-project conditions. Due to width

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limitations for the existing Park 1 access road, painted sharrow markings may be used for the portion of the trail that would be shared with vehicles entering and exiting the Park 1 parking area.

Construction would primarily include site preparation such as removal of vegetation, followed by excavation, grading, and paving. Construction would also include materials hauling, striping, and water crossing improvements (small bridges, culverts, and/or culvert extensions). All construction activities would be accompanied by both temporary and permanent erosion and sediment control best management practices (BMPs). Biological studies associated with the Project documented regulated natural resources within the disturbance limits and associated measures for protection and compensatory mitigation.

DESCRIPTION OF 4(F) RESOURCES

Park 1 is a Section 4(f) resource that includes a parking area, disc golf course, and trails to the Mad River, which provide access for nature study, fishing, swimming, and boating. Park 1 is located along West End Road in unincorporated Humboldt County.

SECTION 4(F) PROPERTY TEMPORARY OCCUPANCY

The Project would create a new public trail. Implementation of the Project requires Temporary Occupancy. Acquisition of a HBMWD Section 4(f) resource is not required.

Temporary occupancy of HBMWD's Park 1 identified as Section 4(f) resources would include:

- Temporary closure of the parking area to support paving the parking area and staging for construction of the eastern portion of the trail
- Temporary increases in noise and near the park due to construction activities

Paving the parking area and entrance road would reduce dust and erosion contributions to the Mad River, which is a sediment impaired water body on the Clean Water Action Section 303(d)

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list. In order to avoid potential impacts to Park 1, the following measures would be incorporated into the Project:

- The parking area would be re-opened after construction
- Disturbed soil areas would be recontoured post-construction and re-seeded or revegetated
- Any juxtaposed sensitive habitats would be excluded with protective fencing prior to construction
- Erosion control BMPs would be installed prior to construction

FINDINGS

Park 1 is a publicly-owned recreational facility managed by the HBMWD and area thus a Section 4(f) property. The Project would not result in a Section 4(f) use because the six criteria are met for the temporary occupancy exception:

- The land use is of short duration (defined as less than the time needed for the construction of the project)
- There is no change in ownership of the land
- The scope of the work must be minor
- There are no temporary or permanent adverse changes to the activities, features, or attributes of the property
- The land must be fully restored to a condition at least as good as prior to the project
- This is a documented agreement with the Humboldt Municipal Water District, which has with jurisdiction over the property with the above conditions

Implementation of the Project would enhance site accessibility, drainage, and storm protection, improving the user experience and Section 4(f) resources within the evaluated properties. The

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use of the trail as a public recreation facility is compatible with the intended use of Park 1. Planned Project enhancements are compatible with and would benefit the Section 4(f) property.

The visual quality of the existing corridor will not be significantly altered by the proposed Project. Views of local landmarks and resources from the Project corridor include Hwy 101, SR 299, Larson Park, St. Louis Bridge, Arcata Ridge Trail access point, and HBMWD Park 1. Views of and access to these local landmarks and resources are not negatively impacted by the proposed Project and in many cases will improve the character of the places and provide additional accessibility. Existing roadway drainage patterns would be maintained to the maximum extent practicable as the trail crosses roads. The visual quality of viewsheds from local landmarks will change because of the Project; however, visual quality will not diminish or be inconsistent with the existing visual character of pre-Project viewsheds from local landmarks. Changes to visual resources would not result in a Section 4(f) impact and are compatible with the Section 4(f) property.

Construction activities related to noise, the appearance of equipment on the landscape (visual resources), and the movement of equipment throughout the Project area (accessibility) would have a temporary adverse effect on the indirect recreational use of public lands. With regard to Section 4(f) resources that may be affected by Temporary Occupancy, the following determinations were made:

- The Project would have no adverse effect on a historic property in accordance with 36 CFR part 800.
- The Project would not adversely affect a publicly owned park, recreation area, or wildlife and waterfowl refuge, including the features, attributes, or activities qualifying the property for protection under Section 4(f).
- The use of the property would not result in a Section 4(f) use per the temporary occupancy exception .

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Please sign below to indicate HBMWD's concurrence with Caltrans' determination that a Section 4(f) use would not occur for the activities located on HBMWD Park land associated with the proposed Project.

John Friedenbach
General Manger
Humbolt Bay Municipal Water District

Date

If you have questions or need additional information, please contact me at Cassie.Nichols@dot.ca.gov or (707) 798-7557.

Sincerely,

Cassie Nichols

Cassie Nichols
Senior Environmental Scientist Supervisor
Caltrans District 1 Local Assistance

cc. Marie Brady
Rachelle Estrada
Emily Sinkhorn

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DEPARTMENT OF TRANSPORTATION

DISTRICT 1 ENVIRONMENTAL PLANNING
1656 UNION STREET
EUREKA, CA 95501
(707) 499-6587
www.dot.ca.gov
TTY 711



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a California Way of Life.

September 22, 2023

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Ms. Karen Diemer, City Manager
City of Arcata
736 F Street
Arcata, CA 95521

SUBJECT: Section 4(f) Finding for the Annie and Mary Trail Project

Dear Ms. Diemer,

The California Department of Transportation (Caltrans) and the Federal Highway Administration (FHWA), in cooperation with the City of Arcata, are proposing the Annie and Mary Trail Project (Project). The Project would construct a Class 1 multi-use trail between Sunset Avenue near the Arcata Skate Park, Larson Park and Humboldt Bay Municipal Water District's (HBMWD) Park 1 along West End Road. The Project would provide a safe walking and biking route from the existing northern terminus of the Humboldt Bay Trail at the Arcata Skate Park and Larson Park to the Valley West neighborhood, the Aldergrove business park, and the Humboldt Bay Municipal Water District's (HBMWD) Park 1 facility along the Mad River. In addition to safety and connectivity improvements, the trail would provide opportunities for nature study and recreation.

The Project includes development adjacent to City Park facilities (Arcata Skate Park and Larson Park) and trailhead improvements at the Arcata Community Forest's Arcata Ridge Trailhead. City parks are Section 4(f) resources used by the public for recreation, including nature study, and equestrian activities

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SECTION 4(F) REGULATORY BACKGROUND

Section 4(f) of the Department of Transportation Act of 1966, codified in federal law in 49 USC 303, declares that “it is the policy of the United States Government that special effort should be made to preserve the natural beauty of the countryside and public park and recreation lands, wildlife and waterfowl refuges, and historic sites.” Section 4(f) applies to projects that receive funding from or require approval by an agency of the U.S. DOT.

Section 4(f) specifies that the federal Secretary of Transportation may approve a transportation program or project requiring the use of publicly owned land of a public park, recreation area, or wildlife and waterfowl refuge of national, state, or local significance, or land of a historic site of national, state, or local significance (as determined by the federal, state, or local officials having jurisdiction over the park, area, refuge, or site) only if:

- There is no prudent and feasible alternative to using that land; and
- The program or project includes all possible planning to minimize harm to the park, recreation area, wildlife and waterfowl refuge, or historic site resulting from the use.

The term use—as it relates to Section 4(f)—denotes an adverse impact to, or occupancy of, a Section 4(f) property. There are three conditions under which use occurs:

- Permanent Incorporation – when a Section 4(f) property is acquired outright for a transportation project.
- Temporary Occupancy – when there is temporary use of property that is adverse in terms of Section 4(f)'s preservationist purpose. Temporary occupancy is not a section 4(f) use if all of the following conditions are met:
 - The land use is of short duration (defined as less than the time needed for the construction of the project)
 - There is no change in ownership of the land
 - The scope of the work must be minor
 - There are no temporary or permanent adverse changes to the activities, features, or

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- attributes of the property
 - The land must be fully restored to a condition at least as good as prior to the project
 - There must be documented agreement from the official(s) with jurisdiction over the property with the above conditions
- Constructive Use – when the proximity impacts of a transportation project on a Section 4(f) property, even without acquisition of the property, are so great that the activities, features and attributes of the property are substantially impaired.

PROJECT SUMMARY

Project is located along an inactive 3.5-mile segment of railroad corridor within the Great Redwood Trail Agency [(GRTA), formerly North Coast Railroad Authority (NCRA)] right of way and properties held in fee. The railroad corridor is bordered by public facilities, and residential, commercial, and industrial uses. The southern portion of the Project would occur mostly within the former Northwestern Pacific Railroad (NWPRR) right of way and transitions to the former Arcata and Mad River Railroad (AMRRR) corridor in the northern Project Area near the intersection of Ericson Way and West End Road. These segments are now under the jurisdiction of the GRTA. Street and crossing improvements would occur on city roads, within Caltrans right of way, and at private driveways. Trail access points would be constructed within City or HBMWD property.

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The trail would be an asphalt-concrete paved pathway Class I facility, with a ten-foot-wide trail (five feet per travel lane) with two 2-foot gravel shoulders. In locations with adequate space, such as near the Arcata Ridge Trail connection on West End Road, the trail would have one 2-foot gravel shoulder and one wider 4-foot gravel shoulder for potential equestrian use. The trail may be narrowed in limited locations where unavoidable site constraints exist. The trail may include new bridge crossings or culvert extensions over gullies and drainages. The trail would cross multiple city streets and provide trail access at multiple locations. Connectivity improvements including new striping and Complete Streets improvements would occur at the

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existing US 101 and State Route (SR) 299 overpass bridges to enhance safe trail access between Valley West, downtown, and Cal Poly Humboldt. At those locations, pedestrian and bicyclist safety features would be constructed in accordance with industry standards noted below. The existing driveway and parking area that serve Park 1 would be enhanced with new paving; parking capacity would remain generally the same as pre-project conditions. Due to width limitations for the existing Park 1 access road, painted sharrow markings may be used for the portion of the trail that would be shared with vehicles entering and exiting the Park 1 parking area.

Construction would primarily include site preparation such as removal of vegetation, followed by excavation, grading, and paving. Construction would also include materials hauling, striping, and water crossing improvements (small bridges, culverts, and/or culvert extensions). All construction activities would be accompanied by both temporary and permanent erosion and sediment control best management practices (BMPs). Biological studies associated with the Project documented regulated natural resources within the disturbance limits and associated measures for protection and compensatory mitigation.

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DESCRIPTION OF 4(F) RESOURCES

The Arcata Skate Park and Larson Park, which overlaps the Project, is a Section 4(f) resource. The Arcata Skate Park and Larson Park are municipal parks used for outdoor recreation and play. Larson Park includes outdoor tennis courts, bocce ball courts, a gazebo, a playground, and outdoor open space

The Arcata Ridge Trail trailhead for the Arcata Community Forest is also a Section 4(f) resource. The Arcata Community Forest is used for nature study by hikers, bicyclists, and equestrians.

SECTION 4(F) PROPERTY TEMPORARY OCCUPANCY

The Project would create a new public trail. Implementation of the Project requires Temporary Occupancy. Acquisition of a City Section 4(f) resource is not required.

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Temporary occupancy of City parks identified as Section 4(f) resources would include:

- Temporary closure of the Arcata Ridge Trail trailhead parking area during construction of Project elements located nearby. The temporary occupancy would be short term in duration and limited to the time necessary to construct nearby Project elements (e.g., re-gravel the Arcata Ridge Trail trailhead and pave a single ADA-compliant parking stall).
- Temporary increases in noise and near City Parks due to construction activities.

Temporary disturbance adjacent to the eastern edge of the Arcata Skate Park and Larson Park related to construction of the new trail would not result in exclusion of the public, as the former railroad corridor is already separated from City park facilities by an access control fence. The existing parking area at Larson Park would remain unaffected by construction. Both parks would remain open to the public and would not be impacted by the Project.

The parking area for the Arcata Ridge Trail is located within the City's existing right of way on West End Road. The parking area would not change in size. Re-graveling the existing pullout for the Arcata Ridge Trail parking area and adding a new, paved ADA-compliant parking stall would be fully compatible with the existing use and would not result in any impact.

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FINDINGS

The Arcata Skate Park, Larson Park, and the Arcata Ridge Trail parking area are publicly-owned recreational facilities managed by the City of Arcata and are thus Section 4(f) properties. The Project would not result in a Section 4(f) use because the six criteria are met for the temporary occupancy exception:

- The land use is of short duration (defined as less than the time needed for the construction of the project)
- There is no change in ownership of the land
- The scope of the work is minor

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- There are no temporary or permanent adverse changes to the activities, features, or attributes of the property
- The land will be fully restored to a condition at least as good as prior to the project
- This is a documented agreement with the City of Arcata, which has with jurisdiction over the property with the above conditions

COPY

City parks would remain publicly accessible park land following construction of the Project. Implementation of the Project would enhance site accessibility, drainage, and storm protection, improving the user experience and Section 4(f) resources within the evaluated properties. The use of the trail as a public recreation facility is compatible with the intended use of City parks. Establishment of a new trailhead to Project at the Arcata Skate Park/Larson Park and enhancement of the existing trailhead to the Arcata Community Forest would further enhance Section 4(f) resources. These enhancements are compatible with and would benefit the Section 4(f) property.

The visual quality of the existing corridor will not be significantly altered by the proposed Project. Views of local landmarks and resources from the Project corridor include Hwy 101, SR 299, Larson Park, St. Louis Bridge, Arcata Ridge Trail access point, and HBMWD Park 1. Views of and access to these local landmarks and resources are not negatively impacted by the proposed Project and in many cases will improve the character of the places and provide additional accessibility. Existing roadway drainage patterns would be maintained to the maximum extent practicable as the trail crosses roads. The visual quality of viewsheds from local landmarks will change because of the Project; however, visual quality will not diminish or be inconsistent with the existing visual character of pre-Project viewsheds from local landmarks. Changes to visual resources would not result in a Section 4(f) impact and are compatible with the Section 4(f) property.

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During construction, the existing parking area that provides access to the Arcata Skate Park and Larson Park would remain open. The public would be able to use the Arcata Skate Park and

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Larson Park throughout Project construction. However, the existing parking area for the Arcata Ridge Trail and its resources would be temporarily closed for a short-duration period. However, the Arcata Community Forest would remain accessible at other points throughout the city and would not be affected by Project activities.

Construction activities related to noise, the appearance of equipment on the landscape (visual resources), and the movement of equipment throughout the Project area (accessibility) would not adversely impact the recreational use of public lands. With regard to Section 4(f) resources that may be affected by Temporary Occupancy, the following determinations were made:

- The Project would have no adverse effect on a historic property in accordance with 36 CFR part 800.
 - The Project would not adversely affect a publicly owned park, recreation area, or wildlife and waterfowl refuge, including the features, attributes, or activities qualifying the property for protection under Section 4(f).
 - The project would not result in a Section 4(f) use per the temporary occupancy exception.
- Please sign below to indicate City of Arcata's concurrence with Caltrans' determination that a Section 4(f) use would not occur for the activities located on City Park land associated with the proposed Project.


 Karen Diemer
 City Manager
 City of Arcata

9.25.23
 Date

If you have questions or need additional information, please contact me at Cassie.Nichols@dot.ca.gov or (707) 798-7557.

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City of Arcata
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Sincerely,

COPY

Cassie Nichols

Cassie Nichols
Senior Environmental Scientist Supervisor
Caltrans District 1 Local Assistance

cc. Marie Brady
Rachelle Estrada
Emily Sinkhorn

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District 1

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**NEW
BUSINESS**

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

To: Board of Directors
Date: October 12, 2023
From: Chris Harris
RE: DRAFT Workplace Bullying Policy

Update

During the September 14th Board Meeting, staff presented Chapter 1 of the proposed revisions of the Employee Handbook for review and input. It was noted by several Directors that there appeared to be an omission related to “bullying” and/or a “bullying policy.”

Staff offered to review to remaining chapters of the handbook to ensure that topic was not included elsewhere, and to also reach out to ACWA/JPIA for their guidance related to that topic.

Staff reached out to ACWA/JPIA for guidance and was provided the attached Workplace Bullying Policy¹.

Staff has provided this DRAFT version for Director edits and input, to be included as part of Chapter 1 of the revised employee handbook.

Next Steps

Once Director edits for the *Workplace Bullying Policy* have been incorporated, staff will forward this policy, along with the DRAFT Employee Handbook (in entirety as additional sections of the Employee Handbook will be presented in the coming months) to both District Counsel and the ACWA/JPIA for final review and input. Suggestions provided by both District Counsel and ACWA/JPIA will then be provided to the Directors for review with possible approval of the entire Employee Handbook (anticipated January 2024).

Attachments

DRAFT Workplace Bullying Policy
Employee Handbook §1002 and §3000 (for reference)

¹ The attached sample Bullying in the Workplace Policy will be included in ACWA/JPIA revision of their handbook, estimated completion date January 2024

Effective Date: XXXXXX XX, 202X

Page 1 of 1

Humboldt Bay Municipal Water District

POLICY

Workplace Bullying

Cancels:

See Also:

Approved By:

Objective

The purpose of this policy is to communicate to all employees, including supervisors and managers that Humboldt Bay Municipal Water District (District, HBMWD) will not *in any instance* tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Definition

HBMWD defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse.

Such behavior violates the District's ~~Code of Ethics which clearly states that all employees will be treated with dignity and respect.~~ values (Employee Handbook §1002) and the District's Standards of Conduct (Employee Handbook §3000). In summary, the District is committed to creating a positive work environment emphasizing teamwork and open communication among employees (§1002). Additionally, the District has high expectations regarding the personal conduct of its employees. Employees of the District are expected to work in a positive, productive, and self-disciplined manner. The District expects employees to work well with co-workers and be concerned and protective of their welfare.

Examples

Humboldt Bay Municipal Water District considers the following types of behavior examples of bullying:

- **Verbal bullying.** Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks;
- **Physical bullying.** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property;
- **Gesture bullying.** Nonverbal gestures that can convey threatening messages;
- **Exclusion.** Socially or physically excluding or disregarding a person in work-related activities;

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person;
- Shouting or raising one's voice at an individual in public or in private;
- Using obscene or intimidating gestures;
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting);
- Personal insults and use of offensive nicknames;
- Public humiliation in any form;
- Constant criticism on matters unrelated or minimally related to the person's job performance or description;
- Public reprimands;
- Repeatedly accusing someone of errors that cannot be documented;
- Deliberately interfering with mail and other communications;
- Spreading rumors and gossip regarding individuals;
- Encouraging others to disregard a supervisor's instructions;
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions);
- Assigning menial tasks not in keeping with the normal responsibilities of the job;
- Taking credit for another person's ideas;
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave;
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings;
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property);

Individuals who feel they have experienced bullying should report this to their supervisor or to ~~Human Resources~~ the General Manager before the conduct becomes severe or pervasive. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow the District to take appropriate action.

1002 District's Mission

The District's mission is to: 1) reliably deliver high quality drinking water to the communities and customers we serve in the greater Humboldt Bay Area at a reasonable cost; 2) reliably deliver untreated water to our wholesale industrial customers at a reasonable cost; and 3) protect the environment of the Mad River Watershed to preserve water rights, water supply and water quality interests of the District.

In carrying out this mission, the District is committed to the following values:

- ensuring worker and public safety at all times;
- creating a positive work environment emphasizing teamwork and open communication among employees;
- fostering cooperative work relationships with our customers, and striving to meet their needs to the best of our abilities;
- maintaining and operating our system to high standards, thereby ensuring reliable service over the long-term;
- performing our work in a cost conscience manner to ensure the lowest possible rates to our customers.

We ask that you carry out your job in a manner that supports the mission and values above. Furthermore, any suggestions you have for improving the District are always welcome. You are encouraged to present ideas for improving operations, customer service, or cost saving opportunities at any time.

3000 Standards of Conduct

Working together at the District requires cooperation and mutual respect for the rights of all employees, customers, and the general public. Therefore, the District has high expectations regarding the personal conduct of its employees. Employees of the District are expected to work in a positive, productive and self-disciplined manner. The District expects that employees will:

1. Use good judgment and work safely at all times
2. Use your experience and training to deliver high quality drinking water to ensure protection of public health
3. Follow operations manuals and procedures, and other written or oral directives from your supervisor
4. Work competently and diligently to carry out and complete your assigned duties
5. Keep yourself informed so as to perform your job effectively
6. Work well with your co-workers and be concerned and protective of their welfare

While continuation of your employment is at the mutual consent of you and the District, it may be helpful to identify some examples of the types of conduct that are impermissible and may lead to various forms of discipline, up to and including immediate termination. Although it is not possible to provide an exhaustive list of all types of impermissible conduct and performance, the following are some examples:

1. Insubordination, including improper conduct toward, or refusal to perform tasks assigned by your supervisor, the Superintendent or the General Manager;
2. Drinking/intoxication while working or driving a company-owned vehicle;
3. For positions requiring a CDL, not maintaining an acceptable driving record. (Note - District's insurance carrier defines acceptable as: no moving violation in a District vehicle, no at-fault accidents, and no more than two "points" from DMV within a 36-month period);
4. Possession, distribution, sale or use of illegal drugs, or cannabis while at work or on the property, or while driving a company-owned vehicle;
5. Theft or unauthorized removal or possession of property from the District, fellow employees, customers, or anyone on District property;
6. Fighting on District property or while on District business;
7. Violating safety or health rules, or engaging in conduct that creates a safety or health hazard;
8. Sexual or other unlawful harassment of another employee;
9. Bringing onto District property or in District vehicles, dangerous or unauthorized materials, such as explosives, firearms, hazardous materials or other similar items, except as provided for in Section 3016;
10. Conviction of a criminal offense that impacts on your employment;

11. Falsifying or making a material omission in an employment application, or in other information provided in personnel, timekeeping or other District records;
12. Committing a fraudulent act or a breach of trust under any circumstances;
13. Neglect in the care or use of District property;
14. Poor job performance;
15. Excessive (3 per month) unexcused absenteeism or tardiness;
16. Violation of District policies.

This list of prohibited conduct does not alter the District's policy of at-will employment. Either you or the District remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Humboldt Bay Municipal Water District

To: Board of Directors
From: Chris Harris
Date: October 12, 2023
Re: Employee Handbook Revision, Part II

Background

From the September 14, 2023 Board Meeting:

The District Employee Handbook was last revised in 2017, with final Board approval in January 2018.

Based on several employment law changes as well as internal District policy changes, staff has begun the process of revising the Employee Handbook to include these updates. Staff is using the ACWA/JPIA Employee Handbook for additional guidance.

In order to make this process less burdensome for the Directors, staff is using a phased approach over several months (similar to the budget process) for Director review and discussion of the proposed changes in the Handbook.

Current

Due to the feedback received in the September Board meeting, staff has provided §1005 – Equal Employment Opportunity from Chapter One of the Employee Handbook for additional review. Additions can be seen in red.

Staff has also provided **Chapter Two** for Director review and input this month.

Next Steps

Staff will provide additional sections of the Employee Handbook in the coming months. Once staff has received and included Director input in all the sections, the DRAFT Employee Handbook (in entirety) will be provided to both District Counsel and the ACWA/JPIA for final review and input. Suggestions provided by both District Counsel and ACWA/JPIA will then be provided to the Directors for review with possible approval of the entire Employee Handbook (anticipated January 2024).

Attachments

§1005 – Equal Employment Opportunity, Chapter One
Chapter Two, HBMWD Employee Handbook
Classification Plan (§2000, Chapter Two)

1005 Equal Employment Opportunity

It is the continuing policy of the District to provide equal, employment opportunities for all individuals who have the necessary qualifications with respect to recruitment, hiring, performance appraisal, promotion, training, termination, compensation, or other personnel-related activities regardless of the actual or perceived ancestry, race, color, religion, sex, gender, gender identification, gender expression, national origin, disability, medical condition, marital status, age, genetic information, sexual orientation preference, or veteran/military status. All employee hiring decisions will be based upon policies and practices that further the principles of equal employment opportunity.

Every member of management is held responsible for assuring non-discrimination in employment opportunities. In addition, all staff members, regardless of position, share in the responsibility of maintaining a discrimination-free work environment.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact his or her supervisor and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The District will then conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The District will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the District will make the accommodation.

If an employee believes they have been subjected to any form of unlawful discrimination, they should notify their supervisor, the General Manager, Superintendent, or Business Manager. Supervisors must immediately refer all discrimination complaints to the General Manager if they have been notified of a potential situation that requires attention. Should a complaint regarding the General Manager or a complaint between staff and a Director arise, the Superintendent or Business Manager should consult the President of the Board of Directors. Should a complaint between Board Members arise, District Counsel should be notified. Any employee complaint should be specific and should include the names of the individuals involved and the names of any witnesses. The District will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation. If the District determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. The District will not retaliate against any employee for filing a complaint and will not knowingly permit retaliation by management employees or co-workers.

1006 Prohibition of Discrimination

The District is committed to providing a work environment that is free of unlawful discrimination. In keeping with the commitment, the District strictly prohibits unlawful harassment on the basis of an employee's race, sex (including breastfeeding), gender identity, religious creed, color, national origin, ancestry, age (over 40), marital status, sexual orientation,

Chapter 2

EMPLOYMENT POLICIES AND PRACTICES

2000 Classification Plan

The Classification Plan provides a complete inventory of all positions within the District. Part of the Classification Plan are descriptions (job descriptions) of the duties and responsibilities associated with each. All positions which are substantially similar with respect to duties, responsibilities, authority, and nature of work are included in the same class. The same salary range shall apply to all positions in the same class.

The Classification Plan consists of the following: (1) the position title; (2) grouping of positions into classes, similar with respect to duties, responsibilities, authority, character of work; (2) designation of whether the positions are exempt or non-exempt; (3) location where the position is typically based, and (4) position descriptions for each class which describe areas of responsibility, typical duties, and other requirements.

A list of the District's current position classes and associated position descriptions is located in Appendix B.

It shall be the responsibility of the General Manager to administer the District Classification Plan so that it reflects all positions within the District fairly and accurately. The General Manager shall review the Plan periodically, and, if necessary, recommend appropriate changes to the District Board of Directors. The General Manager may reclassify an already created position to a different classification when the duties of that position have changed materially enough to warrant such reclassification, with such change subject to Board approval.

2001 Hiring Procedure

When a vacancy occurs in a permanent position, and the District is not able to promote a qualified person from within, the District shall prepare and advertise a job announcement. Whether a current employee is qualified for the position is within the sole discretion and judgment of the District. The job announcement shall specify the classification title, the nature of the work to be performed, the pay range for the position, the minimum or desirable qualifications, and the period of time for the filing of applications. The Superintendent, Business Manager, or General Manager may include additional information as they deem necessary. Applications for employment shall be made on forms provided by the District.

The Superintendent, Business Manager, General Manager, or their designee shall review all applications and other relevant supplemental application material, and shall select the candidate(s) possessing the best job-related qualifications for further consideration in an interview process. The interview process shall be consistently and impartially applied to all candidates. The interview process shall consist of one or more personal interviews, and may also incorporate any of the following which are relevant for the position: a written test, an aptitude test, a performance test, a physical agility test, or work samples

from prior employment.

2002 Conditions of Employment

Prior to employment commencing, all employees will be required to pass a pre-employment physical exam to determine their fitness to carry out the duties of the position.

All employees hired for positions which are considered "safety sensitive" in nature are required to pass a pre-employment drug test in addition to the pre-employment physical exam. Safety sensitive positions are defined as:

- (1) Positions where the duties involve a greater than normal level of trust, responsibility for or impact on the health and safety of others; and
- (2) Errors in judgment, inattentiveness or diminished coordination, dexterity or composure while performing their duties could clearly result in mistakes that would endanger the health and safety of others; and
- (3) Employees in safety sensitive positions work with such independence, or, perform such tasks that it cannot be safely assumed that mistakes such as those described in (2) could be prevented by a supervisor or another employee.

Safety sensitive positions include but are not limited to all Essex and Ruth based employees and the General Manager. Administrative staff positions generally are not considered safety sensitive.

Temporary employees may also be required to pass a pre-employment physical and drug test.

Essex-based maintenance and operation employees are required to reside within 45 miles and/or one hour's driving distance of the Essex Control Center. The Essex control Center is located in Humboldt County, a remote area of the state which on regular occasions is isolated from other counties or reasonable access due to weather conditions, road closure, or other emergency conditions. The District is the sole water supplier in the Humboldt Bay region and provides the necessary water service for municipal drinking as well as fire protection purposes. The District also provides water treatment to protect public health under strict Federal and State of California regulations and guidelines requiring frequent operations attention. Therefore, the District needs to have competent personnel available to assure these services are maintained, as well as twenty-four hour emergency on call response available even when the area is isolated due to weather or other emergency conditions.

Any District employee that drives a District vehicle, or is authorized to drive their own vehicle in the course of their employment, shall be required to have a valid California driver's license of the appropriate class. If they are authorized to drive their own vehicle

they shall also be required to provide proof of insurance. The employee's driving record must be free of multiple or serious traffic violations or accidents, and will be taken into consideration as a factor in the selection process and continued employment with the District.

Any employee who handles District funds must be bondable and will be required to meet the standards for a fidelity bond from a surety acceptable to the District.

It is the District's intention to only hire those workers who are authorized to work in the United States, pursuant to the Immigration and Naturalization Act of 1990. Any person offered employment with the District would be required to verify their eligibility to work in the United States. This will require the completion of the employment eligibility verification forms (i.e., I-9) and submission of all required documents providing proof of identification.

2003 Appointment

The General Manager shall make all offers of employment in writing, stating the job title, pay rate, date of hire, that the position is at-will, and any other conditions of employment. Once an offer of employment has been made and accepted, employment remains contingent upon passing the required pre-employment physical examination and drug screening.

2004 Promotions

It is the District's intent to promote employees from within if, at the sole discretion of the District, the employee under consideration for promotion has the necessary interest, qualifications and experience. Promotions to vacancies in higher classifications shall be made available to employees whenever such promotions are in the best interest of the District.

2005 Compensation

2005.1 Salary Schedule

Compensation at the District is comprised of several components and is intended to provide fair and competitive compensation for all positions at the District. The main component of the plan is the District's Salary Schedule. The Salary Schedule includes the pay range for each position class at the District and is approved by the Board of Directors. The Board of Directors may, from time to time, authorize changes in the pay range (which impacts the Salary Schedule) by considering factors such as a cost of living allowance (COLA) and other labor market data. The current Salary Schedule and pay range for each position class is included in Appendix C.

Individual steps within the pay range for each class have been established to recognize varying experience levels of employees upon initial hire to the District, and to provide incentives and rewards to employees who gain experience and perform satisfactorily. Step increases are generally granted at one-year intervals, subject to satisfactory performance (see Section 2005.3, Merit Increases, below).

2005.2 Longevity Pay

Longevity is another component of compensation at the District. It is the intent of the District to recognize the value of qualified employees, who by virtue of working for the District for an extended period of time, gain valuable experience and technical expertise on the regional water system and/or other aspects of the District's business. The District wishes to promote longer-term service, and therefore, has instituted "longevity pay". Full-time employees will receive the following increase in base pay, subject to satisfactory performance, as follows:

- 5 years of service - 2.5%
- 10 years of service - 5%
- 20 years of service - 7.5%
- 25 years of service - 5%
- 30 years of service - 5%
- 35 years of service - 5%

2005.3 Merit Increases

A one-step merit increase will be considered annually on, or close to the anniversary date of employment or promotion with the District, subject to a favorable evaluation/performance review. Upon the recommendation of an employee's supervisor, and with the General Manager's approval, an employee may be considered for a special merit review at any time if performance or other conditions so warrant. Longevity increases will also be granted, subject to satisfactory evaluation/performance review, at specified times as described above. Any and all changes in pay will become effective on the pay period closest to the scheduled anniversary date. The granting of merit and/or longevity increases in pay do not extend any guarantee or right of continued employment to an employee granted such increase.

2006 Performance Evaluations

In order to provide an effective means of evaluating individual employee performance, and to substantiate and justify the recommendation and approval of a merit pay increase (step increase), all employees will receive periodic performance evaluations. Performance evaluations shall be prepared on a form approved by the General Manager.

A sample evaluation form is included in Appendix D.

An employee's first performance evaluation will be conducted within the first six months of employment. After that, performance evaluations will be conducted annually. More frequent evaluations may occur depending upon past performance, changes in job duties or classification, or if performance problems exist. An employee's performance evaluation may review factors such as the quality and quantity of the work performed, knowledge of the job, initiative, attitude toward work, and attitude toward and ability to work with others. . Employee evaluations should help the employee become aware of their overall performance, areas for improvement, and objectives or goals for future work performance.

The evaluation will be conducted by the employee's supervisor, who will discuss the results of the evaluation with the employee. . After the review of the evaluation, the employee will be required to sign the evaluation report to acknowledge that it has been discussed with the employee by their supervisor, and that they are aware of its contents. Employees are required to sign the evaluation even if they do not agree to all of the content of that evaluation- the employee is signing only to acknowledge that the evaluation has been discussed and they are aware of the contents. All evaluations will be filed in the employee's personnel file and a copy provided to the employee after the review with the supervisor. See Section 2014 for additional details concerning the employee's personnel file.

Absence of a performance evaluation does not imply satisfactory performance. Additionally, positive performance evaluations do not guarantee increases in pay or promotions, nor do they extend any guarantee or right of continued employment. Pay increases and promotions are solely within the discretion of the District and depend upon many factors in addition to performance.

2007 Workweek Schedules

Due to the varying requirements of District operations, the District may have different workweeks and workweek schedules based on the position and/or department. In general, the workweek begins on Monday at 12:01 a.m. and ends the following Sunday at Midnight, any changes to this "standard" workweek or to the employee's standard schedule must be requested and approved by the direct supervisor and/or Board of Directors based on the circumstances. For specific Department Workweek Schedules, please Appendix D.

Employee's working hours or regular schedule may change from time to time depending

on business needs. Under such circumstances, the District will provide you as much notice as possible.

2009 Pay and Paydays

The District processes payroll twice per month. Pay for time worked from the first thru the fifteenth of the month (1st – 15th) is paid on the 20th of the month. Pay for time worked from the sixteenth thru the last day of the month (16 – last day of month) is paid on the 5th of the following month. For pay-dates that fall on a Saturday, the pay-date will be the Friday prior. For pay-dates that fall on a Sunday, the pay-date will be the following Monday. For pay-dates that fall on a holiday, the pay-date will be moved to the closest weekday. The District offers direct deposit as a convenience to employees. Each employee who would like to participate in direct deposit must complete a Direct Deposit Employee Authorization Form and provide a voided check. For those employees who prefer paper checks, they will be available to the employees on the pay-date.

Permanent full-time employees are paid a monthly salary, divided equally between the two monthly pay-dates. . Hourly rates and overtime rates for full-time employees are calculated, per provisions of the Fair Labor Standards Act as it applies to public agencies, using the monthly salary level for a given individual. Overtime worked or time off will be credited or deducted in one-quarter hour increments. Part-time employees are paid based on hours worked.

2010 Overtime Pay and Procedures

The District pays overtime to non-exempt employees according to applicable state and federal laws. Regular overtime hours are paid at 1.5 times the regular hourly rate; double time overtime is paid at 2.0 times the regular hourly rate, in accordance with applicable law.

It is the employee's responsibility to plan and carry out assigned duties within the work schedule assigned by their supervisor. If the assigned work cannot be accomplished within the scheduled work hours, the supervisor must be informed. Any additional hours of overtime work required must be approved in advance by the supervisor, Superintendent, Business Manager or General Manager.

If possible, supervisors should obtain advance approval from the Superintendent, Business Manager, or the General Manager before authorizing overtime. In situations where prior approval is not possible, supervisors may authorize overtime, but must notify the Superintendent, Business Manager or General Manager of overtime worked as soon after as possible.

2010.1 Comp Time in Lieu of Overtime- Any non-exempt employee has the option of choosing when to receive compensation for overtime hours worked. Employees can either be compensated on the paycheck when the overtime hours are worked or at a later date by the use of a Compensatory Time Off Bank (Comp Time Bank). Hours are banked at a rate of 1.5 hours per 1 hour of overtime worked.

The option to use the Comp Time Bank is voluntary. The employee must complete and sign the Overtime/Comp Time Bank Agreement on an annual basis. A copy of this form is provided in Appendix D. Once a signed agreement is on file at the Eureka office, any worked overtime hours will be posted to the Comp Time Bank until the bank reaches 40 hours. Once the bank reaches 40 hours, the employee will be switched back to receiving their overtime pay on their paycheck when overtime hours are worked. An employee may opt back out of the Overtime/Comp Time Bank Agreement by notifying the Eureka office in writing at least 30-days in advance. An employee may only opt in or out of the Overtime/Comp Time Bank Agreement once each calendar year.

Overtime hours posted to the Comp Time Bank (up to 40 hours) may be used at a future date in two ways:

- Paid time off (with supervisor pre-approval)
- Cashed out (once per calendar year)

The use of Comp Time Bank hours must be scheduled and approved in advance by the employee's supervisor. These requests will be evaluated on the basis of projected workforce needs, seniority, and extenuating circumstances

2011 Premium Pay

District Premium Pay includes the following pay types:

Holiday Worked Pay	Stand-By Pay
Call-Back Pay	Shift Differential Pay

Employees can be compensated for only one premium pay for any hour worked.

2011.1 Holiday Worked Pay

Hours worked on any of the twelve District observed holiday's are paid at twice the employee's regular hourly rate.

2011.2 Stand-By Pay

If an employee is required to be on stand-by to provide telephone or radio support to on-duty staff, or for possible recall to work, the employee will be paid at 25% of their regular hourly wage for all hours while on stand-by. When on stand-by,

the employee must be reachable either via telephone or radio at all times. Any time spent actually responding to situations while on stand-by shall be counted as hours worked, and the employee shall be paid at their regular or overtime hourly rate for such hours, whichever is applicable.

2011.3 Call-Back Pay

The District will compensate employees a minimum two hours of pay if they are required to report to work on a day other than their normally scheduled workday, or if they are called back to work after their regular shift has terminated. This two-hour minimum does not apply to stand-by situations.

2011.4 Shift Differential Pay

Employees that work the swing and/or graveyard shift between the hours of 4:00 p.m. and 8 a.m., will be paid an additional hourly rate. This is based on 5% of their regular hourly rate (i.e. regular hourly rate \$15.00 x 5% = \$.75 per hour). Eligible hours are considered hours worked during the swing and graveyard shifts. Employees will not be paid shift differential for holiday worked hours, overtime hours or stand-by hours. Premium pay is already paid in these circumstances. Eligible hours subject to shift differential pay will be determined and reported on the employee's timesheets and approved by their supervisor. An employee must work to be paid shift differential. This means when an employee uses any of their leave banks or is off work for other reasons on a day that was scheduled as shift differential hours, shift differential pay will not be paid.

2011.5 Meeting and Training Pay

Employees will be paid for their time while attending meetings, lectures and training programs if they are mandatory or directly related to their job. Attendance must be either requested or authorized by their supervisor prior to attendance. Any overtime hours, including travel time, will be paid in accordance with state and federal law at the appropriate overtime rate.

2012 Time Records

District timesheets are managed through an online software program, allowing employees access to their timesheets to enter, review, and submit 24-hours a day, at their convenience. Employee's timesheets are used to determine the number and type of hours for which they will be paid for a given pay period, as well as to keep track of the utilization of paid time off and other leave banks. It is essential that employees keep an accurate record of hours worked, sick leave, vacation, or other absences. As noted previously, all overtime requires prior approval. Essex and Ruth based employee timesheets are reviewed/approved by their supervisors, the Superintendent, and the Business Manager. Eureka office employee's timesheets are reviewed/approved by the General Manager or the Business Manager.

2013 Personal Records

The District wants to be sure that employee's paychecks reflect the proper deductions and that dependents are covered by all appropriate benefits. Therefore, to ensure the personal data in employee's personnel files is accurate and up-to-date, the Accounting Specialist should be notified within five business days of any changes in personal status. Important information includes:

- Name, address, telephone number
- Marital status
- Number of dependents
- Person to be notified in case of emergency
- Beneficiaries for insurance

2014 Personnel File

Employees have a right to inspect documents in their personnel file in the presence of a District representative at a mutually convenient time. The employee may have copies of any documents within their personnel file. Completion and submission of a Personnel Records Request form is required. This form is provided in Appendix I. Employees may add their version of any disputed item to the file.

All personnel files are confidential and will be treated as such. The District will restrict disclosure of personnel files to authorized individuals only. Any request for information from personnel files must be directed to the General Manager. Disclosure of personal information will not occur unless requested by authorized law enforcement or other governmental agencies conducting official investigations, or as otherwise legally required.

2015 Discipline

Circumstances may occur which necessitate disciplinary action by the District. Disciplinary methods and actions are at the sole discretion of the District. Use of discipline does not affect the District's at-will employment status.

A system of progressive discipline may be implemented, at the sole discretion of the District, and may include any of the following steps: Oral Reprimand, Written Reprimand, Demotion, Suspension Without Pay, or Discharge. The General Manager shall review and approve all disciplinary actions involving suspensions, and only the General Manager has the authority to discharge or terminate employees.

Summary discipline (direct action) may be taken in cases involving criminal conduct, drunkenness on the job, drug abuse on the job, insubordination, and similar employee conduct which requires the imposition of immediate discipline.

2016 Issue Resolution

At some time during employment with the District, an employee may have an issue, problem, or complaint about the job, working conditions, or the treatment being received. Such issues, problems, or complaints are of interest to the District. To facilitate discussion and resolution, employees should take the following steps:

- Bring the problem to the attention of their immediate supervisor in a timely manner. The supervisor will investigate and provide a solution or explanation.
- If the supervisor does not adequately address the problem, or if it persists, the problem should be brought to the attention of the Superintendent, Business Manager, or the General Manager. It is recommended that this is completed as soon as possible after the employee believes the supervisor has failed to resolve it. The Superintendent, Business Manager or General Manager will then investigate and provide a solution or explanation.

The District values all employees' input and employees should feel free to raise issues or concerns, in good faith, without the fear of retaliation.

2017 Termination

Employees may voluntarily terminate employment with the District by:

- Voluntarily resigning
- Failing to report to work for 3 consecutively scheduled workdays without notice to or approval by their supervisor

Upon involuntary termination, the employee will be paid any accrued wages and accrued vacation, and potentially a portion of accrued sick leave (pursuant to the formula in Section 4001.5) within 48 hours of the termination.

Employees must immediately return all District-owned property (vehicles, keys, uniforms, identification badges, credit cards, etc.) upon termination of employment. Employees should take all personal items with them when they leave the District. Personal items left in the workplace are subject to disposal if not claimed at the time of the separation.

2018 Employment Verification

All requests for employment verification should be directed to the Accounting Specialist. No other District employee is authorized to release employment verification or reference information for current or former employees. The District's policy is to only disclose

dates of employment, and titles of positions held. If an employee authorizes disclosure in writing, the District will also provide a prospective employer with information regarding the salary or wage last earned. Requests for any additional reference information shall be directed to the General Manager. As a matter of policy, the District will not provide letters of reference.

2019 Off-Duty Conduct/Other Employment

While the District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. For this reason, employees should be aware of the following policies:

Employees are expected to conduct their personal affairs in a manner that does not adversely affect the District's or their own integrity, reputation or credibility. Conduct on the part of an employee that adversely affects the District's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

While employed by the District, employees are expected to devote their energies to their jobs with the District. The following types of outside employment are strictly prohibited.

- Employment that conflicts with an employee's work schedule, duties and responsibilities;
- Employment that creates a conflict of interest or is incompatible with the employee's employment with the District;
- Employment that impairs or has a detrimental effect on the employee's work performance with the District;
- Employment that requires the employee to conduct work or related activities on the District's property during the District's working hours or using the District's facilities and/or equipment;
- Employment that directly or indirectly competes with the business or the interests of the District.

Employees who wish to engage in outside employment that may create a conflict of interest must submit a written request to the General Manager explaining the details of the outside employment. If the outside employment is authorized, the District assumes no responsibility for the outside employment. The District shall not provide workers' compensation coverage for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time. If an employee has any doubts, it is recommended that a written request be submitted to insure there are no future problems.

Appendix B

Humboldt Bay Municipal Water - SECTION 9.b PAGE NO. 16
 Classification Plan (Chapter 2, §2000) - All Positions within the District
 Appendix B - Employee Handbook

POSITION TITLE	POSITION CLASSIFICATION	EXEMPT NON-EXEMPT	BASED
General Manager	M1	Exempt	Eureka
Assistant General Manager	M1a	Exempt	Eureka
District Superintendent	M2	Exempt	Essex
Assistant Superintendent	M2a	Exempt	Essex
Business Manager	M3	Exempt	Eureka
Maintenance/Electrical Supervisor	M4	Exempt	Essex
Water Operations Supervisor (Chief Operator)	M5	Exempt	Essex
Assistant Maintenance / Electrical Supervisor	M6	Exempt	Essex
Assistant Water Operations Supervisor (Back-Up Chief Operator)	M7	Exempt	Essex
Water Operations Specialist	OM1	Non-Exempt	Essex
Electrician/Instrument Tech	OM2	Non-Exempt	Essex
Operation & Maint Technicians (Shift Operator), Operator-in-Training (OIT), Maintenance Mechanics, Operations/Customer Svc Spec.,	OM3a-e	Non-Exempt	Essex
Hydro Operator/Ruth Representative			Ruth
Maintenance Worker	OM4	Non-Exempt	Essex
Maintenance Worker - Part-Time/Seasonal	OM5	Non-Exempt	Essex
Regulatory Analyst I*	A1a-b	Non-Exempt	Eureka
Accounting Specialist I*			
Regulatory Analyst II*	A2a-b	Non-Exempt	Eureka
Accounting Specialist II*			
Executive Assistant and Board Secretary	A3	Non-Exempt	Eureka *
Accounting Tech I	A4	Non-Exempt	Eureka
Accounting Tech II	A5	Non-Exempt	Eureka
Relief Hydro Operator & Ruth Rep	W1	Non-Exempt	Ruth

M = Management Classification

OM = Operations & Maintenance Classification

A = Administration Classification

W = Water Works Helper

* At any given time, there is only one Regulatory Analyst and one Accounting Specialist Position

Humboldt Bay Municipal Water District

GENERAL MANAGER – M1

Position Description

GENERAL PURPOSE

This is the chief executive office position responsible for carrying out the Board of Director's policies, directing District operations, controlling District expenditures, and overseeing all programs and activities of the District. May act as Secretary/Treasurer, and performs other duties as required.

ESSENTIAL FUNCTIONS AND DUTIES

- 1) Serves as Chief Executive Officer of the District.
- 2) Provides leadership and management including planning, goal setting, and evaluating District effectiveness.
- 3) Supervises, develops and evaluates the District Superintendent, Business Manager and Executive Assistant/Board Secretary.
- 4) Provides full charge and control over construction, maintenance and operation of the regional water system. Ensures compliance with water quality laws and regulations, and ensures sufficient water supply capability to meet customer demands.
- 5) Prepares, recommends for Board approval, and administers the District's annual budget including salaries, maintenance, and capital projects.
- 6) Directs and oversees development of a comprehensive Capital Improvement Plan. Advances high-priority projects and develops funding mechanisms to ensure the regional water system continues to reliably serve the community's needs.
- 7) Supports and plays a critical role in the District's Water Resource Planning process to secure new customers or uses for the District's available water supply.
- 8) Directs and oversees the District's aquatic Habitat Conservation Plan, and other efforts in the watershed involving the District.
- 9) Oversees the District's safety program. Ensures compliance with Federal, State, and local safety regulations. Develops and supports a strong safety culture in the organization.
- 10) Serves as the Dam Safety Coordinator pursuant to the District's Owner Dam Safety Program. Ensures compliance with Federal and State dam safety regulations. Develops and supports a strong and effective dam safety program.
- 11) Maintains full power and authority to employ and discharge employees and prescribe their duties. Develops and maintains the District's personnel system in accordance with Board-approved policies.
- 12) Maintains a close working relationship with the Board, Board committees, the District's legal counsel, auditor, and other consultants who advise the Board.
- 13) Prepares monthly Board meeting agendas and packets including well-developed and written staff reports.
- 14) Serves as liaison representing the District to the general public, the District's wholesale municipal customers, regulatory agencies, the media, and civic or community organizations.
- 15) Participates in the negotiation of water sale contracts and administers the contracts once implemented.

- 16) Provides legislative review and advocacy on Federal, State, or local issues affecting District operations.
- 17) Performs the duties of District Secretary/Treasurer as required.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- 1) Excellent written and oral communication skills, as well as ability to make effective and persuasive presentations.
- 2) Principles and practices of management and public administration.
- 3) Principles and practices of planning, analyzing, and developing sound business recommendations.
- 4) Principles and practices of financial planning, budgeting, expenditure control, and reporting.
- 5) Principles of supervision and personnel management, including public sector employment law.
- 6) Basic knowledge of engineering and construction principles applicable to the planning, design, and construction of District facilities.
- 7) Contract development and administration.
- 8) Safety regulations and programs.
- 9) Principles and practices of water utility cost-of-service and ratemaking.
- 10) General understanding of the following:
 - a. Laws, regulations and processes governing special districts;
 - b. Safe Drinking Water laws, regulations and practices governing water quality, treatment and distribution;
- 11) Federal and state regulations and practices governing the safety of a high-hazard dam and hydro-electric power plant;
 - a. Federal and state environmental regulations and permit processes for river operations;
 - b. State law and practices governing water rights;
- 12) Computer operation and standard applications software.
- 13) Public, media, and staff relations.

REQUIRED TRAINING AND EXPERIENCE

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. Bachelors Degree from an accredited university or college with a major in Business Administration, Public Administration, Engineering, Water Resources, or closely related field.
- ii. Ten-to-fifteen years of increasingly responsible and broad experience in engineering, administration, or management in a private or public agency. Strong preference for experience in utility or water resources fields. Background should include experience working with elected Board or Commission, and responsibility for planning, development and implementation of programs, budgets, and operations.

SPECIAL REQUIREMENTS

- i. Must possess a valid California Driver's license, and must maintain a driving record acceptable to the District and its insurance carrier. Compliance with this requirement is a condition of continuing employment.
- ii. Must qualify for fiduciary bonding.
- iii. Must be able to occasionally work evenings and weekends. Must be available to work following an emergency that affects the District's operations.
- iv. Must be able to serve as the District's Dam Safety Coordinator pursuant to the FERC's Owner Dam Safety Program regulatory requirements.

ESSENTIAL PHYSICAL ABILITIES

Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening are intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Operate a motor vehicle;
- ii. Operate a variety of office equipment (computer, copy machine, fax, etc.);
- iii. Understand and carry out oral and written directions;
- iv. Communicate well with others, verbally and in writing;
- v. Work cooperatively and get along well with the Board, District staff, customers and the public;
- vi. Sit for extended periods of time;
- vii. Perform minor physical activities which involve bending, lifting and reaching.

Humboldt Bay Municipal Water District**ASSISTANT GENERAL MANAGER – M1a****Position Description****GENERAL PURPOSE**

This position is intended as a temporary training position for the successor General Manager to increase familiarity with not only the requirements of the General Manager position, but the operations of Humboldt Bay Municipal Water District prior to fully assuming the General Manager position.

The General Manager position is the chief executive office position responsible for carrying out the Board of Director's policies, directing District operations, controlling District expenditures, and overseeing all programs and activities of the District.

ESSENTIAL FUNCTIONS AND DUTIES

While in the Assistant General Manager position, the individual is expected to gain a working knowledge and understanding of all duties of the General Manager as listed in the General Manager job description, with initial focus including, but not limited, to the following:

- 1) Understanding the needs and requirements of serving as the Chief Executive Officer of the District.
- 2) Providing leadership and management including planning, goal setting, and evaluating District effectiveness.
- 3) Supervising, developing, and evaluating the District Superintendent, Business Manager and Executive Assistant/Board Secretary.
- 4) Providing full charge and control over construction, maintenance and operation of the regional water system. Ensures compliance with water quality laws and regulations, and ensures sufficient water supply capability to meet customer demands.
- 5) Overseeing the District's safety program. Ensures compliance with Federal, State, and local safety regulations. Develops and supports a strong safety culture in the organization.
- 6) Serving as the Dam Safety Coordinator pursuant to the District's Owner Dam Safety Program. Ensures compliance with Federal and State dam safety regulations. Develops and supports a strong and effective dam safety program.
- 7) Maintaining a close working relationship with the Board, Board committees, the District's legal counsel, auditor, and other consultants who advise the Board.
- 8) Preparing monthly Board meeting agendas and packets including well-developed and written staff reports.
- 9) Serving as liaison representing the District to the general public, the District's wholesale municipal customers, regulatory agencies, the media, and civic or community organizations.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- 1) Understanding of the principles and practices of the following:
 - a. Management and public administration

- b. Planning, analyzing, and developing sound business recommendations
 - c. Financial planning, budgeting, expenditure control, and reporting
 - d. Contract development and administration
 - e. Safety regulations and programs
 - f. Water utility cost-of-service and ratemaking
 - g. Supervision and personnel management, including public sector employment law
- 2) Basic knowledge of engineering and construction principles applicable to the planning, design, and construction of District facilities.
 - 3) General understanding of the following:
 - a. Laws, regulations and processes governing special districts
 - b. Safe Drinking Water laws, regulations and practices governing water quality, treatment and distribution
 - 4) Federal and state regulations and practices governing the safety of a high-hazard dam and hydro-electric power plant;
 - a. Federal and state environmental regulations and permit processes for river operations;
 - b. State law and practices governing water rights
 - 5) Excellent written and oral communication skills, as well as ability to make effective and persuasive presentations; Ability to understand and carry out oral and written directions; Communicate well with others, including the public, the media, and staff, both verbally and in writing;
 - 6) Operate a variety of office equipment (computer, copy machine, fax, etc.); Proficient in all Microsoft Office products
 - 7) Work cooperatively and get along well with the Board, District staff, customers and the public

REQUIRED TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- 1) Bachelors Degree from an accredited university or college with a major in Business Administration, Public Administration, Engineering, Water Resources, or closely related field.
- 2) Ten-to-fifteen years of increasingly responsible and broad experience in engineering, administration, or management in a private or public agency. Strong preference for experience in utility or water resources fields. Background should include experience working with elected Board or Commission, and responsibility for planning, development and implementation of programs, budgets, and operations.

SPECIAL REQUIREMENTS

- 1) Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- 2) Must qualify for fiduciary bonding.

- 3) Must be able to occasionally work evenings and weekends. Must be available to work following an emergency that affects the District's operations.
- 4) Must be able to serve as the District's Dam Safety Coordinator pursuant to the FERC's Owner Dam Safety Program regulatory requirements.

ESSENTIAL PHYSICAL ABILITIES

Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position **is** considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening are intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- 1) Operate a motor vehicle
- 2) Sit for extended periods of time
- 3) Perform minor physical activities which involve bending, lifting and reaching.

Humboldt Bay Municipal Water District**SUPERINTENDENT – M2****Position Description****GENERAL PURPOSE**

Under general management direction, is responsible for all operations and maintenance activities of the District as well as project management and construction. Supervises, trains, develops and evaluates staff. Implements District safety program.

This is one of three senior management-level positions at the District. The organizational culture is that the General Manager, Superintendent and Business Manager work together as a management team to lead and direct all operational and business activities to ensure reliable and cost-effective delivery of water to the community. There is significant interface with employees, customers and the Board of Directors. In partnership with the General Manger and Business Manager, this position may also participate in strategic planning and initiatives.

ESSENTIAL FUNCTIONS AND DUTIES

- 1) Develops and maintains an effective safety program (including WIIPP) and a strong safety culture.
- 2) Directs and is responsible for the water supply, pumping treatment and distribution functions of the District. This includes: Ruth Lake operations including hydro-electric facility; Essex and Korblex operations including control, pumping, treatment and storage; distribution and metering functions throughout the system; and radio and communication systems.
- 3) Directs and oversees maintenance and operations for the Fieldbrook-Glendale CSD in accordance with The Agreement for Operations and Maintenance Support Services for Fieldbrook-Glendale Community Services District effective March 15, 2008.
- 4) Directs and is responsible for water quality and ensuring all federal and state standards are fully met.
- 5) Develops Standard Operating Procedures (SOP's)
- 6) Directs the District's ongoing construction and maintenance activities and projects, including the Preventative Maintenance Program.
- 7) Directs and advances energy efficiency programs.
- 8) Prepares and advances the District's long-term capital improvement and maintenance plans, and annual prioritized project and maintenance budgets. Accomplishes planned work per the approved scope, schedule and budget. In coordination with the Accounting Specialist, ensures employee time, materials, and contract labor are accurately accounted for.
- 9) Develops plans, sketches, cost estimates, specifications and work schedules to carry out projects and maintenance work. Prepares requisitions for services and materials. Directs and oversees construction and maintenance work by in-house and outside contract resources. On larger construction projects, performs project management in concert with the District engineer. Prepares emergency response plans and procedures. Responds to emergencies such as earthquakes, power outages, pipeline breaks, floods/high-water events, and chlorine leaks.

- 10) Consults with General Manager, District staff, and consultants/vendors regarding methods and procedures of work, operational priorities, and technical issues.
- 11) Inspects construction, installation, maintenance and grounds-keeping activities and projects to ensure the District's standards and requirements are met.
- 12) Ensures compliance with all laws and regulations that govern District operations. Ensures compliance with and renewal of necessary permits, and with the SWRCB-Division of Drinking Water certification requirements.
- 13) Represents the District in meetings with customers, representatives of governmental and regulatory agencies, professional and community groups and the public.
- 14) Prepares and presents required reports. Attends and participates in Board of Directors meetings and provides operational report.
- 15) Fosters a positive work environment for employees. Demonstrates and instills teamwork and communication throughout the organization. Trains, develops, and evaluates employees to support long-term productivity and growth. Recommends and implements disciplinary action if necessary.
- 16) Acts as an advisor to General Manager on strategic issues and performs other duties as assigned by General Manager.
- 17) May provide back-up and perform duties of the General Manager when necessary

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- 1) Operation of water pumping, treatment and distribution systems
- 2) Operation of hydro-electric facilities
- 3) State and Federal safe drinking water regulations, standards, and practices
- 4) Water supply planning
- 5) Repair and maintenance of water pumping, treatment and distribution facilities, and hydro-electric facilities
- 6) Environmental regulations, including handling and disposal of hazardous and toxic materials and waste
- 7) Project planning, budgeting, cost estimating, permitting, and record keeping
- 8) Principles of organization and management, and of supervision, training, and effective personnel management
- 9) Safety programs and safe work practices
- 10) Operation of computers, and other office equipment, using both standard and specialized application software

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- 1) High school diploma or GED
- 2) College, technical or professional-level classes or coursework in areas applicable to this position highly desirable.

- 3) Ten-to-fifteen years of increasingly responsible experience in the operation and maintenance of water pumping, treatment and distribution systems, including three-to-five years in a supervisory capacity. Experience with water treatment plants and hydroelectric generation is highly desirable.
- 4) Grade IV Treatment and/or Distribution certificates are preferred, minimum qualification T-2/D-4.

SPECIAL REQUIREMENTS

- 1) Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- 2) May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks. The District will provide a vehicle to meet these requirements.
- 3) In order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
- 4) Must be able to participate in confined space operations.
- 5) Must possess and maintain a minimum of Grade II Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate (T-2/D-4). Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 6) Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.
- 7) Think critically.
- 8) Must be able to communicate well with others, both verbally and in writing; Must be able to understand and carry out oral and written directions.
- 9) Must be able to work cooperatively and get along well with other people.

ESSENTIAL PHYSICAL ABILITIES

Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- 1) Investigate and solve complex problems involving the ability to:
 - a. Perform visual inspections
 - b. Hear normal versus abnormal noises

- c. View and respond to operational control screens (including alarms)
- 2) Sit for extended periods of time
- 3) Operate a variety of office equipment (computer, copy machine, fax, etc.)
- 4) Operate motor vehicles and other equipment
- 5) Operate a variety of hand and electric tools
- 6) Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity
- 7) Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions
- 8) Wear a respirator and other personal protective equipment

Humboldt Bay Municipal Water District**ASSISTANT SUPERINTENDENT – M2a****Position Description****GENERAL PURPOSE**

This position is intended as a temporary training position for the successor Superintendent to increase familiarity with not only the requirements of the Superintendent position, but the daily operation requirements of Humboldt Bay Municipal Water District prior to fully assuming the Superintendent position and duties.

The Superintendent position, under general management direction, is responsible for all operations and maintenance activities of the District as well as project management and construction. The Superintendent supervises, trains, develops, and evaluates staff. Implements District safety program.

ESSENTIAL FUNCTIONS AND DUTIES

While in the Assistant Superintendent position, the individual is expected to gain a working knowledge and understanding of all duties of the Superintendent as listed in the Superintendent job description, with initial focus including, but not limited to, the following:

- 1) Maintaining an effective safety program (including WIIPP) and a strong safety culture.
- 2) Responsibility for the water supply, pumping, treatment, and distribution functions of the District. This includes: Ruth Lake operations including hydro-electric facility; Essex and Korblex operations including control, pumping, treatment, and storage; distribution and metering functions throughout the system; and radio and communication systems.
- 3) Directing and overseeing the maintenance and operations for the Fieldbrook-Glendale CSD in accordance with The Agreement for Operations and Maintenance Support Services for Fieldbrook-Glendale Community Services District effective March 15, 2008.
- 4) Responsibility for water quality and ensuring all federal and state standards are fully met.
- 5) Familiarity with the District's long-term capital improvement and maintenance plans, and annual prioritized project and maintenance budgets.
- 6) Inspecting construction, installation, maintenance and grounds-keeping activities and projects to ensure the District's standards and requirements are met.
- 7) Ensuring compliance with all laws and regulations that govern District operations. Ensures compliance with and renewal of necessary permits, and with the California Department of Public Health certification requirements.
- 8) Representing the District in meetings with customers, representatives of governmental and regulatory agencies, professional and community groups and the public.
- 9) Preparing and presenting required reports. Attending and participating in Board of Directors meetings and provides operational report.
- 10) Fostering a positive work environment for employees. Demonstrating and instilling teamwork and communication throughout the organization.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- 1) Operation of water pumping, treatment and distribution systems
- 2) Operation of hydro-electric facilities
- 3) State and Federal safe drinking water regulations, standards, and practices
- 4) Water supply planning
- 5) Repair and maintenance of water pumping, treatment and distribution facilities, and hydro-electric facilities
- 6) Environmental regulations, including handling and disposal of hazardous and toxic materials and waste
- 7) Project planning, budgeting, cost estimating, permitting, and record keeping
- 8) Principles of organization and management, and of supervision, training, and effective personnel management
- 9) Safety programs and safe work practices
- 10) Operation of computers, and other office equipment, using both standard and specialized application software

TRAINING AND EXPERIENCE

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- 1) High school diploma or GED
- 2) College, technical or professional-level classes or coursework in areas applicable to this position highly desirable.
- 3) Ten-to-fifteen years of increasingly responsible experience in the operation and maintenance of water pumping, treatment and distribution systems, including three-to-five years in a supervisory capacity. Experience with water treatment plants and hydroelectric generation is highly desirable.
- 4) Grade IV Treatment and/or Distribution certificates are preferred, minimum qualification T-2/D-4

SPECIAL REQUIREMENTS

- 1) Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- 2) May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- 3) In order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).

- 4) Must be able to participate in confined space operations.
- 5) Must possess and maintain a minimum of Grade II Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate (T-2/D-4). Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 6) Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.
- 7) Must be able to think critically
- 8) Must be able to communicate well with others, both verbally and in writing; Must be able to understand and carry out oral and written directions
- 9) Work cooperatively and get along well with other people

ESSENTIAL PHYSICAL ABILITIES

Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position **is** considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- 1) Investigate and solve complex problems involving the ability to:
 - a. Perform visual inspections
 - b. Hear normal versus abnormal noises
 - c. View and respond to operational control screens (including alarms)
- 2) Sit for extended periods of time
- 3) Operate a variety of office equipment (computer, copy machine, fax, etc.)
- 4) Operate motor vehicles and other equipment
- 5) Operate a variety of hand and electric tools
- 6) Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity
- 7) Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions
- 8) Wear a respirator and other personal protective equipment

Humboldt Bay Municipal Water District Business Manager – M3

Position Description

OVERVIEW

This position is responsible for managing, directing, and supporting the District's financial, accounting, human resource, risk management, and regulatory compliance functions.

This is one of three senior management-level positions at the District. The organizational culture is that the General Manager, Superintendent and Business Manager work together as a management team to lead and direct all operational and business activities to ensure reliable and cost effective delivery of water to the community. There is significant interface with employees, customers and the Board of Directors. In partnership with the General Manger and Superintendent, this position may also participate in strategic planning and initiatives.

ESSENTIAL FUNCTIONS AND DUTIES

1. Leadership and Supervision

- A. Supervises financial, accounting, human resource, customer service and regulatory staff, including Regulatory Analyst (I/II), Accounting Specialist (I/II), and Accounting Tech's (I/II)
- B. Develops goals and objectives for the work unit, and work plans to accomplish them; Continually seeks opportunities to streamline and improve District processes to increase efficiency
- C. Sets high expectations and leads by example
- D. Trains, develops, and consistently supports staff; Ensures cross-training between administrative staff positions is maintained and on-going

2. Financial

- A. **Accounting** - Responsible for Accounting functions including:
 - a. Maintenance of general and subsidiary ledgers and general journal entries; Responsible to supervise and review all activity in all modules within the accounting software.
 - b. Cash and other account reconciliations
 - c. Accounts receivable and payable
 - d. All bank, investment, and reserve accounts
 - e. Capital, depreciation, and inventory schedules
 - f. Creates monthly financial statements for review with Board of Directors
 - g. Establish a system of internal controls in accordance with generally accepted accounting standards and in accordance with recommendations from the District's auditor, ensuring compliance with same.
 - h. Acts as principle liaison with the District's auditor during the annual financial audit process
 - i. All aspects of grant administration
- B. **Budget** - Responsible for preparing the annual budget for operational and administrative expenses, projects, and revenues of the District; Responsible for presenting the budget to the Board for approval

- C. **Capital Improvement Plan (CIP)** – Responsible for developing mechanisms to link CIP to annual budget. Responsible for developing financing needs and options, and working with financial advisors and counsel to secure financing. Responsible for pursuing grants to fund CIP projects; Responsible for grant administration.
- D. **Retail Water Business** – Responsible for:
- a. Overseeing the retail business function (establishing accounts, meter reading, billing, accounts receivable and customer service) in accordance with approved Ordinance
 - b. Overseeing all contracted retail business functions (Fieldbrook) in accordance with current contract
 - c. Supervise the development of retail rate studies, assisting staff with justification, analysis, and proposal. Ensure rate increases meet all Proposition 218 requirements
3. **Human Resource/ Risk Management** – Responsible for:
- A. All Human Resources functions, including the hiring process, payroll, benefit administration and employee claims management
 - B. Risk management and risk transfer including insurance programs, contracting procedures, and claims processing
4. **Regulatory Program and Compliance** - Responsible for:
- A. Overseeing regulatory compliance and reporting
 - B. Ensuring District is current and in compliance with all Local, State, and Federal requirements related to District operations
5. **Computer and Administrative Systems** – Responsible for:
- A. Ensuring contracted vendor maintains administrative computer system and network in Eureka office
 - B. Supervises required updates to various software programs as needed
 - C. Oversees the maintenance of the District's *Records Retention Policy* and maintenance of the filing system in accordance with the policy
6. **Process Improvements** – Responsible for:
- A. Analyzing, making recommendations, and implementing improvements in District's payroll, accounting and utility billing systems as necessary
 - B. Continually seeking to increase efficiency and improve workflow throughout all administrative processes
7. **Other Duties as Assigned**
- A. May provide back-up and perform duties of the General Manager when necessary
 - B. May perform special projects and assignments with the Superintendent and General Manager
 - C. Required to participate in Emergency Operations Center (EOC) activities during emergencies

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

1. Strong written communication skills including the use of proper English, spelling, grammar and punctuation. Ability to compose complex and detailed correspondence and reports accurately.

2. Strong verbal communication and presentation skills
3. Ability to deal tactfully and courteously with customers, District staff, and the Board of Directors
4. Strong organizational skills
5. Ability to work well and collaboratively with others
6. Ability to complete complex analyses (e.g. define objective, conduct research, collect data, analyze data, derive results, and formulate conclusions and recommendations)
7. Office methods and procedures, including filing, record keeping and reporting systems
8. Strong working knowledge of desktop computers and systems, including intermediate-to-advanced proficiency in Microsoft Office applications
9. Subject matter expertise in accounting (especially governmental accounting), business, economics, finance, and human resources

REQUIRED TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- A. Bachelors Degree (required) and Masters Degree (preferred) from an accredited university or college with an emphasis in business, accounting, public administration, or finance
- B. Seven-to-ten years of increasingly responsible experience in business, public administration, accounting, or finance sufficient to demonstrate the ability to perform the required duties

SPECIAL REQUIREMENTS

1. Must be able to:
 - A. Understand and carry out oral and written directions;
 - B. Communicate well with others, verbally and in writing;
 - C. Work cooperatively and get along well with the Board, District staff, customers and the public;
 - D. Think critically to address complex business and accounting assignments;
 - E. Work independently and take initiative;
2. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
3. Must be able to qualify for fiduciary bonding.
4. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The

medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification. A person employed in this position must be able to:

- A. Operate a variety of office equipment (computer, copy machine, etc.)
- B. Sit for extended periods of time;
- C. Perform minor physical activities which involve bending, lifting and reaching;
- D. Operate a motor vehicle.

Humboldt Bay Municipal Water District**MAINTENANCE AND ELECTRICAL SUPERVISOR – M4****Position Description****GENERAL PURPOSE**

Under direction, supervises and participates in the work of staff responsible for the construction, repair, calibration, and maintenance of District pumping, water treatment, distribution, storage, hydroelectric, communications, electrical, electronic, and other facilities. May coordinate and oversee the work of contract construction and maintenance employees. Performs other related work as required.

ESSENTIAL FUNCTIONS AND DUTIES

- 1) Supervises and participates in the work of staff responsible for the construction, repair, calibration, and maintenance of District pumping, water treatment, distribution, storage, hydroelectric, communications, electrical, and electronic facilities and related appurtenances.
- 2) Identifies and plans capital, maintenance, and repair projects. Prepares cost estimates and specifications. Provides input to the budget process.
- 3) Supervises and participates in capital, maintenance, and repair projects. Determines personnel and materials requirements; receives work orders; makes decisions on personnel and priorities; prepares requisitions for materials; develops plans, sketches, cost estimates, specifications, and work schedules. Assists in the coordination of construction, maintenance, and electrical work performed by outside contractors
- 4) Assists in solving technical problems, and provides technical advice and support.
- 5) Assists in developing and implementing comprehensive programs for preventive maintenance, work safety, and energy conservation.
- 6) Ensures adherence to safety requirements; plans and conducts in-service training programs; prepares incident reports and conducts accident investigations. Conducts periodic inspections of District equipment and facilities; also inspects for fire, safety, and health hazards.
- 7) Reads and interprets manuals, blueprints, and schematic drawings; maintains records and reports of work performed; prepares schematic drawings and updates blueprints to reflect as-built conditions.
- 8) Prepares various reports; directs departmental record keeping activities.
- 9) Prepares estimates for new meter installations using information provided by Operations Supervisor for size and location of new meter. Turns in estimates to Main Office for final cost quote.
- 10) Performs supervisory functions. Assures that subordinate staff acquire and maintain all necessary licenses, certifications, and training. Plans and conducts in-service training programs. Prepares periodic evaluations of employees. Assists in the selection of new maintenance and electrical staff.
- 11) May perform duties of Operations and Maintenance Technician, and may act as District Superintendent.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Repair and maintenance of water pumping, treatment and distribution systems, and hydro-electric plant

- ii. Procedures, materials, equipment and tools used in maintenance and construction of water system facilities, electrical/electronic systems, hydroelectric facilities, and in particular: industrial motors, engines, pumps, compressors, hydraulic systems, valves, gas and diesel engines, and buildings
- iii. Regulations relating to water treatment and distribution. Electrical codes and industrial safety orders
- iv. Principles and methods of procurement and storage of construction, electrical, electronic, and water treatment equipment, tools, supplies, and materials
- v. Fabrication of equipment, basic shop trades practices, and welding
- vi. Preventative maintenance programs
- vii. Interpreting repair manuals, schematic diagrams, and blueprints
- viii. Operation of a variety of vehicles and power-driven equipment
- ix. Cost estimation to repair, alter, and maintain facilities, and prepare accurate budget estimates
- x. Rules and regulations pertaining to handling and storage of hazardous and toxic materials
- xi. Safety program and safe work practices
- xii. Supervision and staff training
- xiii. Operation of computers, and other office equipment, using both standard and specialized application software
- xiv. Familiar with CAD software and use
- xv. Develop cooperative working relationships. Use teamwork to solve practical problems and coordinate work among a small, close-knit workforce

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position beneficial. Completion of an apprenticeship or other equivalent training and education involving industrial plant maintenance and repair desirable
- iii. Five-to-ten years of increasingly responsible experience in the construction and maintenance field, preferably involving water treatment and distribution systems equipment and facilities. Supervisory experience beneficial
- iv. Grade IV Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

- i. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. (Class A, Combination vehicle, with Haz-Mat endorsement) Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- ii. Job incumbents will be required to attain and maintain an NCCCO Crane Operator certification for telescopic boom fixed cab, boom truck fixed cab, and service truck cranes. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certifications through the established certification cycle for District Crane Operators. (every 5yrs)

- iii. Job incumbents will be required to be certified as a competent Rigging and Signal Person for lifting operations
- iv. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- v. In order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble, beard growth, beard, mustache or sideburns).
- vi. Must be able to participate in confined space operations.
- vii. Must possess and maintain a Grade IV Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- viii. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Individuals selected for appointment to this position must pass a pre-employment medical examination paid for by the District. Because this position **is** considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening also paid for by the District. The medical examination and drug screening are intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
 - a. Perform visual inspections
 - b. Hear normal versus abnormal noises
 - c. View and respond to operational control screens (including alarms)
 - d. Think critically
- ii. Sit for extended periods of time;
- iii. Operate a desktop computer;
- iv. Operate motor vehicles and other equipment;
- v. Operate a variety of hand and electric tools;
- vi. Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, climbing, and manual dexterity;
- vii. Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- viii. Wear a respirator and other personal protective equipment;

- ix. Understand and carry out oral and written directions;
- x. Communicate well with others, verbally and in writing;
- xi. Work cooperatively and get along well with other people;

Humboldt Bay Municipal Water District**WATER OPERATIONS SUPERVISOR – M5****(Chief Operator)****Position Description****GENERAL PURPOSE**

Under direction, supervises and participates in the work of staff responsible for the water pumping, distribution, and treatment systems; oversees and participates in work involving meter reading, water service connection, backflow compliance, and customer services; and performs other related work as required.

Serves as the District's Chief Operator pursuant to California safe drinking water regulations.

ESSENTIAL FUNCTIONS AND DUTIES

- 1) Responsible for overseeing and leading operations of the District's water pumping, treatment and distribution system. Also responsible for operation of the District's Supervisory Control and Data Acquisition System (SCADA) used to monitor and control the water system. Supervises and participates in all aspects of District operations to carry out this responsibility.
- 2) Monitoring and controlling the operation of water pumping, treatment and distribution facilities to achieve proper processing and distribution of water within mandated operating requirements
- 3) Starting and controlling plant processes and chemical systems to treat water in accordance with DHS' Permit and other operating requirements
- 4) Assisting in handling and storage of water treatment chemicals
- 5) Performing water sample collection and various laboratory testing and analytical procedures
- 6) Monitoring, starting and controlling power generation equipment in a safe manner
- 7) Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions
- 8) Supervises and participates in meter reading, service connection, backflow device installation and testing, and customer services
- 9) Conducts periodic inspections of equipment and facilities to ensure proper operation, and to identify and plan for repairs and maintenance
- 10) Assists with the implementation of a comprehensive work safety program. Ensures adherence to safety requirements, conducts inspections for hazards, conducts accident investigations, and prepares incident reports
- 11) Designs and implements energy conservation programs
- 12) Assists in the identification, planning and prioritization of operations and maintenance projects, including the determination of personnel & materials requirements, and personnel assignments
- 13) Works with contractor and/or customer to properly size and locate new meter service requests
- 14) Provides input on budget and cost proposals for maintenance and operations
- 15) Directs departmental record keeping activities; prepares requisitions; prepares a variety of reports.
- 16) Handles customer inquiries and complaints. Keeps records of all complains per State regulations.

- 17) Performs supervisory functions. Assures that subordinate staff acquire and maintain all necessary licenses, certifications, and training; plans and conducts in-service training programs; prepares periodic evaluations of employees; assists in the selection of new water operations staff.
- 18) Performs duties of an Operations and Maintenance Technician as needed, and may act as District Superintendent

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Principles, practices and operation of water pumping, treatment and distribution
- ii. Federal and State regulations relating to water quality, treatment, and distribution
- iii. Collecting water samples and performing laboratory testing procedures
- iv. Reading meters and accurately recording water usage
- v. Budgeting and project planning, and cost estimation for service installations
- vi. Safety regulations, programs and safe work practices
- vii. Interpretation of user manuals, repair manuals, schematic diagrams and blueprints
- viii. Operating a variety of vehicles and power-driven equipment
- ix. Dealing tactfully and courteously with customers. Handling customer inquiries and complaints
- x. Develop cooperative working relationships. Use teamwork to solve practical problems, and to plan and coordinate workload among a small, close-knit workforce
- xi. Strong working knowledge of computers using both standard (Microsoft Office) and specialized application software (Allan Bradley Ladder Logic, MMI languages; SCADA, ESRI ArcGIS/GPS)
- xii. Strong written and oral communication skills
- xiii. Ability to compose routine correspondence and reports
- xiv. Strong arithmetic and basic mathematics skills

TRAINING AND EXPERIENCE

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position beneficial
- iii. Five-to-ten years of increasingly responsible experience in the operation and maintenance of water pumping, treatment and distribution system and facilities. Supervisory experience beneficial and desirable. Experience with Supervisory Control and Data Acquisition Systems also beneficial and desirable
- iv. Grade IV Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record

acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.

2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
3. In order to wear respiratory protection or other safety equipment facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
4. Must be able to participate in confined space operations.
5. Must possess and maintain a Grade IV Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
6. Must possess and maintain Backflow Certification pursuant to State drinking water regulations. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certification.
7. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Individuals selected for appointment to this position must pass a pre-employment medical examination paid for by the District. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening also paid for by the District. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
 - a. Perform visual inspections
 - b. Hear normal versus abnormal noises
 - c. View and respond to operational control screens (including alarms)
 - d. Think critically
- ii. Sit for extended periods of time
- iii. Operate a variety of office equipment (computer, copy machine, fax, etc.)
- iv. Operate motor vehicles and other equipment
- v. Operate a variety of hand and electric tools
- vi. Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, climbing, and manual dexterity
- vii. Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions
- viii. Wear a respirator and other personal protective equipment;
- ix. Understand and carry out oral and written directions;

- x. Communicate well with others, verbally and in writing;
- xi. Work cooperatively and get along well with other people;

Humboldt Bay Municipal Water District**ASSISTANT MAINTENANCE and ELECTRICAL SUPERVISOR – M6****Position Description****GENERAL PURPOSE**

Under general supervision, directly assist and support the Maintenance and Electrical Supervisor, and participate in the work of staff responsible for the construction, repair, calibration, and maintenance of District pumping, water treatment, distribution, storage, hydroelectric, communications, electrical, electronic, and other facilities. May coordinate and oversee the work of contract construction and maintenance employees. Coordinates and facilitates the District Safety program and Regulatory Safety Compliance program. Performs other related work as required.

ESSENTIAL FUNCTIONS AND DUTIES

- 1) Directly assist and support the Maintenance and Electrical Supervisor and participate in the work of staff responsible for the construction, repair, calibration, and maintenance of District pumping, water treatment, distribution, storage, hydroelectric, communications, electrical, and electronic facilities and related appurtenances.
- 2) Assists Maintenance and Electrical Supervisor in identifying and planning capital, maintenance, and repair projects. Prepares cost estimates and specifications. Provides input to the budget process.
- 3) In the absence of Maintenance and Electrical Supervisor, provides field supervision and participates in capital, maintenance, and repair projects. Determines personnel and materials requirements; receives work orders; makes decisions on personnel and priorities; prepares requisitions for materials; develops CAD plans and sketches, cost estimates, specifications, and work schedules. Assists in the coordination of construction, maintenance, and electrical work performed by outside contractors as needed.
- 4) Under direction of Maintenance and Electrical Supervisor, facilitates work safety programs, such as:
- 5) Schedule and coordinate Monthly Safety meetings and prepare literature and visual aids. Document and keep records as required.
- 6) Coordinate and take minutes for Quarterly safety committee meeting. Prepare and distribute minutes and agendas.
- 7) On an ongoing as required basis – develop methods to assure safety compliance with regulatory agencies.
- 8) Coordinates and facilitates the District Safety program and Regulatory Safety Compliance program. Implements of comprehensive work safety program. Such as: reads and understands safety rules and regulations; develops safety program in compliance with safety rules and regulations; conducts employee safety training; conducts inspections for hazards, conducts accident investigations, and prepares incident reports. Conducts periodic inspections of District equipment and facilities; also inspects for fire, safety, and health hazards.
- 9) Plans and facilitates in-service training programs and record keeping.
- 10) Assist Maintenance and Electrical Supervisor with inventory management duties.

- 11) Reads and interprets manuals, blueprints, and schematic drawings; maintains records and reports of work performed; prepares schematic drawings and updates blueprints to reflect as-built conditions.
- 12) Prepares various reports as directed; assists in departmental record keeping activities.
- 13) Performs supervisory functions as needed.
- 14) May perform duties of Operations and Maintenance Technician
- 15) May provide full back-up and perform duties of the Maintenance and Electrical Supervisor.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Repair and maintenance of water pumping, treatment and distribution systems, and hydro-electric plant.
- ii. Procedures, materials, equipment and tools used in maintenance and construction of water system facilities, electrical/electronic systems, hydroelectric facilities, and in particular: industrial motors, engines, pumps, compressors, hydraulic systems, valves, gas and diesel engines, and buildings.
- iii. Regulations relating to water treatment and distribution. Electrical codes and industrial safety orders.
- iv. Principles and methods of procurement and storage of construction, electrical, electronic, and water treatment equipment, tools, supplies, and materials.
- v. Fabrication of equipment, basic shop trades practices, and welding.
- vi. Preventative maintenance programs.
- vii. Interpreting repair manuals, schematic diagrams, and blueprints.
- viii. Operation of a variety of vehicles and power-driven equipment.
- ix. Cost estimation to repair, alter, and maintain facilities, and prepare accurate budget estimates.
- x. Rules and regulations pertaining to handling and storage of hazardous and toxic materials.
- xi. Safety program and safe work practices.
- xii. Supervision and staff training.
- xiii. Operation of computers, and other office equipment, using both standard and specialized application software.
- xiv. Familiar with CAD software and use.
- xv. Develop cooperative working relationships. Use teamwork to solve practical problems and coordinate work among a small, close-knit workforce.

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position beneficial. Completion of an apprenticeship or other equivalent training and education involving industrial plant maintenance and repair desirable.
- iii. Three -to-five years of increasingly responsible experience in the construction and maintenance field, preferably involving water treatment and distribution systems equipment and facilities.
- iv. Grade II Treatment and Grade IV Distribution certificates.

SPECIAL REQUIREMENTS

- i. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. (Class A, Combination vehicle, with Haz-Mat endorsement) If an incumbent does not initially possess this license, the District will allow a period of time for the incumbent to obtain the required license. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- ii. Job incumbents will be required to attain and maintain an NCCCO Crane Operator certification for telescopic boom fixed cab, boom truck fixed cab, and service truck cranes. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certifications through the established certification cycle for District Crane Operators. (every 5yrs)
- iii. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
 - i. In order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble, beard growth, beard, mustache or sideburns).
- iv. Must be able to participate in confined space operations.
- v. Must possess and maintain a Grade II Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- vi. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Individuals selected for appointment to this position must pass a pre-employment medical examination paid for by the District. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening also paid for by the District. The medical examination and drug screening are intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
 - a. Perform visual inspections
 - b. Hear normal versus abnormal noises
 - c. View and respond to operational control screens (including alarms)
 - d. Think critically
- i. Sit for extended periods of time;
- ii. Operate a desktop computer;

- iii. Operate motor vehicles and other equipment;
- iv. Operate a variety of hand and electric tools;
- v. Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, climbing, and manual dexterity;
- vi. Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- vii. Wear a respirator and other personal protective equipment;
- viii. Understand and carry out oral and written directions;
- ix. Communicate well with others, verbally and in writing;
- x. Work cooperatively and get along well with other people;

Humboldt Bay Municipal Water District**ASSISTANT WATER OPERATIONS SUPERVISOR – M7****(Back-Up Chief Operator)****Position Description****GENERAL PURPOSE**

Under general supervision, directly assist and support the Water Operations Supervisor by performing activities related to operations, maintenance and control of the District's water pumping, distribution, treatment, and hydroelectric facilities. Fills operational shifts as the Shift Operator for a portion of the work week. Participates in, and helps oversee, sample collection and basic laboratory testing, meter reading, water service connections, backflow compliance, and other customer service work. Provides primary oversight and development of the District's Geographical Information System / Facility Information System.

Serves as the District's Back-Up Chief Operator.

ESSENTIAL FUNCTIONS AND DUTIES**Operations:**

- 1) Directly assist and support the Water Operations Supervisor with all aspects of operations and control of the District's water pumping, distribution, treatment, and hydroelectric facilities.
- 2) Perform system operations activities as the District's Shift Operator (generally 16 hours per workweek). Duties include:
 - a. Monitoring and controlling the operation of water pumping, treatment and distribution facilities to achieve proper processing and distribution of water within mandated operating requirements
 - b. Starting and controlling plant processes and chemical systems to treat water in accordance with DHS' Permit and other operating requirements
 - c. Assisting in handling and storage of water treatment chemicals
 - d. Performing water sample collection and various laboratory testing and analytical procedures
 - e. Monitoring, starting and controlling power generation equipment in a safe manner
 - f. Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions
- 3) Perform shift scheduling for Operations staff. Complete timesheets and monitor vacation and holidays for Operations and Maintenance staff.
- 4) Cross-train with Water Operations Supervisor in river management, Ruth operations, water quality testing program, production of monthly operations reports, oversight of day-to-day operations, oversight and quality assurance on SCADA system development.
- 5) May provide full back-up and perform duties of the Water Operations Supervisor position.

Customer Service:

- 1) Cross train with District's Operations/Customer Service Specialist on distribution system, backflow program, valve exercising program, and flushing program. Perform Customer Service duties as necessary.
- 2) Respond to and document customer inquiries/complaints about water service, water quality and service installation requests in a timely manner.
- 3) Develop service quotes for customers. Document and track service installations to ensure completion in a timely manner.

Other:

- 1) Geographical Information System / Facility Information System
 - a. Oversight of GIS/FIS system for District's system and facility information, rights-of-way, and preventative maintenance program. Develop documentation and user protocols. Interface with ESRI and engineering consultants.
 - b. Continue system development and perform ongoing maintenance of the system.
 - c. Train staff in its use.
- 2) Safety - Conduct certain safety training classes as needed. Periodically serve on District's Safety Committee.
- 3) Purchasing / Stocking /Inventory Management – Oversight and support of requisition process, petty cash, and inventory management and reporting. Ensure compliance with the District's system of internal controls for accounting, auditing and fraud prevention purposes.
- 4) Special Projects – Research and collect information for special studies, community outreach, budget, and CIP development.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Principles, practices and operation of water pumping, treatment and distribution
- ii. Federal and State regulations relating to water quality, treatment, and distribution
- iii. Collecting water samples and performing laboratory testing procedures
- iv. Reading meters and accurately recording water usage
- v. Budgeting and project planning, and cost estimation for service installations
- vi. Safety regulations, programs and safe work practices
- vii. Interpretation of user manuals, repair manuals, schematic diagrams and blueprints
- viii. Operating a variety of vehicles and power-driven equipment
- ix. Dealing tactfully and courteously with customers while handling customer inquiries and complaints
- x. Develop cooperative working relationships. Use teamwork to solve practical problems, and to plan and coordinate workload among a small, close-knit workforce

- xi. Strong working knowledge of computers using both standard (Microsoft Office) and specialized application software (Allan Bradley Ladder Logic, MMI languages; SCADA, ESRI ArcGIS/GPS)
- xii. Strong written and oral communication skills
- xiii. Ability to compose routine correspondence and reports
- xiv. Strong arithmetic skills

TRAINING AND EXPERIENCE

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position is beneficial
- iii. Three-to-five years of increasingly responsible experience in the operation and maintenance of water pumping, treatment and distribution system and facilities
- iv. Grade IV Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

- 1) Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- 2) May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- 3) In order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
- 4) Must be able to participate in confined space operations.
- 5) Must possess and maintain a Grade IV Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 6) Must possess and maintain Backflow Certification pursuant to State drinking water regulations. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certification.
- 7) Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Individuals selected for appointment to this position must pass a pre-employment medical examination paid for by the District. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening also paid for by the District. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
 - a. Perform visual inspections
 - b. Hear normal versus abnormal noises
 - c. View and respond to operational control screens (including alarms)
- i. Think critically
- ii. Sit for extended periods of time;
- iii. Operate a variety of office equipment (computer, copy machine, fax, etc.);
- iv. Operate motor vehicles and other equipment;
- v. Operate a variety of hand and electric tools;
- vi. Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- vii. Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- viii. Wear a respirator and other personal protective equipment;
- ix. Understand and carry out oral and written directions;
- x. Communicate well with others, both verbally and in writing;
- xi. Work cooperatively and get along well with other people;
- xii.

Humboldt Bay Municipal Water District**WATER OPERATIONS SPECIALIST – OM1****Position Description****GENERAL PURPOSE**

This position is somewhat unique in that it contains an element of another District position (the Operations and Maintenance Technician), but it also performs and is responsible for a variety of highly technical and specialized work related to the District's network and computer systems, including the District's Supervisory Control and Data Acquisition System (SCADA).

Under general supervision, programs, organizes, administers, and maintains automated process control, data acquisition and software systems, microcomputer networks and related peripheral equipment. Acts as technical resource to other staff on use of automated equipment and software. Performs full range of Operations and Maintenance Technician duties, and other related work as required.

ESSENTIAL FUNCTIONS AND DUTIES

1. Performs water system operations duties and responsibilities of the Operations and Maintenance Technician position. Operational duties include:
 - Monitoring and controlling the operation of water pumping, treatment and distribution facilities to achieve proper processing and distribution of water within mandated operating requirements;
 - Starting and controlling plant processes and chemical systems to treat water in accordance with DHS' Permit and other operating requirements;
 - Assisting in handling and storage of water treatment chemicals;
 - Performing water sample collection and various laboratory testing and analytical procedures;
 - Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions.
2. Monitors, starts and controls power generation equipment in a safe manner.
3. Uses process control, data acquisition, and special application software to meet District operational needs.
4. Responsible for networked systems which includes over 40 computers and multiple peripheral devices. Responsible for the District's Supervisory Control and Data Acquisition System (SCADA). The control system is a local area network of approximately 20 programmable logic controllers (PLCs) linked through ethernet, fiber-optic, wireless radio communications and modems. The administrative system is a network of PC computers linked to each other through an ethernet LAN, and also linked to the control system. Acts as network supervisor for plant operations, and assists electricians with physical maintenance of the control network.
5. Installs and activates sensors and other instrumentation. Assists in the setup and configuration of automated equipment, computers and related peripherals. Adds ladder logic and HMI programming to display and data log these sensors and related SCADA inputs. Performs software upgrades to the PLC and HMI, including sensor calibrations and range programming.

6. Performs daily checks and analyses to maintain complete functionality of computer systems. Performs routine cleaning of computers and printer equipment. Interacts as requested with computer consultants to identify and resolve computer/network problems. In the event of system or network failure, expedites professional trouble-shooting procedures to return the system to full capability.
7. Performs Database Administrator functions. Diagnoses and responds to varying symptoms evidenced in the data that could result in production, water quality and/or environmental concerns. Performs PC archiving and backup duties. Provides data acquisition services and produces special reports and graphs.
8. Utilizes the VBA programming language to improve software and user interfaces. Innovates to introduce new systems and/or processes to improve capability or efficiency of operations.
9. Acts as resource for the entire organization on operation of computers and peripheral equipment. Provides technical assistance and training for personnel in the use of computers, HMI and related hardware and software. Sets up procedures for a variety of office support, record keeping, disc handling and system library tasks.
10. May periodically fill-in and act as Assistant Water Operations Supervisor
11. Responsible for both administrative and control system backups. Review and update backup policies and procedures to make sure the district is protected from new and emerging threats.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Principles and practices of programming
- Standard desktop operating system and Microsoft Office applications (spreadsheet and database).
- Specialized program applications, including Allan Bradley Ladder Logic and HMI languages, SCADA, VB, VBA
- Mathematical and analytical skills necessary for a Network Administrator. Ability to maintain and troubleshoot , fiber-optic, wireless communications and ethernet/CAT5 LAN systems
- Design and implementation of new systems or procedures for process control automation
- Operation of water pumping, treatment and distribution facilities. Principles and practices of water quality and water treatment.
- Interpreting gauges, recording devices, and other monitoring equipment for plant operations.
- Basic water sample collection and laboratory testing procedures.
- Repair and maintenance of water pumping, treatment and distribution equipment.
- Interpreting repair manuals, schematic diagrams, blueprints, and preventative maintenance programs.
- Safety program and safe work practices
- Cooperative working relationships. Teamwork to solve practical problems and coordinate work among a small, close-knit workforce

TRAINING AND EXPERIENCE

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- High school diploma or GED
- Community College, technical or other course work relevant for this position highly desirable. A Bachelors Degree, or equivalent professional-level coursework, in data processing, computer systems analysis, symbolic programming, is beneficial and desirable.
- Five-to-seven years of increasingly responsible experience in the operation of water distribution, treatment, and pumping facilities, with particular experience in process control and data acquisition systems, and related network and computer application software.
- Grade IV Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
3. In order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns). Must be able to participate in confined space operations.
4. Must possess and maintain a Grade IV Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
5. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Persons selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- a) sit for extended periods of time;
- b) operate a variety of office equipment (computer, copy machine, fax, etc.);
- c) operate motor vehicles and other equipment;
- d) operate a variety of hand and electric tools;
- e) perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;

- f) perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- g) wear a respirator and other personal protective equipment;
- h) understand and carry out oral and written directions;
- i) communicate well with others, verbally and in writing;
- j) work cooperatively and get along well with other people;
- k) investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.

Humboldt Bay Municipal Water District**ELECTRICIAN and INSTRUMENT TECHNICIAN – OM2****Position Description****GENERAL PURPOSE**

Under general supervision, installs, maintains, troubleshoots, repairs, adjusts, programs and calibrates a variety of electrical, electronic, and electro-mechanical equipment including millivolt systems through high voltage distribution systems, SCADA system equipment, PLC ladder logic programming, wireless communications systems, hydroelectric power generation equipment, water pumps, cranes, and telemetry systems; and performs other related duties as required.

ESSENTIAL FUNCTIONS AND DUTIES

- 1) Installs electrical circuits, relays, switch gear, wiring, electronic alarms, and telemetering equipment used in the operation and monitoring of high voltage distribution systems, hydroelectric power generation plant, water pumps, cranes, and telemetry systems.
- 2) Troubleshoots, repairs, and calibrates water treatment instrumentation, testing, and monitoring devices.
- 3) Troubleshoots, programs, and repairs automated control devices; repairs, adjusts, and replaces electrical relays.
- 4) Troubleshoots, repairs, rebuilds, and adjusts electrical and mechanical parts of pumps, motors, and pressure control valves.
- 5) Tests and repairs cathodic protection systems.
- 6) Performs testing, maintenance, and repair on metering and recording instruments, control apparatus, data logging and display equipment, communications and telemetering systems, and laboratory equipment; performs specialized maintenance and repair on two-way FM base radio stations, repeaters, mobile stations, portable and telemetry stations, antennas, and intercom systems.
- 7) Installs, maintains, repairs, and modifies office and shop electrical systems in District office and shop facilities.
- 8) Maintains, troubleshoots the District's SCADA system, sensors, communications devices, PLC's, etc.
- 9) Collaborates with others and performs PLC ladder logic programming, using Allen Bradley equipment and Rockwell Automation software.
- 10) Installs, maintains, troubleshoots wireless radio communications systems
- 11) Oversees the work of helpers assisting with repairs.
- 12) May order parts, materials, and supplies required for electrical and other repairs.
- 13) Reads and interprets manuals, blueprints, and schematic drawings; maintains records and reports of work performed; prepares schematic drawings and updates blueprints to reflect as-built conditions.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Principles and practices of electrical and electronic repair and maintenance
- ii. Repair, maintenance, and operational adjustment procedures for water pumping, distribution, and treatment plant equipment

- iii. Methods, materials, tools, and testing equipment used in the installation, maintenance, calibration, and repair of electrical and electronic equipment
- iv. Measuring, monitoring, and calibration devices used in electrical, mechanical, instrumentation, and relay troubleshooting and repair
- v. Repair and calibration of instrumentation and relays
- vi. Maintenance and repair of electrical generation equipment, and high voltage (12,000 volt) transmission system
- vii. Experience with the operation, maintenance, and troubleshooting of Supervisory Control and Data Acquisition Systems
- viii. Experience with the programming of PLC's and HMI's and the associated programming software such as Rockwell Automation's Studio 5000, RSview32, Factory Talk, Logix500, and ControlLogix5000
- ix. Experience with wired and wireless telemetry technologies and the troubleshooting and maintenance methods employed with them
- x. Experience with project development, specification and interconnection CAD work associated with the implementation of new equipment and or control technologies
- xi. Safety laws, regulations, and rules relating to electrical system and electronic maintenance and repair work. Safe work practices including necessary electrical clearances and lockout / tagout procedures
- xii. Operation of computers, automated equipment and standard applications software
- xiii. Develop cooperative working relationships. Use teamwork to effectively solve practical problems, and coordinate work among a small, close-knit workforce

TRAINING AND EXPERIENCE

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position beneficial
- iii. Three-to-five years of journey-level experience in electrical and electronic construction, repair and maintenance, preferably with some direct experience at a water or wastewater treatment plant, hydro-electric plant, or similar facilities. Completion of a formal apprenticeship or its equivalent in the electrical, electronics, or instrumentation fields are highly desirable.
- iv. Grade II Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

- 1) Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- 2) Job incumbents will be required to attain and maintain an NCCCO Crane Operator certification for telescopic boom fixed cab, boom truck fixed cab, and service truck cranes. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certifications through the established certification cycle for District Crane Operators. (every 5yrs)

- 3) Job incumbents will be required to be certified as a competent Rigging and Signal Person for lifting operations
- 4) May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- 5) In order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
- 6) Must be able to participate in confined space operations.
- 7) Must possess and maintain a Grade II Water Treatment Operator's Certificate and a Grade II Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 8) Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
 - Perform visual inspections
 - Hear normal versus abnormal noises
 - View and respond to operational control screens (including alarms)
 - Think critically
- ii. Sit for extended periods of time
- iii. Operate a desktop computer
- iv. Operate motor vehicles and other equipment
- v. Operate a variety of hand and electric tools
- vi. Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity
- vii. Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions

- viii. Wear a respirator and other personal protective equipment
- ix. Understand and carry out oral and written directions
- x. Communicate well with others, both verbally and in writing
- xi. Work cooperatively and get along well with other people
- xii. Read and understand complex electrical diagrams and communicate electrical processes contained in such diagrams
- xiii. Draw rudimentary electronic diagrams and communicate electrical processes contained in such diagrams

Humboldt Bay Municipal Water District**HYDROELECTRIC OPERATOR/RUTH-AREA REPRESENTATIVE – OM3a****Position Description****GENERAL PURPOSE**

Under general supervision, operates, maintains, and controls the District's hydroelectric generating facilities, R.W. Matthews Dam and reservoir equipment, and Ruth Lake facilities; acts as District's on-site Ruth area representative; and performs other related duties as required.

ESSENTIAL FUNCTIONS AND DUTIES

1. Controls the operation of hydroelectric generation, R.W. Matthews Dam, reservoir, and water release equipment and facilities at Ruth Lake using established operating parameters.
2. Reads and records voltage level and kilowatt hour production of hydroelectric plant; reads gauges and flow meters to determine and record water levels and flow rates; reports data and plant conditions to other staff.
3. Stops and starts power plant following established procedures; checks annunciators, gauges, and dials to assess plant conditions; checks equipment for malfunctions of maintenance needs.
4. Performs needed maintenance and repair on District facilities; keeps machinery, equipment, structures, piping, work areas, grounds, and landscaped areas in a clean and orderly condition; assists others with complex machinery and equipment maintenance, repair, and overhaul.
5. Inspects control equipment, facilities, and grounds for needed maintenance and repairs and unusual operating conditions.
6. Operates vehicles and equipment; prepares a variety of operating reports; makes rounds of District property to secure facilities and ensure safety.
7. Oversee the work of other staff assigned to assist in the operation and maintenance of District equipment, R.W. Matthews Dam, and facilities at Ruth Lake.
8. Acts as District representative to public agencies, lessees of District properties, and the general public; assures that the development and usage of District real property complies with District requirements.
9. Responds to hydroelectric plant alarms and emergencies; performs powerhouse and R.W. Matthews Dam inspections in the event of an earthquake; coordinates the Emergency Action Plan activities at Ruth Lake.
10. Make visual observations of dam, abutments and surrounding geology per our Dam Safety and Surveillance Monitoring Plan (DSSMP).

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Principles and practices of dams, penstocks, and hydroelectric plants, including electrical generators, turbines, high voltage breakers, transformers, compressors, valves, pumps
- Hydro-electric facility operations, including monitoring, controlling and adjusting operations and output
- Reservoir capacity, water flow, and electric generation calculations

- Repair and maintenance procedures for hydroelectric plants, dams, and related equipment
- Planning and overseeing construction and maintenance work conducted by third-party contractors
- Basic water sample collection and laboratory testing procedures
- Basic operation of computers, automated equipment, and standard applications software
- Safe work practices and safety regulations
- Public and media relations
- Cooperative working relationships. Teamwork to solve practical problems and coordinate work among a small, close-knit workforce.

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- High school diploma or GED
- Community College, technical or other course work relevant for this position beneficial
- Three-to-five years of increasingly responsible experience in the operation and maintenance of hydroelectric generation, dams, and reservoir facilities; or three-to-five years of experience in skilled industrial plant mechanical maintenance and repair, preferably with some direct experience at a water facility.
- Grade II Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, , and high water events.
3. In order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface(such as stubble beard growth, beard, mustache or sideburns)..
4. Must be able to participate in confined space operations.
5. Must possess and maintain a Grade II Water Treatment Operator's Certificate and a Grade II Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
6. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Persons selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position **is** considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- a) Sit for extended periods of time;
- b) Operate a desktop computer;
- c) Operate motor vehicles and other equipment;
- d) Operate a variety of hand and electric tools;
- e) Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- f) Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- g) Wear a respirator and other personal protective equipment;
- h) Understand and carry out oral and written directions;
- i) Communicate well with others, verbally and in writing;
- j) Work cooperatively and get along well with other people;
- k) Investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.

Humboldt Bay Municipal Water District**MAINTENANCE MECHANIC – OM3b****Position Description****GENERAL PURPOSE**

Under direction participates in the work of staff responsible for the construction, repair, calibration, and maintenance of District pumping, water treatment, distribution, storage, hydroelectric, communications, electrical, electronic, and other facilities; may coordinate and oversee the work of contract construction and maintenance employees; and performs other related work as required.

ESSENTIAL FUNCTIONS AND DUTIES

- 1) Inspects, operates, and maintains a variety of water control, pumping, distribution, treatment, and regulating equipment, buildings, structures, pipelines, hydroelectric plants, reservoirs, and related facilities.
- 2) Performs repairs and overhauls of gas and diesel engines and large pumps.
- 3) Maintains and repairs specialized water control and treatment equipment.
- 4) Prepares shop designs for the fabrication or modification of parts and equipment.
- 5) Installs, repairs and maintains water meters and pipelines.
- 6) Operates the full range of field and shop repair equipment and tools, including trucks, tractors, forklifts, boomtruck, cranes, portable welders, and paint spraying equipment.
- 7) Maintains and repairs buildings, facilities and equipment including the performance of carpentry, painting, welding, plumbing, and machine shop work.
- 8) Performs pipeline repairs including placement of various types of clamps, grouting and other joining devices.
- 9) Performs plumbing and valve repairs including rebuilding of air relief, blowoff, and butterfly valves.
- 10) Performs hydraulic system maintenance, repair and modifications including piping, cylinders, and pumps.
- 11) Reads and interprets manuals, blueprints, and schematic drawings.
- 12) May periodically perform duties of Operation and Maintenance Technician.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Operation of water pumping, treatment and distribution facilities
- ii. Repair and maintenance of water pumping, treatment and distribution equipment. In particular, procedures, equipment, materials, and tools to maintain and repair: industrial motors, engines, pumps, compressors, hydraulic systems, valves, and gas and diesel engines.

- iii. Basic electrical theory related to pump and motor repair and maintenance
- iv. Fabrication, and gas and electrical welding
- v. Preventative maintenance programs
- vi. Interpreting repair manuals, schematic diagrams, and blueprints
- vii. Time, materials, and labor cost estimating for maintenance and repair projects
- viii. Operation of a variety of vehicles and power-driven equipment
- ix. Safety program and safe work practices
- x. Operation of computers, and other office equipment, using both standard and specialized application software.
- xi. Cooperative working relationships. Teamwork to solve practical problems and coordinate work among a small, close-knit workforce

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position beneficial. Completion of an apprenticeship or other equivalent training and education involving industrial plant maintenance and repair desirable.
- iii. Three-to-five years of experience in skilled industrial plant mechanical maintenance and repair, preferably with some direct experience at a water or wastewater treatment plant or similar facility. Completion of an apprenticeship or other equivalent training and education involving industrial plant maintenance and repair desirable.
- iv. Grade II Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

- 1) Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. (Class A, Combination vehicle, with Haz-Mat endorsement) Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- 2) Job incumbents will be required to attain and maintain an NCCCO Crane Operator certification for telescopic boom fixed cab, boom truck fixed cab, and service truck cranes. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certifications through the established certification cycle for District Crane Operators. (every 5yrs)
- 3) Job incumbents will be required to be certified as a competent Rigging and Signal Person for lifting operations
- 4) May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- 5) In order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns)..

- 6) Must be able to participate in confined space operations.
- 7) Must possess and maintain a Grade II Water Treatment Operator's Certificate and a Grade II Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 8) Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Persons selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
 - Perform visual inspections
 - Hear normal versus abnormal noises
 - View and respond to operational control screens (including alarms)
 - Think critically
- i. Sit for extended periods of time;
- ii. Operate a desktop computer;
- iii. Operate motor vehicles and other equipment;
- iv. Operate a variety of hand and electric tools;
- v. Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- vi. Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- vii. Wear a respirator and other personal protective equipment;
- viii. Understand and carry out oral and written directions;
- ix. Communicate well with others, verbally and in writing;
- x. Work cooperatively and get along well with other people;

Humboldt Bay Municipal Water District**OPERATIONS and CUSTOMER SERVICE SPECIALIST – OM3c****Position Description****GENERAL PURPOSE**

This position is somewhat unique in that it contains elements of other District positions (the Operations and Maintenance Technician) , and it also performs a variety of water quality and retail-level distribution and customer service work.

Under general supervision, this position performs the duties of the Operations and Maintenance Technician position, and also performs retail customer service and distribution system activities such as meter reading, pipeline flushing, backflow device testing, and pipeline locating. Provides assistance to the Water Operations Specialist.

In general, a greater portion of time will be spent in Customer Service, and in Operations and providing support to the Assistant and Operations Supervisors. when the Turbidity Reduction Facility (TRF) is operational, and conversely, a greater portion of time will be spent in the field performing retail customer service functions and system planned maintenance when the TRF is not operational.

ESSENTIAL FUNCTIONS AND DUTIES

1. Performs water system operations duties and responsibilities of the Operations and Maintenance Technician position. Operational duties include:
 - Monitoring and controlling the operation of water pumping, treatment and distribution facilities to achieve proper processing and distribution of water within mandated operating requirements;
 - Starting and controlling plant processes and chemical systems to treat water in accordance with DHS' Permit and other operating requirements;
 - Assisting in handling and storage of water treatment chemicals;
 - Performing water sample collection and various laboratory testing and analytical procedures;
 - Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions.
2. Monitor, start and control power generation equipment in a safe manner.
3. Records operation actions including flows, chemical dosages, filtration rates, and other information in appropriate log sheets/books. Notes operational or maintenance problems and writes work orders for repairs.
4. Reads water meters following an established schedule, and checks for inoperative, defaced, or bypassed meters. Makes minor adjustments or repairs to meters/appurtenances. Turns water service on/off and handles inquiries with respect to retail service.
5. Performs weekly, monthly and annual, Water quality sampling per regulatory requirements using prescribed sampling procedures.
6. Responsible for valve exercising and system flushing programs according to prescribed procedures.

7. Determines need for backflow and cross-connection equipment and tests all backflow devices for compliance with regulations at specified interval.
8. Locates and identifies District equipment and pipelines for customers, contractors, and other public agencies.
9. Maintains a variety of records and reports relating to water service customers and equipment.
10. May assists in the repair and maintenance of District equipment and facilities; may assist maintenance staff in the installation, repair, and maintenance of meters, pipelines, and other water distribution equipment.
11. Use personal computers to enter operational data into spreadsheets for calculation of average flows, chemical dosages, CT values and water usage, and prepares a variety of operating and statistical reports. Produce simple written reports and memoranda.
12. Support and provide back-up capability to the Water Operations Specialist with respect to maintenance and operation of the District's process control, data acquisition, and special application software.
13. May periodically fill-in and act as Assistant Water Operations Supervisor,

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Operation of water pumping, treatment and distribution facilities
- Principles, practices and regulations of water quality, water treatment and distribution
- Interpreting gauges, recording devices, and other monitoring equipment for plant and facility operations
- Collecting water samples and performing laboratory-testing procedures
- Reading meters and accurately recording usage
- Performing backflow testing and line flushing procedures
- Dealing tactfully with customers, contractors and others encountered in the course of work
- Operating a variety of vehicles and power-driven equipment
- Safety program and safe work practices
- Operation of computers using both standard applications (e.g. Office-based), and specialized applications as needed.
-
- Cooperative working relationships. Teamwork to solve practical problems and coordinate work among a small, close-knit workforce

TRAINING AND EXPERIENCE

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- High school diploma or GED
- Community College, technical or other course work relevant for this position beneficial.

- Two-to-three years of increasingly responsible experience in the operation of water distribution, treatment, and pumping facilities; and/or distribution system activities such as backflow testing, meter reading, and customer service. Backflow certification also desirable.
- Grade III Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
3. In order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
4. Must be able to participate in confined space operations.
5. Must possess and maintain a Grade III Water Treatment Operator's Certificate and a Grade III Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
6. Must possess and maintain Backflow Certification pursuant to State drinking water regulations. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certification.
7. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Persons selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- a) sit for extended periods of time;
- b) operate a variety of office equipment (computer, copy machine, fax, etc.);
- c) operate motor vehicles and other equipment;

- d) operate a variety of hand and electric tools;
- e) perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- f) perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- g) wear a respirator and other personal protective equipment;
- h) understand and carry out oral and written directions;
- i) communicate well with others, verbally and in writing;
- j) work cooperatively and get along well with other people;
- k) investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically;

Humboldt Bay Municipal Water District**OPERATIONS AND MAINTENANCE TECHNICIAN – OM3d
(Shift Operator)
Position Description****GENERAL PURPOSE**

Under general supervision, operates, maintains, and controls the District's water pumping, distribution, water treatment, and hydroelectric facilities; performs basic laboratory testing and sample collection; performs preventative maintenance checks and repairs of District water pumping, distribution and treatment facilities, machinery, equipment, structures, and grounds; and performs other duties as required. Serves as the District's Shift Operator pursuant to California safe drinking water regulations.

ESSENTIAL FUNCTIONS AND DUTIES

1. Performs water system operations duties and responsibilities as the District's Shift Operator on an assigned shift schedule. Operational duties include:
 - Monitoring and controlling the operation of water pumping, treatment and distribution facilities to achieve proper processing and distribution of water within mandated operating requirements;
 - Starting and controlling plant processes and chemical systems to treat water in accordance with DHS' Permit and other operating requirements;
 - Assisting in handling and storage of water treatment chemicals;
 - Performing water sample collection and various laboratory testing and analytical procedures;
 - Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions.
2. Monitors, starts and controls power generation equipment in a safe manner.
3. Inspects, maintains and repairs a variety of water control, pumping, distribution, treatment, regulating equipment, and buildings and other related facilities. Assists others with complex machinery and equipment maintenance, repairs and overhauls.
4. Maintains and cleans facilities such as backwash water recovery basins, sludge handling facilities, storage tanks, and related equipment, as well as District buildings and grounds. Keeps machinery, equipment, structures, piping, work areas, and grounds in a clean and orderly condition.
5. Records operation and maintenance actions including flows, chemical dosages, filtration rates, and other information in appropriate log sheets/books. Notes operational or maintenance problems and writes work orders for repairs.
6. Uses personal computers to enter operational data into spreadsheets for calculation of average flows, chemical dosages, CT values and water usage. Prepares a variety of operating and statistical reports. Creates simple graphs using spreadsheet programs such as Microsoft Excel to compare and demonstrate trends and attributes of processes. Produces simple written reports and memoranda.
7. May read customer meters; may assist maintenance staff in installation of water lines and meters as needed.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Operation of water pumping, treatment and distribution facilities
- State and Federal water quality regulations, standards, and practices
- Interpreting gauges, recording devices, and other monitoring equipment for plant and facility operations
- Basic water sample collection and laboratory testing procedures
- Repair and maintenance of water pumping, treatment and distribution equipment
- Interpreting repair manuals, schematic diagrams, blueprints, and preventative maintenance programs
- Time, materials, and labor cost estimating for maintenance and repair projects
- Operation of a variety of vehicles and power-driven equipment
- Safety program and safe work practices
- Operation of computers, and other office equipment, using both standard and specialized application software
- Cooperative working relationships. Teamwork to solve practical problems and coordinate work among a small, close-knit workforce

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- High school diploma or GED
- Community College, technical or other course work relevant for this position beneficial.
- Three-to-five years of increasingly responsible experience in the operation and maintenance of water pumping, treatment and distribution system and facilities;
- Grade III Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
3. In order to wear respiratory protection or other safety equipment facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
4. Must be able to participate in confined space operations.
5. Must possess and maintain a Grade III Water Treatment Operator's Certificate and a Grade III Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the

required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.

6. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Persons selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- a) sit for extended periods of time;
- b) operate a variety of office equipment (computer, copy machine, fax, etc.);
- c) operate motor vehicles and other equipment;
- d) operate a variety of hand and electric tools;
- e) perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- f) perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- g) wear a respirator and other personal protective equipment;
- h) understand and carry out oral and written directions;
- i) communicate well with others, verbally and in writing;
- j) work cooperatively and get along well with other people;
- k) investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically;

Humboldt Bay Municipal Water District**TREATMENT OPERATOR IN TRAINING (OIT) – OM3e****Position Description****GENERAL PURPOSE**

Under general supervision, operates and maintains the District's water treatment facilities; performs basic laboratory testing and sample collection; performs preventative maintenance checks and repairs of District treatment facilities. Serves as the District's Treatment Operator pursuant to California safe drinking water regulations with direct supervision of a Shift Operator.

ESSENTIAL FUNCTIONS AND DUTIES

1. Performs water treatment operations duties and responsibilities as the District's treatment Operator on an assigned shift schedule. Operational duties include:
 - Monitoring and controlling the operation of the water treatment facilities to achieve proper processing and treatment of water within mandated operating requirements;
 - Starting and controlling plant processes and chemical systems to treat water in accordance with DHS' Permit and other operating requirements;
 - Assisting in handling and storage of water treatment chemicals;
 - Performing water sample collection and various laboratory testing and analytical procedures within the water treatment facility;
 - Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions.
2. Monitors, starts and controls power generation equipment in a safe manner.
3. Inspects and maintains a variety of water treatment equipment.
4. Maintains and cleans facilities such as backwash water recovery basins and sludge handling facilities, related equipment.
5. Records operation and maintenance actions including flows, chemical dosages, filtration rates, and other information in appropriate log sheets/books. Notes operational or maintenance problems and writes work orders for repairs.
6. Uses personal computers to enter operational data into spreadsheets for calculation of average flows, chemical dosages, CT values and water usage. Prepares a variety of operating and statistical reports. Creates simple graphs using spreadsheet programs such as Microsoft Excel to compare and demonstrate trends and attributes of processes. Produces simple written reports and memoranda.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Operation of water treatment facilities
- State and Federal water quality regulations, standards, and practices

- Interpreting gauges, recording devices, and other monitoring equipment for plant and facility operations
- Basic water sample collection and laboratory testing procedures within the water treatment facility
- Repair and maintenance of water treatment plant equipment
- Knowledge of our safety program and safe work practices
- Operation of computers, and other office equipment, using both standard and specialized application software
- Foster cooperative working relationships. Utilize teamwork to solve practical problems and coordinate work among a small, close-knit workforce

TRAINING AND EXPERIENCE

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- High school diploma or GED
- Community College, technical or other course work relevant for this position is beneficial.
- Three-to-five years of increasingly responsible experience in the operation and maintenance of water pumping and treatment facilities;
- Grade II Treatment certificates

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. In order to wear respiratory protection or other safety equipment facial hair must be maintained to provide a seal fit between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
3. Must be able to participate in confined space operations.
4. Must possess and maintain a Grade II Water Treatment Operator's Certificate pursuant to State drinking water regulations and obtain a Grade III Water Treatment Operator's Certificate within 2 years. Also the incumbent must obtain a Grade II Distribution Operator's Certificate within 2 years. If an incumbent does not initially possess this level of certification; the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
5. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Persons selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position **is** considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for.

The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- a) sit for extended periods of time;
- b) operate a variety of office equipment (computer, copy machine, fax, etc.);
- c) operate motor vehicles and other equipment;
- d) operate a variety of hand and electric tools;
- e) perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- f) perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- g) wear a respirator and other personal protective equipment;
- h) understand and carry out oral and written directions;
- i) communicate well with others, verbally and in writing;
- j) work cooperatively and get along well with other people;
- k) Investigate and resolve a complex problem which involves the ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.

Humboldt Bay Municipal Water District**MAINTENANCE WORKER – OM4****Position Description****GENERAL PURPOSE**

Under **direct** supervision, performs a variety of light and heavy maintenance work. Assists journey Maintenance Mechanics and other staff members as requested with a variety of maintenance activities, system inspections, and periodic construction activities.

Under **general** supervision, performs a variety of grounds-keeping work including mowing, right-of-way clearing, painting, cleaning, and trash removal.

This is an entry level position. Initially, the incumbent will work under close supervision to learn about the District's water system and maintenance program. As experience and District knowledge is gained, the incumbent may work more independently on a variety of assignments.

ESSENTIAL FUNCTIONS AND DUTIES

1. Performs a variety of grounds-keeping and maintenance activities at District parks and other properties and rights-of-ways, including mowing, weed-whacking, trimming, trash removal, and painting.
2. Performs a variety of minor maintenance on District buildings and structures.
3. Assists in the construction and major maintenance of District buildings and structures.
4. Assists in the construction, maintenance and repair of pipelines and other water system facilities.
5. Performs inspections of pumping and treatment facilities and associated equipment.
6. Assists in traffic control and confined space entry operations.
7. Responds to after hour emergencies as needed.
8. Inspects for safe operation, and maintains all types of grounds-keeping equipment, hand, power and pneumatic tools, such as but not limited to: chain saws, string trimmers, mowers, wood chipper, nail gun, drills, circular saw.
9. May operate a variety of larger equipment such as but not limited to: Forklift, Field mower, Vacuum equipment, Overhead cranes.
10. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Basic repair and maintenance skills.
- Ability to follow directions.
- Ability to direct seasonal / part-time workers as needed.
- Safe operation of a variety of vehicles, grounds-keeping and power-driven tools and equipment.
- Ability to follow Safety Program and safe work practices.

- Ability to develop cooperative working relationships to solve practical problems
- Ability to coordinate work with a team, among a small close-knit workforce.

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- High school diploma or GED.
- Prior maintenance or other work experience in related field.

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May work odd shifts, weekends, or holidays. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
3. In order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
4. Must be able to participate in confined space operations.
5. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.
6. Must acquire a Grade 1 Water Distribution certificate and a Grade 1 Water Treatment Certificate within two years of being employed.
7. May require multi-day assignments at Ruth Lake.

ESSENTIAL PHYSICAL ABILITIES

Persons selected for appointment to this position must pass a pre-employment medical examination and drug screening which the District pays for. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this job classification.

Must possess the mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines, and to climb and descend ladders.

A person employed in this position must be able to:

- a) Conduct physical work for the majority of the day;
- b) Operate motor vehicles and grounds-keeping equipment such as; mowers, weed eaters, chain saws, chippers, hedge trimmers, etc.;
- c) Operate a variety of hand and electric tools;
- d) Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, climbing, and also manual dexterity;
- e) Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- f) Wear a respirator and other personal protective equipment;
- g) Understand and carry out oral and written directions;

h) Communicate well with others, and work cooperatively and get along well with other people.

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Humboldt Bay Municipal Water District**REGULATORY ANALYST I – A1a****Position Description****GENERAL PURPOSE**

Under direct supervision, performs a wide variety of analytical, business, and regulatory work. Some leeway is granted for the exercise of independent judgment and initiative as the incumbent demonstrates proficiency.

DISTINGUISHING FEATURES

For promotion to the Senior Analyst position, an Analyst incumbent must successfully complete at least two years of work; obtaining and demonstrating the required knowledge, skills, abilities, and experience; and meeting criteria for promotion to the Senior position.

ESSENTIAL FUNCTIONS AND DUTIES

1. **Analytical** - Performs complex analyses and studies regarding the District's water supply, water use, cost-of-service, infrastructure financing, water rates, and other business, operational, or technical matters. Provides analytical support to the budget and Capital Improvement Plan processes. Presents results, conclusions, and recommendations from the analyses and studies concisely and accurately.
2. **Communication** - Prepares routine and complex correspondence, reports and regulatory filings. Prepares and writes grant applications. Prepares presentation material to communicate to the District's wholesale customers, the Board of Directors, and other audiences.
3. **Regulatory** – Stays abreast of, researches, and determines impacts regarding existing or proposed regulations of interest to the District. Prepares required all regulatory reports, filings, and applications. Meets and confers with regulatory agency personnel.
4. **Safety** – Eureka office Safety Coordinator - Oversees the Eureka office participation in the District's safety program.
5. **Business Information Systems** – Develops and maintains spreadsheets, databases, and other computer tools to input and retrieve data, and to support a variety of business and operational needs. Assist with the planning and implementation of a Graphical Information System and Facility Records System (GIS/FIS) to support and optimize operations and records management.
6. **Other:**
 - A. May perform special projects for the Superintendent or General Manager as time permits.
 - B. Assists the General Manager and Superintendent in Emergency Operations Center (EOC) activities or other emergency events.
 - C. Acts as Water Conservation Coordinator per UWMP requirements.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

1. Strong written communication skills including the use of proper English, spelling, grammar and punctuation. Ability to compose complex and detailed correspondence and reports accurately
2. Strong verbal communication and presentation skills
3. Ability to work well and collaboratively with others
4. Ability to meet deadlines, plan ahead, and adhere to a work plan
5. Ability to prioritize and manage time effectively, and able to realign priorities as needed
6. Ability to complete complex analyses and studies in an independent manner (e.g. define objective, conduct research, collect data, analyze data, derive results, and formulate conclusions and recommendations)
7. Subject matter expertise in business, economics, engineering economics, planning (especially water resources planning), or regulations related to the water industry
8. Strong working knowledge of desktop computers, in particular intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook). Knowledge of Microsoft Access and ESRI's GIS software highly desirable

REQUIRED TRAINING AND EXPERIENCE

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

1. Bachelors Degree (required), from an accredited university or college with an emphasis in business, economics, engineering economics, planning, water resources, or management information systems.
2. Two years of increasingly responsible experience in business, the water industry, or at another governmental agency, sufficient to demonstrate the ability to perform the required duties in an independent manner.

SPECIAL REQUIREMENTS

1. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
2. Understand and carry out oral and written directions;
3. Communicate well with others, verbally and in writing;
4. Work cooperatively and get along well with others, the Board, District staff, customers and the public;
5. Think critically to address complex business and regulatory assignments;
6. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is **not** considered "safety sensitive" in nature, the person selected

for appointment to this position will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

1. Operate a variety of office equipment, especially desktop computers;;
2. Sit for extended periods of time;
3. Perform minor physical activities which involve bending, lifting and reaching;
4. Operate a motor vehicle.

Humboldt Bay Municipal Water District**ACCOUNTING SPECIALIST I – A1b****Position Description****GENERAL PURPOSE**

Under general supervision performs financial accounting, bookkeeping, payroll, human resource, risk management and reporting functions for the District.

ESSENTIAL FUNCTIONS AND DUTIES**1. Accounting****A. Accounts Payable**

- a. Using the District's accounting system, and in accordance with approved accounting standards, policies, and procedures, prepares and processes payments to District creditors, vendors, and consultants. Ensures all related purchase orders are complete with sufficient supporting documentation and approvals
- b. Reviews and approves data entry of Accounting Tech II position into accounting system prior to processing
- c. Prepares and files any related State and Federal tax forms (1099's)
- d. Responds to vendor/consultant inquiries in a timely manner
- e. Ensures on-going cross-training for all Accounts Payable processes
- f. Other accounts payable duties as assigned

B. Payroll

- a. Oversees the review of employee and Director timecards by Accounting Tech I and II positions
- b. Processes payroll, verifies all software calculations
- c. Reviews and processes Federal and State payroll-related tax payments; processes quarterly and annual payroll reports and filings (941's, W-2's, State Controllers Wage Report, etc)
- d. Reviews payroll related work of Accounting Tech I/II position
- e. Maintains employee data in payroll system, verifies & updates data as necessary
- f. Ensures on-going cross-training for all payroll processes
- g. Other payroll duties as assigned

C. Accounts Receivable

- a. Prepares accurate and timely invoices for the District's wholesale municipal and industrial customers in accordance with approved District ordinances and contracts
- b. Prepares accurate and timely invoices for outside agencies under contract for retail utility billing (Fieldbrook) in accordance with approved contract
- c. Prepares accurate and timely invoices for misc. other accounts receivable (ex: Don Bridge Lease, RLCSD Water System Permit Fee, Hydrant meter rentals & water use)
- d. Other accounts receivable duties as assigned

D. Other Accounting Duties

- a. Maintains a system of internal controls in accordance with GAAP, with Federal and State Government procurement standards, and in accordance with recommendations from the District's auditors for all aspects of District accounting practices
- b. Works with Business Manager to ensure revenues and expenditures are accurately stated. Reviews the monthly financial reports generated by the Business Manager
- c. Monthly reconciliation of bank and investment accounts as assigned; Request, review & reconcile quarterly data from County for investment accounts
- d. Assists in the preparation of the annual budget and completion of the annual financial audit as needed; other financial reports as assigned
- e. Assists with regular updates of the District's accounting systems, as necessary
- f. Maintains a working knowledge of the Cash Receipting, Timekeeping, General Ledger, Utility Management, and System Management Modules of accounting system
- g. Develops and maintains a procedure manual for accounting and financial reporting functions

2. Human Resources**A. Benefits**

- a. Prepares all reports and payments for various employee benefits (insurances, retirement, deferred comp., etc.)
- b. Manages open enrollment for health insurance (current and retirees) and voluntary life insurance
- c. Reviews retiree medical, COBRA Dental and Vision invoices processed by Accounting Tech II position
- d. Responsible for on-boarding new employees; providing introduction and explanation of benefits and all necessary enrollment forms
- e. Provides forms, information, and routine support to District employees regarding District benefits. Assists employees as needed with updating/changing employee benefits and coordination with benefit providers

B. Other Human Resource Duties

- a. Responsible for timely District response to human resource-related claims (disability, workers' compensation etc.)
- b. Schedules annual hearing and respirator exams
- c. Responsible for maintaining required OSHA regulatory and benefit postings on District bulletin boards
- d. Maintain employee personnel & medical files. Review Accounting Tech I maintenance of employee certification and training files

3. Risk Management**A. Contracting**

- a) Prepares and processes JPIA approved vendor and facility use contracts for review by the Business Manager
- b) Verifies required insurance and risk management requirements are fully satisfied
- c) Ensure payments and services provided match contract terms

B. Insurance

- a) Ensures the District is in compliance and up to date with all insurance filings and reporting requirements
- b) Oversees any worker's comp injury claims, ensures all documentation is complete and provided to the benefit provider. Provides administrative support as needed to the injured employee

4. **Other**

- A. Provides general administrative support, including:
 - a. Research, gather, and organize information from District records or other sources
 - b. Prepare and compose District correspondence and routine reports
 - c. Performing routine analyses
- B. Assists the General Manager, Superintendent, and Business Manager in Emergency Operations Center (EOC) activities or other emergency events
- C. Maintains District's Records Retention Policy and ensures filing and retention protocols are consistent with that policy
- D. Supports the General Manager, Superintendent, and Business Manager with long-range planning matters. Supports the implementation of the District's Capital Improvement Plan.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

1. **Office skills and abilities**

- A. Ability to operate a variety of office equipment including: computer, copier, fax, scanner
- B. Strong written communication skills including the use of proper English, spelling, grammar and punctuation; the ability to compose correspondence and reports
- C. Office methods and procedures, including filing, record keeping and reporting systems.
- D. Intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook)

2. **Communication skills and abilities**

- E. Ability to deal intelligently, tactfully, and courteously with customers, District staff, and the Board of Directors; ability to work cooperatively as a team member
- F. Strong verbal communication skills

3. **Technical skills and abilities**

- G. Ability to think critically to address administrative and accounting tasks
- H. Ability to effectively multi-task and switch between tasks regularly
- I. Strong organizational skills
- J. Strong arithmetic and accounting skills

REQUIRED TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- A. High school diploma or GED
- B. Community College, technical or other course work relevant for this position

- C. Five-to-ten years of increasingly responsible experience in office administration, accounting, and/or human resources functions sufficient to demonstrate the ability to perform the required duties and work in an independent manner
- D. Bookkeeping and/or accounting experience, especially with governmental accounting principles

SPECIAL REQUIREMENTS & ESSENTIAL PHYSICAL ABILITIES

- A. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Must be able to safely operate a motor vehicle. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment
- B. Individuals selected for appointment to the position must pass a pre-employment medical examination which the District pays for. Because this position is **not** considered "safety sensitive" in nature, the individual selected will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification
- C. Must be able to qualify for fiduciary bonding
- D. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement
- E. Must be able to sit for extended periods of time
- F. Must be able to perform minor physical activities which involve bending, lifting and reaching

Humboldt Bay Municipal Water District**REGULATORY ANALYST II – A2a
Position Description****GENERAL PURPOSE**

Under general supervision, performs a wide variety of substantive and complex analytical, business, and regulatory work. Considerable leeway is granted for the exercise of independent judgment and initiative.

DISTINGUISHING FEATURES

This position is distinguished from the Analyst position by the broader scope of responsibility involved in the analytical work requiring additional years of experience to perform.

ESSENTIAL FUNCTIONS AND DUTIES

1. **Analytical** - Performs complex analyses and studies regarding the District's water supply, water use, cost-of-service, infrastructure financing, water rates, and other business, operational, or technical matters. Provides analytical support to the budget and Capital Improvement Plan processes. Presents results, conclusions, and recommendations from the analyses and studies concisely and accurately.
2. **Communication** - Prepares routine and complex correspondence, reports and regulatory filings. Prepares and writes grant applications. Prepares presentation material to communicate to the District's wholesale customers, the Board of Directors, and other audiences.
3. **Regulatory** – Stays abreast of, researches, and determines impacts regarding existing or proposed regulations of interest to the District. Prepares all required regulatory reports, filings, and applications. Meets and confers with regulatory agency personnel.
4. **Safety** – Eureka office Safety Coordinator - Oversees the Eureka office participation in the District's safety program.
5. **Business Information Systems** – Develops and maintains spreadsheets, databases, and other computer tools to input and retrieve data, and to support a variety of business and operational needs. Assist with the planning and implementation of a Graphical Information System and Facility Records System (GIS/FIS) to support and optimize operations and records management.
6. **Other:**
 - A. May perform special projects for the Superintendent or General Manager as time permits.
 - B. Assists the General Manager and Superintendent in Emergency Operations Center (EOC) activities or other emergency events.
 - C. Acts as Water Conservation Coordinator per UWMP requirements.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- 1) Strong written communication skills including the use of proper English, spelling, grammar and punctuation. Ability to compose complex and detailed correspondence and reports accurately
- 2) Strong verbal communication and presentation skills
- 3) Ability to work well and collaboratively with others
- 4) Ability to meet deadlines, plan ahead, and adhere to a work plan
- 5) Ability to prioritize and manage time effectively, and able to realign priorities as needed
- 6) Ability to complete complex analyses and studies in an independent manner (e.g. define objective, conduct research, collect data, analyze data, derive results, and formulate conclusions and recommendations)
- 7) Subject matter expertise in business, economics, engineering economics, planning (especially water resources planning), or regulations related to the water industry
- 8) Strong working knowledge of desktop computers, in particular intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook). Knowledge of Microsoft Access and ESRI's GIS software highly desirable

REQUIRED TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- 1) Bachelors Degree (required), Master Degree (beneficial), from an accredited university or college with an emphasis in business, economics, engineering economics, planning, water resources, or management information systems.
- 2) Five-to-ten years of increasingly responsible experience in business, the water industry, or at another governmental agency, sufficient to demonstrate the ability to perform the required duties in an independent manner.

SPECIAL REQUIREMENTS

- 1) Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- 2) Understand and carry out oral and written directions;
- 3) Communicate well with others, verbally and in writing;
- 4) Work cooperatively and get along well with others, the Board, District staff, customers and the public;
- 5) Think critically to address complex business and regulatory assignments;
- 6) Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is **not** considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- 1) Operate a variety of office equipment, especially computers;
- 2) Sit for extended periods of time;
- 3) Perform minor physical activities which involve bending, lifting and reaching;
- 4) Operate a motor vehicle.

Humboldt Bay Municipal Water District

ACCOUNTING SPECIALIST II – A2b

GENERAL PURPOSE

Under minimal supervision performs financial accounting, bookkeeping, payroll, human resource, risk management and reporting functions for the District.

DISTINGUISHING FEATURES

The Accounting Specialist II position is differentiated from the Accounting Specialist I position based on the employee's previous experience resulting in the ability to manage a broader scope of responsibility and independence as compared to the Accounting Specialist I position. An employee in the Accounting Specialist II position will have established themselves as proficient in District finance and accounting practices. Based on this knowledge, the ability to work with little to no errors, and proven decision-making skills, this employee is expected to be able to complete larger analysis and accounting tasks as assigned with minimal guidance and supervision. This employee takes initiative to continue to update and improve the efficiency of District accounting practices and consistently mentors staff in the Accounting Tech I & I positions. This employee will have established strong, efficient working relationships with other District staff both inside and outside the office.

ESSENTIAL FUNCTIONS AND DUTIES

1. Accounting

A. Accounts Payable

- a. Using the District's accounting system, and in accordance with approved accounting standards, policies, and procedures, prepares and processes payments to District creditors, vendors, and consultants. Ensures all related purchase orders are complete with sufficient supporting documentation and approvals
- b. Reviews and approves data entry of Accounting Tech II position into accounting system prior to processing
- c. Prepares and files any related State and Federal tax forms (1099's)
- d. Responds to vendor/consultant inquiries in a timely manner
- e. Ensures on-going cross-training for all Accounts Payable processes
- f. Other accounts payable duties as assigned

B. Payroll

- a. Oversees the review of employee and Director timecards by Accounting Tech I and II positions
- b. Processes payroll, verifies all software calculations
- c. Reviews and processes Federal and State payroll-related tax payments; processes quarterly and annual payroll reports and filings (941's, W-2's, State Controllers Wage Report, etc)
- d. Reviews payroll related work of Accounting Tech I/II position

- e. Maintains employee data in payroll system, verifies & updates data as necessary
- f. Ensures on-going cross-training for all payroll processes
- g. Other payroll duties as assigned

C. Accounts Receivable

- a. Prepares accurate and timely invoices for the District's wholesale municipal and industrial customers in accordance with approved District ordinances and contracts
- b. Prepares accurate and timely invoices for outside agencies under contract for retail utility billing (Fieldbrook) in accordance with approved contract
- c. Prepares accurate and timely invoices for misc. other accounts receivable (ex: Don Bridge Lease, RLCSD Water System Permit Fee, Hydrant meter rentals & water use)
- d. Other accounts receivable duties as assigned

D. Other Accounting Duties

- a. Maintains a system of internal controls in accordance with GAAP, with Federal and State Government procurement standards, and in accordance with recommendations from the District's auditors for all aspects of District accounting practices
- b. Works with Business Manager to ensure revenues and expenditures are accurately stated. Reviews the monthly financial reports generated by the Business Manager
- c. Monthly reconciliation of bank and investment accounts as assigned; Request, review & reconcile quarterly data from County for investment accounts
- d. Assists in the preparation of the annual budget and completion of the annual financial audit as needed; other financial reports as assigned
- e. Assists with regular updates of the District's accounting systems, as necessary
- f. Maintains a working knowledge of the Cash Receipting, Timekeeping, General Ledger, Utility Management, and System Management Modules of accounting system
- g. Develops and maintains a procedure manual for accounting and financial reporting functions

2. Human Resources

A. Benefits

- a. Prepares all reports and payments for various employee benefits (insurances, retirement, deferred comp., etc.)
- b. Manages open enrollment for health insurance (current and retirees) and voluntary life insurance
- c. Reviews retiree medical, COBRA Dental and Vision invoices processed by Accounting Tech II position
- d. Responsible for on-boarding new employees; providing introduction and explanation of benefits and all necessary enrollment forms
- e. Provides forms, information, and routine support to District employees regarding District benefits. Assists employees as needed with updating/changing employee benefits and coordination with benefit providers

B. Other Human Resource Duties

- a. Responsible for timely District response to human resource-related claims (disability, workers' compensation etc.)
- b. Schedules annual hearing and respirator exams

- c. Responsible for maintaining required OSHA regulatory and benefit postings on District bulletin boards
- d. Maintain employee personnel & medical files. Review Accounting Tech I maintenance of employee certification and training files

3. Risk Management

A. Contracting

- a) Prepares and processes JPIA approved vendor and facility use contracts for review by the Business Manager
- b) Verifies required insurance and risk management requirements are fully satisfied
- c) Ensure payments and services provided match contract terms

B. Insurance

- a) Ensures the District is in compliance and up to date with all insurance filings and reporting requirements
- b) Oversees any worker's comp injury claims, ensures all documentation is complete and provided to the benefit provider. Provides administrative support as needed to the injured employee

4. Other

A. Provides general administrative support, including:

- a. Research, gather, and organize information from District records or other sources
- b. Prepare and compose District correspondence and routine reports
- c. Performing routine analyses

B. Assists the General Manager, Superintendent, and Business Manager in Emergency Operations Center (EOC) activities or other emergency events

C. Maintains District's Records Retention Policy and ensures filing and retention protocols are consistent with that policy

D. Supports the General Manager, Superintendent, and Business Manager with long-range planning matters. Supports the implementation of the District's Capital Improvement Plan.

E. May provide back-up and perform the duties of the Business Manager

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

1. Office skills and abilities

- A. Ability to operate a variety of office equipment including: computer, copier, fax, scanner
- B. Strong written communication skills including the use of proper English, spelling, grammar and punctuation; the ability to compose correspondence and reports
- C. Office methods and procedures, including filing, record keeping and reporting systems.
- D. Intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook)

2. Communication skills and abilities

- E. Ability to deal intelligently, tactfully, and courteously with customers, District staff, and the Board of Directors; ability to work cooperatively as a team member
- F. Strong verbal communication skills

3. Technical skills and abilities

- G. Ability to think critically to address administrative and accounting tasks
- H. Ability to effectively multi-task and switch between tasks regularly
- I. Strong organizational skills
- J. Strong arithmetic and accounting skills

REQUIRED TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- A. High school diploma or GED
- B. Community College, technical or other course work relevant for this position
- C. Five-to-ten years of increasingly responsible experience in office administration, accounting, and/or human resources functions sufficient to demonstrate the ability to perform the required duties and work in an independent manner
- D. Bookkeeping and/or accounting experience, especially with governmental accounting principles
- E. District employment in Accounting Specialist I position

SPECIAL REQUIREMENTS & ESSENTIAL PHYSICAL ABILITIES

- A. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Must be able to safely operate a motor vehicle. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment
- B. Individuals selected for appointment to the position must pass a pre-employment medical examination which the District pays for. Because this position is **not** considered "safety sensitive" in nature, the individual selected will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification
- C. Must be able to qualify for fiduciary bonding
- D. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement
- E. Must be able to sit for extended periods of time
- F. Must be able to perform minor physical activities which involve bending, lifting and reaching

Humboldt Bay Municipal Water District**EXECUTIVE ASSISTANT AND BOARD SECRETARY – A3****Position Description****GENERAL PURPOSE**

Under general supervision, provides varied, complex, and at times confidential, administrative and secretarial support to the General Manager and the Board of Directors.

ESSENTIAL FUNCTIONS AND DUTIES**Board Secretary:**

1. Organizes, produces, and distributes the Board of Directors meeting agenda and package.
2. Attends Board of Directors and Board-level committee meetings. Takes notes at Board meetings, and certain committee meetings, and produces clear, concise minutes for consideration and approval by the Board of Directors.
3. Provides administrative support to the Board of Directors as necessary.
4. Makes travel arrangements for Directors and General Manager for authorized District business trips.

Executive Assistant:

5. Provides professional-level administrative and secretarial support to the General Manager and his/her direct reports including:
 - i. Handling confidential information
 - ii. Responding to questions and comments from the public in a courteous and timely manner
 - iii. Providing information to public inquiries on routine questions, and directing more complex questions/requests to appropriate staff
 - iv. Scheduling meetings and maintaining an appointment calendar for the General Manager and direct reports
 - v. Researching, gathering, and organizing information from District records or other sources
 - vi. Preparing and composing District correspondence and routine reports
 - vii. Proof-reading District correspondence and reports to ensure accuracy, proper use of the English language, and consistency with District policies and standards
 - viii. Performing routine analyses (generally using Excel)
 - ix. Coordinating and overseeing certain programs and implementation of District policies
 - x. Communicating effectively with the General Manager and his/her direct reports
 - xi. Performing other administrative duties as assigned.

6. Operates a variety of office equipment including, computer, copier, fax machine, document scanner; and document/information management systems
7. Utilizes computer software such as word processing, database and spreadsheet applications to input and retrieve data, produce letters, reports, graphs and spreadsheets

Records Management:

8. Maintains a variety of files, indexes, and document retrieval systems for District ordinances, resolutions, agreements, and District correspondence and project files;

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Strong written communication skills including the use of proper English, spelling, grammar and punctuation, and an ability to compose correspondence and reports
- ii. Strong verbal communication skills
- iii. Ability to deal tactfully and courteously with the public, District staff, and the Board of Directors
- iv. Strong organizational skills
- v. Basic arithmetic and analytical skills
- vi. Office management operations and procedures
- vii. Office filing and record keeping systems
- viii. Standard office machines and equipment. Strong working knowledge of computers, intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook). Experience with ESRI's GIS software beneficial.
- ix. General knowledge of legal requirements which govern retention of public records

REQUIRED TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position beneficial
- iii. Five-to-ten years of increasingly responsible experience in office administration or other office experience sufficient to demonstrate the ability to perform the required duties and work in an independent manner.

SPECIAL REQUIREMENTS

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be able to qualify for fiduciary bonding.

- iii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is **not** considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Take and transcribe notes and minutes at an acceptable rate and accuracy;
- ii. Type at 55 words per minute;
- iii. Operate a variety of office equipment (computer, copy machine, fax, etc.);
- iv. Understand and carry out oral and written directions;
- v. Think critically to complete complex administrative tasks;
- vi. Communicate well with others, verbally and in writing;
- vii. Work cooperatively and get along well with the Board, District staff and the public;
- viii. Sit for extended periods of time;
- ix. Perform minor physical activities which involve bending, lifting and reaching;
- x. Operate a motor vehicle.

Humboldt Bay Municipal Water District**ACCOUNTING TECH I – A4****Position Description****GENERAL PURPOSE**

Under general supervision completes retail utility billing functions

Under general supervision provides a wide variety of support for all administrative, accounting, and bookkeeping functions and positions

ESSENTIAL FUNCTIONS AND DUTIES**1. Customer Service**

- A. Responsible for phone coverage, answering all calls, routing caller appropriately
- B. Greets public, directs appropriately

2. Retail Utility Billing

- A. Processes retail utility billing, late notices, payments, and bank deposits
- B. Responds to inquiries from retail customers
- C. Works with Essex Customer Service Staff to process work orders (start/stop service, meter issues, non-payment lock-offs)
- D. Performs monthly analysis of water consumption and account activities
- E. Provides data to Accounting Tech II position for monthly reconciliations
- F. Other Retail Utility Billing duties as assigned

3. Support to Accounting Specialist I/II Position**A. Payroll:**

- 1. Preliminary review of employee time cards
- 2. Other payroll duties as assigned

B. Accounting:

- 1. Processes requisitions and purchase orders as assigned
 - a) Communicates with all District staff regarding missing/needed documentation
 - b) Ensures all purchases are coded and approved correctly and have auditable supporting documentation
 - c) Ensures products/services are fully documented as received prior to payment
 - d) Assembles and verifies documentation provided to Accounting Specialist I/II position for payment

2. Other Accounting duties

- a) Processes Remat/PG & E payment, reconciliation, and documentation
- b) Assists with records retention/destruction, following established policy

4. **Back-up to Accounting Tech II Position as needed**

- A. Retail Utility Billing, all aspects
- B. Customer Service

5. **Other Duties**

A. Provides general administrative support

- 1. Picks up and drops off mail
- 2. Maintain Employee Safety Training and Certification Files, creates annual Safety Awards Certificates
- 3. Maintains office supply inventory
- 4. Maintains supply list and supplies for Emergency Backpacks for staff & works with Board Secretary to maintain Directors Emergency Backpacks
- 5. Maintain calendars for Cleaning, Ruth Cabin, Board Room, and Park
- 6. Assists the General Manager, Superintendent, and Business Manager in Emergency Operations Center (EOC) activities or other emergency events
- 7. Research, gather, and organize information from District records or other sources as assigned

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES1) **Office skills and abilities**

- A. Able to use telephone, computer, copier, fax, scanner, and postage machine
- B. Office methods and procedures, including filing, record keeping and reporting systems
- C. Able to use computer software such as word processing, database and spreadsheet applications
- D. Able to input and retrieve data, produce letters, reports, graphs and spreadsheets

2) **Communication skills and abilities**

- A. Ability to deal intelligently, tactfully, and courteously with customers, the public and District staff
- B. Work cooperatively and communicate well with others - both verbally and in writing;
- C. Understand and carry out oral and written directions
- D. Strong verbal communication skills, including reception and telephone skills
- E. Written communication skills including the use of proper English, spelling, grammar and punctuation, and an ability to compose routine correspondence

3) **Technical skills and abilities**

- A. Think critically to address accounting support tasks

- B. Basic arithmetic skills
- C. Utility billing system or related experience.
- D. Basic bookkeeping and/or accounting experience

REQUIRED TRAINING AND EXPERIENCE:

- A. Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be: High school diploma or GED, Community College, technical or other course work relevant for position
- B. Two-to-three years of experience in customer service, office administration or accounting/human resources support functions sufficient to demonstrate the ability to perform the required duties and work in an independent manner

SPECIAL REQUIREMENTS & ESSENTIAL PHYSICAL ABILITIES

- A. Possession of a valid California's Driver's license
 - (1) Must be able to operate a motor vehicle
 - (2) Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- B. Must be able to qualify for fiduciary bonding
- C. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement
- D. Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. In addition, the person selected for appointment to this position may be required to have a pre-employment drug screening. The examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.
- E. Must be able to sit for extended periods of time
- F. Must be able to perform minor physical activities which involve bending, lifting and reaching

Humboldt Bay Municipal Water District**ACCOUNTING TECH II – A5****Position Description****GENERAL PURPOSE**

Under general supervision completes retail utility billing functions

Under general supervision provides administrative, accounting, bookkeeping and human resource support to the Accounting Specialist I/II position.

ESSENTIAL FUNCTIONS AND DUTIES**1. Customer Service**

- A. Provides back-up to Accounting Tech I position for telephone coverage and public interaction

2. Retail Utility Billing

- A. Processes retail utility billing, late notices, and payments
- B. Responds to inquiries from retail customers
- C. Works with Essex Customer Service Staff to process work orders (start/stop service, meter issues, non-payment lock-offs)
- D. Performs monthly analysis of water consumption and account activities; updates website
- E. Monthly reconciliation for outside agencies under contract for Utility Billing services (Fieldbrook)
- F. Other retail utility billing duties as assigned

3. Support to Accounting Specialist I/II Position**A. Payroll**

- 1. Preliminary review of employee time cards
- 2. Verify payroll calculation data prior to processing
- 3. Process payroll direct deposits
- 4. Prepare reports for CalPERS
- 5. Provide back-up payroll coverage as needed
- 6. Other payroll duties as assigned

B. Human Resources

- 1. Maintains safety apparel ordering process; safety shoe reimbursement status
- 2. Maintains employee enrollment in medical flight coverage
- 3. Invoices retiree's for continuing health, vision, and dental insurance coverage
- 4. Assists with Human Resources questions, inquiries, and projects as assigned;
- 5. Assists with hiring process as assigned

C. Accounting

1. Lead processor of requisitions and purchase orders
 - a) Manages and maintains the purchase order system
 - b) Communicates with all District staff regarding missing/needed documentation
 - c) Ensures all purchases are coded and approved correctly and have auditable supporting documentation
 - d) Ensures products/services are fully documented as received prior to payment
 - e) Assembles and verifies documentation provided to Accounting Specialist I/II for payment
 - f) Enters budgetary information into purchase order software
2. Accounts Payable
 - a) Enters invoice data into accounting software as assigned, submits to Accounting Specialist I/II position for approval
 - b) Additional accounts payable duties as assigned
3. Other Accounting duties
 - a) Quarterly Diesel Fuel Report and Timber Tax filing; annual Sales Tax with California Department of Taxes and Fees Administration (CDTFA)
 - b) Assists with records retention/destruction, following established policy
 - c) Provides support for Business Manager during annual financial audit as assigned

4. Back-up to Accounting Tech I Position as needed:

- A. Retail Utility Billing, all aspects
- B. Customer Service
- C. Telephone coverage, interacting with the public

5. Other Duties

- A. Provides general administrative support:
 1. Maintain database for Ruth Lake Lease Lots
 - a) Record improvement requests and District responses in a timely manner
 - b) Record lease transfers and annual inspection and photos
 - c) Provide documentation to Business Manager and General Manager as needed
 2. Assists the General Manager, Superintendent, and Business Manager in Emergency Operations Center (EOC) activities or other emergency events
 3. Research, gather, and organize information from District records or other sources as assigned
 4. Prepare routine correspondence and reports
 5. Provide back-up and perform duties of the Executive Assistant/Board Secretary position as assigned

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**1) Office skills and abilities**

- A. Able to use telephone, computer, copier, fax, scanner, and postage machine
- B. Office methods and procedures, including filing, record keeping and reporting systems
- C. Able to use computer software such as word processing, database and spreadsheet applications
- D. Able to input and retrieve data, produce letters, reports, graphs and spreadsheets

2) Communication skills and abilities

- A. Ability to deal intelligently, tactfully, and courteously with customers, the public and District staff
- B. Work cooperatively and communicate well with others - both verbally and in writing;
- C. Understand and carry out oral and written directions
- D. Strong verbal communication skills, including reception and telephone skills
- E. Written communication skills including the use of proper English, spelling, grammar and punctuation, and an ability to compose routine correspondence

3) Technical skills and abilities

- A. Think critically to address human resource and accounting support tasks
- B. Basic arithmetic skills
- C. Utility billing system or related experience.
- D. Basic bookkeeping and/or accounting experience

REQUIRED TRAINING AND EXPERIENCE:

- A. Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be: High school diploma or GED, Community College, technical or other course work relevant for position
- B. Two-to-three years of experience in customer service, office administration or accounting/human resources support functions sufficient to demonstrate the ability to perform the required duties and work in an independent manner

SPECIAL REQUIREMENTS & ESSENTIAL PHYSICAL ABILITIES

- A. Possession of a valid California's Driver's license
 - 1. Must be able to operate a motor vehicle
 - 2. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- B. Must be able to qualify for fiduciary bonding
- C. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.
- D. Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is **not** considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.
- E. Must be able to sit for extended periods of time
- F. Must be able to perform minor physical activities which involve bending, lifting and reaching;

Humboldt Bay Municipal Water District**RELIEF HYDROELECTRIC OPERATOR/RUTH-AREA REPRESENTATIVE-W1
(WATER WORKS HELPER)
Position Description****GENERAL PURPOSE**

Under direction, operates, maintains, and controls the District's hydroelectric generating facilities, R.W. Matthews Dam and reservoir equipment, and Ruth Lake facilities; acts as District's on-site Ruth area representative; and performs other related duties as required.

ESSENTIAL FUNCTIONS AND DUTIES

1. Controls the operation of hydroelectric generation, R.W. Matthews Dam, reservoir, and water release equipment and facilities at Ruth Lake using established operating parameters.
2. Reads and records voltage level and kilowatt hour production of hydroelectric plant; reads gauges and flow meters to determine and record water levels and flow rates; reports data and plant conditions to other staff.
3. Stops and starts power plant following established procedures; checks annunciators, gauges, and dials to assess plant conditions; checks equipment for malfunctions of maintenance needs.
4. Performs needed maintenance and repair on District facilities; keeps machinery, equipment, structures, piping, work areas, grounds, and landscaped areas in a clean and orderly condition; assists others with complex machinery and equipment maintenance, repair, and overhaul.
5. Inspects control equipment, facilities, and grounds for needed maintenance and repairs and unusual operating conditions.
6. Operates vehicles and equipment; prepares a variety of operating reports; makes rounds of District property to secure facilities and ensure safety.
7. In the absence of the Hydroelectric Operator, responds to hydroelectric plant alarms and emergencies; performs powerhouse and R.W. Matthews Dam inspections in the event of an earthquake; coordinates the Emergency Action Plan activities at Ruth Lake.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Principles and practices of dams, penstocks, and hydroelectric plants, including electrical generators, turbines, high voltage breakers, transformers, compressors, valves, pumps
- Hydro-electric facility operations, including monitoring, controlling and adjusting operations and output
- Reservoir capacity, water flow, and electric generation calculations
- Repair and maintenance procedures for hydroelectric plants, dams, and related equipment
- Basic water sample collection and laboratory testing procedures
- Basic operation of computers, automated equipment, and standard applications software
- Safe work practices and safety regulations

- Public and media relations
- Cooperative working relationships. Teamwork to solve practical problems and coordinate work among a small, close-knit workforce.

TRAINING AND EXPERIENCE

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- High school diploma or GED
- Community College, technical or other course work relevant for this position beneficial
- Three-to-five years of increasingly responsible experience in the operation and maintenance of hydroelectric generation, dams, and reservoir facilities; or three-to-five years of experience in skilled industrial plant mechanical maintenance and repair, preferably with some direct experience at a water facility.

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
3. Must be clean-shaven in order to wear respiratory protection or other safety equipment. Must be able to participate in confined space operations.

ESSENTIAL PHYSICAL ABILITIES

Persons selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- a) sit for extended periods of time;
- b) operate a desktop computer;
- c) operate motor vehicles and other equipment;
- d) operate a variety of hand and electric tools;
- e) perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;

- f) perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- g) wear a respirator and other personal protective equipment;
- h) understand and carry out oral and written directions;
- i) communicate well with others, verbally and in writing;
- j) work cooperatively and get along well with other people;
- k) investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.

Appendix C

Humboldt Bay Municipal Water District
 Monthly Compensation Plan (Chapter 2, §2005.1)
 Appendix C - Employee Handbook - Effective 7/1/2023

POSITION TITLE	CLASS.	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
General Manager	M1	(Based on Employment Contract)				
Assistant General Manager	M1a	TBD				
District Superintendent	M2	9,363.46	9,832.44	10,323.69	10,839.69	11,381.67
Assistant Superintendent	M2a	TBD				
Business Manager	M3	8,493.56	8,917.99	9,364.70	9,832.44	10,323.69
Maintenance/Electrical Supervisor	M4	7,739.98	8,127.29	8,533.16	8,960.06	9,408.01
Water Operations Supervisor (Chief Operator)	M5	7,593.97	7,973.85	8,372.30	8,791.78	9,231.06
Assistant Maintenance / Electrical Supervisor	M6	7,371.23	7,739.98	8,127.29	8,533.16	8,960.06
Assistant Water Operations Supervisor (back-up Chief Operator)	M7	7,232.64	7,593.97	7,973.85	8,372.30	8,790.54
Water Operations Specialist	OM1	6,788.41	7,127.46	7,483.84	7,857.53	8,251.03
Electrician/Instrument Tech	OM2	6,462.98	6,787.18	7,126.23	7,482.60	7,856.30
Operation & Maint Technicians (Shift Operator), Operator-in-Training (OIT), Maintenance Mechanics, Operations/Customer Svc Spec., Hydro Operator/Ruth Representative	OM3a-e	5,585.66	5,865.31	6,158.57	6,466.69	6,789.65
Maintenance Worker	OM4	3,676.34	3,860.71	4,053.75	4,256.68	4,469.51
Maintenance Worker - Part-Time/Seasonal	OM5	<i>(Hourly Rate based on Permanent Maintenance Worker Position)</i>				
Regulatory Analyst I, Accounting Specialist I	A1a-b	5,585.66	5,865.31	6,158.57	6,466.69	6,789.65
Regulatory Analyst II, Accounting Specialist II	A2a-b	7,127.79	7,484.18	7,858.39	8,251.31	8,663.87
Executive Assistant and Board Secretary	A3	5,064.71	5,318.38	5,584.42	5,862.84	6,156.11
Accounting Tech I	A4	3,676.34	3,860.71	4,053.75	4,256.68	4,469.51
Accounting Tech II	A5	4,823.41	5,064.71	5,318.38	5,584.42	5,864.07

* At any given time, there is only one Regulatory Analyst Position and one Accounting Specialist Position

Appendix D

Humboldt Bay Municipal Water District

Department Workweek Schedules

Appendix D – Employee Handbook – Effective XX/XX/XXX

The regular work schedules are generally as follows:

- Eureka office staff: 8:00am to 5:00pm
 - One hour lunch, two 10-minute breaks

- Essex supervisory, maintenance, and electrical staff: 7:00am to 3:30pm
 - One 1/2-hour lunch, two 10-minute breaks

- Essex operational staff: alternate work schedule, see attached

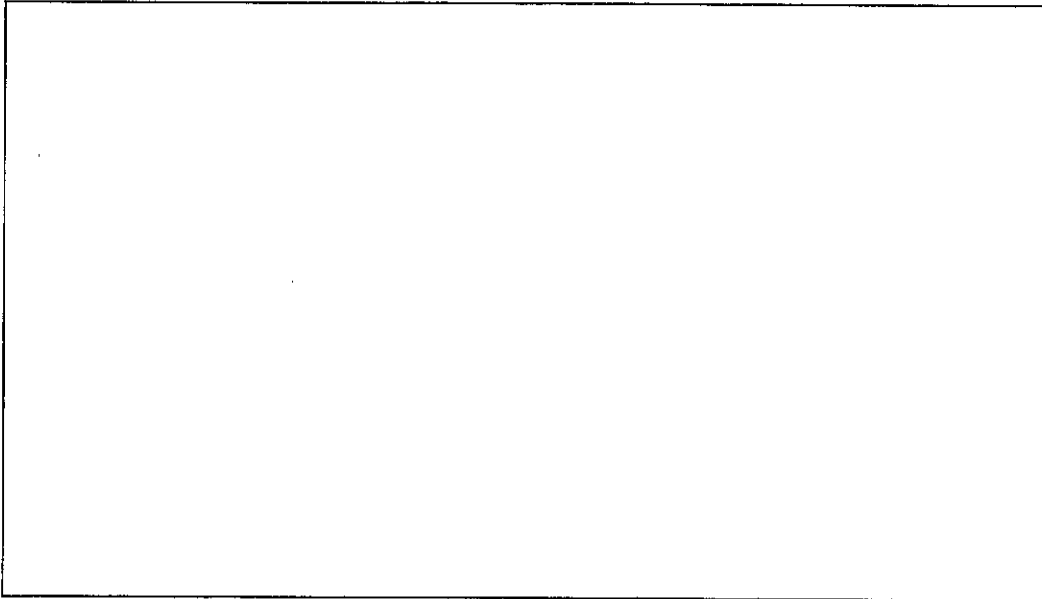
DRAFT

OPERATIONS SCHEDULE FY24

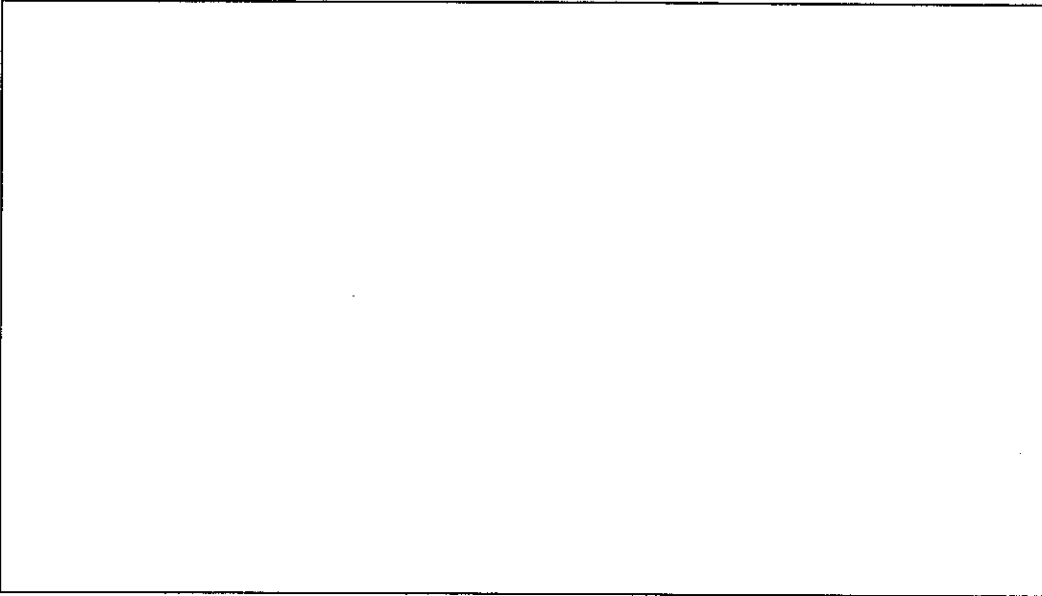
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
0:00	Shift A1	Shift A1	Shift A1	Shift A1	Shift B1	Shift B1	Shift B1	0:00
1:00								1:00
2:00								2:00
3:00								3:00
4:00								4:00
5:00								5:00
6:00								6:00
7:00								7:00
8:00								8:00
9:00								9:00
10:00								10:00
11:00								11:00
12:00				Week 1				12:00
13:00	Shift A2	Shift A2	Shift A2	Shift A1	Shift B2	Shift B2	Shift B2	13:00
14:00								14:00
15:00								15:00
16:00								16:00
17:00								17:00
18:00								18:00
19:00								19:00
20:00								20:00
21:00								21:00
22:00								22:00
23:00								23:00

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
0:00	Shift A1	Shift A1	Shift A1	Shift B1	Shift B1	Shift B1	Shift B1	0:00
1:00								1:00
2:00								2:00
3:00								3:00
4:00								4:00
5:00								5:00
6:00								6:00
7:00								7:00
8:00								8:00
9:00								9:00
10:00								10:00
11:00								11:00
12:00				Week 2				12:00
13:00	Shift A2	Shift A2	Shift A2	Shift B2	Shift B2	Shift B2	Shift B2	13:00
14:00								14:00
15:00								15:00
16:00								16:00
17:00								17:00
18:00								18:00
19:00								19:00
20:00								20:00
21:00								21:00
22:00								22:00
23:00								23:00

C. Suggested Development (Continued)

A large, empty rectangular box with a black border, intended for handwritten or typed text regarding suggested development. It occupies the upper half of the page.

D. Employee Comments

A large, empty rectangular box with a black border, intended for handwritten or typed text regarding employee comments. It occupies the lower half of the page.



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

828 SEVENTH STREET, PO Box 95 • EUREKA, CALIFORNIA 95502-0095
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FAX 707-443-5731 707-822-8245
EMAIL OFFICE@HBMWD.COM
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BOARD OF DIRECTORS
SHERI WOO, PRESIDENT
NEAL LATT, VICE-PRESIDENT
J. BRUCE RUPP, SECRETARY-TREASURER
BARBARA HECATHORN, DIRECTOR
MICHELLE FULLER, DIRECTOR

GENERAL MANAGER
JOHN FRIEDENBACH

OVERTIME/COMP TIME BANK AGREEMENT -ALL NON-MANAGEMENT EMPLOYEES-

The HBMWD Budget approved by the Board of Directors July 2017 expanded the prior Comp Time Policy. The District is now pleased to offer non-exempt employees the choice of when to receive compensation for overtime hours worked. Employees can either be compensated on the paycheck when the overtime is earned or at a later date by the use of a Compensatory Time Off Bank (Comp Time Bank). Under the new policy, employees may opt to bank worked overtime into a Comp Time Bank (up to 40 hours). This Comp Time Bank can be used the following ways:

- 1) Paid time off (with Supervisor approval)
- 2) Cashed out once during a calendar year

The option to use the Comp Time Bank is entirely voluntary. By completing and signing the form below, the employee agrees to bank overtime hours into a Comp Time Bank at a rate of 1.5 hours per 1 hour of earned overtime. When the maximum bank (40 hours) is reached, the employee will automatically be switched to monetary compensation for additional overtime hours worked.

I, _____, hereby request to use a **Comp Time Bank** in lieu of paid overtime compensation. I understand that this agreement will remain in place until I notify the Eureka Office of my desire to change back to standard paid overtime compensation. I also understand that I may opt-in or out only once during any given calendar year. To opt-out of the Comp Time Bank, I must notify the Eureka Office in writing at least 30-days in advance of the change. This agreement is governed by California Labor Code 204.3. A copy can be provided upon request.

Employee Signature: _____

Date: _____

Supervisor/Manager Signature: _____

Date: _____

Appendix I



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

828 7TH STREET • EUREKA, CALIFORNIA 95501

PHONE 707-443-5018 • FAX 707-443-5731

PERSONNEL RECORDS REQUEST

Date: _____

Employee (Current/Former) Name: _____

- I request to inspect/receive a copy of (circle one or both) my personnel records.
- I authorize _____ (authorized representative) to inspect/receive a copy of the (circle one or both) my personnel records.

I understand that if I have requested a copy of these records, I will be charged the actual cost of reproduction. (Former employees requesting receipt by mail may also be charged the actual postal expenses.) I understand that it may take 30 days for copies to be produced.

I further understand that only those records required by law will be made available to inspect/copy.

Employee Signature _____

Date _____

EMPLOYER RESPONSE TO REQUEST TO REVIEW PERSONNEL RECORDS

Date: _____

Employee Name: _____

In response to your request to review/copy personnel records:

- You/Your representative (circle one) is scheduled for an appointment with _____ Name on _____ Date at _____ Time for the purpose of reviewing your personnel records.

Note that during the inspection, nothing may be removed from or added to your personnel records.

- A copy of your personnel records will be made available to you/your representative (circle one). Contact _____ to make arrangements for receipt of the copy.

You will be responsible for copying cost at the rate of \$.50 cents per page.

If you are a former employee requesting personnel records, you may receive a copy of these records by mail only if you reimburse Humboldt Bay Municipal Water District for actual postal expenses. (Humboldt Bay Municipal Water District has the right to make alternative arrangements for inspection of personnel records by former employees who have been terminated for harassment or workplace violence.)

PERSONNEL RECORDS REQUEST

- You/Your representative's (circle one) request to inspect/receive a copy of your personnel records has been denied for the following reason(s):
 - Humboldt Bay Municipal Water District is only required to comply with one request per year by a former employee to inspect or receive a copy of his her personnel records.
 - Humboldt Bay Municipal Water District is not required to comply with more than fifty (50) requests to inspect or receive personnel records filed by an employee representative(s) in one calendar month.
 - Humboldt Bay Municipal Water District is not required to comply with a request to inspect a copy of personnel records while you have a pending lawsuit against the District relating to a personnel matter.
 - Your records are no longer available. The Humboldt Bay Municipal Water District is not required to maintain personnel records for a period longer than three years after termination of employment.

Humboldt Bay Municipal Water District

To: Board of Directors
From: John Friedenbach
Date: October 12, 2023

Re: **Policy for Disposing of Removed Stumps at Ruth Lake District Property**

Background

In California, trees belong exclusively to the owner of land where the trunk of the tree is located, even if the tree's roots or branches extend into another person's property.

[CAL. CIV. CODE § 833]

RLCSD Sublease excerpt:

"6. Any cutting of timber, trees, or shrubs on RLCSD property by Sublessee, or at Sublessee's direction, without the prior written consent of RLCSD and HBMWD shall constitute a breach of this Agreement and RLCSD shall have the right to terminate this Agreement. Cutting of timber, trees, or shrubs on RLCSD property may also constitute a crime under California Penal Code Section 384a. "

The RLCSD policies clearly state that removal of all trees and vegetation on land located within the buffer strip are the property of the HBMWD. RLCSD Policy Number 6350 – Tree Cutting Ruth Lake Buffer Strip.

Discussion

As the Board may recall, in March of 2023, the attached Procedure for Removing Stumps, Dead, Dying, and Diseased Trees was modified to include subparagraph B(j) allowing for removal of tree stumps. At our Joint Board meeting with the Ruth Lake Community Services District on September 22nd, the topic of tree stump disposal was raised.

The attached proposed modification adding subparagraph B(k) provides three options for stump disposal, all at sole cost and expense of the Lease Lot holder.

1. Burning on Lease Lot from which it was removed.
2. Burning on HBMWD Buffer Strip at a location determined by HBMWD.
3. Disposal off HBMWD property in accordance with Federal, State, and Local waste disposal laws and regulations.

Recommendation

Staff requests that the Board review and approve the attached updated Removing Stumps, Dead, Dying, and Diseased Trees Procedures for HBMWD property at Ruth Lake including the Tree Stump Removal Acknowledgement prepared by District Counsel. This policy updates the current tree removal policy. Updated language is in red Track Changes for ease of review.

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT
PROCEDURES
Removing Stumps, Dead, Dying, and Diseased Trees**

Cancels:

See Also:

Approved by: Board of Directors

A. Background:

- a.** Humboldt Bay Municipal Water District (The District) considers the timber, including tree stumps, existing on its property surrounding Ruth Lake and the R.A. Matthews Dam to be an asset belonging to the District.
- b.** The District acknowledges that dead, dying, and diseased trees can pose a threat to people and property.
- c.** The District acknowledges that trees felled in close proximity to Ruth Lake have a potential to add debris to Ruth Lake and/or potentially damage infrastructure of the R. A. Matthews Dam.
- d.** The District maintains an annual contract with a Licensed Timber Operator (LTO) to better manage the timber asset.
- e.** The District LTO is required to maintain insurance, indemnifying the District.
- f.** The District requires its LTO be contacted/consulted regarding removal issues for trees greater than 12 inches in diameter.
- g.** The District conducted salvage logging post 2020 August Complex wildfire, which left tree stumps on District property.
- h.** Tree stumps and their root wads act to stabilize soil and reduce soil erosion which negatively impacts water quality at Ruth Lake.

B. Procedures:

- a.** All requests for removal of dead, dying, and diseased trees shall follow the established & approved policy regarding any land lease improvements.
- b.** Additionally, lessee must contact the District's LTO for an evaluation of the trees(s) in question.
 - i.** If the tree is greater than 12 inches in diameter (37-inch circumference)
 - ii.** if the tree is less than 12 inches in diameter, Lease Lot holder may remove the tree without LTO. Lease Lot Holder will be required to sign waiver of liability with the District.
- c.** The LTO will have two weeks to respond, inspect, and provide a report to the District.
- d.** If the LTO fails to respond or is unavailable, the lessee may (at their own expense) contact another licensed/certified tree faller.
 - i.** Licensed/certified tree faller must provide a copy of their credentials to the District
 - ii.** Licensed/certified tree faller may be required to provide a Certificate of Insurance (see g.i. below)
- e.** District's decision will be based on input from the LTO (or other licensed/certified tree faller) if tree is greater than 12 inches in diameter; or Ruth Area Representative if tree is less than 12 inches in diameter.
- f.** District will issue a written decision within 14 days of receiving report from LTO (or licensed/certified tree faller).
- g.** If approved, the felling/removal of the tree(s) greater than 12 inches in diameter must be performed by either the District's LTO or a licensed/certified tree faller.
 - i.** If licensed/certified tree faller is used for felling/removal of tree(s), a Certificate of Insurance, indemnifying the District and District's LTO is required.
- h.** At no time may a tree be felled/removed without prior written approval by Humboldt Bay Municipal Water District.

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
PROCEDURES
Removing Stumps, Dead, Dying, and Diseased Trees

Cancels:
See Also:

Approved by: Board of Directors

- i. At no time may an approved tree greater than 12 inches in diameter be felled/removed without using the Districts LTO (or a licensed/certified tree faller with appropriate insurance on file (see g.i. above). Intentional felling/removal of trees without authorization may be considered unpermitted timber harvest and/or theft of timber asset.
- j. Removal of tree stumps will be treated the same as removal of trees. Prior approval must be obtained from the District for any stump removal, regardless of stump diameter, by others.
- k. Disposal of tree stumps. If tree stump removal is approved, then tree stumps will be disposed of as follows at the sole cost and expense of the Lease Lot holder:
 - i. Stumps may be burned on Lease Lot from which they were removed, provided proper permits are obtained from Cal Fire and the North Coast Unified Air Quality Management District; or
 - ii. Stumps may be burned on HBMWD Buffer Strip property (non-lease lot) with prior approval by HBMWD obtained in writing at a location determined by HBMWD in accordance with the attached "Tree Stump Removal Acknowledgement" agreement.
 - iii. Another location off HBMWD property in accordance with Federal, State and Local approved waste disposal laws and regulations.

TREE STUMP REMOVAL ACKNOWLEDGEMENT

THIS TREE STUMP REMOVAL ACKNOWLEDGEMENT (this "Acknowledgment") is issued by the undersigned holder(s) of the below designated Lease Lot for the purpose of acknowledging and agreeing to the below listed terms and conditions for the removal of tree stumps on the leased property. This Acknowledgement is made for the benefit of and provided to the Humboldt Bay Municipal Water District ("HBMWD"), a California special district and fee title owner of the leased property.

1. This Acknowledgment Is Not a Permit or Work Authorization. This Acknowledgement is not a permit or authority to allow any work, including, without limitation, tree stump removal, on the leased property. The undersigned must apply for and obtain all necessary permits for the proposed work prior to commencing any work on the leased property. Required permits may include, but may not be limited to, (i) County permit; (ii) North Coast Unified Air Quality Management District permit; (iii) Cal Fire Burn Permit; (iv) Ruth Lake Community Services District ("RLCSD") authorization; and (v) Humboldt Bay Municipal Water District authorization.

2. Obligation to Comply with Lease and RLCSD. The undersigned acknowledges and agrees that it remains obligated to comply with all provisions of its Sublease for the Lease Lot and RLCSD policies governing lease lot improvements.

3. Removal to be Performed by Licensed and Qualified Contractor. All tree stump removal work shall be performed by a licensed and qualified contractor approved by the District. All work shall be performed in accordance with all permits and applicable laws and regulations.

4. Insurance. The contractor performing the work must provide RLCSD and HBMWD a certificate of insurance naming both as additional insured under a commercial general liability policy covering the work with limits of at least \$1,000,000 per occurrence, and \$2,000,000 aggregate in a form acceptable to HBMWD.

5. Indemnification. The undersigned agrees that, to the maximum extent allowed by law, the undersigned will indemnify, defend, and hold harmless HBMWD, its officers, directors, employees, agents, and insurers from and against any and all claims, lawsuits, judgments, or other liabilities (including, but not limited to injury to person or property) arising from the work performed by or at the direction of the undersigned or their contractors, except to the extent any such claims, lawsuits, judgments, or other liability is solely caused by the active negligence of HBMWD or its employees.

6. Execution. The undersigned represents and warrants to HBMWD that is the current lease lot holder of the above-referenced lease lot and that, upon execution and delivery of this Acknowledgement, the Acknowledgement constitutes a valid and binding obligation.

Lease Lot No. _____

Date: _____

By: _____

Name: _____

Date: _____

By: _____

Name: _____

ENGINEERING

Humboldt Bay Municipal Water District

To: Board of Directors
From: John Friedenbach
Date: October 12, 2023

Re: **Samoa Peninsula Waterline Right-of-Way Maintenance Project – draft NOP**

Discussion

As the Board is aware, staff has contracted with GHD to prepare an EIR to obtain environmental clearance and permits for our Samoa Peninsula Waterline Right-of-Way Maintenance Project. One of the initial steps in the EIR process is to prepare a Notice of Preparation (NOP). The attached draft is for your reference and initial review. GHD staff will be present at our board meeting to inform the Board about: what the NOP is; its purpose; and the NOP process.

Part of the process for the NOP is to conduct a public scoping meeting to receive comments by the public. That public scoping meeting will be scheduled for our November 9, 2023 board meeting.

The draft NOP is being presented to you for your initial review and education about the document and process.



Draft Notice of Preparation of a Draft Environmental Impact Report

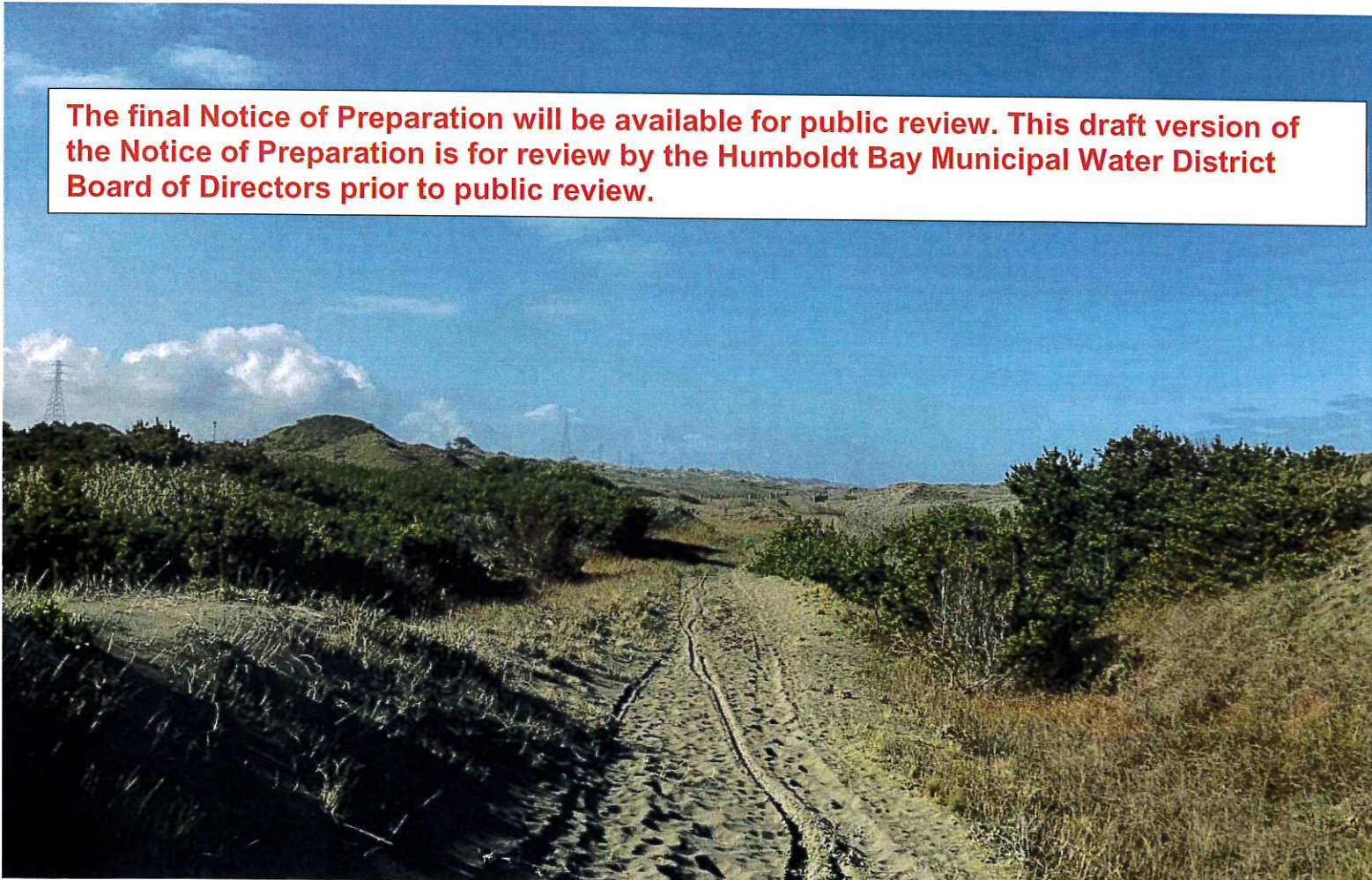
Samoa Peninsula Waterline Right-of-Way Maintenance Project

Humboldt Bay Municipal Water District

October 03, 2023

→ The Power of Commitment

The final Notice of Preparation will be available for public review. This draft version of the Notice of Preparation is for review by the Humboldt Bay Municipal Water District Board of Directors prior to public review.



Notice of Preparation of Draft Environmental Impact Report (Draft)

Samoa Peninsula Waterline Right-of-Way Maintenance Project

Lead Agency:



Humboldt Bay Municipal Water District
PO Box 95
Eureka, CA, 95502-0095 USA

By:



GHD

718 Third Street
Eureka, CA 95501, United States
T +1 707 443 8326 | E kerry.mcnamee@ghd.com | ghd.com

October 3, 2023

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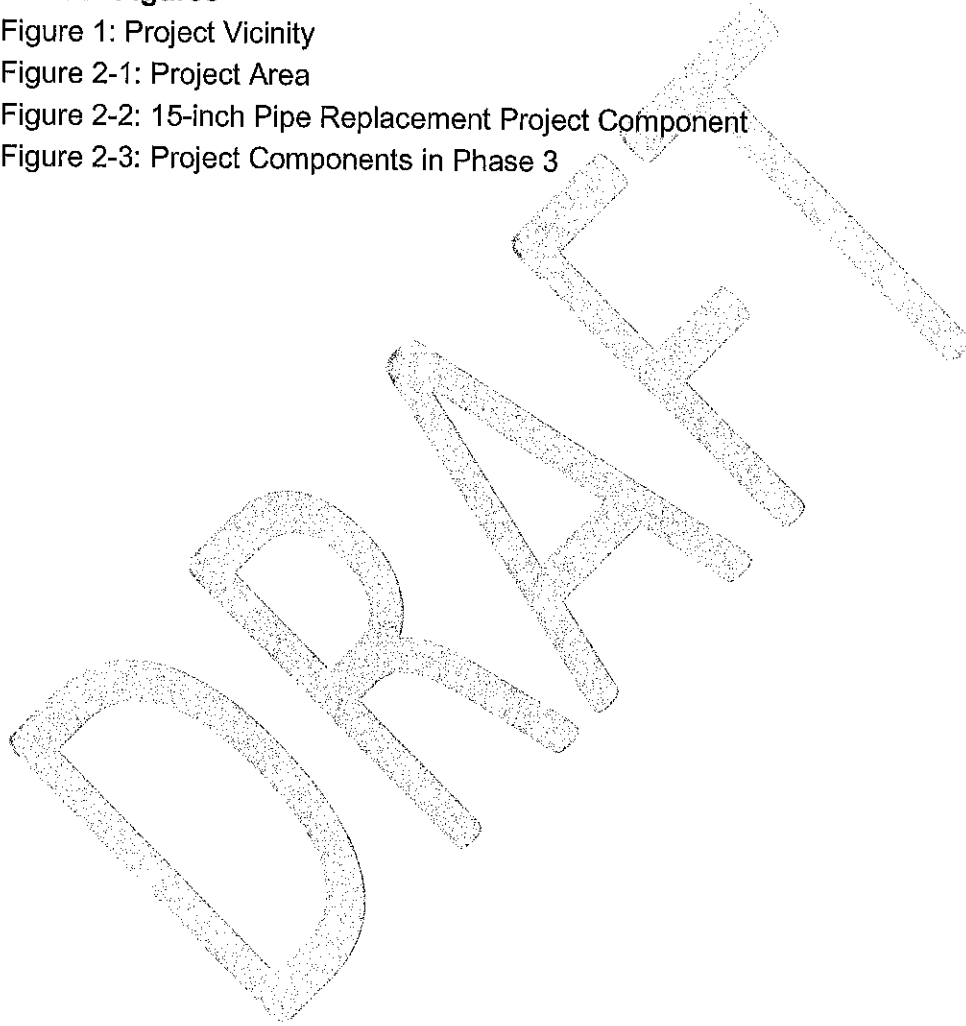
Appendix A Figures

Figure 1: Project Vicinity

Figure 2-1: Project Area

Figure 2-2: 15-inch Pipe Replacement Project Component

Figure 2-3: Project Components in Phase 3



1. Introduction

1.1 CEQA Requirements

The Samoa Peninsula Waterline Right-of-Way Maintenance Project (Project) is subject to the requirements of the California Environmental Quality Act (CEQA). The CEQA lead agency and decision-making body is the Humboldt Bay Municipal Water District (HBMWD or District). The HBMWD is responsible for assuring the completion of the appropriate evaluation and processes of the Project as required by CEQA. The HBMWD has the sole responsibility to make the appropriate findings and determinations with respect to the CEQA process and disposition of the Project. The purpose of this Notice of Preparation (NOP) is to inform the public, and responsible and trustee agencies that an Environmental Impact Report (EIR) will be prepared for the Project, and to solicit comments on the proposed Project and potential impacts to be addressed in the EIR. The EIR being prepared is intended to satisfy the requirements of CEQA (Public Resources Code, Division 13, Section 21000-21177), and the State CEQA Guidelines (California Code of Regulations, Title 14, Chapter 3, Section 15000-15387).

1.2 General Information

Protect Title: Samoa Peninsula Waterline Right-of-Way Maintenance Project

Lead Agency: Humboldt Bay Municipal Water District

PO Box 95

Eureka, CA, 95502-0095

Attn: John Friedenbach, General Manager, friedenbach@hbmwd.com, (707) 443-5018

1.2.1 Availability of Project Documents/Files

This NOP is available for review during the business week at the HBMWD office located at 828 7th Street, Eureka, between the hours of 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. An electronic version of this NOP is available for review on the HBMWD website (<https://www.hbmwd.com/district-news>).

1.2.2 Written Comments

Written comments on the scope of the EIR can be sent to John Friedenbach at the HBMWD office at the above-noted address. Additionally, comments may be submitted electronically via email to: friedenbach@hbmwd.com.

1.2.3 Comment Period

CEQA Guidelines Section 15082 (b) requires a 30-day response period for input about the scope and content of the EIR. The comment period for the NOP begins on October 17, 2023 and ends on November 17, 2023. The deadline for submitting written comments is November 17, 2023 at 5:00 p.m.

1.2.4 Public Scoping Meeting

A public scoping meeting will be held to further inform agencies and interested parties about the Project, and to accept comments on the environmental issues germane to the Project. The meeting will be held on November 9, 2023 at 10:00 a.m. at the HBMWD offices. The HBMWD is located at 828 7th Street Eureka, California 95502.

2. Project Description

2.1 Project Location and Setting

The Project is located in coastal Humboldt County, California, within the Samoa Peninsula (see **Figure 1**). The Project Area is located within the Coastal Zone, specifically, within the Appeal jurisdiction of the Coastal Zone, which is regulated by Humboldt County under the Humboldt Bay Area Plan Local Coastal Program (HBAP), and appealable to the California Coastal Commission (CCC).

The Humboldt Bay Municipal Water District (HBMWD or "District") was formed in 1955 and is a regional wholesale water provider that supplies water to approximately 88,000 people in the Humboldt Bay area. HBMWD has two separate and distinct water systems, a domestic system and an industrial system. The domestic system contains treated potable water that comes from wells that draw water from the aquifer beneath the Mad River. HBMWD supplies drinking water to seven wholesale municipal customers which include the cities of Arcata, Blue Lake, and Eureka, as well as community services districts (CSDs) serving the following unincorporated areas: the Humboldt, Fieldbrook/Glendale, Manila, and McKinleyville CSDs. These municipal customers in turn serve water to approximately 66% of the people in Humboldt County.

The industrial system delivers untreated surface water from the Mad River that is utilized for commercial use and fire suppression on the Samoa Peninsula. The industrial system contains two pipelines (or "waterlines") which converge into one pipeline (or "waterline") approximately 1.5 miles south of the northern terminus of the Project Area. At around the turn of the 21st century, timber operations slowed and processing facilities within the Samoa Peninsula began to close. The last major timber processing facility, Freshwater Tissue Company, closed in 2010. Due to the current relatively small demand for industrial water, the District's ROW maintenance schedule within the Samoa Peninsula has been deferred or carried out minimally. However, with anticipated growth of industrial services within this area in the near future (e.g. aquaculture, Humboldt Bay port development, etc.), the District wishes to continue ROW maintenance work along its industrial and domestic waterlines to maintain access to this critical infrastructure for repairs or replacement (including the specific replacement of certain infrastructure components described in Section 2.2), and thus continue to deliver water throughout the distribution area.

2.2 Project Activities

The existing ROW alignment of the domestic and industrial waterlines extends from the east (Arcata) via the Mad River Slough crossings and traverses south through the Samoa Peninsula. The domestic waterline ultimately continues south into Eureka to provide water to the Humboldt CSD (see **Figure 1**). The Project Area for the proposed Project is approximately 7.37 miles and includes approximately 5.71 miles of District ROW and 1.66 miles of County ROW throughout the Samoa Peninsula as shown in **Figure 2-1 through 2-3**. The Project Area includes the Districts ROW which is predominantly 30 feet wide, and in some locations 50 feet wide, and the County's ROW which varies by width (see **Figure 2-3**). Approximately 0.86 acres (37,300 square feet) of the northern Phase 1 area is located outside of the District's ROW on property owned by the Redwood Gun Club. The total area of the Project is 54.49 acres, which includes 29.71 acres within the District's ROW, 0.86 acres on private property (owned by the Redwood Gun Club), and 23.93 acres within the County ROW. All Project work will occur within the 54.49-acre Project Area. The District will access its pipeline for Project activities through its ROW, recorded deeds of easement to the pipeline ROW, or through the public ROW.

Proposed Project activities include both general maintenance activities, and specific Project components.

Project maintenance activities include:

- Removal of vegetation (grasses, herbaceous plants, shrubs, and trees),
- Grubbing,
- Filling and/or movement of sand or soil to safeguard District infrastructure,
- Excavation for pipeline repairs and replacement, and
- Other activities required for accessing the District's infrastructure and managing and maintaining water service in this region.

And specific Project components include:

- Replacement of an existing 15-inch pipe,
- Overflow pipe area maintenance,
- Electrical line installation,
- Techite pipe replacement project maintenance

Additional information on the listed activities above is included in Sections 2.2.1 through 2.2.5 below.

2.2.1 General Maintenance Activities

Vegetation (herbaceous plants, vines, shrubs and trees) will be trimmed and/or removed throughout the District's ROW in order to enable access to HBMWD infrastructure. Vegetation will be trimmed or removed utilizing mechanical and hand tools, such as masticator and loppers or chainsaws. When possible, vegetation will be trimmed or removed outside of the nesting bird season, which is considered March 15 through August 15 in this region, otherwise surveys for nesting birds will occur prior to vegetation trimming or removal in accordance with the forthcoming Project permits.

Mechanical movement of sand is anticipated to be required to keep infrastructure buried to appropriate depths, and is expected to occur predominantly in the northern half of the Project Area where there is a lack of woody species. Excavations may also occur to access, maintain, repair or replace HBMWD infrastructure. Heavy machinery including bull dozers, backhoes and excavators will be utilized for sand movement, burial of infrastructure, and excavations.

It should be assumed that biological resources throughout the entirety of the Project Area could be removed or manipulated under this Project for the purpose of maintaining access to HBMWD's infrastructure.

2.2.2 15-inch Pipe Replacement

The District's domestic water pipeline serving the Samoa Peninsula is made up of several segments of varying sizes. A 27-inch pipe conveys water from the District's Essex Facility and transitions to a 15-inch pipe approximately one mile south of the Redwood Gun Club. Based on the District's consideration of current domestic water usage on the peninsula, potential future developments, and the age of the existing piping, the District is considering replacing the existing 15-inch portion with a larger 24-inch PVC pipe. The 15-inch pipe segment to be replaced is approximately four miles in length, approximately located between the one-million-gallon industrial water tank (southerly terminus) to one mile south of the Redwood Gun Club (northerly terminus) (see **Figure 2-2**). Trenching depth will be approximately 5-7 feet deep to install the replacement pipe, with approximately 3-5 feet of cover above the new pipe. All work will occur within the District's ROW.

2.2.3 Overflow Pipe Area Maintenance

Currently an overflow discharge point exists approximately 445 feet west of the one-million-gallon industrial water tank located west of Vance Avenue between LP Drive and Bay Street in the southern portion of the peninsula (see **Figure 2-3**). The discharge point is connected to the water tank via a subsurface pipe, and the entirety of the area is within the District's ROW. When the water tank is at capacity, any additional water gradually overflows through the discharge point onto the beach. Maintenance activities in this area will include movement of sand, stabilization of the discharge point to reduce potential erosion (i.e. potential use of rip rap around the discharge point), overflow pipe replacement (including the necessary excavation for replacement), and vegetation removal to retain access throughout the ROW.

2.2.4 Electrical Line Installation

One of the Project components is to abandon and replace an underground electrical line. The current line is buried and consists of insulated aluminum wire with no conduit, and starts at Bay Street and terminates north at the District's meter building near their one-million-gallon industrial water tank. The current line is approximately 2,400 feet long. The line has become un-operational likely due to winter storms and/or deterioration of the line due to its age. This Project component includes the abandonment of the existing line in place and installation of a new line parallel to the old line. The new line will consist of 2-3 inch diameter PVC conduit, copper wire, and will likely be installed into a trench approximately 3-4 feet deep and buried. Clearing of various shrub and trees will be necessary approximately 10-15 feet wide to construction access for the length of the newly placed line (approximately 2,400 linear feet). Once the line is installed the area will be kept clear of vegetation for maintenance and access reasons at least once every five years.

2.2.5 Techite Pipe Maintenance

The District will conduct maintenance actions along New Navy Base Road between the existing one-million-gallon industrial water tank and Lincoln Avenue. Maintenance actions will occur within the road right of way and may involve the removal of asphalt, excavation, grading, pipe repairs and/or replacement. No work will occur outside of the road ROW.

2.3 Existing Biological Data

Biological surveys conducted in 2022 and 2023 within the Phase 1 and 2 portions of the Project Area indicate the presence of three- and one-parameter wetlands which are regulated by the U.S. Army Corps of Engineers (USACE) and Humboldt County via the HBAP, respectively, as well as upland Sensitive Natural Communities (SNCs) (which will likely be considered Environmentally Sensitive Habitat Areas [ESHA] under the HBAP) and federally and state Endangered Species Act (ESA) listed beach layia (*Layia carnosa*) and Menzies' wallflower (*Erysimum menziesii*). Impacts to these resources is assumed to occur, and subsequent mitigation will be completed in similar dune habitat located as feasibly close to the Project Area as possible. It is possible that additional federally and/or state ESA listed species may occur in the remaining Phase 3 area. Impacts to biological resources will be avoided when possible. Affected biological resources will be mitigated as warranted based on agreements with jurisdictional agencies as determined during Project permitting.

2.4 Project Implementation Schedule

It is anticipated that implementation of Project components throughout the entire 7.37-mile Project Area will occur in phases over time. Each phase of Project activities is assumed to include up to two miles per year (with the exception of the 15-inch pipe replacement component which spans four miles). After the entire Project Area is initially maintained (i.e. cleared of vegetation, graded and maintained as needed), the Project Area will be revisited at least once every five years for maintenance upkeep which could include vegetation trimming or removal, movement of sand or other activities necessary to safeguard continued access to HBWMD infrastructure. Other Project components, such as repairs/replacement of pipe and other related appurtenances, management of the overflow pipe area, electrical line, techite pipe and 15-inch pipe replacement areas, may occur on a more accelerated schedule. For the purpose of defining this Project's parameters, the lifespan of this Project (also referred to as the Project's operational period) is assumed to be 50 years.

2.5 Project Equipment and Staging

Equipment to be utilized under the Project could include the following: excavators (and attachments), backhoes, bull dozers, front end loaders, tree trimmers, chainsaws, graders, dump trucks, and various smaller equipment and hand tools. Staging will occur along the Project Area or within a paved or previously disturbed area near the Project Area.

2.6 Regulatory Context

The Project will require a variety of permits due to the Project's effects on protected public trust resources located within the Project Area, including (but not limited to) three-parameter wetlands, one-parameter wetlands, upland SNC/ESHA, and federally and/or state threatened or endangered plants (GHD 2022 and 2023). The following permits are anticipated to be required for Project implementation:

- Coastal Development Permit from Humboldt County via the Humboldt Bay Area Plan Local Coastal Program for impacts to protected coastal resources. The Project Area is located in the Appeal jurisdiction of the Coastal Zone;
- Section 404 of the Clean Water Act (CWA) Individual Permit from the USACE for impacts to jurisdictional Waters, including wetlands, and a Wetlands Mitigation and Monitoring Plan;
- Section 401 of the CWA Water Quality Certification from the North Coast Regional Water Quality Control Board (NCRWQCB) for impacts to regulated Waters, including wetlands;
- Coordination with the California Department of Fish and Wildlife (CDFW) for potential impacts to California ESA (CESA) listed beach layia and Menzies' wallflower, an Incidental Take Permit or Consistency Determination is anticipated;
- Formal consultation with the U.S. Fish and Wildlife Service (USFWS) for potential impacts to federally ESA listed beach layia and Menzies' wallflower (i.e. preparation of a Biological Assessment), and a Rare Plant Mitigation and Monitoring Plan;
- California Environmental Quality Act (CEQA) Environmental Impact Report.

Ultimately, it is anticipated that the entire 7.37-mile Project Area will be under a single permit per agency, and that the permits granted for this Project will be renewed upon expiration and thus remain active for the long-term.

3. Probable Environmental Effects of the Project

Per CEQA Guidelines Section 15082 (a)(1)(c), the probable environmental effects of the Project, are summarized below based on a preliminary review of the Project. Probable environmental effects are organized by the environmental resource categories identified in Appendix G of the CEQA Guidelines. Because there is the potential for significant impacts to occur as a result of the Project, even with the use of mitigation measures, HBMWD has determined that an EIR will be prepared. The EIR will provide site specific information and analysis relevant to the Project, evaluate Project alternatives, and will identify mitigation measures where significant impacts are identified.

For the reasons described below, HBMWD does not anticipate the Project will have any impact on two environmental resource categories: Agricultural and Forestry Resources, and Mineral Resources. These resource categories will not be analyzed in the EIR unless input from responsible agencies, trustee agencies, or the public during the scoping period indicate an analysis is warranted.

3.1 Aesthetics

The Project Area is highly scenic and includes coastal dunes, dune swales, and forested dunes. In many locations, Project activities are not anticipated to substantially degrade scenic resources because the majority of the Project Area is already cleared of vegetation. However in some locations vegetation removal and movement of sand may substantially degrade scenic resources. The specific infrastructure component work, such as the 15" pipe replacement component, is anticipated to have temporary impacts to scenic resources due to the prolonged presence of equipment. The EIR will analyze the potential impacts to aesthetic resources, and if appropriate, include feasible mitigation measures.

3.2 Agricultural and Forestry Resources

The Project Area is along the Samoa peninsula and there are no agricultural or forestry land uses within the Project Area. There are no agricultural or timber zoning or active Williamson Act contracts within the Project Area. Additionally, the Project Area is composed of sand dunes, and is not considered agricultural soil or a timber producing area. Therefore, the Project is not expected to impact agricultural and forestry resources and this resource category will not be included in the EIR.

3.3 Air Quality

The Project Area is located within the North Coast Air Basin (NCAB), which is under the jurisdiction of the North Coast Unified Air Quality Management District (NCUAQMD). The NCAB is currently in attainment (or is unclassified) for all state and federal ambient air quality standards, with the exception of the state standard for particulate matter less than ten micrometers in diameter (PM₁₀). The EIR will discuss temporary air quality impacts from Project implementation and ongoing operation of the Project (e.g., equipment and vehicle exhaust emissions). For the purpose of this EIR and permitting, the Project's operational period is assumed to be fifty years. The EIR will also discuss the Project's conformity with applicable air quality plans and exposure of sensitive receptors to criteria air pollutants and odors. Mitigation measures for significant impacts will be included where applicable and feasible.

3.4 Biological Resources

The Project Area includes wetlands, coastal dunes, herbaceous and forested vegetated dunes, and uplands that support a diverse array of aquatic and terrestrial biological resources. The EIR will utilize a number of special studies in the preparation of this section, including a site-specific wetland delineation, rare plant assessment and surveys, among others. The EIR will analyze potential impacts to special status wildlife and plant species, riparian habitat, Sensitive Natural Communities, upland Environmentally Sensitive Habitat Areas, wetlands, migratory corridors, and potential conflicts with policies or ordinances protecting biological resources and the EIR will include feasible mitigation measures if significant impacts are identified. It is anticipated that off-site mitigation will be completed to account for unavoidable impacts to biological resources. The EIR will also include an inventory of the biological resources within the proposed mitigation sites.

3.5 Cultural Resources

A Cultural Resources Investigation will be prepared to inventory cultural resources in the Project Area, and to assess potential impacts on these resources from Project activities. Potential impacts could include the destruction of known or unknown cultural resources. The EIR will include the results from this investigation and identify mitigation measures if potentially significant impacts could occur. An inventory of the cultural resource value of the biological resource mitigation area will be included in the EIR.

3.6 Energy Resources

The majority of California's energy-related plans are not directly applicable to the Project or its ongoing operations; however, the Project complies with the plan requirements that apply. Ongoing maintenance operations of the Project will involve a variety of earthwork and construction practices, involving the use of heavy equipment. This equipment will require the use of fuels, primarily gas, diesel, and motor oil. The EIR will include and discuss the results of CalEEMod estimations and quantifications related to energy use throughout the Project construction and operation period.

3.7 Geology and Soils

Geologic and soils issues include potential erosion, loss of topsoil, and sedimentation during and after Project actions due to proposed vegetation removal, as well as changes in sand movement associated with removal of vegetation from the coastal dunes, grading, and infrastructure replacement. The EIR will describe the site's existing geologic conditions and soils based on existing information and technical reports prepared for the Project. The EIR will include an analysis of the geology of the site as it relates to slope stability, earthquake hazards, landslides, and other potential geologic hazards, and recommend appropriate mitigation measures if potentially significant impacts are identified.

3.8 Greenhouse Gas Emissions

The EIR will evaluate the potential impact of the Project on greenhouse gas emissions. Potential GHG emissions resulting from the Project will be estimated and quantified using CalEEMod emissions modeling software, assuming ongoing maintenance actions over 50 years. The NCUAQMD has not adopted a threshold for construction-related GHG emissions against which to evaluate significance and has not established construction-generated criteria air pollutant screening levels above which quantitative air quality emissions would be required; however, this potential impact will be further discussed in the EIR.

3.9 Hazards and Hazardous Materials

The EIR will discuss potential hazards in the Project Area, identify appropriate spill prevention measures, identify potential impacts to construction workers and recreation users due to potential soil contamination and other potential hazards at the site. Phase I and II Environmental Site Assessments were not completed for the Project and are not assumed to be needed; however, a records search of the California Department of Toxic Substances Control (DTSC) Cortese List, and of the State Water Resources Control Board's Geotracker database will be conducted. This information will be used in the analysis and appropriate mitigation measures incorporated if potentially significant impacts are identified.

3.10 Hydrology and Water Quality

The Project is not located immediately adjacent to any receiving waterways. There is typically approximately 500 feet between the ROW and the ocean, and therefore potential impacts to water quality from maintenance activity related runoff, such as sedimentation or contamination, are not anticipated. The EIR will discuss Project actions that could result in water quality degradation or violation of water quality standards. Appropriate mitigation measures will be incorporated if potentially significant impacts are identified.

3.11 Land Use and Planning

The Project is within the Appeal jurisdiction of the Coastal Zone and will require a Coastal Development Permit from Humboldt County per the California Coastal Act. The EIR will describe existing land uses in the Project Area, assess Project impacts and identify any potential land use conflicts.

3.12 Mineral Resources

There are no existing mining operations in the Project Area. The Project Area is primarily comprised of sand and contains no known mineral resources available for extraction. There are no Surface Mining and Reclamation Act-designated parcels located within the Project Area. Although Humboldt County has not yet been included in the California Mineral Land Classification System by the State Mining and Geology Board to designate lands containing mineral deposits of regional or statewide significance, it seems evident that the Project Area would not rise to the level of significance for sand or gravel extraction. Therefore, the Project is not anticipated to result in a loss of mineral resources and this resource category will not be included in the EIR.

3.13 Noise

Noise levels will increase during Project activities which will occur periodically over the course of the Project operational period (50 years). The EIR will describe the existing noise levels in the Project Area and identify noise sensitive receptors in the Project vicinity, which are considered (but not limited to) schools, residences, libraries, hospitals, and other care facilities. Potential impacts of noise on wildlife will be discussed in the Biological Resources section. The only sources of noise deviations will occur during implementation of specified Project components, i.e. installation of the 15" pipe, because general maintenance activities have been historically carried out. However, all Project related noise levels will be compared to existing noise levels and applicable noise standards to determine if the Project will cause a significant increase in ambient noise levels. Appropriate mitigation measures will be incorporated if significant impacts are identified.

3.14 Population and Housing

The proposed Project will not add any new homes or businesses, nor extend any roads or other infrastructure within the Project Area. The Project will not cause any displacement of housing or people, on or adjacent to the site. However, the proposed 15-inch pipeline replacement component of the Project includes installation of a 24-inch domestic water pipe. Therefore this increased diameter pipeline has greater capacity to provide increased volume of water, which could facilitate future expanded industry, population or housing. The entire Project, including the 15-inch pipe replacement component, will be discussed in the EIR through the lens of potential population and housing growth and mitigation measures will be incorporated if appropriate.

3.15 Public Services

It is unlikely that the Project will directly increase population, therefore, it is not anticipated that the Project will increase the need for public services. However, as described above, the Project has the potential to support future population increase, and therefore need for public services will be discussed in the EIR.

3.16 Recreation

The Project may temporarily obstruct points of access to the beach during maintenance actions. However, alternate access will be provided. The Project is not anticipated to place additional demands on recreational facilities or require recreational facility construction or expansion. Appropriate mitigation measures will be incorporated if potentially significant impacts are identified.

3.17 Transportation

The Project may result in increased traffic during maintenance actions, which may temporarily decrease the overall performance and safety of local roadways. The EIR will discuss existing and proposed Project traffic volumes in relation to the Project Area and recommend mitigation measures if significant impacts are identified.

3.18 Tribal Cultural Resources

Tribal cultural resources are sites, features, places, cultural landscapes, sacred places, and objects with cultural value to a California Native American tribe that are either included or determined to be eligible for inclusion in the California Register of Historical Resources; or included in a local register of historical resources as defined in subdivision (k) of Section 5020.1; or a resource determined by the lead agency, in its discretion and supported by substantial evidence, to be significant pursuant to criteria set forth in subdivision (c) of Section 5024.1. The Project may potentially encounter known or as-of-yet unknown archaeological materials during Project-related activities. If such resources were to represent as "tribal cultural resources" as defined by CEQA, any substantial change to or destruction of such resources would be a significant impact. The EIR will analyze tribal cultural resources per Public Resources Code Section 21080.3.1, and include mitigation measures, if applicable, per Public Resources Code Section 21080.3.2.

3.19 Utilities and Service Systems

The Project is a utilities project designed to create dependable access for routine inspection, operation, maintenance, modification, and replacement of HBMWD infrastructure (pipelines, valves, etc.) along the

District's ROW. The Project does not include the construction of new facilities (residential, commercial, or industrial) that will place additional long-term demands on public water systems, wastewater systems, or landfills. The proposed 15-inch pipe replacement component will result in an increased capacity of water supply (via the larger diameter pipeline) available to water users, replacement of aging infrastructure and a more uniform diameter water pipeline throughout the Samoa Peninsula. No new connections to the 15-inch pipe replacement component are proposed, rather existing connections would be replaced during this Project component. Landfills may be used for disposal of HBMWD infrastructure removed from the Project Area. The EIR will analyze potential impacts related to utilities and service systems, and feasible mitigation measures will be incorporated if significant impacts are identified.

3.20 Wildfire

According to mapping from CAL FIRE, the Project is in the Local Responsibility Area, adjacent to zones designated as having a high, moderate or unzoned fire hazard severity. The vegetated portions of the Project Area could be susceptible to wildfire during Project activities due to accidental ignition. The Project will not block emergency access during implementation of Project activities. The EIR will analyze potential impacts related to wildfire, emergency operation plans, and other elements that might exacerbate fire risks. Mitigation measures will be incorporated if significant impacts are identified.

DRAFT

Appendices

DRAFT

Appendix A

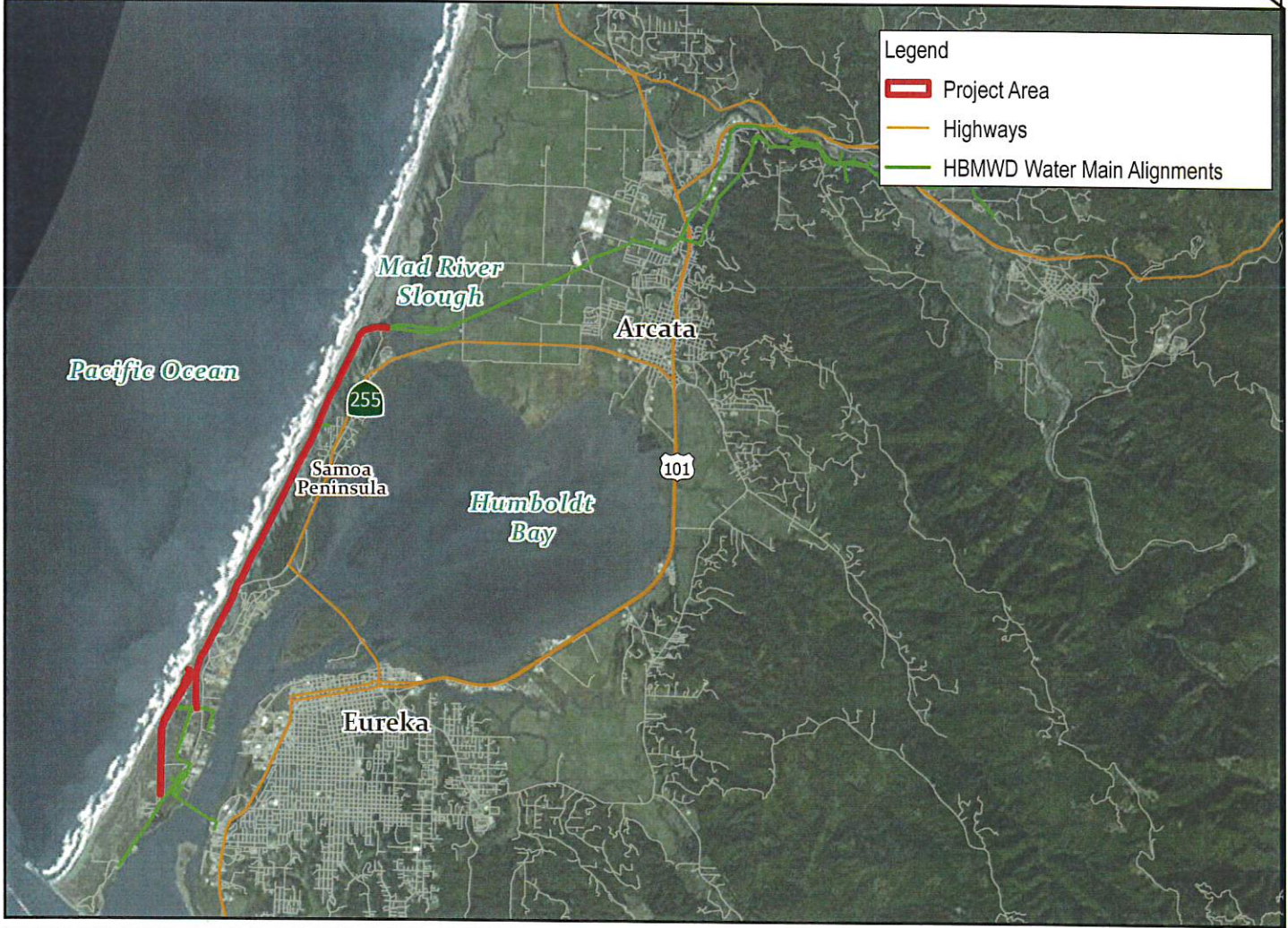
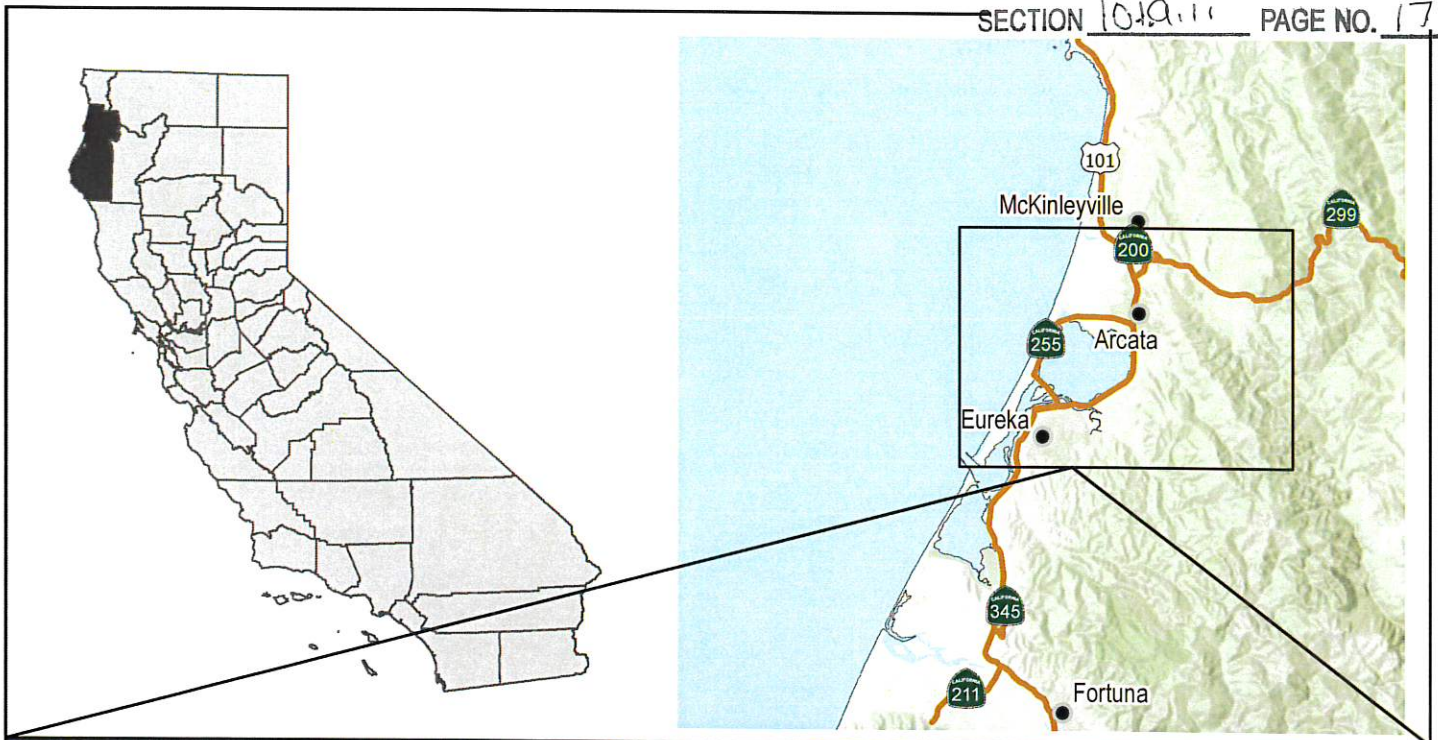
Figures

Figure 1: Project Vicinity

Figure 2-1: Project Area

Figure 2-2: 15-inch Pipe Replacement Project Component

Figure 2-3: Project Components in Phase 3



Legend

- Project Area
- Highways
- HBMWD Water Main Alignments

Paper Size ANSI A

0 1 2
Miles

Map Projection: Mercator Auxiliary Sphere
Horizontal Datum: WGS 1984
Grid: WGS 1984 Web Mercator Auxiliary Sphere



Humboldt Bay Municipal Water District
Samoa Peninsula Waterline
Right-of-Way Maintenance Project

Project No. 12603983
Revision No. -
Date Sep 2023

DRAFT

Project Vicinity

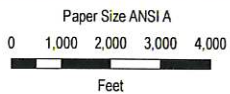
FIGURE 1

12603983_002_FIG1_Vicinity_RevD Print date: 29 Sep 2023 - 08 41

Data source: World Imagery (Clarity). This work is licensed under the Esri Master License Agreement. View Summary | View Terms of Use. Export. This layer is not intended to be used to export tiles for offline. Data Collection and Editing. This layer may be used in various ArcGIS apps to support data collection and editing, with the results used internally or shared with others, as described for these use cases. World Topographic Map - labelless: California State Parks, Esri, HERE, Garmin, SafeGraph, FAO, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, World Hillshade, Esri, CGIAR, USGS. Created by jlopez4

Legend

- Phase 1 (Surveyed 2022)
- Phase 2 (Surveyed 2023)
- Phase 3 (To be surveyed in 2024)
- HBMWD Water Main Alignments
- Highways
- Roads



Map Projection: Lambert Conformal Conic
Horizontal Datum: North American 1983
Grid: NAD 1983 StatePlane California I FIPS 0401 Feet

Humboldt Bay Municipal Water District
Samoa Peninsula Waterline
Right-of-Way Maintenance Project

Project No. 12603983
Revision No. C
Date Sep 2023

DRAFT

Project Area

FIGURE 2-1

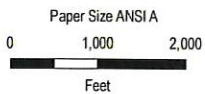
Legend

- Phase 1 (Surveyed 2022)
- Phase 2 (Surveyed 2023)
- Phase 3 (To be surveyed in 2024)
- HBMWD Water Main Alignments
- Highways
- Roads



Pacific Ocean

Humboldt Bay



Map Projection: Lambert Conformal Conic
 Horizontal Datum: North American 1983
 Grid: NAD 1983 StatePlane California I FIPS 0401 Feet

Humboldt Bay Municipal Water District
 Samoa Peninsula Waterline
 Right-of-Way Maintenance Project

Project No. 12603983
 Revision No. C
 Date Sep 2023

DRAFT

15-inch Pipe
 Replacement Project Component

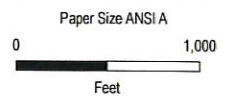
FIGURE 2-2

Legend

- Phase 3 (To be surveyed in 2024)
- Humboldt County Roads ROW
- HBMWD Water Main Alignments
- Roads



Data Disclaimer
 Humboldt County Roads Right of Way (ROW) determined by GIS data of approximate parcel boundaries



Map Projection: Lambert Conformal Conic
 Horizontal Datum: North American 1983
 Grid: NAD 1983 StatePlane California I FIPS 0401 Feet

Humboldt Bay Municipal Water District
 Samoa Peninsula Waterline
 Right-of-Way Maintenance Project

Project No. 12603983
 Revision No. C
 Date Sep 2023

DRAFT

**Project Components
 in Phase 3**

FIGURE 2-3

Ughdnetghd\US\Eureka\Projects\561112603983\GIS\Maps\Deliverables\12603983_ProjectDescription.aprx 12603983_004_Fig-3_ProjectArea_RevD
 Print date: 29 Sep 2023 - 08:49

Data source: World Imagery (Clarity). This work is licensed under the Esri Master License Agreement View Summary | View Terms of Use | Export. This layer is not intended to be used to export tiles for offline. Data Collection and Editing: This layer may be used in various ArcGIS apps to support data collection and editing, with the results used internally or shared with others, as described for these use cases. Created by: jlopez4



Humboldt Bay Municipal Water District - Collector 2 Rehabilitation Project
 Layne Job # 1211234
 September 29, 2023
 PAYMENT REQUEST # 6
 For Work period: August 30, 2023 to September 29, 2023

INVOICE TO:
 Humboldt Bay Municipal Water District
 PO Box 95
 Eureka, CA 95502-0095

Mailing Address:
 (Regular U.S. Postal Service Mail)
 Layne Christensen Company
 P.O. Box 743609
 Los Angeles, CA 90074-3609

From:
 Layne Christensen Company, Inc.
 6360 Huntley Rd.
 Columbus, Ohio 43229
 Phone: (614) 868-6263
lains.hillclim.com

Shipping Address:
 (Courier, UPS, FedEx)
 Bank of America Lockbox Service
 C/O Layne Christensen Company
 Lockbox #743609
 2708 Media Center Dr.
 Los Angeles, CA 90065-1733

ACH/Wires Bank:
 Bank of America, N.A.
 ACH ABA 121000368
 FED Wire ABA 026009593
 Acct Name Layne Christensen Company
 Acct No. 1291276209

Email payment advice to:
payments@lains.com

Item #	Description	ORIGINAL CONTRACT			THIS PERIOD			PREVIOUS PERIODS			TOTAL COMPLETED			
		Quantity	Unit	Contract Value	Quantity	AMOUNT	Quantity	AMOUNT	Quantity	AMOUNT	Quantity	TOTAL		
PHASE 1 - Item														
1-1	Mobilization & Demobilization	1	LS	\$ 163,800.00		\$ -				1	\$ 163,800.00			
1-2	Percolation Pond	1	LS	\$ 127,700.00		\$ -				1	\$ 127,700.00			
1-3	Dewatering Pumps & Piping within Caisson	1	LS	\$ 74,000.00		\$ -				1	\$ 74,000.00			
1-4	Dewatering Pumps & Piping within Caisson	2	EA	\$ 30,000.00		\$ -				2	\$ 60,000.00			
1-5	Installation of Ports	1	LS	\$ 45,000.00		\$ -				1	\$ 45,000.00			
1-6	Setup & Takedown for Lateral Jacking	1	EA	\$ 50,000.00		\$ -				1	\$ 50,000.00			
1-7	Turning Jacking Setup to Next Lateral	300	LF	\$ 1,650.00		\$ -				240	\$ 396,000.00			
1-8	Furnish, Install & Develop 12" Laterals	1	LS	\$ 92,000.00		\$ -				1	\$ 92,000.00			
1-9	Furnish, Install (2) 12" Stainless Steel Gate Valves Initial & Final Performance Tests	1	LS	\$ 108,000.00		\$ -				1	\$ 108,000.00			
TOTAL PHASE 1														
PHASE 2 - Item														
2-1	Mobilization & Demobilization	1	LS	\$ 163,800.00		\$ -				50%	\$ 81,900.00			
2-2	Percolation Pond	1	LS	\$ 127,700.00		\$ -				25%	\$ 31,925.00			
2-3	Dewatering Pumps & Piping within Caisson	1	LS	\$ 74,000.00		\$ -				1	\$ 74,000.00			
2-4	Installation of Ports	2	EA	\$ 30,000.00		\$ -				2	\$ 60,000.00			
2-5	Setup & Takedown for Lateral Jacking	1	LS	\$ 45,000.00		\$ -				1	\$ 45,000.00			
2-6	Turning Jacking Setup to Next Lateral	2	EA	\$ 50,000.00		\$ -				1	\$ 50,000.00			
2-7	Furnish, Install & Develop 12" Laterals	300	LF	\$ 1,650.00		\$ -				104	\$ 171,600.00			
2-8	Furnish & Install (2) 12" Stainless Steel Gate Valves	1	LS	\$ 76,000.00		\$ -				230	\$ 379,500.00			
2-9	Initial & Final Performance Tests	1	LS	\$ 108,000.00		\$ -				1	\$ 76,000.00			
TOTAL PHASE 2														
TOTAL PHASE 1 & 2														
Additive Bid Schedule														
A-1	Assembly & Disassembly of Supplied Yelomine Piping		LS	\$ 44,000.00		\$ -					\$ -			
A-2	Installation of Ports		EA	\$ 52,000.00		\$ -					\$ -			
A-3	Furnish, Install & Develop 12" Laterals		LF	\$ 1,650.00		\$ -					\$ -			
A-4	Furnish & Install (2) 12" Stainless Steel Gate Valves		EA	\$ 45,000.00		\$ -					\$ -			
A-5	Turning Jacking Setup to Next Lateral		EA	\$ 58,000.00		\$ -					\$ -			
A-6	Remove & Reinstall Support Flooring at Different Elev.		EA	\$ 72,000.00		\$ -					\$ -			
A-7	Provide Stainless Steel Ladder		LS	\$ 49,000.00		\$ -					\$ -			
A-8	Install Stainless Steel Ladder		LS	\$ 32,000.00		\$ -					\$ -			
TOTAL ADDITIVE WORK														
CHANGE ORDERS														
CO #	Change Orders		LS	\$ 40,125.18		\$ -					\$ -			
2	Port Leaks, Dike Work to Seal		LS	\$ 40,125.18		\$ -					\$ -			
TOTAL CHANGE ORDER WORK														
TOTAL PROJECT COST														
TOTAL PROJECT COST														
TOTAL PROJECT COST														

TOTAL PROJECT COST

Respectfully Submitted: _____ 9/29/2023

Approved: *James Bell* Layne Christensen, James Bell, Project Manager

Approved: *John Friedebach* Humboldt Bay Municipal Water District, John Friedebach, General Manager

Approved: _____ 10/2/2023

GHD Inc., Patrick Sullivan or Nathan Stevens, Engineer

Retainage (5%)	\$ 2,157,875.18
Net Due to Date	(\$107,863.76)
Previously Invoiced	\$2,049,981.42
Due This Period	\$ 1,478,247.67
	\$571,733.75



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

828 Seventh Street • Eureka, California 95501-1114
 PO Box 95 • Eureka, California 95502-0095
 Office 707-443-5018 Essex 707-822-2918
 Fax 707-443-5731 707-822-8245
 EMAIL OFFICE@HBMWD.COM
 Website: www.hbmwd.com

BOARD OF DIRECTORS
 NEAL LATT, PRESIDENT
 MICHELLE FULLER, VICE-PRESIDENT
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 DAVID LINDBERG, ASSISTANT SECRETARY-TREASURER
 SHERI WOO, DIRECTOR

GENERAL MANAGER
 JOHN FRIEDENBACH

September 15, 2023

Ms. Nicole Kluncker, Grant Specialist – Coastal Unit
 California Office of Emergency Services
 3650 Schriever Avenue
 Mather, CA 95655-4203

Subject: **HMGP #DR4407-PJ0701**
24-Month Deadline Extension Request for Project Activity Completion Date
Humboldt Bay Municipal Water District Collector Mainline Redundancy Project

Dear Ms. Kluncker,

The Humboldt Bay Municipal Water District (HBMWD) respectfully requests a 24-month extension of time for the completion of Phase 1 of the HBMWD's Mainline Redundancy Project (Mainline Project) referenced above. We request that the deadline for the project activity completion date be extended from December 4, 2023 to December 4, 2025. An explanation for the necessary deadline extension is outlined below.

Verification that progress has been made as described in quarterly reports

As detailed in the quarterly reports submitted thus far for the project, the District is behind schedule on the milestones for this project. The project status has been communicated to CalOES staff assigned to the project.

Reason(s) for delay

The District is requesting the 24 month Time Extension due to the fact that Phase 1 activities for this project need to be expanded. There is a critical need for this project and the District's Phase 1 engineering firm has identified the need to conduct additional geotechnical investigative procedures to ensure that the redundant pipeline is designed and located appropriately given the hazards in the vicinity.

As discussed with CalOES staff, additional geotechnical investigative procedures need to be conducted in the areas previously identified as containing an earthquake fault. Determining the location of the fault will ensure the long-term viability and success of the Project.

Additionally, a landslide has been identified that requires further geotechnical investigative procedures and engineering analysis to determine the best construction location and method to minimize potential impact on the Project to ensure long-term viability and success.

Current status of the activity/activities

The Project Engineer will complete and submit updated: Revised Scope of Work; Revised Project Budget; Revised Project Budget Narrative; and Revised Benefit Cost Analysis by October 31, 2023.

Current POP termination date and new projected completion date

Current POP termination date = December 4, 2023
Requested POP termination date = December 4, 2025

Remaining available funds, both Federal and non-Federal: \$300,000.

Budget outlining how remaining Federal and non-Federal funds will be expended: see Revised Project Budget to be submitted by October 31, 2023.

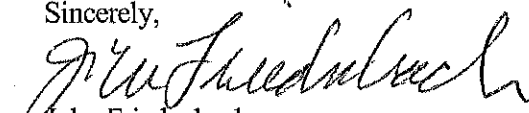
Plan for completion, including updated schedule

The plan of completion is:

1. Prepare and submit revised: Scope of Work; Budget; Budget Narrative; Benefit Cost Analysis by October 31, 2023.
2. Wait for FEMA's completion of revised Environmental Review based on revised scope of work.
3. Performance and completion of Phase 1 activities by December 4, 2025, contingent upon receiving FEMA approval to proceed with revised scope of work by November 30, 2024.

We appreciate your assistance in this matter. If you have any questions, or require any additional information, please do not hesitate to contact us.

Sincerely,


John Friedenbach
General Manager

Cc: Mark Martin, GEI

Humboldt Bay Municipal Water District

To: Board of Directors
From: John Friedenbach
Date: October 12, 2023

Re: Collector Mainline Redundancy Project
Engineer – GEI
Funding: FEMA Hazard Mitigation Grant (HMG)

Discussion

You may recall that at our July 13th board meeting, GEI made a presentation about their initial geotechnical condition findings for the Collector Mainline Redundancy Project. This project is a FEMA HMG funded project which proposes to install a second Collector water transmission line from Essex up to the TRF. Using prior geotechnical information from work that was done in advance of the construction of the current TRF facility, GEI identified a historical landslide and a seismic fault in the vicinity of the proposed pipeline path.

Based on these initial findings, GEI is recommending additional geotechnical work which is outside the Scope of Work (SOW) contained and approved in the current grant documents. District staff informally inquired to CalOES if there was any additional funding available under this disaster declaration to supplement our existing grant award. CalOES responded that there are no additional funds available.

Furthermore, CalOES and FEMA staff have stated insistently that any change in the original SOW must be submitted to CalOES/FEMA for review and evaluation prior to any ground disturbing activities, such as those proposed by GEI for the additional geotechnical investigations.

Attached for your information and review is GEI's DRAFT Cost Proposal for Change in Scope of Phase 1 Work – Geotechnical Hazard.

Decision / Guidance

On September 15, 2023 staff submitted the attached request for extension of time to complete the Phase 1 tasks under the grant project. The current deadline for completion of Phase 1, 30% design activities is December 4, 2023. We have requested a 24-month extension assuming it will take FEMA 18 months to review the change in SOW and then another 6 months to complete the revised Phase 1 SOW activities by GEI and others.

The cost proposal by GEI is an incremental cost to the District of potentially \$925,000. The District does not currently have sufficient funding at this level for this project. Here are the options as staff sees them:

1. Scrap the project and forego having a second/redundant water transmission line from the Collectors up to the TRF. This subjects the District to bearing the single point failure risk in the current transmission line. Reducing this risk was the underlying purpose for the Collector Mainline Redundancy Project.
2. Move forward with the grant extension and submit the change in SOW. Assuming the grant Phase 1 time extension is approved, research possible options (Advance Charges,

Project Budget Reallocations, general reserves, grants or financing) to close the funding gap during the 24-month extension period. If funding is not identified or secured, the Option 1 decision can be made at this future time.

3. Move forward with the project without further geotechnical investigations. Given that the grant requires the District to assert that the new pipeline would mitigate against earthquake failure, it is unlikely that the District or its consultant can make that affirmative statement without the additional geotechnical investigations.

Staff requests feedback and direction from the Board.

DRAFT

October 3, 2023

Mr. John Friedenbach, General Manger
 Humboldt Bay Municipal Water District
 828 7th Street
 Eureka, CA

Consulting
 Engineers and
 Scientists

RE: Mainline Redundancy Pipeline Project
 Proposal for Additional Services
 Cost Proposal for Change in Scope of Phase 1 Work - Geotechnical Hazard

Dear Mr. Friedenbach

GEI's review of existing information and field observations on April 26, 2023 indicate there are several geologic hazards along the proposed grant scope of work alignment. The hazards are summarized as follow:

TRF pipe alignment:

- Hazard 1, Landslide – The proposed pipeline alignment in the grant scope of work from West End Road to the Turbidity Reduction Facility (TRF) (GHD 2022) travels through a previously mapped landslide (mapped by Taber 1994) Existing information from Taber indicates the depth of the slide may be on the order of 35- to 50-feet-deep. The current rate and magnitude of movement is unknown.
- Hazard 2, Fault – The proposed pipeline alignment in the grant scope of work crosses the mapped trace of the Mad River fault at two locations at the TRF.

Essex pipe alignment:

- Hazard, Liquefaction - The proposed alignment in the grant scope of work is located within a liquefaction hazard zone mapped by the Humboldt County Planning and Building Department (also described and evaluated by Taber, 1994)

The objective of the Phase 1 Grant is to provide the Humboldt Bay Municipal Water District (HBMWD) with a seismically resilient pipeline that will achieve the purpose of providing increased reliability and redundancy. The geotechnical evaluation described in the grant application will not provide the information needed to evaluate the geohazards and the risk they pose to the TRF pipeline presented in the grant application. Therefore, GEI recommends that additional geotechnical and feasibility design studies be performed to advance a pipeline design that avoids these hazards and/or one that can withstand ground deformations due to these hazards. The discussions to date have been focused on the pipeline alignment at the TRF. Subsequent review of the existing geotechnical information indicate that the Essex pipeline is located within a zone of potential liquefaction.

The FEMA grant approved the proposed TRF and Essex pipeline alignments and geotechnical investigation program identified in the grant application. The geotechnical investigation approved in the FEMA application was included in the Phase 1 task and included four borings at the TRF and no exploration at the Essex facility. Furthermore, the grant specifies HBMWD must receive approval of any change in the scope of work before its implementation. Therefore, we recommend that additional studies be performed at the TRF and Essex facility as part of Phase 1 scope of work (Preliminary Design). The study area at the TRF is shown in Figure No. 1. The study area at the Essex facility will be confined to the entrance road to the control facility at West End Road.

DRAFT**Phase 1 Scope of Work Change****TRF pipe alignment:**

The change in the scope of work at the TRF would include additional geotechnical investigation to evaluate the identified fault and landslide hazards, and additional design studies. The scope of work would be conducted in a phased approach. Phase 1A would include non-invasive geophysical surveys (seismic refraction and electrical resistivity) and geologic mapping to help constrain the fault location, and a feasibility analysis to evaluate alternative pipeline alignments that avoid these hazards and/or one that is designed to withstand ground deformations due to these hazards. Phase 1B would include a design-level geotechnical investigation and advancement of the selected pipeline alternative to 30 percent design.

Essex pipe alignment:

The change in the scope of work at the Essex facility would include geotechnical investigation to evaluate the potential for liquefaction and magnitude of liquefaction-induced permanent ground deformation. The scope of work would be conducted in a phased approach. Phase 1A would include a non-invasive geophysical survey (multi-channel analysis of surface wave [MASW]), which would be used to inform subsurface conditions and evaluate shear wave velocity characteristics for use in the liquefaction evaluations. Phase 1B would include a design-level geotechnical investigation and advancement of the pipeline to 30 percent design.

Revised Scope of Work Task Description (for District use only):

The additional geotechnical studies will result in additional cost to Phase 1 Tasks 1, 2, 3, 4, 5/6 and 7 as follow:

Task 1, Project Management – additional project management related to identifying the geohazards and discussions with the HBMWD.

Task 2, Quality Control – review of the work product related to identifying the geohazards and discussions with the HBMWD.

Task 3, Grant Administration – preparation of the scope of work change request to FEMA

Task 4, Geotechnical Investigation – The task will be completed in two phases and will consist of the following activities.

- Phase 1A. Perform geophysical surveys.
 - Seismic refraction (SR) and electrical resistivity (ER) surveys would be performed at the TRF to aid in constraining the location of the fault. The proposed locations are shown in Figure 1. The results of the seismic refraction surveys could also be used to assist in determining the bedrock profile and informing rippability. The geophysical survey lines would be laid out orthogonal to the fault to target data collection to depths of about 100- to 150-feet-deep. To achieve this target depth range, the geophysical survey lines would need to be about 750- to 1000-feet-long.
 - MASW surveys would be performed at the Essex facility during the same mobilization at the SR and ER surveys at the TRF. The proposed locations are shown in Figure 2. The geophysical survey lines would be laid out to target data collection to a depth of about 100-feet-deep. To achieve this target depth range, the geophysical

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survey line would need to be about 500-feet-long.

- Phase 1A. Perform geologic mapping focused at the TRF. Where access is permissible, mapping may also be conducted along West End Road, Pipeline Road, and the right-of-way along the proposed pipeline. The purpose of the mapping will be to attempt to corroborate the findings of the geophysical surveys; as well as, to observe whether any bedrock or geomorphic features are present that can further constrain the fault location. The mapping will focus on surface topography, rock exposures, rock character, and other identifiable features. The observations will be used to inform subsequent subsurface explorations at the site. Observations from the geologic mapping will be recorded on a LiDAR based field map at a scale of 1" = 100' or better. The findings from the geologic mapping will be compiled into a map provided in PDF format to the District. The mapping extent will be limited to the access constraints posed by the adjacent landowners. GEI assumes that the District will provide guidance and an escort where needed to access private property adjacent to the TRF site.
- Phase 1A. Prepare a Geotechnical Technical Memorandum (TM). The TM would include a summary of the existing geotechnical data at the site, and the findings of the geophysical surveys and geologic mapping.
- Phase 1B. Conduct Geotechnical Borings.
 - Five borings would be drilled, logged, and sampled to support preliminary design of the TRF pipeline. The proposed locations are shown in Figure 1. The borings would focus on the portion of the pipeline between West End Road and the TRF where existing boring data are not available. One of the borings would be drilled in the landslide. Upon completion of the landslide boring, an inclinometer would be installed in the boring to allow for on-going monitoring of the landslide to assess the rate and magnitude of movement. The borings would be drilled to depths ranging between about 50- and 200-feet-deep. The depths would depend on the selected pipeline alignment and installation methodology (i.e., Horizontal Directional Drilling, HDD or Earthquake Resistant Ductile Iron Pipe, ERDIP). If HDD is selected, packer permeability testing would be performed in the borings to evaluate the hydraulic conductivity of the rock and assist in design of the HDD.
 - Two borings would be drilled, logged, and sampled to support preliminary design of the Essex pipeline. The proposed locations are shown in Figure 2. The borings would be drilled to depths of about 50-feet-deep. Standard Penetration Test (SPT) samples would be collected at depth intervals of about 5 feet. The SPT blow counts coupled with the results of the MASW surveys would be used to evaluate liquefaction potential and liquefaction-induced ground deformation.
- Phase 1B. Excavate fault trenches. One to two fault trenches would be excavated and logged by GEI to further constrain the fault location and evaluate its character. The proposed locations are shown in Figure 1 (subject to change based on results of the Phase 1A geophysical surveys). We anticipate the fault trench(s) would be on the order of 50- to 100-feet-long and up to 15-feet-deep. The locations would be selected based on the results of the geophysical surveys performed in Phase 1A. The primary intent of the fault trench(es) is to delineate the location of the fault trace. The trenches would be shored to provide safe access and working space for GEI personnel. One sidewall in each trench would first be cleaned to remove smear and then a grid would be laid out to facilitate logging. GEI would then log the exposure on the cleaned off trench walls at a scale of 1" = 4' or better. We anticipate that each trench would need to be open for up to five days to clean and log the sidewalls. Wire fencing would be placed around each fault trench to secure the site while the trenches are open. It is assumed that the District or County will not require any special permitting for the fault trenches.

- Phase 1B. Conduct geotechnical laboratory testing. Geotechnical laboratory testing of the soil and rock materials encountered in the borings would be performed on selected samples. The type and number of tests would depend on the selected alternative. Laboratory tests at the TRF would focus on rock/soil strength and stiffness, unit weight, and material index properties (moisture content, unit weight, grain-size distribution, and Atterberg limits). Laboratory tests at the Essex facility would focus on material index properties.
- Phase 1B. Evaluations and reporting. Perform engineering evaluations and prepare a design-phase geotechnical report summarizing field data and presenting conclusions and recommendations to support pipeline design at the TRF and Essex facility.
- Phase 1B. On-going monitoring. GEI will assist the District in procuring the tooling and datalogger needed to monitor the inclinometer installed in the landslide boring. GEI will train District personnel on inclinometer data collection and processing. It is assumed that the District will perform the inclinometer readings on an on-going basis. The frequency of monitoring is to be determined.

Task 5 and 6 Surveying and Land Research – additional survey would be performed along the alternative TRF pipeline alignment.

Task 7, Preliminary Engineering Design. This task will be completed in two phases and will consist of the following activities.

- Phase 1A. Perform a desktop feasibility study using a specialty engineer (Mott MacDonald) using the existing soil boring data and the results of the geophysical surveys and geologic mapping to evaluate and compare up to three alternative pipeline alignments. The three alternatives would include two HDD alignments between West End Road and the TRF outside of the existing easement that pass below the landslide, and one open trench alignment that goes through the landslide and follows the existing easement and constructed with ERDIP to withstand ground movements. An Alternatives Feasibility Technical Memorandum would be prepared, which would include a figure showing a plan view of the proposed alternatives, descriptions of each alternative, a list of pros and cons for each alternative, and construction cost estimates and durations for each alternative as per AACE International Class 5 (+50%/-30% expected accuracy range). The Feasibility Study would be presented to the District to use as a basis to decide whether to proceed with preliminary design of an HDD alignment outside of the existing easement or preliminary design of an open trench ERDIP alignment that goes through the landslide and fault and stays within the existing easement, with some realignment of the pipeline to attempt to cross the fault as orthogonally as possible.
- Phase 1B. Advance the selected pipeline alternative at the TRF and the Essex pipeline to 30 percent design. GEI will retain Mott MacDonald to advance the HDD (or ERDIP) alignment to 30 percent design. GEI will advance the TRF alignment outside of the HDD (or ERDIP) alignment and the Essex facility pipeline to 30 percent design.

Task 8, Environmental Studies – There are no additional scope of work changes to this task.

Cost of the Scope of Work Change

We anticipate it will take 12 to 18 months to obtain approval from FEMA for the change scope of work. Therefore, the geotechnical studies and investigation, additional surveys, preliminary design and environmental studies will not proceed until 2025. The additional costs are estimated at \$ 924,487. Approximately 53% of the amount is reserved for the subcontractors' costs. The costs include a 3.5% escalation allowance on selected tasks to account for the delay as shown in Table 1. It is noted that the

geotechnical costs conservatively assume that an HDD alignment will be selected. If an open trench ERDIP alignment is selected, the costs of the geotechnical investigation will be lower.

Table 1, Cost of Scope of Work Change

Phase 1 Preliminary Design Change									
	Phase 1 Original Budget	Remaining Budget 8/25	Geotech Hazard Costs to Date	Mott Mac Donald	SOW change ¹	SOW change + Geotech Hazard Costs to Date	3.5% Escalation SOW	Total Change	Revised Budget
Task 1 PM	\$ 48,200	\$26,471	\$8,168		\$21,852	\$30,020	\$0	\$30,020	\$78,220
Task 2 QA/QC	\$ 13,152	\$12,193	\$274		\$0	\$274	\$0	\$274	\$13,426
Task 3 Grant Admin.	\$ 36,639	\$35,974	\$420		\$15,004	\$15,424	\$0	\$15,424	\$52,063
Task 4 Geotechnical	\$ 81,842	\$60,002	\$7,160		\$683,782	\$690,941	\$23,932	\$714,874	\$796,716
Tasks 5 Surveying	\$ 56,746	\$18,325	\$0		\$15,750	\$15,750	\$551	\$16,301	\$73,047
Task 6. ROW	\$ 21,954	-	\$0		\$4,200	\$4,200	\$147	\$4,347	\$26,301
Task 7 Prelim Design	\$ 85,352	\$68,128	\$5,343	\$121,030	\$11,832	\$138,205	\$2,799	\$141,004	\$226,356
Task 8 Environmental	\$ 78,218	\$64,114	0		\$0	\$0	\$2,244	\$2,244	\$80,462
	\$ 422,103	\$ 285,207	\$ 21,364		\$ 752,420	\$ 894,814	\$ 29,673	\$ 924,487	\$1,346,590
						CalOES Geotech SOW Change (Task 4)		\$714,874	
						CalOES Design SOW Change (sum of Task 1 to 3, 5 to 8)		\$209,613	

Note 1. Includes sub contractor cost for the driller, geophysical surveys, trenching and laboratory testing.

Schedule of the Scope of Work Change

The anticipated schedule is summarized below:

- We anticipate the Phase 1A activities can be completed within 3 months upon receiving notice to proceed.
- We anticipate that the Phase 1B geotechnical activities, including reporting, can be completed within 6 months after selection of a preferred alternative by the District.
- We anticipate that 30 percent design of the TRF and Essex pipelines can be completed within 12 months after completion of the design-level geotechnical report.

Closure

The Cal-OES August 18, 2023 email to HBMWD indicated the scope of work change should be submitted as two separate modification requests. The first request is to perform the additional geotechnical work. The second request is to perform the additional 30 percent design work. The cost for the additional geotechnical scope of work is \$714,874. The cost for the additional 30 percent design scope of work is \$209,613.

The Cal OES sub-application estimated the project costs of \$3,064,151, Net Present Value or Benefits of \$34,139,389 and Benefit Cost Ratio of 11.14. The estimated project costs including the Phase 1 scope of work change along with increased construction cost of \$5,656,530 results in a revised Benefit Cost ratio of 6.04.

If you have any questions, please contact me at (916) 416-4450 or email me at mamartin@geiconsultants.com.

Sincerely,



Mark Martin, PE
Project Manager

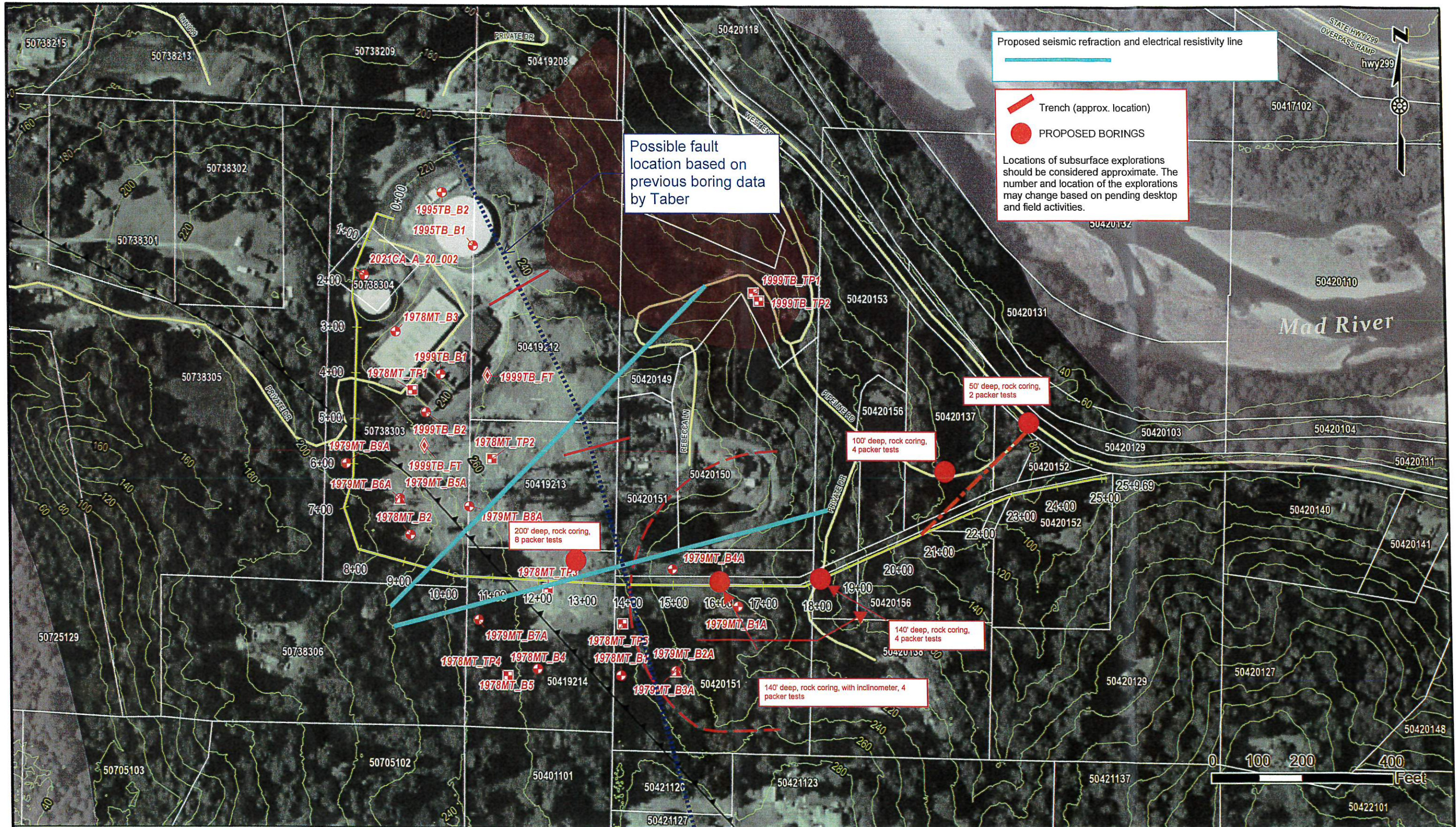
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cc: Bill Rettberg, Principal
Project Files

Enclosures:
Figure 1 – Proposed Geotechnical Investigation – TRF
Figure 2 - Proposed Geotechnical Investigation – Essex

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Possible fault location based on previous boring data by Taber

Proposed seismic refraction and electrical resistivity line

Trench (approx. location)
 PROPOSED BORINGS
 Locations of subsurface explorations should be considered approximate. The number and location of the explorations may change based on pending desktop and field activities.

SOURCES:
 1.) Mad River Fault and Active Landslide from Topographic/Geologic Map, Drawing-1 in Alternate Sites Geotechnical Evaluation report, prepared by Taber Consultants for Kennedy/Jenks Consultants, dated April 1994.
 2.) Active Landslides from California Department of Conservation.
 3.) Liquefaction Areas, Roads, and Parcels from Humboldt County GIS.

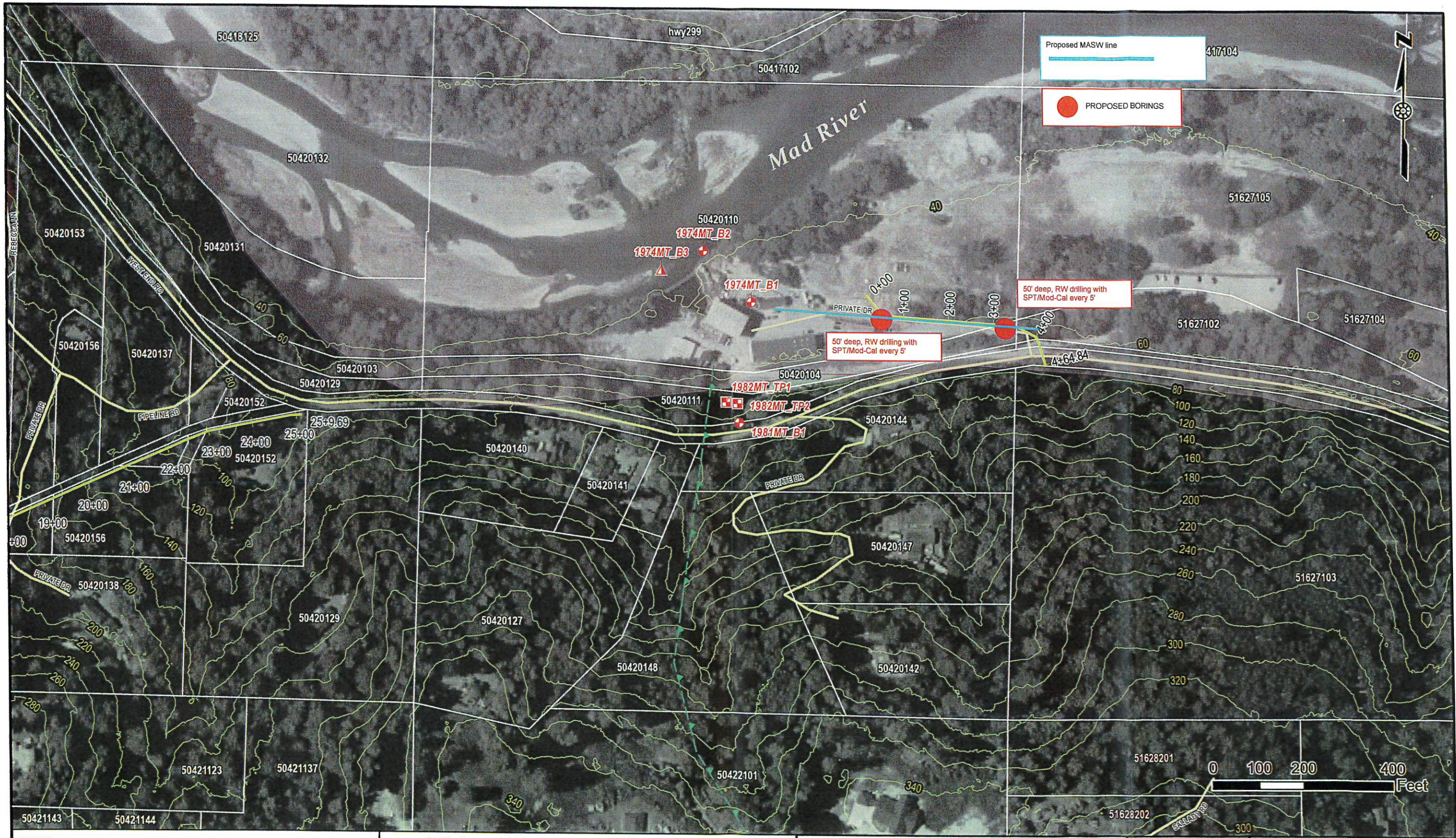
- Proposed Pipeline
- Landslide from Taber (1994)
- Active Landslide
- Mad River Fault
- Liquefaction Areas
- Boring
- Fault Trench
- Penetrometer Boring
- Test Pit

Geotechnical Investigation
 HBMWD Collector Mainline Redundancy Project
 Humboldt County, California
 Humboldt Bay Municipal Water District
 Eureka, California



PROPOSED GEOTECHNICAL INVESTIGATION - TRF
 Project 2301333
 October 2023
 Fig. 1

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SOURCES:
 1.) Mad River Fault and Active Landslide from Topographic/Geologic Map, Drawing-1 in Alternate Sites Geotechnical Evaluation report, prepared by Taber Consultants for Kennedy/Jenks Consultants, dated April 1994.
 2.) Historic Landslides from California Department of Conservation.
 3.) Roads and Parcels from Humboldt County GIS.
 4.) USGS MF-2336 GIS Data from digital database of Geology of the Cape Mendocino, Eureka, Garberville, and southwestern part of the Hayfork 30 X 60 minute quadrangles and adjacent offshore area, northern California, with digital database - 2000, prepared by McLaughlin, R.J., Ellen, S.D., Blake, M.C., Jayko, A.S., Irwin, W.P., Aalto, K.R., Carver, G.A., Clarke, S.H., Barnes, J.B., Cecil, J.D., and Cyr, K.A.: U.S. Geological Survey MF-2336, scale 1:100,000.

- Proposed Pipeline
- Liquefaction Areas
- Boring
- Fault Trench
- Penetrometer Boring
- Test Pit
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Geotechnical Investigation
 HBMWD Collector Mainline Redundancy Project
 Humboldt County, California

Humboldt Bay Municipal Water District
 Eureka, California



PROPOSED GEOTECHNICAL INVESTIGATION – ESSEX

Project 2301333 October 2023 Fig. 2

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Immediate Needs Funding Fact Sheet

Immediate Needs Funding Overview

The Disaster Relief Fund (DRF) is an appropriation against which FEMA funds disaster response and recovery efforts for Presidentially declared disasters. When DRF funding requirements threaten to exceed available resources, FEMA takes proactive steps to prioritize limited funding to essential functions. Essential functions are those which provide for lifesaving, life-sustaining, and critical ongoing disaster operation. DRF levels must also be sufficient to respond immediately to a no-notice catastrophic event.

To ensure available funding for these critical requirements, FEMA's Chief Financial Officer can implement Immediate Needs Funding (INF) guidance. When operating under INF guidance, FEMA prioritizes response and immediate recovery effort funds by deprioritizing obligations to other activities. For example, under INF guidance, FEMA will pause all new obligations related to Public Assistance, such as hazard mitigation grants, that are not essential for lifesaving and life-sustaining activities.

Once DRF funds are sufficiently replenished the paused obligations will be processed.

INF Implications

- Under INF, FEMA continues funding life-safety and life-sustaining efforts including:
 - Individual Assistance payments directly to survivors for critical needs and housing,
 - Public Assistance for states, tribes and territories essential for lifesaving and life-sustaining activities,
 - State management costs,
 - Mission assignments of Federal partners for critical response activities,
 - Fire Management Assistance grants
 - Essential ongoing disaster operations, including salaries of FEMA field staff (Stafford Act employees).
- Under INF, FEMA will pause new Public Assistance and Hazard Mitigation obligations that are not essential for lifesaving and life-sustaining activities.
- FEMA will continue to accept and process Public Assistance and Hazard Mitigation applications even in categories where the obligations are paused.
- When the DRF has sufficient funding, FEMA will resume making obligations in categories that were paused.



FEMA

Context

- Since 2001, FEMA has implemented Immediate Needs Funding eight times, 2003, 2004, 2005, 2006, 2009, 2010, 2011, and 2017.
 - In 2017, INF was implemented on August 28th in the wake of Hurricane Harvey and lifted on October 2, 2017, with the passage of the FY 2018 short-term continuing resolution.
- Large disaster responses rapidly deplete DRF funding, for example:
 - During the first 30 days of response to Hurricane Ian in 2022, FEMA obligated approximately \$2.6 billion or nearly \$86 million a day in lifesaving and life-sustaining operations.
 - Similarly, in 2022 FEMA obligated \$987 million during the first 30 days responding to Hurricane Fiona.
- Disasters can happen at any time. FEMA must be prepared not only for high-risk times such as hurricane season, but also for no-notice, catastrophic events.

FINANCIAL

Immediate Needs Funding Fact Sheet

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HUMBOLDT BAY MUNICIPAL WATER DISTRICT
STATEMENT OF FUND BALANCES - PAGE 1 OF 2



<u>BANK ACCOUNT BALANCES AT MONTH-END</u>	September 30, 2023	September 30, 2022
GENERAL ACCOUNTS		
1. US Bank - General Account	2,599,023.48	4,129,861.73
2. US Bank - Xpress BillPay/Electronic Payments Account	6,229.78	4,043.53
<i>Subtotal</i>	2,605,253.26	4,133,905.26
INVESTMENT & INTEREST BEARING ACCOUNTS		
3. US Bank - DWR/SRF Money Markey Acctnt	166,610.78	303,408.28
4. US Bank - DWR/SRF Reserve CD Account	547,336.94	547,336.94
5. US Bank - PARS Investment Account	855,826.80	923,001.18
<i>Contributions = \$800,000 Disbursements = \$166,619</i>		
6. L. A. I. F Account - MSRA Reserve Account	456,011.16	445,577.91
7. CalTRUST - Restricted Inv. Account (Medium Term)	1,712,100.45	1,665,851.58
8. CalTRUST - DWFP Reserve Account (FedFund)	-	242,299.05
9. CalTRUST - ReMat Account (LEAF Fund)	-	1,119,408.99
10. CalTRUST - General Reserve Account (Short-Term)	4,523,312.08	2,373,162.43
<i>Total CalTRUST Accounts</i>	6,235,412.53	5,400,722.05
11. California CLASS - DWFP Reserve Account	251,636.30	-
12. California CLASS - ReMat Reserve Account	1,367,283.93	-
<i>Total California CLASS Accounts</i>	1,618,920.23	-
13. Humboldt County - SRF Loan Payment Account	144,027.61	280,861.90
14. Humboldt County - 1% Tax Account	-	(18,048.38)
15. Principle Investment Account	38,485.38	38,528.07
<i>Subtotal</i>	10,062,631.43	7,921,387.95
OTHER ACCOUNTS		
16. ReMat Deposit - Mellon Bank	27,000.00	27,000.00
17. Cash on Hand	650.00	650.00
<i>Subtotal</i>	27,650.00	27,650.00
TOTAL CASH	12,695,534.69	12,082,943.21

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
STATEMENT OF FUND BALANCES - PAGE 2 OF 2



<u>FUND BALANCES AT MONTH-END</u>	September 30, 2023	September 30, 2022
RESTRICTED FUNDS - ENCUMBERED		
1. Prior-Year Price Factor 2 Rebate	(17,682.75)	(21,840.35)
2. Prior-Year Restricted AP Encumbrances	(732,584.00)	(112,507.00)
3. Advanced Charges - 3x Tank Seismic Retrofit	(1,519,111.09)	(1,269,146.62)
4. Advanced Charges - Cathodic Protection Project	(124,999.96)	(124,999.96)
5. Advanced Charges - Collector 2 Rehabilitation	(704,531.18)	(997,238.62)
6. Advanced Charges - On-Site Generation of Chlorine	(643,918.17)	(1,034,966.46)
7. Advanced Charges - Redundant Pipeline	(387,782.70)	(311,792.49)
8. Advanced Charges - TRF Emergency Generator	(372,389.61)	(375,000.00)
9. 3AC Collected Funds - TRF Emergency Generator	(312,858.62)	(312,858.62)
10. Advanced Funding - FEMA, Shoreline Debris Removal	1,487.72	(97,941.60)
11. Advanced Funding - August Complex-Ruth Paving	(112,456.22)	(112,456.22)
12. Advanced Charges - Assist. Spillway Seismic Grant	(23,333.32)	(23,333.32)
13. Advanced Funding - Eureka Cyber Security	(19,597.72)	(19,597.72)
14. Advanced Charges - Essex Facility Expansion	(105,400.00)	(105,400.00)
15. Advanced Charges - Capital Financing/Debt Service	(283,851.04)	(121,650.01)
<i>Subtotal</i>	(5,359,008.66)	(5,040,728.99)
RESTRICTED FUNDS - OTHER		
16. 1% Tax Credit to Muni's	-	18,048.38
17. DWR Reserve for SRF Payment	(166,610.78)	(303,408.28)
18. DWR Reserve for SRF Loan	(547,336.94)	(547,336.94)
19. Pension Trust Reserves	(855,826.80)	(923,001.18)
20. ReMat Deposit	(27,000.00)	(27,000.00)
21. HB Retail Capital Replacement Reserves	(186,608.78)	(141,287.01)
<i>Subtotal</i>	(1,783,383.30)	(1,923,985.03)
UNRESTRICTED FUNDS		
BOARD RESTRICTED		
22. MSRA Reserves	(456,011.16)	(445,577.91)
23. DWFP Reserves	(251,636.30)	(242,299.05)
24. ReMat Reserves	(1,367,283.93)	(1,119,408.99)
25. Paik-Nicely Development	-	(4,158.00)
26. Principle Investment Reserves	(38,485.38)	(38,528.07)
27. Northern Mainline Extension Study Prepayment	56.40	56.40
28. Blue Lake Rancheria Extension Study Prepayment	(2,916.00)	-
<i>Subtotal</i>	(2,113,360.37)	(1,849,915.62)
UNRESTRICTED RESERVES		
29. Accumulation for SRF Payment	(144,027.61)	(372,084.76)
30. Accumulation for Ranney/Techite Payment	-	-
31. General Fund Reserves	(3,295,754.75)	(2,901,861.25)
<i>Subtotal</i>	(3,439,782.36)	(3,268,313.57)
TOTAL NET POSITION	(12,695,534.69)	(12,082,943.21)

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 REVENUE REPORT
 September 30, 2023

A. REVENUE RETURNED TO CUSTOMERS VIA PF2

	MTD RECEIPTS	YTD RECEIPTS	PRIOR YEAR	BUDGET	% OF BUDGET
1. Humboldt Bay Retail Water Revenue	33,874	93,118	80,352	350,000	27%
General Revenue					
Power Sales (Net ReMat)	0	0	16,745	125,000	0%
Tax Receipts (1% Taxes)	317,212	317,212	0	1,000,000	32%
2. Miscellaneous Revenue*	633	2,624	10,310	50,000	5%
<i>*Detail on following page</i>					
TOTAL PF2 REVENUE CREDITS	351,719	412,953	107,407	1,525,000	27%

B. DISTRICT REVENUE

	RECEIPTS	RECEIPTS	YEAR	BUDGET	BUDGET
3. Industrial Water Revenue					
Harbor District	0	0	200	0	0
<i>Subtotal Industrial Water Revenue</i>	<i>0</i>	<i>0</i>	<i>200</i>	<i>0</i>	<i>0</i>
4. Municipal Water Revenue					
City of Arcata	129,278	378,666	371,178	1,538,900	25%
City of Blue Lake	17,449	50,355	48,688	202,362	25%
City of Eureka	603,460	893,257	864,095	3,617,684	25%
Fieldbrook CSD	0	31,708	46,442	194,298	16%
Humboldt CSD	97,910	277,870	263,959	1,105,724	25%
Manila CSD	7,758	22,357	21,253	90,372	25%
McKinleyville CSD	108,294	312,797	303,244	1,266,298	25%
<i>Subtotal Municipal Water Revenue</i>	<i>964,147</i>	<i>1,967,011</i>	<i>1,918,859</i>	<i>8,015,638</i>	<i>25%</i>
TOTAL INDUSTRIAL & WHOLESALE REVENUE	964,147	1,967,011	1,919,058	8,015,638	25%

5. Power Sales					
Power Sales (ReMat Revenue)	0	0	32,186	300,000	0%
Interest (ReMat Revenue)	0	0	0	0	
TOTAL REMAT REVENUE	0	0	32,186	300,000	0%

6. Other Revenue and Grant Reimbursement					
HB Retail Capital Replacement Rev.	4,076	11,909	11,073		
FCSD Contract	0	52,856	90,498		
FEMA/CalOES Grant Revenue	113,363	113,363	320,048		
SWRCB In-Stream Flow Grant Revenue	0	0	5,243		
Quagga Grant Revenue	0	0	0		
Misc. Grant Revenue	0	1,120	0		
CalFire Healthy Forest Funding	0	0	0		
CalFire Fuel Reduction Funding	0	339,969	0		
Interest - Muni PF2 Retained	0	3,552	839		
Net Increase/(Decrease) Investment Accounts	6,046	71,085	(40,731)		
TOTAL OTHER/GRANT REVENUE	123,485	593,854	386,970		
GRAND TOTAL REVENUE	1,439,351	2,973,819	2,445,621	9,840,638	30%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 MISCELLANEOUS REVENUE - DETAIL REPORT
 September 30, 2023

B. MISCELLANEOUS RECEIPTS (RETURNED TO CUSTOMERS VIA PF2)

	MTD RECEIPTS	YTD RECEIPTS
<u>Miscellaneous Revenue</u>		
Dividend - Principal Life	-	342
Fees - Park Use	-	-
Rebate - CALCard	227	227
Refund - Diesel Fuel Tax	-	200
Refunds - Miscellaneous	-	101
Reimb - Blue Lake SCADA/Internet Monthly Fees	-	59
Reimb. - Copies & Postage	56	85
Reimb. - Gas	-	-
Reimb. - Misc. Employee	-	-
Reimb. - Telephone	-	-
UB - Water Processing Fees	30	150
UB - Hydrant Rental Deposit/Use	-	-
<u>Ruth Area</u>		
Lease - Don Bridge	-	-
Rent - Ruth Cabin	320	1,360
Ruth Annual Lessee Water Fees	-	100
<hr/>		
TOTAL MISCELLANEOUS REVENUE	633	2,624
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HUMBOLDT BAY MUNICIPAL WATER DISTRICT
MONTHLY EXPENDITURE REPORT - PAGE 1 OF 3
September 30, 2023

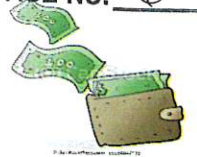
25%
Of Budget Year



SALARY AND EMPLOYEE BENEFIT EXPENDITURES (S. E. B.)

	Month-to-Date	Year-to-Date	Prior Year	Budget	% of Budget
Compensation					
1. Wages - Regular	194,012.94	546,106.40	2,337,532.37	2,556,746	25%
2. Wages - Sick	6,023.18	15,710.75	136,324.18		
3. Wages - Vacation	16,349.83	71,227.75	197,802.65		
<i>Subtotal</i>	216,385.95	633,044.90	2,671,659.20	2,556,746	25%
4. Wages - Overtime	805.58	2,393.30	21,597.67	15,855	
5. Wages - Holiday (Worked)	1,020.36	2,748.24	10,795.88	15,855	
<i>Subtotal</i>	1,825.94	5,141.54	32,393.55	31,710	16%
6. Wages - Part-Time	5,799.74	18,931.54	41,107.37	115,430	16%
7. Wages - Shift Differential	948.16	2,841.64	11,422.03	12,156	23%
8. Wages - Standby	8,439.31	25,165.35	92,664.13	97,773	26%
9. Director Compensation	400.00	5,840.00	24,800.00	26,000	22%
10. Secretarial Fees	262.50	853.13	3,215.63	3,200	27%
11. Payroll Tax Expenses	17,626.75	52,162.14	218,543.30	228,272	23%
<i>Subtotal</i>	33,476.46	105,793.80	391,752.46	482,831	22%
Employee Benefits					
12. Health, Life, & LTD Ins.	44,902.10	133,245.13	681,560.92	982,991	14%
13. Air Medical Insurance	711.00	2,291.00	2,266.00	2,707	85%
14. Retiree Medical Insurance	9,112.27	27,336.81	116,529.30	83,000	33%
<i>14a. Retiree Medical Reimb.</i>	<i>(1,861.69)</i>	<i>(3,386.29)</i>	<i>(30,644.38)</i>		
15. Employee Dental Insurance	2,766.65	8,170.54	35,413.96	44,086	19%
16. Employee Vision Insurance	600.78	1,736.62	7,535.10	7,471	23%
17. Employee EAP	80.25	231.97	987.16	1,116	21%
18. Fitness Stipend	-	-	-	5,400	0%
19. 457b District Contribution	3,850.00	10,762.50	32,274.04	48,900	22%
20. CalPERS Expenses	31,152.85	291,641.49	557,051.93	599,102	49%
21. Workers Comp Insurance	-	30,753.23	120,895.04	146,512	21%
<i>Subtotal</i>	91,314.21	502,783.00	1,523,869.07	1,921,285	26%
TOTAL S.E.B	343,002.56	1,246,763.24	4,619,674.28	4,992,572	25%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 MONTHLY EXPENDITURE REPORT - PAGE 2 OF 3
 September 30, 2023

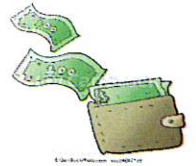


25%
Of Budget Year

SERVICE & SUPPLY EXPENDITURES (S & S)

	Month-to-Date	Year-to-Date	Prior Year	Budget	% of Budget
Operations & Maintenance					
1. Auto Maintenance	3,647.53	9,058.42	59,924.76	39,200	23%
2. Engineering	995.00	6,393.89	48,242.02	75,000	9%
3. Lab Expenses	1,600.00	6,080.00	20,110.00	13,000	47%
4. Maintenance & Repairs					
General	2,088.03	8,342.68	36,658.98	45,200	18%
TRF	24.04	610.00	23,259.77	17,000	4%
Subtotal	2,112.07	8,952.68	59,918.75	62,200	14%
5. Materials & Supplies					
General	5,045.48	12,156.70	69,259.98	39,500	31%
TRF	6,599.21	6,599.21	81,436.75	35,000	19%
Subtotal	11,644.69	18,755.91	150,696.73	74,500	25%
6. Radio Maintenance	578.09	1,734.27	7,050.60	8,500	20%
7. Ruth Lake License	-	1,500.00	1,500.00	1,500	100%
8. Safety Equip./Training					
General	316.52	3,553.30	28,855.55	19,000	19%
TRF	-	153.00	203.49	2,000	8%
Subtotal	316.52	3,706.30	29,059.04	21,000	18%
9. Tools & Equipment	259.99	862.11	2,287.48	5,000	17%
10. USGS Meter Station	-	8,600.00	8,220.00	9,000	96%
Operations Subtotal	21,153.89	65,643.58	387,009.38	308,900	21%
General & Administration					
11. Accounting Services	-	19,405.00	28,965.00	35,000	55%
12. Bad Debt Expense	-	-	14,950.00	-	0
13. Dues & Subscriptions	-	1,508.56	32,702.95	37,400	4%
14. IT & Software Maintenance	2,250.67	21,511.88	53,398.85	82,000	26%
15. Insurance	-	70,872.94	107,309.77	120,000	59%
16. Internet	740.78	2,270.48	13,174.99	5,500	41%
17. Legal Services	248.00	6,055.16	16,117.41	35,000	17%
18. Miscellaneous	91.90	2,089.24	7,387.26	10,000	21%
19. Office Building Maint.	1,367.61	5,084.48	18,296.06	19,000	27%
20. Office Expense	4,846.36	11,734.41	38,938.60	39,600	30%
21. Professional Services	-	1,008.75	8,945.32	20,000	5%
22. Property Tax	-	-	2,764.00	3,000	0%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
MONTHLY EXPENDITURE REPORT - PAGE 3 OF 3
September 30, 2023



25%
Of Budget Year

SERVICE & SUPPLY EXPENDITURES (con't)

	Month-to-Date	Year-to-Date	Prior Year	Budget	% of Budget
23. Regulatory Agency Fees	6,056.64	14,656.64	201,531.30	199,000	7%
24. Ruth Lake Programs	-	-	-	5,000	0%
25. Safety Apparel	-	355.56	2,670.62	9,300	4%
26. Technical Training	-	314.23	101.36	14,000	2%
27. Telephone	1,053.43	3,112.14	14,894.21	19,000	16%
28. Travel & Conference	1,805.00	4,747.66	13,418.74	22,000	22%
<i>Gen. & Admin. Subtotal</i>	<i>18,460.39</i>	<i>164,727.13</i>	<i>575,566.44</i>	<i>674,800</i>	<i>24%</i>
TOTAL SERVICE & SUPPLY	39,614.28	221,770.71	962,575.82	983,700.17	23%

Power

29. Essex - PG & E	-	62,632.90	751,386.82		
30. 2Mw Generator Fuel	-	-	20,654.17		
<i>Subtotal Essex Pumping</i>	<i>-</i>	<i>62,632.90</i>	<i>772,040.99</i>		
31. All other PG & E	7,342.92	22,103.58	223,385.79		
<i>Subtotal All Power</i>	<i>7,342.92</i>	<i>84,736.48</i>	<i>995,426.78</i>	<i>1,019,000</i>	<i>8%</i>

Total Service and Supplies incl.

Power	46,957.20	306,507.19	1,958,002.60	2,002,700	15%
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PROJECTS, FIXED ASSETS & CONSULTING SERVICES

	Month-to-Date	Year-to-Date		Budget	% of Budget
	154,620.00	2,241,434.00		19,840,575	11%

GRAND TOTAL EXPENSES	544,579.76	3,794,704.43	6,577,676.88	26,835,847	14%
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32. Debt Service - SRF Loan	-	-	-	547,337	0%
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TOTAL EXPENSES WITH DEBT SERVICE

	544,579.76	3,794,704.43	6,584,267.82	27,383,184.10	
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OTHER EXPENSES

33. ReMat Consultant Exp.	-	-	6,590.94		
34. Capital Replacement Exp.	-	-	-		

TOTAL EXPENSES WITH REMAT

	46,957.20	306,507.19	1,964,593.54		
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HUMBOLDT BAY MUNICIPAL WATER DISTRICT PROJECT PROGRESS REPORT

September 30, 2023

25% Of Budget Year



A. CAPITAL PROJECTS

	MTD	YTD		% OF
GRANT FUNDED CAPITAL PROJECTS	EXPENSES	TOTAL	BUDGET	BUDGET
1 Grant - TRF Generator <i>(Treatment Facility Project, \$1.9M - FEMA, Approved)</i>	371	420	1,900,000	0%
2 Grant - Collector 2 Rehabilitation <i>(\$1.6M - NCRP Prop 1, Approved)</i>	18,418	1,272,352	3,200,000	40%
3 Grant - Collector Mainline Redundancy Pipeline <i>(Treatment/Base Facility Project, \$3.1M - FEMA, Approved)</i>	4,179	50,779	3,100,000	2%
4 Grant - 3x Tank Seismic Retrofit <i>(\$5.7M - FEMA, Phase 1 Approved)</i>	0	0	5,700,000	0%
4A 12kV Relocation	0	60,000	0	0%
TOTAL GRANT FUNDED CAPITAL PROJECTS	22,968	1,383,551	13,900,000	10%

NON-GRANT FUNDED CAPITAL PROJECTS

5 Mainline Valve Replacement Program	0	0	170,000	0%
6 ADA Improvements - Eureka Office Parking Lot	0	413	11,000	4%
7 Storage Barn at Headquarters <i>(\$180k, FY24/FY25, Advanced Charges being Collected)</i>	0	0	0	0
TOTAL NON-GRANT FUNDED CAPITAL PROJECTS	0	413	181,000	0%

B. EQUIPMENT AND FIXED ASSET PROJECTS

	MTD	YTD		% OF
	EXPENSES	TOTAL	BUDGET	BUDGET
8 FY24 Replace Essex Admin Computers	0	0	6,500	0%
9 FY24 Replace Control Computers	0	0	5,250	0%
10 Spare Collector Motor	0	0	108,250	0%
11 Portable Eye Wash & Shower	0	0	1,750	0%
12 Pipeline Maintenance Equipment	1,808	1,808	5,750	31%
13 John Deere 4052 Implements	2,497	2,497	6,500	38%
14 Maintenance Shop High Bay Lights	0	0	3,250	0%
15 Cordless Tools & Equipment	0	4,085	5,250	78%
16 TRF Security Fence <i>(Treatment Facility Project)</i>	0	0	7,750	0%
17 TRF Spare Process Pumps <i>(Treatment Facility Project)</i>	0	0	25,750	0%
18 TRF Replace PH Probes <i>(Treatment Facility Project)</i>	0	0	26,750	0%
19 TRF Benchtop Turbidity Meter <i>(Treatment Facility Project)</i>	0	0	6,750	0%
20 Tesla Battery Project - TRF <i>(Treatment Facility Project)</i>	233	698	0	0

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

PROJECT PROGRESS REPORT - PAGE 2 OF 5

September 30, 2023

25% Of Budget Year

**B. EQUIPMENT AND FIXED ASSET PROJECTS (con't)**

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
21 FY24 Replace Eureka Admin Computers	0	0	3,000	0%
22 Ruth Hydro Power Monitor Replacement	0	0	13,500	0%
23 Ruth Hydro Plant PRV Internal Belzona Repairs	0	0	4,750	0%
24 Ruth Hydro Incoming Power Feed Conductors	0	0	42,500	0%
25 Ruth Bunkhouse Picnic Table Replacement	0	0	2,000	0%
26 Ruth Automated Tiltometers	0	0	50,000	0%
26A Grant - Power Loss - FEMA 4699 Winter Storm	0	390	0	0%
TOTAL EQUIPMENT & FIXED ASSET PROJECTS	4,538	9,478	325,250	3%

C. MAINTENANCE PROJECTS

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
27 FY24 Pipeline Maintenance	0	0	14,000	0%
28 FY24 Main Line Meter Flow Calibration	0	0	28,000	0%
29 FY24 Technical Support & Software Updates	13	27,846	26,750	104%
30 FY24 Generator Services	0	0	3,500	0%
31 FY24 Hazard & Diseased Tree Removal	0	0	8,000	0%
32 FY24 Cathodic Protection	0	0	1,500	0%
33 FY24 Maintenance Emergency Repairs	0	0	50,000	0%
34 FY24 Fleet Paint Repairs	0	0	5,000	0%
35 Particle Counter Calibration	0	0	1,750	0%
36 EOC Emergency Backpack Supplies	1,449	1,449	1,750	83%
37 Collector 1 Conductor Replacement	0	0	89,750	0%
38 FY24 Power Pole/Line Inspection/Maintenance	0	0	43,500	0%
39 SBPS Roll-Up Door	0	0	33,000	0%
40 Service Vehicle Utility Box Lighting	0	0	1,750	0%
41 Park #1 Gazebo Roof Replacement	0	0	3,500	0%
42 Pipeline R-O-W Maintenance	0	0	20,000	0%
43 FY24 TRF Generator Maintenance	0	0	500	0%
44 FY24 TRF Limitorque Valve Retrofit Supplies <i>(Treatment Facility Project)</i>	0	0	14,500	0%
45 TRF Valve Network Upgrade (Phase 2) <i>(Treatment Facility Project)</i>	0	0	125,000	0%
46 FY24 Brush Abatement Ruth Hydro	0	0	21,000	0%
47 FY24 LTO Insurance	0	0	5,000	0%
48 FY24 Spillway Repairs	116	352	10,000	4%
49 FY24 Howell Bunger Valve Inspection	0	0	1,000	0%
20 FY24 Log Boom Inspection	0	0	1,500	0%
51 Ruth Hydro Synchronizer Testing	0	0	21,000	0%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
PROJECT PROGRESS REPORT - PAGE 3 OF 5
September 30, 2023

25% Of Budget Year

**C. MAINTENANCE PROJECTS (con't)**

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
52 Replace Headquarters Garage Doors	0	0	6,750	0%
53 FY24 Eureka Office Generator Service	0	0	500	0%
TOTAL MAINTENANCE PROJECTS	1,577	29,647	538,500	6%

D. PROFESSIONAL & CONSULTING SERVICES

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
53 Prof. Services for New Capital Debt	0	0	0	0
54 FY24 Crane Testing/Certification	0	0	10,000	0%
55 FY24 Chlorine System Maintenance	0	0	6,750	0%
56 FY24 Hydro Plant Annual Elect/Maint Inspection	0	172	4,000	4%
57 FY23 Hydro Plant Annual Elec. Maint./Testing	0	0	5,000	0%
58 FY24 Essex Mad River Cross-Sectional Survey	0	0	12,000	0%
59 FY24 Technical Training	0	6,557	27,000	24%
60 FY24 O & M Training	0	0	20,000	0%
61 Backflow Tester Certification	0	0	5,750	0%
62 EAP Tabletop Planning	0	0	5,000	0%
63 CIP 10-yr Financial Revision and Project Review	0	0	15,000	0%
64 FY24 Public Education Funds	0	1,000	5,000	20%
65 FY24 Mad River Regulatory Compliance Assistance	0	0	50,000	0%
66 Spillway Bridge Inspection	0	0	7,500	0%
67 FY24 GHD Review/Report Mad River Cross-Sectional	0	0	5,000	0%
68 FY24 Grant Application Assistance	0	0	20,000	0%
69 Domestic Water for Nordic Aqua Farm	0	0	5,000	0%
70 Samoa Peninsula ROW EIR (GHD)	0	0	240,850	0%
71 Domestic Water System Cathodic Protection Updates	1,477	4,515	48,000	9%
72 Water Quality Monitoring Plan Update	0	0	20,000	0%
73 Water Model Update/Peninsula Domestic Capacity Rvw	0	0	30,000	0%
74 Engineering Study-Replace 15-inch Peninsula Pipe	0	0	25,000	0%
75 Dam Crest Monument Survey (Vertical Cntrl Survey)	0	0	20,000	0%
76 GHD - Dam Vertical Control Survey Analysis	0	0	5,000	0%
77 FY24 Dam Spillway Wall Monument Survey	0	0	17,500	0%
78 GHD - Dam Spillway Wall Monument Survey Analysis	0	0	6,500	0%
79 Dam Left Abutment Slide Monitoring Survey	0	0	10,000	0%
80 GHD - Dam Left Abutment Slide Monitoring Survey	0	0	3,000	0%
81 FY24 FERC DSSMR Assistance (GHD)	0	0	5,000	0%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 PROJECT PROGRESS REPORT - PAGE 4 OF 5
 September 30, 2023

25% Of Budget Year

**D. PROFESSIONAL & CONSULTING SERVICES (CONT)**

	MTD	YTD		% OF
	EXPENSES	TOTAL	BUDGET	BUDGET
82 FY24 Spillway Repair, Dam Inspection/Reporting Assistance	224	787	5,000	16%
83 FY24 FERC Chief Dam Safety Engineer	0	1,382	12,000	12%
TOTAL PROF/CONSULTING SERVICES	1,701	14,412	650,850	2%

E. INDUSTRIAL SYSTEM PROJECTS

84 Refurbish PS-6 (Phase 1)	0	0	0	0
85 2 Pumps/Motors/VFD's for Pump Station 6	0	0	0	0
86 Maintain Water to PS6 During Low-Flow Months	0	0	13,250	0%
87 Industrial System Assistance	0	0	0	0
88 Crossover Vault Modifications	0	0	0	0
89 Pump Station 6 Gravel Bar Work and Permitting	0	0	0	0
TOTAL INDUSTRIAL SYSTEM PROJECTS	0	0	13,250	0%

F. CARRY-OVER PROJECTS FROM PRIOR YEAR

TOTAL CARRYOVER PROJECTS	0	0	0	0%
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G. ADVANCED CHARGES & DEBIT SERVICE FUNDS COLLECTED

	MTD	YTD	BUDGET	% BUDGET
90 On-Site Generation of Chlorine <i>(\$1.3M - FY23/24 Treatment Facility Project)</i>	10,996	32,988	131,950	25%
91 Prof. Services for New Capital Debt	13,517	40,550	162,200	25%
92 Storage Barn for Ruth Headquarters	7,500	22,500	90,000	25%
TOTAL ADVANCED CHARGES COLLECTED	32,013	96,038	384,150	25%

H. PROJECTS NOT CHARGED TO MUNICIPAL CUSTOMERS

	MTD	YTD	BUDGET	% OF
	EXPENSES	TOTAL	BUDGET	BUDGET
93 On-Site Generation of Chlorine <i>(\$1.2M - FY23, Treatment Facility Project)</i>	17,796	536,281	1,212,499	44%
94 Humboldt Bay Radio Read Meters <i>(Capital Replacement Funds)</i>	0	0	9,500	0%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
PROJECT PROGRESS REPORT - PAGE 5 OF 5

25% Of Budget Year



September 30, 2023

H. PROJECTS NOT CHARGED TO MUNICIPAL CUSTOMERS (con't)

	MTD EXPENSES	YTD TOTAL	BUDGET	% OF BUDGET
92 Ruth Paving and Repairs <i>(Non-FEMA August Complex Wildfire Funds Collected)</i>	0	0	0	0
96 Domestic Water System Cathodic Protection <i>(Collected Advance Charges)</i>	0	0	0	0
97 Streambed Flow Enhancement Grant <i>(DWR Grant)</i>	810	8,391	457,755	2%
98 Clean-Out Industrial Water Tank <i>(ReMat Reserves)</i>	0	0	0	0
99 North Mainline Extension Study	0	0	10,000	0%
100 BL Rancheria Water	0	1,992	0	0
101 CalFire Healthy Forest Grant <i>(CalFire Grant)</i>	0	5,481	5,000,000	0%
102 CalFire Fuels Reduction Program <i>(CalFire Funding)</i>	0	0	500,000	0%
¹⁰² _A Ouagga Grant Projects (Ruth Lake)	18,961	19,123	0	0%
TOTAL NOT CHARGED TO CUSTOMERS	37,567	571,268	7,189,754	8%

PROJECT PROGRESS REPORT SUMMARY OF ALL ACTIVITY

CUSTOMER CHARGES	MTD	YTD	BUDGET	% BUDGET
TOTAL NON-GRANT FUNDED CAPITAL PROJECTS	0	413	181,000	0%
<i>Treatment Facility Portion</i>	0	0	0	
TOTAL EQUIPMENT & FIXED ASSET PROJECTS	4,538	9,478	325,250	3%
<i>Treatment Facility Portion</i>	233	698	67,000	
TOTAL MAINTENANCE PROJECTS	1,577	29,647	538,500	6%
<i>Treatment Facility Portion</i>	0	0	140,000	
TOTAL PROF/CONSULTING SERVICES	1,701	14,412	650,850	2%
<i>Treatment Facility Portion</i>	0	0	0	
TOTAL INDUSTRIAL SYSTEM PROJECTS	0	0	13,250	0%
TOTAL CARRYOVER PROJECTS	0	0	0	0
<i>Treatment Facility Portion</i>	0	0	0	
TOTAL ADVANCED CHARGES/DEBIT SERVICE	32,013	96,038	384,150	25%
<i>Treatment Facility Portion</i>	\$0	\$0	\$0	
TOTAL CUSTOMER CHARGES	\$39,828	\$149,988	\$2,093,000	7%
NON-CUSTOMER CHARGES (CURRENT FY)	MTD	YTD	BUDGET	% BUDGET
TOTAL GRANT FUNDED CAPITAL PROJECTS	22,968	1,383,551	13,900,000	10%
TOTAL NON-CUSTOMER CHARGES	37,567	571,268	7,189,754	8%
TOTAL USE OF ENCUMBERED FUNDS	27,128	68,314	800,898	9%
TOTAL NON-CUSTOMER CHARGES	\$87,663	\$2,023,133	\$21,890,652	9%
GRAND TOTAL PROJECT BUDGET ACTIVITY	\$127,492	\$2,173,120	\$23,983,652	9%

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 ENCUMBERED FUNDS RECONCILIATION REPORT
 September 30, 2023



	MTD EXPENSES	YTD TOTAL	AMOUNT ENCUMBERED	REMAINING
A. CAPITAL PROJECTS				
1E Fiber Optic Link - Collector 2 (Phase 1)	0	418	28,500	28,082
2E Power and Fiber Optic Link to Collector 2, Phase 2	1,726	2,552	44,000	41,448
3E Underground Power to Collector 2 - Phase 3	4,251	12,559	207,084	194,525
4E Retaining Wall for Valve Access	0	0	70,000	70,000
B. EQUIPMENT & FIXED ASSET PROJECTS				
5E Essex Stand Alone Security and Fire Monitoring	0	1,554	1,750	196
6E Electrical Shop Offices	201	5,912	19,937	14,025
7E Hydro Plant Neutral Overvoltage Relay	0	0	8,956	8,956
8E Hydro Plant Wicket Gate & HBV Signal Upgrade	0	0	8,500	8,500
C. MAINTENANCE PROJECTS				
9E FY23 Main Line Meter Flow Calibration	0	124	24,803	24,679
10E Truesdale to Samoa Booster Station Telemetry Radio	0	460	3,209	2,749
11E Line Shed Alarm Upgrades	0	0	6,500	6,500
D. PROFESSIONAL & CONSULTING SERVICES				
24E Above Ground 10,000 Gallon Fuel Tank Testing	0	0	5,400	5,400
25E Salary Survey	0	0	25,000	25,000
26E Engineering Study-Replace 15-inch Peninsula Pipe	0	0	4,702	4,702
27E Samoa Peninsula Coastal Development Permit	0	7,469	26,465	18,996
28E Samoa Peninsula ROW EIR (GHD)	17,835	17,835	32,932	15,097
29E Transformer at Hydro Plant	3,115	8,524	19,779	11,255
30E Upgrade Microsoft Office - Essex	0	15	900	885
31E 404 Permit Assistance	0	0	24,196	24,196
32E Lease Lots Surveys	0	0	22,618	22,618
33E GIS / FIS Ruth Area, Including Internship	0	0	5,000	5,000
34E GIS Project at Ruth Lake (USFS)	0	0	7,500	7,500
35E Collector Arc Flash Study Update and Breaker Testi	0	9,816	9,760	(56)
36E CAISO Meter Inspection Calibration	0	0	4,000	4,000
37E Technical Dam/Spillway Support*	0	1,076	189,407	188,331

*This total comprised of projects #23-51-0033, 23-58-0115, 23-58-0116, 23-56-0122, 23-58-9123, 22-58-0121

ENCUMBERED FUNDS TOTAL	27,128	68,314	800,898	732,584
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Humboldt Bay Municipal Water District

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Vendor Name	Date Paid	Description	Amount Paid
101 NETLINK			
101 NETLINK	09/07/2023	<i>Ruth Data Link/Internet</i>	190.00
Total 101 NETLINK:			190.00
ACWA/JPIA			
ACWA/JPIA	09/20/2023	<i>RETIREE MEDICAL</i>	9,112.27
Total ACWA/JPIA:			9,112.27
Advanced Display & Signs			
Advanced Display & Signs	09/11/2023	<i>4mm Coroplast Funding Sign</i>	199.61
Total Advanced Display & Signs:			199.61
AT & T			
AT & T	09/21/2023	<i>Eureka/Essex LandLine</i>	31.43
AT & T	09/21/2023	<i>Arcata/Essex LandLine</i>	31.43
AT & T	09/21/2023	<i>Eureka Office/Alarm</i>	55.75
AT & T	09/21/2023	<i>TRF</i>	27.10
AT & T	09/21/2023	<i>Essex office/Modem/Control Alarm System</i>	27.10
AT & T	09/11/2023	<i>Eureka Office Long Distance</i>	7.40
AT & T	09/11/2023	<i>Ruth HQ Long Distance</i>	6.50
Total AT & T:			186.71
Campton Electric Supply			
Campton Electric Supply	09/19/2023	<i>Collector #2 Power and Fiber project</i>	510.27
Campton Electric Supply	09/21/2023	<i>HQ shop welder extension cable</i>	32.38
Campton Electric Supply	09/19/2023	<i>Collector #2 Power and Fiber project</i>	324.33
Campton Electric Supply	09/19/2023	<i>2" PVC Conduit</i>	281.61
Campton Electric Supply	09/27/2023	<i>TRF Tesla communications data cable</i>	209.93
Campton Electric Supply	09/19/2023	<i>Collector #2 Power and Fiber project</i>	175.56
Total Campton Electric Supply:			1,182.96
City of Eureka			
City of Eureka	09/14/2023	<i>Eureka office water/sewer</i>	144.87
Total City of Eureka:			144.87
Coastal Business Systems Inc.			
Coastal Business Systems Inc.	09/27/2023	<i>Eureka office copy and fax machine</i>	750.17
Coastal Business Systems Inc.	09/27/2023	<i>Essex copy/fax machine</i>	268.25
Total Coastal Business Systems Inc.:			1,018.42
Cresco Equipment Rentals & Affiliates			
Cresco Equipment Rentals & Affiliates	09/21/2023	<i>Ergonomic Jackhammer</i>	1,808.32
Total Cresco Equipment Rentals & Affiliates:			1,808.32
Cummins Pacific LLC			
Cummins Pacific LLC	09/21/2023	<i>Ruth HQ generator annual service items</i>	65.02
Total Cummins Pacific LLC:			65.02

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Vendor Name	Date Paid	Description	Amount Paid
Downey Brand Attorneys LLP			
Downey Brand Attorneys LLP	09/26/2023	Legal Fees Aug 2023 - Instream Flow	810.00
Total Downey Brand Attorneys LLP:			810.00
Eureka Oxygen			
Eureka Oxygen	09/27/2023	Propane for EPI	117.00
Total Eureka Oxygen:			117.00
Eureka Readymix			
Eureka Readymix	09/21/2023	Sand for Collector 2 conduit undergrounding	624.78
Eureka Readymix	09/21/2023	Sand for Collector 2 conduit undergrounding	620.64
Eureka Readymix	09/21/2023	Sand for Collector 2 conduit undergrounding	308.77
Eureka Readymix	09/21/2023	Slurry concrete for collector 2 underground conduit encasement	1,193.33
Eureka Readymix	09/21/2023	Concrete slurry for Collector 2 electrical conduit installation	835.33
Eureka Readymix	09/21/2023	Sand for Collector 2 conduit undergrounding	301.53
Total Eureka Readymix:			3,884.38
Eureka Rubber Stamp			
Eureka Rubber Stamp	09/14/2023	Name Plate - M. Acres	14.88
Total Eureka Rubber Stamp:			14.88
Fastenal Company			
Fastenal Company	09/14/2023	Materials for Collector 2 ladder hardware	669.01
Total Fastenal Company:			669.01
FEDEX			
FEDEX	09/21/2023	Return failing Fortinet router	13.09
Total FEDEX:			13.09
Forest Industries Telecommunications			
Forest Industries Telecommunications	09/21/2023	FCC License KKK543	715.00
Forest Industries Telecommunications	09/21/2023	FCC License KB95447	400.00
Total Forest Industries Telecommunications:			1,115.00
Franchise Tax Board			
Franchise Tax Board	09/05/2023		65.00
Franchise Tax Board	09/20/2023		65.00
Total Franchise Tax Board:			130.00
Frontier Communications			
Frontier Communications	09/26/2023	Ruth HQ	58.84
Frontier Communications	09/26/2023	Ruth Hydro/Ruth Dataline	227.62
Total Frontier Communications:			286.46
GEI Consultants, Inc			
GEI Consultants, Inc	09/07/2023	Main Line Resiliency Project 23-0799	4,179.00

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Vendor Name	Date Paid	Description	Amount Paid
Total GEI Consultants, Inc:			4,179.00
GHD			
GHD	09/27/2023	OSHG Installation and Integration Design #23-0091	9,214.38
GHD	09/27/2023	Collector 2 Rehabilitation Project	17,748.92
GHD	09/27/2023	Cathodic Protection #24-0027	1,476.51
GHD	09/27/2023	OSHG Installation and Integration Design #23-0091	8,581.14
GHD	09/27/2023	Samoa Peninsula ROW EIR #23-0625	17,835.17
Total GHD:			54,856.12
Health Equity Inc			
Health Equity Inc	09/07/2023	HSA Admin Fee Sept 2023 - 6 employees	17.70
Health Equity Inc	09/07/2023	HSA Admin Fee Sept 2023 14 employees	41.30
Total Health Equity Inc:			59.00
Hensel Hardware			
Hensel Hardware	09/14/2023	Electrical shop office supplies	66.40
Hensel Hardware	09/27/2023	Essex shop supplies	36.42
Hensel Hardware	09/27/2023	Essex shop supplies	61.82
Total Hensel Hardware:			164.64
Hensell Materials			
Hensell Materials	09/19/2023	Concrete mix for Quagga bollard project	378.83
Hensell Materials	09/21/2023	Ready mix concrete for Quagga Bollards	378.83
Hensell Materials	09/21/2023	Concrete for Quagga Bollards	378.83
Hensell Materials	09/21/2023	Concrete dye for collector 2 underground slurry mix	367.08
Hensell Materials	09/21/2023	Ready mix concrete for Quagga Bollards	378.83
Hensell Materials	09/21/2023	Concrete for Quagga Bollards	64.34
Hensell Materials	09/21/2023	Pallet Return	70.00
Total Hensell Materials:			1,876.74
Humboldt County Treasurer			
Humboldt County Treasurer	09/26/2023	Fund No 3876 Account 800870	45,611.43
Total Humboldt County Treasurer:			45,611.43
Humboldt Redwood Company, LLC			
Humboldt Redwood Company, LLC	09/14/2023	Mt Pierce Lease site	320.59
Total Humboldt Redwood Company, LLC:			320.59
Humboldt Waste Management Authority			
Humboldt Waste Management Authority	09/19/2023	dump fee for Essex clean up	27.00
Humboldt Waste Management Authority	09/19/2023	Hazmat Waste	133.00
Total Humboldt Waste Management Authority:			160.00
Industrial Electric			
Industrial Electric	09/14/2023	Labor to cut and thread 4" rigid pipe	48.75
Total Industrial Electric:			48.75

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Vendor Name	Date Paid	Description	Amount Paid
Johnson's Mobile Rentals LLC			
Johnson's Mobile Rentals LLC	09/27/2023	Temporary fence rental for TRF Tesla Battery Project	232.74
Total Johnson's Mobile Rentals LLC:			232.74
Mario Palmero			
Mario Palmero	09/21/2023	Essex Petty Cash - Employee Recognition	19.50
Mario Palmero	09/21/2023	Essex Petty Cash - Sunblock for Unit 3	15.18
Mario Palmero	09/21/2023	Essex Petty Cash - Refreshments for crew	4.43
Mario Palmero	09/21/2023	Essex Petty Cash - Refreshments for staff meeting	27.97
Mario Palmero	09/21/2023	Essex Petty Cash - Supplies	4.03
Mario Palmero	09/21/2023	Essex Petty Cash - Distilled Water	25.45
Mario Palmero	09/21/2023	Essex Petty Cash - Car Wash	11.00
Mario Palmero	09/21/2023	Essex Petty Cash - Ice	6.50
Mario Palmero	09/21/2023	Essex Petty Cash - Supplies	10.39
Mario Palmero	09/21/2023	Essex Petty Cash - Supplies	4.99
Total Mario Palmero:			129.44
Mendes Supply Company			
Mendes Supply Company	09/27/2023	Eureka office supplies	70.37
Mendes Supply Company	09/27/2023	Eureka office supplies	210.16
Total Mendes Supply Company:			280.53
Miller Farms Nursery			
Miller Farms Nursery	09/21/2023	Shop Inventory	83.89
Miller Farms Nursery	09/21/2023	Chain link fence supplies for Park #1 parking lot	42.52
Miller Farms Nursery	09/15/2023	Quagga Bollards - Quaga Grant FY21/22	16,591.35
Total Miller Farms Nursery:			16,717.76
Mission Linen			
Mission Linen	09/07/2023	Uniform Rental	110.52
Mission Linen	09/07/2023	Uniform Rental	139.42
Mission Linen	09/07/2023	maintenance supplies	65.60
Mission Linen	09/07/2023	Uniform Rental	110.52
Mission Linen	09/07/2023	Uniform Rental	139.42
Mission Linen	09/07/2023	Uniform Rental	110.52
Mission Linen	09/07/2023	maintenance supplies	11.28
Mission Linen	09/07/2023	maintenance supplies	80.40
Total Mission Linen:			767.68
Napa Auto Parts			
Napa Auto Parts	09/27/2023	Unit 12 rear ABS sensors	126.28
Napa Auto Parts	09/14/2023	Oil for Ruth HQ standby generator annual service	45.50
Napa Auto Parts	09/21/2023	Fleet service supplies	811.53
Napa Auto Parts	09/21/2023	Fleet service supplies	433.79-
Napa Auto Parts	09/21/2023	Fleet service supplies	431.67
Napa Auto Parts	09/21/2023	Fleet service supplies	94.38-
Napa Auto Parts	09/21/2023	Unit 6 oil	21.68
Total Napa Auto Parts:			908.49
North Coast Laboratories			
North Coast Laboratories	09/11/2023	lab tests - Fieldbrook-Glendale CSD	610.00

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Vendor Name	Date Paid	Description	Amount Paid
North Coast Laboratories	09/11/2023	lab tests - Humboldt Bay Retail	60.00
North Coast Laboratories	09/11/2023	lab tests - Fieldbrook-Glendale CSD	110.00
North Coast Laboratories	09/11/2023	lab tests - Humboldt Bay Retail	110.00
North Coast Laboratories	09/11/2023	lab tests - Humboldt Bay Retail	270.00
North Coast Laboratories	09/11/2023	lab tests - Humboldt Bay Retail	110.00
North Coast Laboratories	09/11/2023	lab tests - Fieldbrook-Glendale CSD	110.00
North Coast Laboratories	09/11/2023	lab tests - Fieldbrook-Glendale CSD	110.00
North Coast Laboratories	09/11/2023	lab tests - Humboldt Bay Retail	110.00
Total North Coast Laboratories:			1,600.00
North Coast Unified Air Quality Mgt Dist			
North Coast Unified Air Quality Mgt Dist	09/26/2023	2 MW Generator Annual Permit #000448-2	1,433.27
North Coast Unified Air Quality Mgt Dist	09/26/2023	Essex Portable Emergency Pump Annual Permit #001058-2	547.45
North Coast Unified Air Quality Mgt Dist	09/26/2023	Essex Emergency Standby Generator Annual Permit #000889-2	547.73
North Coast Unified Air Quality Mgt Dist	09/26/2023	Ruth Hydro Emergency Generator Annual Permit #000902-2	547.51
North Coast Unified Air Quality Mgt Dist	09/26/2023	TRF Emergency Generator Annual Permit #001057-2	789.51
Total North Coast Unified Air Quality Mgt Dist:			3,865.47
Northern California Safety Consortium			
Northern California Safety Consortium	09/21/2023	monthly membership fee - September 2023	75.00
Total Northern California Safety Consortium:			75.00
NTU Technologies, Inc			
NTU Technologies, Inc	09/21/2023	TRF chemical supplies	2,470.50
NTU Technologies, Inc	09/21/2023	TRF chemical supplies	3,780.00
Total NTU Technologies, Inc:			6,250.50
Optimum/Sudden Link			
Optimum/Sudden Link	09/07/2023	Essex Phones	53.85
Optimum/Sudden Link	09/07/2023	Essex internet	251.56
Optimum/Sudden Link	09/07/2023	Fieldbrook-Glendale CSD Internet	343.05
Optimum/Sudden Link	09/07/2023	Eureka Internet	209.45
Optimum/Sudden Link	09/07/2023	TRF Internet	29.93
Optimum/Sudden Link	09/07/2023	TRF Internet - Blue Lake SCADA Monitoring	59.84
Optimum/Sudden Link	09/07/2023	TRF Internet - Fieldbrook-Glendale CSD	59.84
Total Optimum/Sudden Link:			1,007.52
PACE Engineering, Inc.			
PACE Engineering, Inc.	09/07/2023	TRF Generator Project	371.25
Total PACE Engineering, Inc.:			371.25
Pacific Gas & Electric Co.			
Pacific Gas & Electric Co.	09/07/2023	Eureka Office	59.87
Pacific Gas & Electric Co.	09/07/2023	Jackson Ranch Rectifier	19.92
Pacific Gas & Electric Co.	09/07/2023	HWY 299 Rectifier	46.98
Pacific Gas & Electric Co.	09/07/2023	West End Road Rectifier	190.77
Pacific Gas & Electric Co.	09/07/2023	TRF	3,941.16
Pacific Gas & Electric Co.	09/07/2023	Ruth Hydro Valve Control	28.70
Pacific Gas & Electric Co.	09/07/2023	Ruth Hydro	91.70
Pacific Gas & Electric Co.	09/07/2023	Samoa Booster Pump Station	1,471.92
Pacific Gas & Electric Co.	09/07/2023	Samoa Dial Station	10.18

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Vendor Name	Date Paid	Description	Amount Paid
Pacific Gas & Electric Co.	09/26/2023	Ruth Bunkhouse	65.44
Pacific Gas & Electric Co.	09/26/2023	Ruth HQ	142.20
Total Pacific Gas & Electric Co.:			6,068.84
Pacific Paper Co./Arcata Stationers			
Pacific Paper Co./Arcata Stationers	09/14/2023	Eureka office supplies	145.08
Pacific Paper Co./Arcata Stationers	09/21/2023	Keyboard and Mat	467.64
Pacific Paper Co./Arcata Stationers	09/14/2023	Essex office supplies	532.23
Total Pacific Paper Co./Arcata Stationers:			1,144.95
Pape Machinery			
Pape Machinery	09/21/2023	equipment maintenance	185.28
Pape Machinery	09/21/2023	equipment maintenance	185.28
Pape Machinery	09/21/2023	John Deere 4052 Implements	2,496.57
Total Pape Machinery:			2,496.57
Picky, Picky, Picky, Inc			
Picky, Picky, Picky, Inc	09/21/2023	Purchase of Emergency supplies for TRF EOC backpacks	1,448.51
Total Picky, Picky, Picky, Inc:			1,448.51
Pitney Bowes Inc			
Pitney Bowes Inc	09/21/2023	postage meter lease - Jul 20 - Oct 19 2023	208.64
Total Pitney Bowes Inc:			208.64
Platt Electric Supply			
Platt Electric Supply	09/21/2023	Supplies for Essex main gate maintenance	109.10
Platt Electric Supply	09/21/2023	Supplies for Essex main gate maintenance	259.81
Platt Electric Supply	09/21/2023	Supplies for Essex main gate maintenance	296.19
Platt Electric Supply	09/21/2023	Supplies for Essex main gate maintenance	16.31
Platt Electric Supply	09/21/2023	Collector #2 power and fiber project	511.49
Platt Electric Supply	09/21/2023	Collector #2 power and fiber project	35.49
Platt Electric Supply	09/21/2023	Collector #2 power and fiber project	69.57
Platt Electric Supply	09/21/2023	Supplies for Essex main gate maintenance	311.87
Platt Electric Supply	09/19/2023	HQ shop welder extension cable	307.28
Platt Electric Supply	09/19/2023	Collector #2 power and fiber project	155.30
Platt Electric Supply	09/21/2023	Supplies for Essex main gate maintenance	157.82
Platt Electric Supply	09/21/2023	Collector #2 power and fiber project	147.64
Platt Electric Supply	09/21/2023	Collector #2 power and fiber project	62.52
Total Platt Electric Supply:			2,440.39
Purchase Power			
Purchase Power	09/14/2023	Postage Refill	503.50
Total Purchase Power:			503.50
Recology Arcata			
Recology Arcata	09/07/2023	Essex Garbage/Recycling Service - August 2023	777.72
Total Recology Arcata:			777.72

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Vendor Name	Date Paid	Description	Amount Paid
Recology Humboldt County			
Recology Humboldt County	09/07/2023	Eureka office garbage/recycling service - August 2023	105.52
Total Recology Humboldt County:			105.52
Rental Guys, Inc			
Rental Guys, Inc	09/21/2023	Auger attachment rental	860.29
Rental Guys, Inc	09/21/2023	Walk behind broom rental for cleaning spillway	224.11
Total Rental Guys, Inc:			1,084.40
Rogers Machinery Company, Inc			
Rogers Machinery Company, Inc	09/21/2023	Repair parts for Goulds booster pump for TRF	24.04
Total Rogers Machinery Company, Inc:			24.04
SHN Consulting Engineers & Geologists			
SHN Consulting Engineers & Geologists	09/07/2023	Professional Services for Period Ending 7/31/2023 #22-0570	995.00
Total SHN Consulting Engineers & Geologists:			995.00
Sunbelt Rentals			
Sunbelt Rentals	09/21/2023	Load bank rental for Ruth generator	3,486.07
Sunbelt Rentals	09/21/2023	Load bank rental for Ruth generator	370.83
Total Sunbelt Rentals:			3,115.24
The Great Redwood Trail Agency			
The Great Redwood Trail Agency	09/26/2023	2022-23 Annual Fee for Fiber Optic Lease	2,191.17
Total The Great Redwood Trail Agency:			2,191.17
The Mill Yard			
The Mill Yard	09/14/2023	Supplies for Fence Repairs	39.00
The Mill Yard	09/14/2023	Electrical Shop Offices Project	54.89
The Mill Yard	09/14/2023	Essex gate power and control wiring	108.06
The Mill Yard	09/14/2023	Concrete screws and drill bit	15.29
The Mill Yard	09/14/2023	Safety gloves	5.41
The Mill Yard	09/14/2023	Collector 2 power and fiber project	35.78
The Mill Yard	09/14/2023	Electrical Shop Offices Project	2.81
The Mill Yard	09/14/2023	Maintenance supplies	40.12
The Mill Yard	09/14/2023	Sheet rock screws	18.10
The Mill Yard	09/21/2023	Drywall topping	29.28
The Mill Yard	09/27/2023	Electrical Shop Offices Project	7.45
The Mill Yard	09/27/2023	Fasteners for Electrical Offices	21.85
Total The Mill Yard:			378.04
The Mitchell Law Firm, LLP			
The Mitchell Law Firm, LLP	09/21/2023	Legal Services- July 2023	124.00
The Mitchell Law Firm, LLP	09/21/2023	Legal Services- Aug 2023	124.00
Total The Mitchell Law Firm, LLP:			248.00
Thrifty Supply			
Thrifty Supply	09/27/2023	ADA approved toilet for Eureka Office	304.92

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Vendor Name	Date Paid	Description	Amount Paid
Total Thrifty Supply:			304.92
Thryv			
Thryv	09/26/2023	white page listing	21.00
Total Thryv:			21.00
Trinity County Building Department			
Trinity County Building Department	09/14/2023	Permit fee for electrical repair at Ruth HQ	139.00
Total Trinity County Building Department:			139.00
Trinity County General Services			
Trinity County General Services	09/26/2023	Pickett Peak site lease	257.50
Total Trinity County General Services:			257.50
Trinity County Solid Waste			
Trinity County Solid Waste	09/19/2023	Ruth HQ dump fees	30.75
Trinity County Solid Waste	09/19/2023	Ruth Hydro dump fees	30.75
Total Trinity County Solid Waste:			61.50
U.S. Bank Corporate Payment System			
U.S. Bank Corporate Payment System	09/14/2023	District Jacket - C Dickson	67.69
U.S. Bank Corporate Payment System	09/14/2023	ACWA Fall 2023 Conference	815.00
U.S. Bank Corporate Payment System	09/14/2023	Job Posting at Gov Jobs	375.00
U.S. Bank Corporate Payment System	09/14/2023	Eureka Office Supplies	24.18
U.S. Bank Corporate Payment System	09/14/2023	Spillway repair	21.24
U.S. Bank Corporate Payment System	09/14/2023	Spillway repair	94.27
U.S. Bank Corporate Payment System	09/14/2023	Breaker Lift for IPA	1,497.34
U.S. Bank Corporate Payment System	09/14/2023	Airmed Membership	79.00
U.S. Bank Corporate Payment System	09/14/2023	Caselle Conference 2023 - 2 employees	990.00
U.S. Bank Corporate Payment System	09/14/2023	AirMed Membership	553.00
U.S. Bank Corporate Payment System	09/14/2023	Job Posting at Lost Coast Outpost	120.00
U.S. Bank Corporate Payment System	09/14/2023	Spendwise Subscription - July 2023	79.70
U.S. Bank Corporate Payment System	09/14/2023	Job Posting at Craigslist	40.00
U.S. Bank Corporate Payment System	09/14/2023	Testing for Accounting Tech 1 position	255.00
U.S. Bank Corporate Payment System	09/14/2023	AirMed Membership	79.00
U.S. Bank Corporate Payment System	09/14/2023	Eureka Office Supplies	32.75
U.S. Bank Corporate Payment System	09/14/2023	Job Posting at Craigslist	40.00
U.S. Bank Corporate Payment System	09/14/2023	Job Posting at Gov Jobs	125.00
U.S. Bank Corporate Payment System	09/14/2023	Annual 2T Dropbox account for office	119.88
U.S. Bank Corporate Payment System	09/14/2023	Dual monitor stand	75.40
U.S. Bank Corporate Payment System	09/14/2023	VEVOR Sewer Camera 98.4 FT Cable Pipeline	259.99
U.S. Bank Corporate Payment System	09/14/2023	"Danger No Trespassing" Sign	126.41
U.S. Bank Corporate Payment System	09/14/2023	Supplies for TRF plant water system	138.78
U.S. Bank Corporate Payment System	09/14/2023	Lifting bags for Maintenance Shop	287.65
U.S. Bank Corporate Payment System	09/14/2023	Swiffer Mop	44.41
U.S. Bank Corporate Payment System	09/14/2023	Essex Office Supplies	81.21
U.S. Bank Corporate Payment System	09/14/2023	Hard Hats	74.70
U.S. Bank Corporate Payment System	09/14/2023	Lithium battery	51.46
U.S. Bank Corporate Payment System	09/14/2023	Holiday Inn Express Credit	470.57
Total U.S. Bank Corporate Payment System:			6,077.49

Humboldt Bay Municipal Water District

--Monthly Expenses by Vendor Detail Report--
Report dates: 9/1/2023-9/30/2023Page: 9
Oct 03, 2023 04:04PM

Vendor Name	Date Paid	Description	Amount Paid
United Rentals, Inc			
United Rentals, Inc	09/19/2023	Auger rental for bollard install around survey marker on Ruth D	232.01
Total United Rentals, Inc:			232.01
USA Blue Book			
USA Blue Book	09/21/2023	Backflow testing supplies & marking paint	25.12
USA Blue Book	09/21/2023	Backflow testing supplies & marking paint	47.21
USA Blue Book	09/21/2023	Backflow testing supplies & marking paint	71.53
USA Blue Book	09/21/2023	Backflow testing supplies & marking paint	134.36
Total USA Blue Book:			278.22
VALEO Networks			
VALEO Networks	09/07/2023	Eureka office monthly computer maintenance	2,130.79
Total VALEO Networks:			2,130.79
Valley Pacific Petroleum Serv. Inc			
Valley Pacific Petroleum Serv. Inc	09/19/2023	Cardlock Pumping & Control	744.21
Valley Pacific Petroleum Serv. Inc	09/19/2023	Cardlock Water Quality	744.21
Valley Pacific Petroleum Serv. Inc	09/19/2023	Cardlock Maintenance	744.21
Valley Pacific Petroleum Serv. Inc	09/19/2023	Cardlock HB Retail	193.49
Valley Pacific Petroleum Serv. Inc	09/19/2023	Cardlock FBGCSO	550.70
Valley Pacific Petroleum Serv. Inc	09/27/2023	Red Diesel for 2 MW Generator	1,274.08
Total Valley Pacific Petroleum Serv. Inc:			4,250.90
Verizon Wireless			
Verizon Wireless	09/11/2023	General Manager	40.27
Verizon Wireless	09/11/2023	Ruth Area	25.25
Verizon Wireless	09/11/2023	Humboldt Bay Retail	14.08
Verizon Wireless	09/11/2023	Fieldbrook Glendale CSD	40.08
Verizon Wireless	09/11/2023	Humboldt Bay IPAD	9.88
Verizon Wireless	09/11/2023	Fieldbrook Glendale CSD IPAD	28.13
Verizon Wireless	09/11/2023	Ruth Area	15.64
Verizon Wireless	09/11/2023	Ruth Hydro	15.63
Total Verizon Wireless:			188.96
Watt's Cleaning Services			
Watt's Cleaning Services	09/07/2023	Eureka office cleaning 8/9 & 8/23/23	278.00
Total Watt's Cleaning Services:			278.00
Wienhoff & Associates Inc			
Wienhoff & Associates Inc	09/07/2023	Collection Fee	35.00
Total Wienhoff & Associates Inc:			35.00
Grand Totals:			197,916.47

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

SUPPLEMENTAL - FIELDBROOK-GLENDALE CSD CONTRACT SERVICES
 MONTHLY BILLING/EXPENSE REPORT
 September 30, 2023



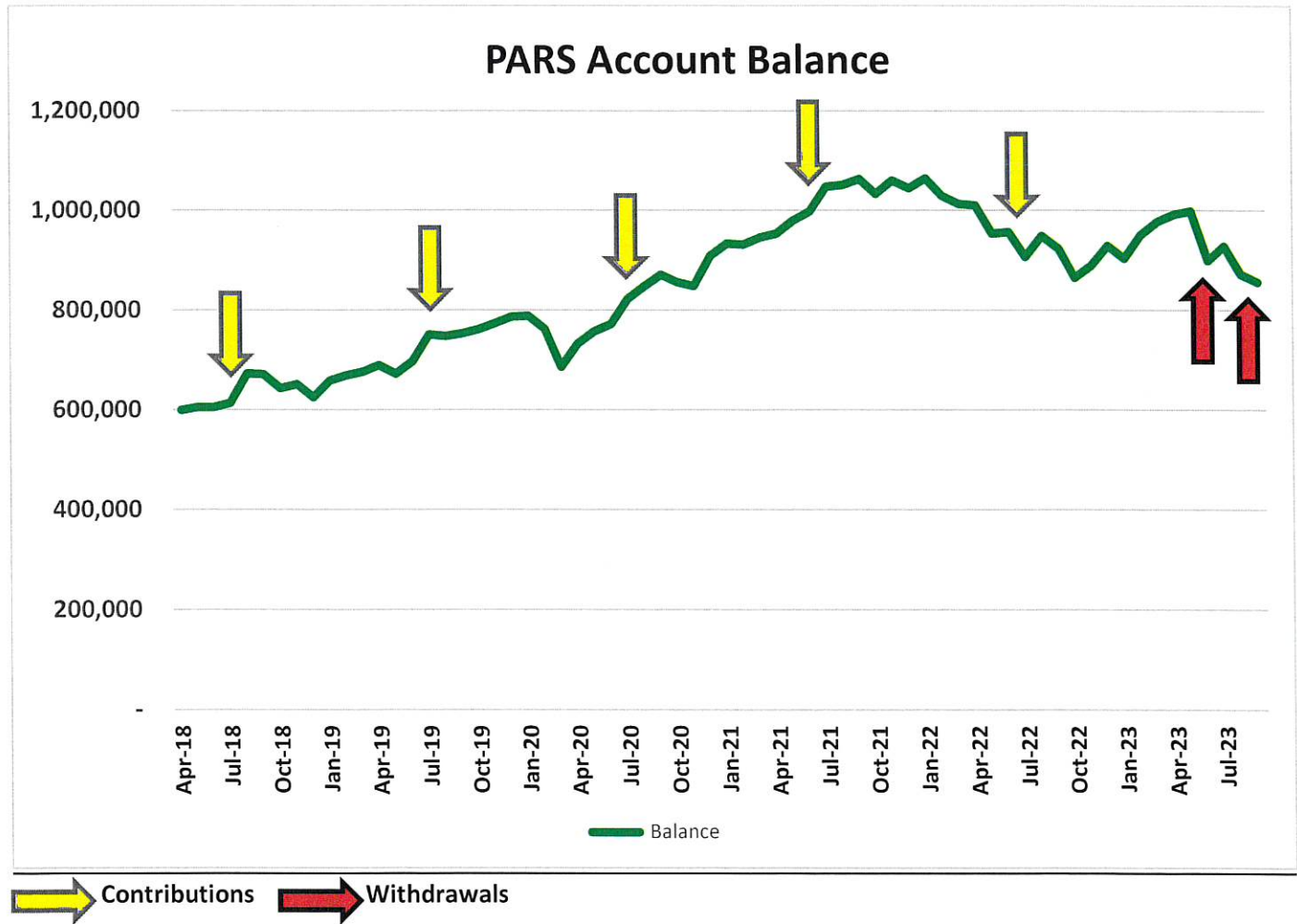
	Month-to-Date	Year-to-Date
<i>Contract Services Billing</i>		
Administrative	1,194.64	3,583.92
Indirect/Overhead	946.53	2,839.59
Maintenance/Operations/Supplies	19,580.44	62,519.69
Total FB-GCSD Billing	21,721.61	68,943.20
<i>Contract Services Expenses</i>		
Employee Wages	10,339.72	30,226.88
Employee Benefits	4,843.04	14,716.70
Operations & Maintenance Expenses	756.59	1,664.64
General & Administrative Expenses	476.32	7,816.30
Total FB-GCSD Expenses	16,415.67	54,424.52
<i>NET Fieldbrook Contract Services</i>	5,305.94	14,518.68

Humboldt Bay Municipal Water District

To: Board of Directors
From: Chris Harris
Date: October 12, 2023
Re: Annual PARS Client Review

Background

In April 2018, with Board approval, the District opened a PARS Section 115 Trust Account for the purpose of unfunded pension liability rate stabilization. The District's initial investment was \$600,000. Over the following 5-years, the District contributed an additional \$50,000 each year (yellow arrows) to the fund. The past two fiscal years, the District has utilized this fund to stabilize the unfunded liability payment by taking a withdrawal each year (red arrows, total of <\$165k>). The current PARS Investment Account balance is \$855k.



Current

On an annual basis, PARS investment management staff (HighMark Capital Management) meets with District management staff to review the District's current investment strategy for the PARS Section 115 Trust fund. This review serves to ensure the District is continuing to utilize the best market position available when considering the CalPERS unfunded liability funding needs for the near future.

Due to the market conditions, and the potential needs of the District related to funding for the unfunded liability, the District's portfolio manager for the PARS account has recommended shifting PARS investment assets into a less volatile Portfolio. Attached, please find a summary of the meeting (as provided by Andrew Brown, the District's HighMark Capital Portfolio Manager).

Staff Recommendation

Staff recommends the Board review the information provided. Options for the Board to consider include: 1) Additional contributions into the PARS Section 115 Trust Account; 2) Increase the "funded budget" for Unfunded Pension Liability from \$200,000 to \$250,000 (or alternate amount); and 3) Mr. Brown's suggestion to shift the District's investments in the PARS account from the Moderate Portfolio into the Moderately Conservative Portfolio. If the Board chooses to transfer the funds, staff will complete and acquire signatures on the appropriate forms to complete the transfer.

Attachments

Follow-Up Note from Andrew Brown, HighMark Capital Management Portfolio Manager
Portfolio Quarterly Reports, Conservative Portfolio
Portfolio Quarterly Reports, Moderately Conservative Portfolio
Portfolio Quarterly Reports, Moderate Portfolio

September 28, 2023

Mr. John Friedenbach
General Manager
Humboldt Bay Municipal Water District

RE: Follow up note from Staff meeting
(From Andrew Brown, HighMark Capital Management Portfolio Manager)

Humboldt Bay Municipal Water District Plan overview –

The District's 115 Pension Prefunding Plan has been in existence since 2018. Upon inception of the Plan, both Staff and the Board nominated the PARS/PRSP Highmark Plus Moderate investment objective for the 115 Plan. This investment objective maintains an asset allocation policy range for equities of 40-60%, fixed income 40-60%, and cash can range between 0-20%. Over the first five years of Plan existence, the District has made consistent annual contributions to the Plan. Over the last two fiscal years, the District has requested on average \$80,000/year in annual distributions as a mechanism to stabilize pension expenses related to CalPERS. Based on the actuarial report created for the June 2021 fiscal year, the Plan maintained a funding ratio of an estimated 84.1%.

Observations-

Unlike the OPEB Plan, the investment goals of the Pension Pre-Funding 115 Trust is not always driven by an actuarial determined rate of return. The investment objective for 115 Trusts usually focusses on either supplementing the overall funding ratio of the pension plan, or providing potential support for future increases in PERS pension expense. While the District does look at these assets to support the overall funding ratio, historically the District initiated this Plan with the main consideration to stabilize future increases in pension expense from PERS.

Another dynamic that is different with respect to 115 Trust investing versus OPEB Plan investing, is the time horizon. OPEB Plans typically offer a multi-decade investment time horizon. For 115 Trust investments, while the time horizon can span a multi-year engagement, when clients view these assets as stabilizing future pension expenses, often the time horizon is much shorter – potentially 5-8 years, or even less in some cases. In our most recent Plan review, Staff indicated that while the time horizon is hopefully long-term (greater than 8 years), it is highly probably that over the next two to three fiscal years, the District may seek a total combined reimbursement request from the Plan of between \$200,000 to \$300,000. Based on current Plan values, this could represent over 30% of Plan assets

Risk considerations-

With respect to risk, our focus is centered on both the time horizon and the expected volatility of the portfolio. The volatility measures listed below in the table, correspond to our long-term capital market assumptions, and while they are not a perfect representation for a time horizon that potentially is less than five years, they do represent directionally the decrease in risk offered by our two most

conservative investment options (investment options less volatile than the Moderate objective). That said, it is the perceived time horizon of the 115 Trust assets that impact how much volatility can be embraced by the Plan assets.

Investment objective	Equity range	Fixed Income range	Cash range	Estimated volatility
Conservative	5-20%	65-85%	0-20%	4.55%
Moderately Conservative	20-40%	50-80%	0-20%	6.25%
Moderate	40-60%	40-60%	0-20%	8.75%

Summary/recommendation-

Regarding the investment objective for the 115 Trust, it is certainly possible that we will be working with the District for a long period of time. However, due to the potential likelihood of the Plan drawing down a third of Plan balances in the next few years, we would have the District consider transitioning to a slightly less volatile investment objective/asset allocation mix. The District is currently invested in a 50% equity - 50% fixed income/cash allocation. The corresponding long-term volatility assumptions are presented above. We offer two investment options which offer relatively less risk than the current objective. The Moderately Conservative objective maintains a Plan target asset allocation range of 30% equity 70% bond/cash allocation. Further, the Conservative objective maintains a long-term target for equities of 15%, with fixed income/cash positioned at 85%. My initial recommendation in the meeting with Staff was to migrate to the Moderately Conservative objective. This recommendation considered Staff's estimated time horizon of the Plan as hopefully, long-term, while still requesting an allocation that could generate some level of growth of principal.

Please give consideration to the recommendation above and I am available for follow up questions.

Best regards,

Andrew Brown
HighMark Capital Management Portfolio Manager



PARS DIVERSIFIED PORTFOLIOS CONSERVATIVE

Q2 2023

WHY THE PARS DIVERSIFIED CONSERVATIVE PORTFOLIO?

Comprehensive Investment Solution

HighMark® Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

Rigorous Manager Due Diligence

Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We have set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

Flexible Investment Options

In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

Risk Management

The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

PORTFOLIO FACTS

HighMark Plus (Active)

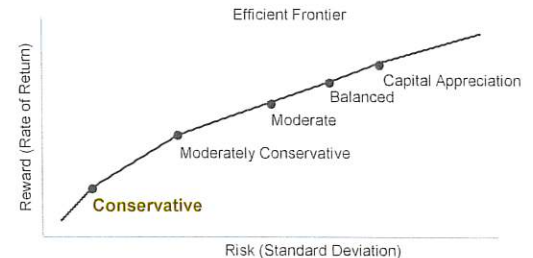
Composite Inception Date	07/2004
No of Holdings in Portfolio	20

Index Plus (Passive)

Composite Inception Date	07/2004
No of Holdings in Portfolio	13

INVESTMENT OBJECTIVE

To provide a consistent level of inflation-protected income over the long-term. The major portion of the assets will be fixed income related. Equity securities are utilized to provide inflation protection.



ASSET ALLOCATION — CONSERVATIVE PORTFOLIO

	Strategic Range	Policy	Tactical
Equity	5 – 20%	15%	14%
Fixed Income	60 – 95%	80%	82%
Cash	0 – 20%	5%	4%

ANNUALIZED TOTAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus Composite (Active)

	Gross	Net
Current Quarter*	0.74%	0.65%
Blended Benchmark**, **	0.51%	
Year To Date*	4.14%	3.95%
Blended Benchmark**, **	3.54%	
1 Year	2.65%	2.28%
Blended Benchmark**	2.49%	
3 Year	-0.40%	-0.76%
Blended Benchmark**	-0.30%	
5 Year	2.30%	1.94%
Blended Benchmark**	2.33%	
10 Year	2.90%	2.54%
Blended Benchmark**	2.81%	

Index Plus Composite (Passive)

	Gross	Net
Current Quarter*	0.30%	0.21%
Blended Benchmark**, **	0.51%	
Year To Date*	3.57%	3.38%
Blended Benchmark**, **	3.54%	
1 Year	1.97%	1.60%
Blended Benchmark**	2.49%	
3 Year	-0.94%	-1.30%
Blended Benchmark**	-0.30%	
5 Year	2.11%	1.75%
Blended Benchmark**	2.33%	
10 Year	2.64%	2.28%
Blended Benchmark**	2.81%	

*Returns less than one year are not annualized. **Breakdown for Blended Benchmark: From 10/1/2012 - Present: 7.5% S&P500, 1.5% Russell Mid Cap, 2.5% Russell 2000, 1% MSCI EM (net), 2% MSCI EAFE (net), 52.25% Bloomberg US Agg, 25.75% ICE BofA 1-3 Yr US Corp/Govt, 2% ICE BofA US High Yield Master II, 0.5% Wilshire REIT, and 5% FTSE 1 Mth US T-Bill. From 4/1/2007 - 9/30/2012, the blended benchmark was 12% S&P 500, 1% Russell 2000, 2% MSCI EAFE (net), 40% ICE BofA 1-3 Year Corp./Govt, 40% Bloomberg US Agg, 5% FTSE 1 Mth US T-Bill. Prior to April 2007, the blended benchmark was 15% S&P 500, 40% ICE BofA 1-3Yr Corp/Govt, 40% Bloomberg US Agg, and 5% FTSE 1 Mth US T-Bill.

ANNUAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus Composite (Active)

2008	-9.04%
2009	15.59%
2010	8.68%
2011	2.19%
2012	8.45%
2013	3.69%
2014	3.88%
2015	0.29%
2016	4.18%
2017	6.73%
2018	-1.35%
2019	11.05%
2020	9.03%
2021	2.20%
2022	-12.63%

Index Plus Composite (Passive)

2008	-6.70%
2009	10.49%
2010	7.67%
2011	3.70%
2012	6.22%
2013	3.40%
2014	4.32%
2015	0.06%
2016	3.75%
2017	5.52%
2018	-1.09%
2019	10.37%
2020	8.56%
2021	1.97%
2022	-12.06%

HOLDINGS

HighMark Plus (Active)

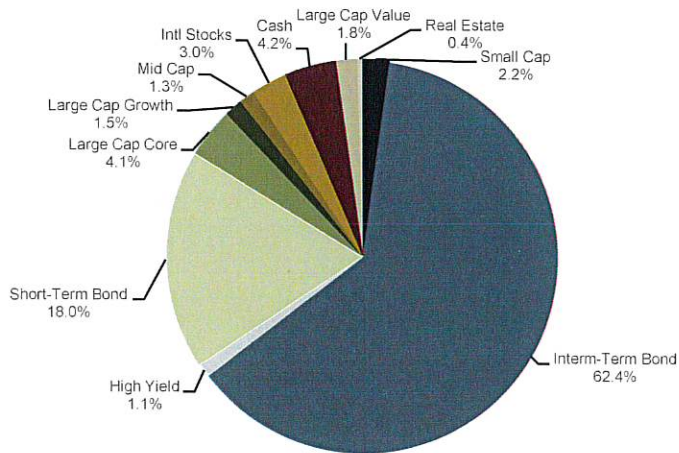
Columbia Contrarian Core I3
 Vanguard Growth & Income Adm
 Dodge & Cox Stock Fund
 iShares S&P 500 Value ETF
 Harbor Capital Appreciation - Retirement
 iShares S&P 500 Growth ETF
 iShares Russell Mid-Cap ETF
 Vanguard Real Estate ETF
 Undiscovered Managers Behavioral Value-R6
 Emerald Growth Fund-I
 DFA Large Cap International Portfolio
 Dodge & Cox International Stock
 MFS International Growth - R6
 Hartford Schroders Emerging Markets Eq
 Vanguard Short-Term Invest-Grade Adm
 PIMCO High Yield Instl
 Dodge & Cox Income-I
 PGIM Total Return Bond - R6
 DoubleLine Core Fixed Income - I
 First American Government Obligations Z

Index Plus (Passive)

iShares Core S&P 500 ETF
 iShares S&P 500 Value ETF
 iShares S&P 500 Growth ETF
 iShares Russell Mid-Cap ETF
 Vanguard Real Estate ETF
 iShares Russell 2000 Value ETF
 iShares Russell 2000 Growth ETF
 iShares Core MSCI EAFE ETF
 Vanguard FTSE Emerging Markets ETF
 Vanguard Short-Term Invest-Grade Adm
 iShares Core U.S. Aggregate
 Vanguard High-Yield Corp Adm
 First American Government Obligations Z

Holdings are subject to change at the discretion of the investment manager.

STYLE



The performance records shown represent size-weighted composites of tax exempt accounts that meet the following criteria: Accounts are managed by HighMark with full investment authority according to the PARS Conservative active and passive objectives.

The adviser to the PARS portfolios is U.S. Bank, and HighMark serves as sub-adviser to U.S. Bank to manage these portfolios. U.S. Bank may charge clients as much as 0.60% annual management fee based on a sliding scale. U.S. Bank pays HighMark 60% of the annual management fee for assets sub-advised by HighMark under its sub-advisory agreement with U.S. Bank. The 0.36% paid to HighMark, as well as other expenses that may be incurred in the management of the portfolio, will reduce the portfolio's returns. Assuming an investment for five years, a 5% annual total return, and an annual sub-advisory fee rate of 0.36% deducted from the assets at market at the end of each year, a \$10 million initial value would grow to \$12.53 million after fees (Net-of-Fees) and \$12.76 million before fees (Gross-of-Fees). Gross returns are presented before management and custodial fees but after all trading expenses and reflect the reinvestment of dividends and other income. A client's return will be reduced by the advisory fees and other expenses it may incur as a client. Additional information regarding the firm's policies and procedures for calculating and reporting performance results is available upon request. Performance results are calculated and presented in U.S. dollars and do not reflect the deduction of investment advisory fees, custody fees, or taxes but do reflect the deduction of trading expenses. Returns are calculated based on trade-date accounting.

Blended benchmarks represent HighMark's strategic allocations between equity, fixed income, and cash and are rebalanced monthly. Benchmark returns do not reflect the deduction of advisory fees or other expenses of investing but assumes the reinvestment of dividends and other earnings. An investor cannot invest directly in an index. The unmanaged S&P 500 Index is representative of the performance of large companies in the U.S. stock market. The MSCI EAFE Index is a free float-adjusted market capitalization index designed to measure developed market equity performance, excluding the U.S. and Canada. The MSCI Emerging Markets Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets. The Russell Mid-Cap Index measures the performance of the mid-cap segment of the U.S. equity universe. The Russell 2000 Index measures the performance of the small-cap segment of the U.S. equity universe. The ICE BofA U.S. High Yield Master II Index tracks the performance of below investment grade U.S. dollar-denominated corporate bonds publicly issued in the U.S. domestic market. Wilshire REIT Index measures U.S. publicly traded Real Estate Investment Trusts. The unmanaged Bloomberg U.S. Aggregate Bond Index is generally representative of the U.S. taxable bond market as a whole. The ICE BofA 1-3 Year U.S. Corporate & Government Index tracks the bond performance of the ICE BofA U.S. Corporate & Government Index, with a remaining term to final maturity less than 3 years. The unmanaged FTSE 1-Month U.S. Treasury Bill Index tracks the yield of the 1-month U.S. Treasury Bill.

HighMark Capital Management, Inc. (HighMark) is an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of HighMark. HighMark manages institutional separate account portfolios for a wide variety of for-profit and nonprofit organizations, public agencies, and public and private retirement plans. Individual account management and construction will vary depending on each client's investment needs and objectives. U.S. Bank provides certain services to HighMark and is compensated for these services. Investments employing HighMark strategies are NOT insured by the FDIC or by any other Federal Government Agency, are NOT Bank deposits, are NOT guaranteed by the Bank or any Bank affiliate, and MAY lose value, including possible loss of principal.

HIGHMARK CAPITAL MANAGEMENT

350 California Street
 Suite 1600
 San Francisco, CA 94104
 800-582-4734

ABOUT THE ADVISER

HighMark® Capital Management, Inc. (HighMark) has over 100 years (including predecessor organizations) of institutional money management experience with \$8.7 billion in assets under management*. HighMark has a long term disciplined approach to money management and currently manages assets for a wide array of clients.

ABOUT THE PORTFOLIO MANAGEMENT TEAM

Andrew Brown, CFA®

Senior Portfolio Manager
 Investment Experience: since 1994
 HighMark Tenure: since 1997
 Education: MBA, University of Southern California; BA, University of Southern California

Salvatore "Tory" Milazzo III, CFA®

Senior Portfolio Manager
 Investment Experience: since 2004
 HighMark Tenure: since 2014
 Education: BA, Colgate University

J. Keith Stribling, CFA®

Senior Portfolio Manager
 Investment Experience: since 1985
 HighMark Tenure: since 1995
 Education: BA, Stetson University

Christiane Tsuda

Senior Portfolio Manager
 Investment Experience: since 1987
 HighMark Tenure: since 2010
 Education: BA, International Christian University, Tokyo

Anne Wimmer, CFA®

Senior Portfolio Manager
 Investment Experience: since 1987
 HighMark Tenure: since 2007
 Education: BA, University of California, Santa Barbara

Asset Allocation Committee

Number of Members: 13
 Average Years of Experience: 29
 Average Tenure (Years): 17

Manager Review Group

Number of Members: 4
 Average Years of Experience: 26
 Average Tenure (Years): 14

*Assets under management ("AUM") include assets for which HighMark provides continuous and regular supervisory and management services. As of 6/1/2023 HighMark previously listed Assets under Advisement ("AUA") are no longer advised by HighMark.



PARS DIVERSIFIED PORTFOLIOS MODERATELY CONSERVATIVE

Q2 2023

WHY THE PARS DIVERSIFIED MODERATELY CONSERVATIVE PORTFOLIO?

Comprehensive Investment Solution

HighMark® Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

Rigorous Manager Due Diligence

Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We have set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

Flexible Investment Options

In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

Risk Management

The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

PORTFOLIO FACTS

HighMark Plus (Active)

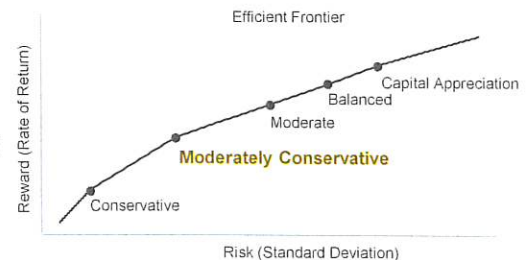
Composite Inception Date 08/2004
No of Holdings in Portfolio 20

Index Plus (Passive)

Composite Inception Date 05/2005
No of Holdings in Portfolio 13

INVESTMENT OBJECTIVE

To provide current income, with capital appreciation as a secondary objective. The major portion of the assets is committed to income-producing securities. Market fluctuations should be expected.



ASSET ALLOCATION — MODERATELY CONSERVATIVE PORTFOLIO

	Strategic Range	Policy	Tactical
Equity	20 - 40%	30%	29%
Fixed Income	50 - 80%	65%	67%
Cash	0 - 20%	5%	4%

ANNUALIZED TOTAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

	HighMark Plus Composite (Active)		Index Plus Composite (Passive)	
	Gross	Net	Gross	Net
Current Quarter*	1.76%	1.66%	1.26%	1.17%
Blended Benchmark*,**	1.52%		1.52%	
Year To Date*	5.58%	5.39%	5.03%	4.84%
Blended Benchmark*,**	5.26%		5.26%	
1 Year	4.83%	4.46%	4.13%	3.75%
Blended Benchmark**	4.88%		4.88%	
3 Year	1.81%	1.44%	1.24%	0.87%
Blended Benchmark**	1.75%		1.75%	
5 Year	3.44%	3.07%	3.32%	2.95%
Blended Benchmark**	3.59%		3.59%	
10 Year	4.14%	3.77%	3.97%	3.60%
Blended Benchmark**	4.23%		4.23%	

* Returns less than one year are not annualized. ** Breakdown for Blended Benchmark: From 10/1/2012 - Present: 15.5% S&P500, 3% Russell Mid Cap, 4.5% Russell 2000, 2% MSCI EM (net), 4% MSCI EAFE (net), 49.25% Bloomberg US Agg, 14% ICE BofA 1-3 Yr US Corp/Gov't, 1.75% ICE BofA US High Yield Master II, 1% Wlshire REIT, and 5% FTSE 1 Mth US T-Bill. From 4/1/2007 - 9/30/2012: the blended benchmark was 25% S&P 500, 1.5% Russell 2000, 3.5% MSCI EAFE (net), 25% ICE BofA 1-3 Year Corp./Gov't, 40% Bloomberg US Agg, 5% FTSE 1 Mth US T-Bill. Prior to April 2007, the blended benchmark was 30% S&P 500, 25% ICE BofA 1-3Yr Corp/Gov, 40% Bloomberg US Agg, and 5% FTSE 1 Mth US T-Bill.

ANNUAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

	HighMark Plus Composite (Active)	Index Plus Composite (Passive)
2008	-15.37%	-12.40%
2009	18.71%	11.92%
2010	10.46%	9.72%
2011	1.75%	3.24%
2012	10.88%	8.24%
2013	7.30%	6.78%
2014	4.41%	5.40%
2015	0.32%	-0.18%
2016	4.94%	5.42%
2017	9.56%	8.08%
2018	-2.60%	-2.33%
2019	13.73%	13.53%
2020	10.76%	9.74%
2021	5.15%	5.33%
2022	-13.46%	-13.00%

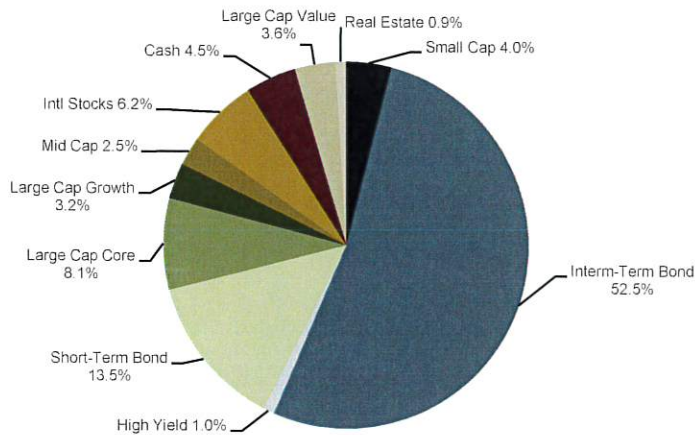
HOLDINGS**HighMark Plus (Active)**

Columbia Contrarian Core I3
 Vanguard Growth & Income Adm
 Dodge & Cox Stock Fund
 iShares S&P 500 Value ETF
 Harbor Capital Appreciation - Retirement
 iShares S&P 500 Growth ETF
 iShares Russell Mid-Cap ETF
 Vanguard Real Estate ETF
 Undiscovered Managers Behavioral Value-R6
 Emerald Growth Fund-I
 DFA Large Cap International Portfolio
 Dodge & Cox International Stock
 MFS International Growth - R6
 Hartford Schroders Emerging Markets Eq
 Vanguard Short-Term Invest-Grade Adm
 PIMCO High Yield Instl
 Dodge & Cox Income-I
 PGIM Total Return Bond - R6
 DoubleLine Core Fixed Income - I
 First American Government Obligations Z

Index Plus (Passive)

iShares Core S&P 500 ETF
 iShares S&P 500 Value ETF
 iShares S&P 500 Growth ETF
 iShares Russell Mid-Cap ETF
 Vanguard Real Estate ETF
 iShares Russell 2000 Value ETF
 iShares Russell 2000 Growth ETF
 iShares Core MSCI EAFE ETF
 Vanguard FTSE Emerging Markets ETF
 Vanguard Short-Term Invest-Grade Adm
 iShares Core U.S. Aggregate
 Vanguard High-Yield Corp Adm
 First American Government Obligations Z

Holdings are subject to change at the discretion of the investment manager.

STYLE

The performance records shown represent a size-weighted composite of tax exempt accounts that meet the following criteria: Accounts are managed by HighMark with full investment authority according to the PARS Moderately Conservative active and passive objectives.

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Blended benchmarks represent HighMark's strategic allocations between equity, fixed income, and cash and are rebalanced monthly. Benchmark returns do not reflect the deduction of advisory fees or other expenses of investing but assumes the reinvestment of dividends and other earnings. An investor cannot invest directly in an index. The unmanaged S&P 500 Index is representative of the performance of large companies in the U.S. stock market. The MSCI EAFE Index is a free float-adjusted market capitalization index designed to measure developed market equity performance, excluding the U.S. and Canada. The MSCI Emerging Markets Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets. The Russell Midcap Index measures the performance of the mid-cap segment of the U.S. equity universe. The Russell 2000 Index measures the performance of the small-cap segment of the U.S. equity universe. The ICE BofA U.S. High Yield Master II Index tracks the performance of below investment grade U.S. dollar-denominated corporate bonds publicly issued in the U.S. domestic market. Wilshire REIT index measures U.S. publicly traded Real Estate Investment Trusts. The unmanaged Bloomberg U.S. Aggregate Bond Index is generally representative of the U.S. taxable bond market as a whole. The ICE BofA 1-3 Year U.S. Corporate & Government Index tracks the bond performance of the ICE BofA U.S. Corporate & Government Index, with a remaining term to final maturity less than 3 years. The unmanaged FTSE 1-Month U.S. Treasury Bill Index tracks the yield of the 1-month U.S. Treasury Bill.

HighMark Capital Management, Inc. (HighMark) is an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of HighMark. HighMark manages institutional separate account portfolios for a wide variety of for-profit and nonprofit organizations, public agencies, and public and private retirement plans. Individual account management and construction will vary depending on each client's investment needs and objectives. U.S. Bank provides certain services to HighMark and is compensated for these services. Investments employing HighMark strategies are NOT insured by the FDIC or by any other Federal Government Agency, are NOT Bank deposits, are NOT guaranteed by the Bank or any Bank affiliate, and MAY lose value, including possible loss of principal.

HIGHMARK CAPITAL MANAGEMENT

350 California Street
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 800-582-4734

ABOUT THE ADVISER

HighMark® Capital Management, Inc. (HighMark) has over 100 years (including predecessor organizations) of institutional money management experience with \$8.7 billion in assets under management*. HighMark has a long term disciplined approach to money management and currently manages assets for a wide array of clients.

ABOUT THE PORTFOLIO MANAGEMENT TEAM**Andrew Brown, CFA®**

Senior Portfolio Manager
 Investment Experience: since 1994
 HighMark Tenure: since 1997
 Education: MBA, University of Southern California; BA, University of Southern California

Salvatore "Tory" Milazzo III, CFA®

Senior Portfolio Manager
 Investment Experience: since 2004
 HighMark Tenure: since 2014
 Education: BA, Colgate University

J. Keith Stribling, CFA®

Senior Portfolio Manager
 Investment Experience: since 1985
 HighMark Tenure: since 1995
 Education: BA, Stetson University

Christiane Tsuda

Senior Portfolio Manager
 Investment Experience: since 1987
 HighMark Tenure: since 2010
 Education: BA, International Christian University, Tokyo

Anne Wimmer, CFA®

Senior Portfolio Manager
 Investment Experience: since 1987
 HighMark Tenure: since 2007
 Education: BA, University of California, Santa Barbara

Asset Allocation Committee

Number of Members: 13
 Average Years of Experience: 29
 Average Tenure (Years): 17

Manager Review Group

Number of Members: 4
 Average Years of Experience: 26
 Average Tenure (Years): 14

*Assets under management ("AUM") include assets for which HighMark provides continuous and regular supervisory and management services. As of 6/1/2023 HighMark previously listed Assets under Advisement ("AUA") are no longer advised by HighMark.



PARS DIVERSIFIED PORTFOLIOS MODERATE

Q2 2023

WHY THE PARS DIVERSIFIED MODERATE PORTFOLIO?

Comprehensive Investment Solution

HighMark® Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

Rigorous Manager Due Diligence

Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We have set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

Flexible Investment Options

In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

Risk Management

The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

PORTFOLIO FACTS

HighMark Plus (Active)

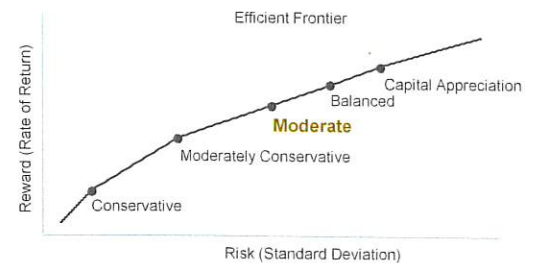
Composite Inception Date	10/2004
No of Holdings in Portfolio	20

Index Plus (Passive)

Composite Inception Date	05/2006
No of Holdings in Portfolio	13

INVESTMENT OBJECTIVE

To provide current income and moderate capital appreciation. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important.



ASSET ALLOCATION — MODERATE PORTFOLIO

	Strategic Range	Policy	Tactical
Equity	40 - 60%	50%	47%
Fixed Income	40 - 60%	45%	48%
Cash	0 - 20%	5%	5%

ANNUALIZED TOTAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

	HighMark Plus Composite (Active)		Index Plus Composite (Passive)	
	Gross	Net	Gross	Net
Current Quarter*	3.00%	2.91%	2.62%	2.53%
Blended Benchmark*,**	2.98%		2.98%	
Year To Date*	7.56%	7.36%	7.02%	6.83%
Blended Benchmark*,**	7.50%		7.50%	
1 Year	7.66%	7.28%	7.18%	6.79%
Blended Benchmark**	8.25%		8.25%	
3 Year	4.73%	4.35%	4.34%	3.96%
Blended Benchmark**	4.91%		4.91%	
5 Year	5.01%	4.64%	4.86%	4.49%
Blended Benchmark**	5.28%		5.28%	
10 Year	5.80%	5.42%	5.61%	5.23%
Blended Benchmark**	6.06%		6.06%	

* Returns less than one year are not annualized. ** Breakdown for Blended Benchmark: From 10/1/2012 – Present: 26.5% S&P 500, 5% Russell Mid Cap, 7.5% Russell 2000, 3.25% MSCI EM (net), 6% MSCI EAFE (net), 33.5% Bloomberg US Agg, 10% ICE BofA 1-3 Yr US Corp/Gov't, 1.50% ICE BofA US High Yield Master II, 1.75% Wilshire REIT, and 5% FTSE 1 Mth US T-Bill. From 4/1/2007 – 9/30/2012: the blended benchmark was 43% S&P 500, 2% Russell 2000, 5% MSCI EAFE (net), 15% ICE BofA 1-3 Year Corp/Gov't, 30% Bloomberg US Agg, 5% FTSE 1 Mth US T-Bill. Prior to April 2007: the blended benchmark was 50% S&P 500, 15% ICE BofA 1-3 Yr Corp/Gov't, 30% Bloomberg US Agg, and 5% FTSE 1 Mth US T-Bill.

ANNUAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

	HighMark Plus Composite (Active)	Index Plus Composite (Passive)
2008	-22.88%	-18.14%
2009	21.47%	16.05%
2010	12.42%	11.77%
2011	0.55%	2.29%
2012	12.25%	10.91%
2013	13.06%	12.79%
2014	4.84%	5.72%
2015	0.14%	-0.52%
2016	6.45%	7.23%
2017	13.19%	11.59%
2018	-4.03%	-4.03%
2019	17.71%	17.52%
2020	12.92%	11.23%
2021	9.31%	10.18%
2022	-14.63%	-14.21%

HOLDINGS

HighMark Plus (Active)

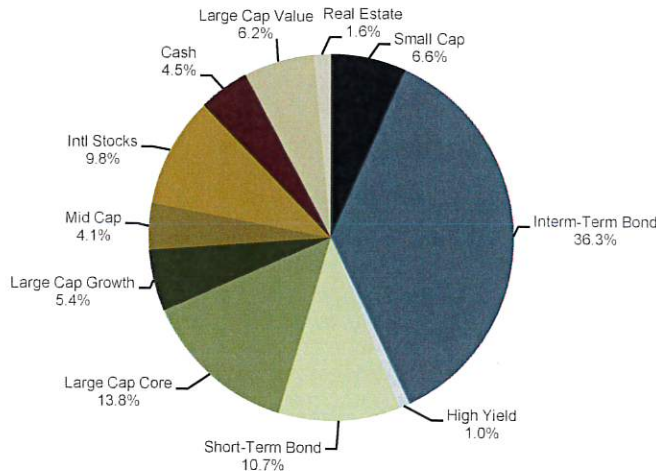
Columbia Contrarian Core I3
 Vanguard Growth & Income Adm
 Dodge & Cox Stock Fund
 iShares S&P 500 Value ETF
 Harbor Capital Appreciation - Retirement
 iShares S&P 500 Growth ETF
 iShares Russell Mid-Cap ETF
 Vanguard Real Estate ETF
 Undiscovered Managers Behavioral Value-R6
 Emerald Growth Fund-I
 DFA Large Cap International Portfolio
 Dodge & Cox International Stock
 MFS International Growth - R6
 Hartford Schroders Emerging Markets Eq
 Vanguard Short-Term Invest-Grade Adm
 PIMCO High Yield Instl
 Dodge & Cox Income-I
 PGIM Total Return Bond - R6
 DoubleLine Core Fixed Income - I
 First American Government Obligations Z

Index Plus (Passive)

iShares Core S&P 500 ETF
 iShares S&P 500 Value ETF
 iShares S&P 500 Growth ETF
 iShares Russell Mid-Cap ETF
 Vanguard Real Estate ETF
 iShares Russell 2000 Value ETF
 iShares Russell 2000 Growth ETF
 iShares Core MSCI EAFE ETF
 Vanguard FTSE Emerging Markets ETF
 Vanguard Short-Term Invest-Grade Adm
 iShares Core U.S. Aggregate
 Vanguard High-Yield Corp Adm
 First American Government Obligations Z

Holdings are subject to change at the discretion of the investment manager.

STYLE



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OPERATIONS

Memo to: HBMWD Board of Directors
From: Dale Davidsen, Superintendent
Date: October 4, 2023
Subject: Essex/Ruth September 2023 Operational Report

Upper Mad River, Ruth Lake, and Hydro Plant

1. Flow at Mad River above Ruth Reservoir (Zenia Bridge) averaged 2 cfs for the month with a high of 3 cfs on September 2nd
2. The conditions at Ruth Lake for September were as follows:
The lake level on September 30th was 2646.56 feet which is:
 - 2.38 feet lower than August 31st, 2023
 - 1.28 feet higher than September 30th, 2022
 - 4.72 feet higher than the ten-year average
 - 7.44 feet below the spillway
3. Ruth Headquarters recorded 2.72 inches of rainfall for September
4. Ruth Hydro produced 0 KWh in September. There is an ongoing shut down due to PGE issue for the entire month with 144,000 KWh estimated lost production
5. The lake discharge averaged 42 cfs with a high of 43 cfs on September 2nd

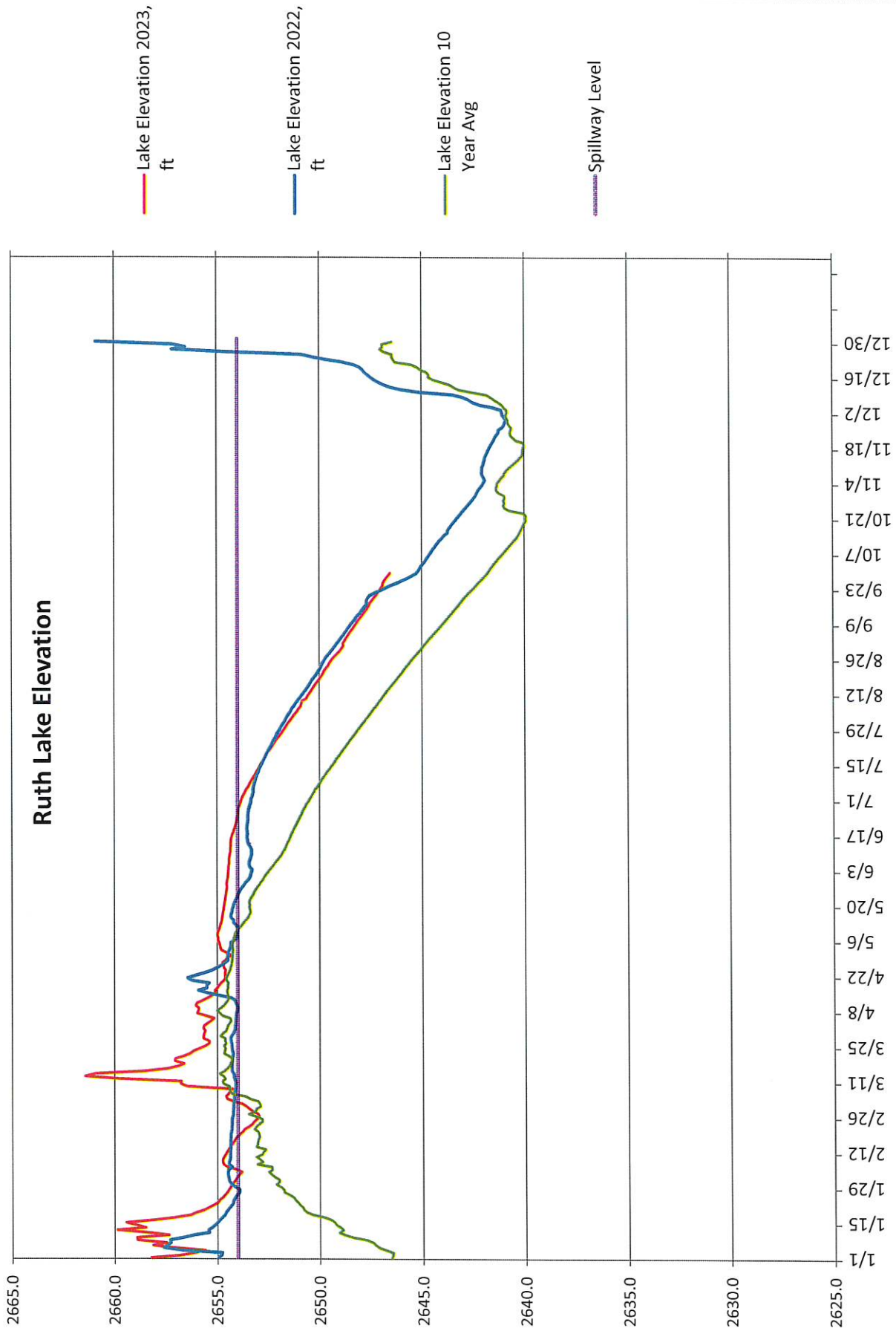
Lower Mad River, Winzler Control, and TRF

6. The river at Winzler Control Center, for September, had an average flow of 50 cfs. The river flow was at a high of 86 cfs on September 26th
7. The domestic water conditions were as follows:
 - a. The domestic water turbidity average was 0.13 NTU, which meets Public Health Secondary Standards
 - b. As of September 30th, we pumped 257.844 MG at an average of 8.595 MGD
 - c. The maximum metered daily municipal use was 10.474 MG on September 20th
8. The TRF is offline for summer since June 12th
9. September 5th
 - a. Three Essex staff went to Ruth to finish cleaning spillway for drone mapping flight and do dye testing of spillway drains.
 - b. On the way back from Ruth, Unit 7 broke down and need to be haul back to Essex

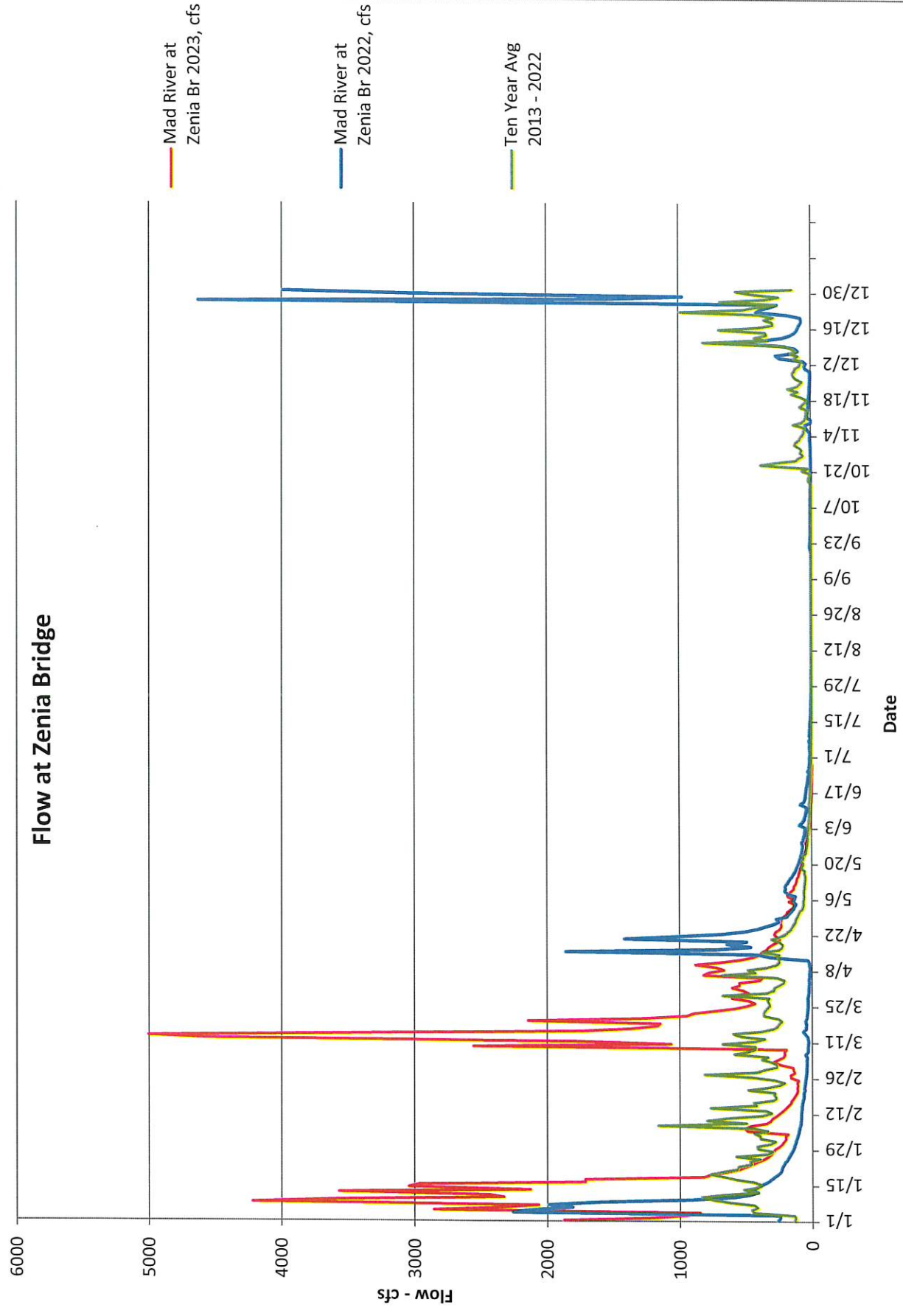
10. September 6th – Teams meeting with PACE engineering regarding 30% design review.
11. September 7th
 - a. Drone flight over spillway for mapping.
 - b. Log boom inspection
 - c. Teams meeting with GHD for On Site Hypochlorite Generation system tank positions and foundation design
12. September 8th – Operations took DW reservoir offline and prepped for inspections next week.
13. September 11th – Maintenance did DW reservoir inspections, cleaning and disinfection.
14. September 12th – Maintenance went to Ruth to finish installations of bollards.
15. September 13th
 - a. Collector 2 Rehabilitation project, Bi-Weekly coordination meeting
 - b. Operations put the DW reservoir back online.
16. September 14th – I staffed the District booth at the C/R Career Expo.
17. September 15th
 - a. Teams meeting with PG&E - Regarding the hydro plant being offline.
 - b. Operations took CT reservoir offline and prepped for inspection next week.
18. September 16th – Saturday, there was a 10” line leak in Fieldbrook. Staff worked on this until around 2230.
19. September 18th
 - a. Maintenance did CT reservoir inspection, cleaning, minor repairs and disinfection.
 - b. Worked with Staff on answering questions from Tesla regarding BESS and generator coordination.
20. September 20th
 - a. Employee benefits meeting at Essex
 - b. Safety meeting - Forklift safety training
 - c. Interviews for O&M Tech position
21. September 21st
 - a. Maintenance re-installed an abandon meter service in Fieldbrook.
 - b. Operations distributed Lead and Copper samples
 - c. Interview for O&M Tech position
22. September 22nd - Operations picked up Lead and Copper samples and took to the Lab.
23. September 25th – Operations put CT reservoir back online.

24. September 29th – Maintenance crew went to Ruth to repair storm damage at Headquarters from last winter.
25. Current and Ongoing Projects
 - a. TRF off season maintenance and inspections – Complete. We started plant again on October 9th
 - b. Collector 2 underground power and communications project – In Progress. Conductor installation complete, Communications next.
 - c. Tesla battery bank projects
 - i. Essex project in progress, operational programming in process, doing another test next week, waiting for PG&E PTO.
 - d. OSHG – Equipment procurement and planning in progress. Brine tank should be shipped soon.
 - e. Working on I/W system meter building power issue.
 - f. Working on Samoa Peninsula Communication issues as time allows.
 - g. Routine annual equipment maintenance and services.

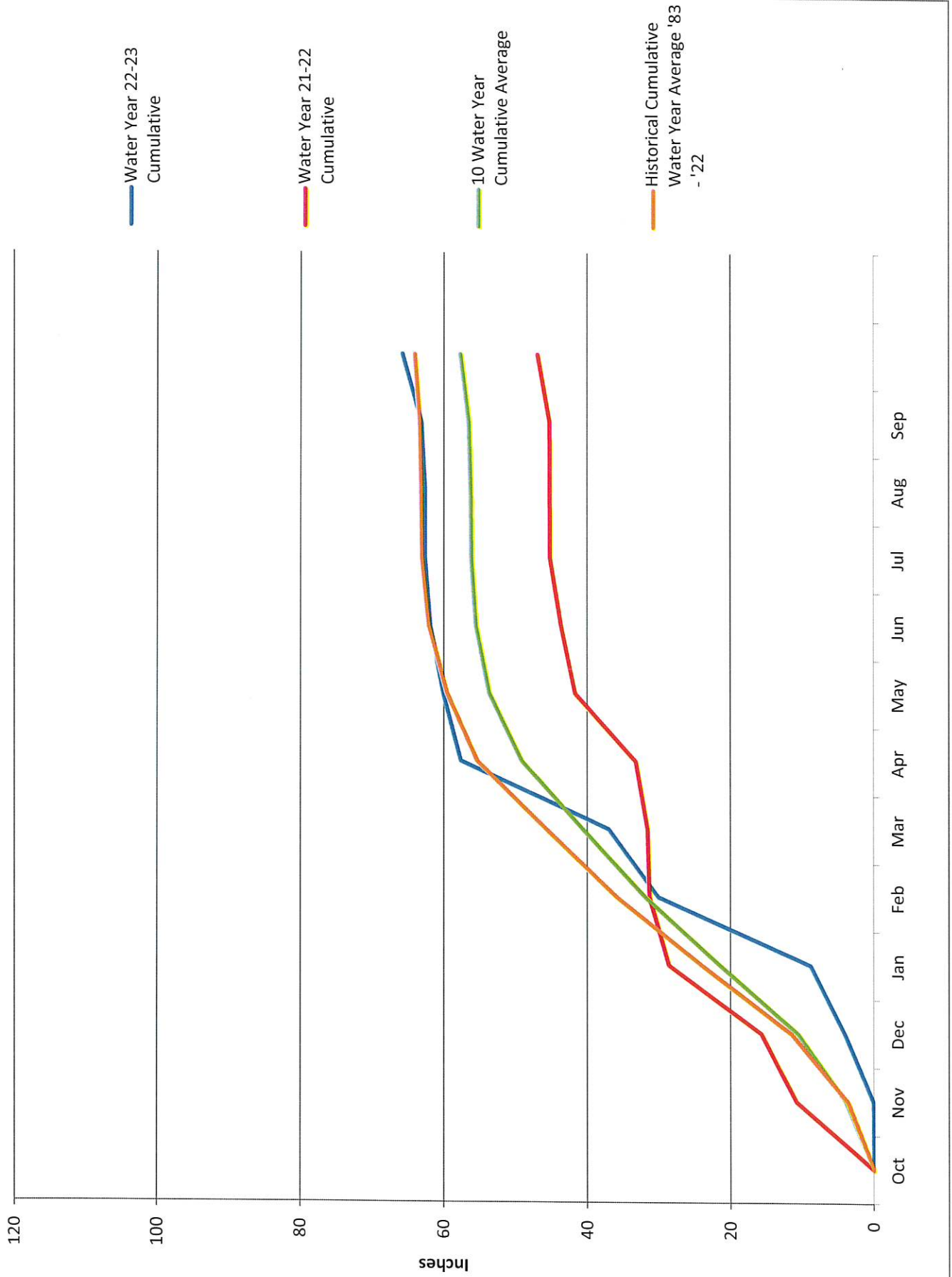
Ruth Lake Elevation

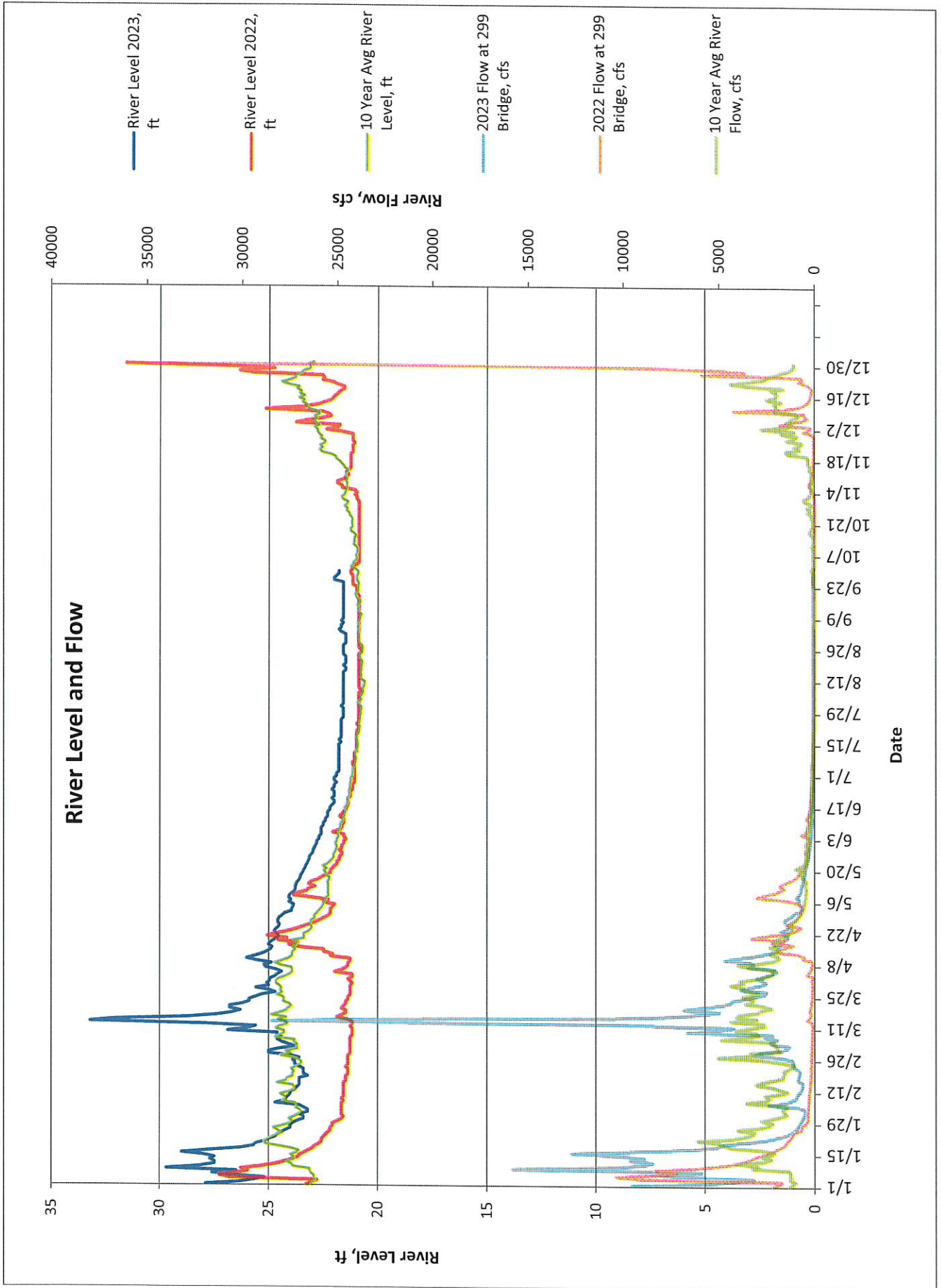


Flow at Zenia Bridge

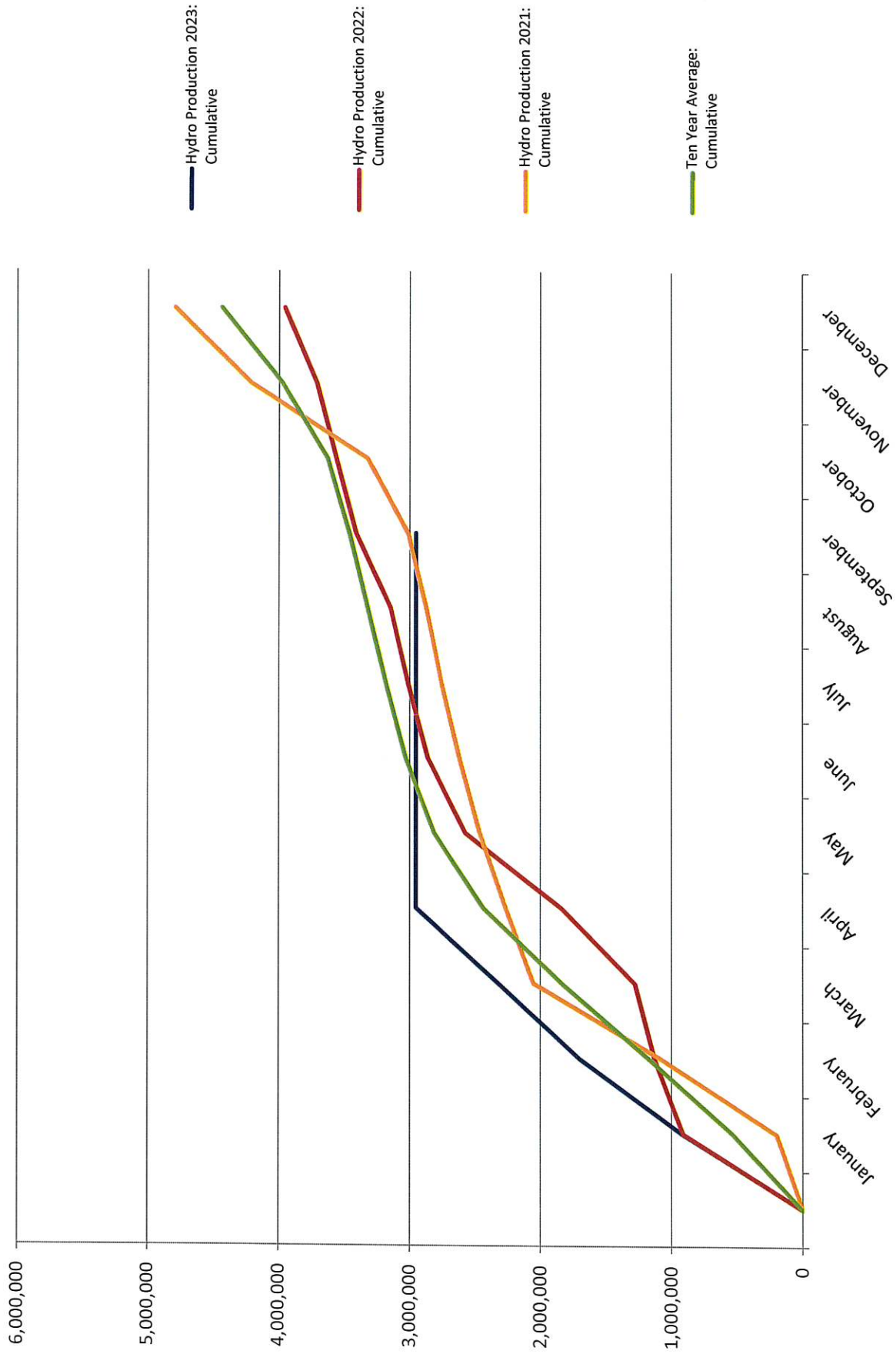


Ruth Rainfall - Water Year 2022-2023





Ruth Hydro Production: Cumulative kWh



MANAGEMENT



U.S. Forest Service - Six Rivers National Forest

21h · 🌐



🌿 Celebrating the Success of Our National Public Lands Day: Ruth Lake Cleanup! 🌿

Together with our amazing partners and volunteers, we made a significant impact on preserving the beauty of our cherished Ruth Lake. 📸💚

Together, we removed an astonishing amount of debris from the lake (more details to come), preventing it from polluting the water and harming the delicate ecosystem. 🗑️🌊 By restoring the cleanliness of our lake, we have created a healthier habitat for aquatic life and a more enjoyable experience for all who visit. 🌊🌿

But our work doesn't end here! 🗣️💚 Remember, every small action counts, whether it's properly disposing of waste, reducing pollution, or supporting sustainable practices.

Let's take a moment to recognize and appreciate the invaluable contributions of our partners: Humboldt Bay Municipal Water District, Ruth Lake Community Services District, and Van Duzen Elementary School. Their dedication to preserving our natural resources and their passion for protecting our lakes and waterways is truly inspiring. 🌿

Once again, a huge thank you to everyone involved in this lake cleanup endeavor. Your dedication and passion for a cleaner, healthier environment are truly commendable. Let's keep up the momentum and work towards a brighter, cleaner future together! 🌍🌟

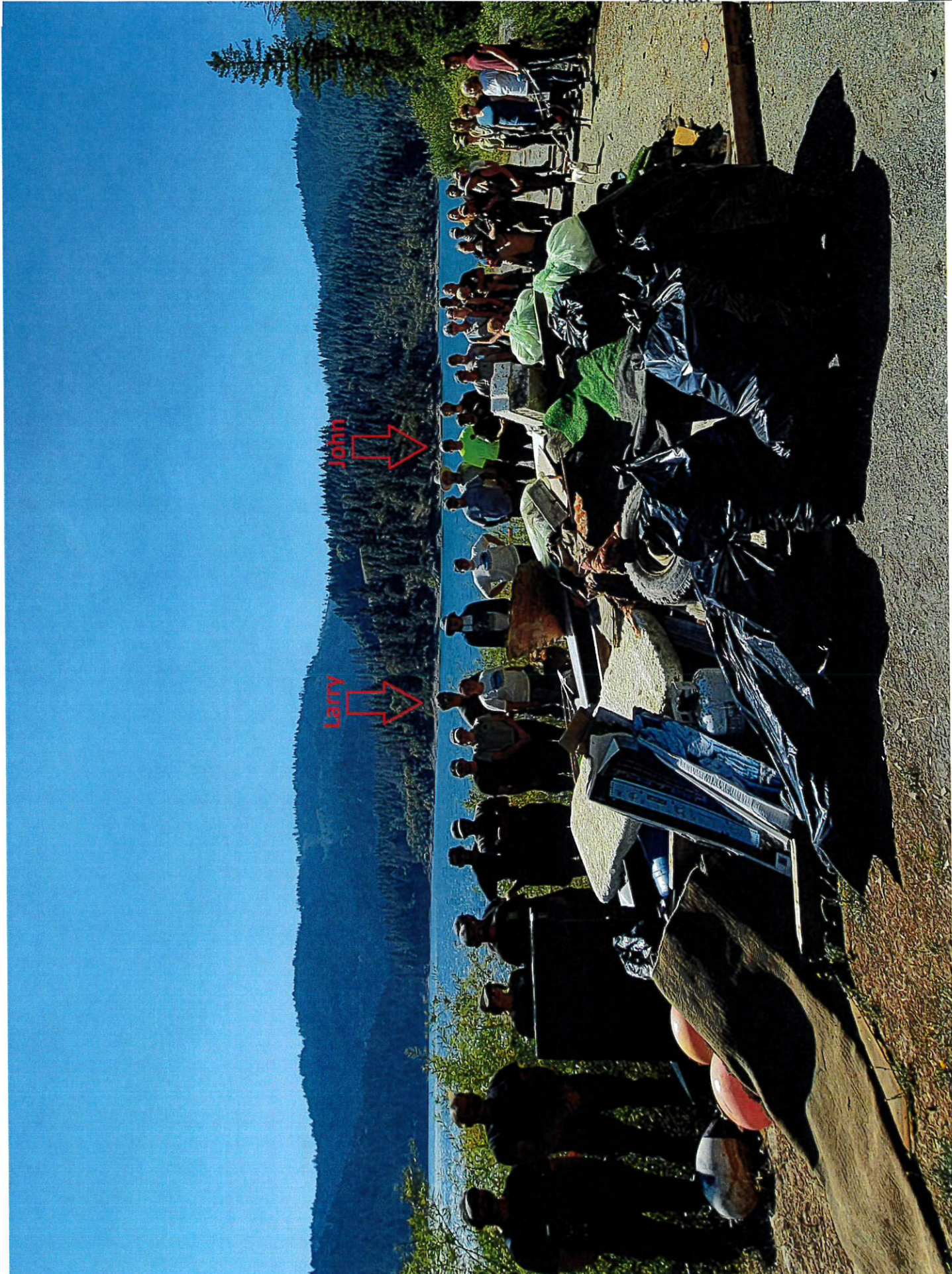
#LakeCleanup #NationalPublicLandsDay #RuthLake #Humboldt #TrinityCounty #RuthLakeCleanup

Second Annual Lake Clean-up Day a Success!

Collaboration with four different agencies resulted in a very successful lake clean up event. September 23, 2023 marked the Second Annual Ruth Lake Cleanup day. Participants gathered at the Ruth Lake Marina in the morning and enjoyed light refreshments before heading out to pick up trash. Thanks to James Dees, USFS, the second annual Ruth Lake Clean-up was well organized and attended. Students from Van Duzen Elementary, employees from Ruth Lake Community Services District (RLCSD) and Humboldt Bay Municipal Water District (HBMWD) along with concerned community members joined USFS employees at Ruth Lake Marina for the event. After being divided into area teams folks spread out to many areas around the lake to pick up trash and abandoned chairs, tables and other debris. Mr. John Friedenbach from HBMWD added a little competition to the event by offering \$50 to the group with the largest and heaviest piece of trash, with the prize going to Ben Boak. After approximately 3 hours a large pile of trash was unloaded and participants enjoyed a BBQ hot dog lunch prepared by RLCSD staff and cooked by Ben Boak (board member for RLCSD and STJUSD). Each participant received a t-shirt commemorating the event and photos were taken showing the success of our efforts.

Commenting on the success of the event, James Dees, USFS said, "We dropped the first big load off in Fortuna yesterday, but this year requires two trips!"

Many thanks to all who participated in helping keep our Ruth Lake area clean and beautiful. We hope to continue this great event next year again on National Lands Day in 2024!









Clean up Ruth Lake on Nat'l Public Lands Day

September 21, 2023

Six Rivers National Forest

MAD RIVER — In celebration of National Public Lands Day (NPLD), Six Rivers National Forest is hosting the 2nd Annual Ruth Lake Cleanup on Saturday Sept. 23 from 9 a.m. to 2 p.m. in Mad River, California.

No registration is required. The first 150 participants will receive a free T-shirt! Boats are welcome but not required. All boats must be inspected at the Marina for Quaaga Mussels.

Ruth Lake is a beautiful resource for both Humboldt and Trinity County residents, but years of visitor use have left a ring of litter lining its shores. Let's clean it up and take pride in our beautiful lake. This year marks the 30th annual NPLD.

As a signature event of the National Environmental Education Foundation (NEEF), NPLD fosters a strong connection between people and the environment, educating and cultivating environmental stewards. It's also a "Fee-Free Day" where entrance fees are waived at national parks and public lands.

The Ruth Lake Cleanup is organized in partnership with Six Rivers National Forest, Humboldt Bay Municipal Water District, Ruth Lake Community Services, and Van Duzen Elementary School. [facebook.com/events/1002517750933767](https://www.facebook.com/events/1002517750933767)

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"It has been a while since we got together as one big team, and we have a lot of ground to cover."

Joe Sherlock
Regional Silviculturist
Pacific Southwest

REFORESTATION PRACTITIONERS' SYMPOSIUM

Join us as we share best practices to achieve the agency's new direction in Region 5, along with our annual nursery and genetics program updates.

Day 1

9 am	Meet & Greet
10 am	First Session
12 pm	Lunch and Networking
1:15pm	Second Session
2:45pm	Third Session

Day 2

8 am	Meet & Greet
9 am	First Session
12 pm	Lunch and Networking
1 pm	Placerville Nursery Tour

Speakers:

Diana Craig
 Joe Sherlock
 Ramiro Rojas
 Wade Bell
 Scott Kolpak
 Marie McLaughlin
 Jianwei Zhang
 Gary Fiddler
 Ray Acker
 Jeff Griffin
 Francey Blaugrund
 Olivia Roe
 Marc Young
 Maurice Huynh

and more!



RSVP HERE

by November 3, 2023



Day 1 | November 15, 10-4

Day 2 | November 16, 9-12

McClellan Conference Center

3237 Peacekeeper Way, McClellan Park, CA 95652

ACWA

John Friedenbach

From: ACWA <acwabox@acwa.com>
Sent: Wednesday, September 27, 2023 12:24 PM
To: John Friedenbach
Subject: ACWA Advisory: ACWA 2023 Election Results Announced for 2024-'25 Term



[Click here to view it in your browser.](#)

ACWA ADVISORY

ACWA ELECTIONS
Sept. 27, 2023

ACWA Board Officers' Election and Region Election Results Announced for the 2024-'25 Term

The polls have closed, the ballots have been counted and the ACWA Board officers' election and region election results are in. The following newly elected ACWA President, Vice President and region officers and board members will begin their term of service on Jan. 1, 2024, and serve until Dec. 31, 2025.

Board Officers' Election Results

Members of ACWA have elected Cathy Green as President and Ernesto "Ernie" Avila as Vice President.

Green, who currently serves as ACWA's Vice President, has served on the Orange County Water District Board of Directors since 2010 and currently serves as Vice Chair of the National Water Research Institute. Prior to Green's service on OCWD's Board, she was elected to two consecutive terms on the Huntington Beach City Council where she also served two terms as mayor. She succeeds outgoing ACWA President Pamela Tobin, who serves on the San Juan Water District Board of Directors.

Replacing Green as Vice President, Avila has served on the Contra Costa Water District Board of Directors since 2016 and currently serves as the Chair of ACWA's Local Government Committee. He has served as Director of Engineering at Contra Costa Water District and as General Manager of the Monterey Peninsula Water Management District.

Region Election Results

Region 1

Chair: Elizabeth Salomone, General Manager, Mendocino County Russian River Flood Control and Water Conservation Improvement District

Vice Chair: Jennifer Burke, Water Director, Santa Rosa Water

Board Members:

- Tamara Alaniz, General Manager, Brooktrails Township Community Services District
- Dennis Mayo, President, McKinleyville Community Services District
- David Rabbitt, Director, Sonoma Water
- J. Bruce Rupp, Director, Humboldt Bay Municipal Water District

Region 2

Chair: Eric F. Larrabee, Vice President, Western Canal Water District

Vice Chair: Josh Watkins, Water Utility Manager, City of Redding

Board Members:

- David Coxey, General Manager, Bella Vista Water District
- Sean Earley, General Manager, Richvale Irrigation District
- Adam Robin, Government Relations Manager, Yuba Water Agency
- Dean Sherrill, Regulatory Officer, Rio Alto Water District
- Tony Thomasy, Water Department Superintendent, City of Shasta Lake

Region 3

Chair: Larry McKenney, General Manager, Amador Water Agency

Vice Chair: Michael Saunders, Director, Georgetown Divide Public Utility District

Board Members:

- Jim Abercrombie, General Manager, El Dorado Irrigation District
- Sean Barclay, General Manager, Tahoe City Public Utility District
- Jennifer Hanson, General Manager, Nevada Irrigation District
- Michael Minkler, General Manager, Calaveras County Water District
- Jessica Self, General Manager, Union Public Utility District

Region 4

Chair: Brian Sanders, Policy & Legislative Specialist, City of Sacramento Department of Utilities

Vice Chair: Kristin Sicke, General Manager, Yolo County Flood Control & Water Conservation District

Board Members:

- Ronald Davis, Director, Carmichael Water District
- Cary Keaten, General Manager, Solano Irrigation District
- Thomas D. Orvis, President, Oakdale Irrigation District
- Andrew Watkins, Director, Stockton East Water District
- David Weisenberger, General Manager, Banta-Carbona Irrigation District

Region 5

Chair: John L. Varela, Chair, Valley Water

Vice Chair: Sarah Palmer, Director, Zone 7 Water Agency

Board Members:

- Mary Bannister, Director, Pajaro Valley Water Management Agency
- John Muller, President, Coastside County Water District
- John H. Weed, Director, Alameda County Water District
- Floyd Wicks, Director, Montecito Water District

Region 6

Chair: Deanna Jackson, Executive Director, Tri-County Water Authority

Vice Chair: Sargeant J. Green, Director, Fresno Metropolitan Flood Control District

Board Members:

- Brian Davis, Director, Madera Irrigation District
- Ross Franson, Director, Westlands Water District
- Charlotte Gallock, Director of Water Resources, Kings River Conservation District
- Justin Rowe, Sr. Director Finance, Strategy & Govt. Affairs, Dudley Ridge Water District
- Darcy Villere, Director, Firebaugh Canal Water District

Region 7

Chair: Sheridan Nicholas, Engineer-Manger, Wheeler Ridge-Maricopa Water Storage District

Vice Chair: Tom Barcellos, President, Lower Tule River Irrigation District

Board Members:

- Johnny Amaral, Chief of External Affairs, Friant Water Authority
- Byron Glennan, President, Rosamond Community Services District
- Kris Lawrence, General Manager, Shafter-Wasco Irrigation District
- Thomas Neisler, General Manager, Tehachapi Cummings County Water District
- Trenton Taylor, Water Resources Manager, Rosedale-Rio Bravo Water Storage District

Region 8

Chair: Anthony R. Fellow, Vice President, Upper San Gabriel Valley Municipal Water

Vice Chair: William Cooper, Director, Santa Clarita Valley Water Agency

Board Members:

- Frank Colcord, Director, Foothill Municipal Water District
- Robert Lewis, Director, Rowland Water District
- John T. Morris, Director, Metropolitan Water District of Southern California
- Leonard E. Polan, Director, Las Virgenes Municipal Water District
- Scott Quady, Director, Calleguas Municipal Water District

Region 9

Chair: G. Patrick O'Dowd, Executive Director, Salton Sea Authority

Vice Chair: Carol Lee Gonzales-Brady, Vice President, Rancho California Water District

Board Members:

- Brenda Dennstedt, Director, Western Municipal Water District
- Gina Dockstader, Director, Imperial Irrigation District
- James Morales Jr., Vice Chairman, East Valley Water District
- Paul Ortega, President, Desert Water Agency
- Harvey Ryan, Director, Elsinore Valley Municipal Water District

Region 10

Chair: Dana Friehauf, Director, Santa Fe Irrigation District

Vice Chair: Charles T. Gibson, Director, Santa Margarita Water District

Board Members:

- Jennifer DeMeo, Vice President, Fallbrook Public Utility District
- Marice H. DePasquale, Vice President, Mesa Water District

- Jose Martinez, General Manager, Otay Water District
- George Murdoch, Vice President, East Orange County Water District
- Deborah Neev, Commissioner, Laguna Beach County Water District

Questions

For detailed election results, visit www.acwa.com/elections.

For questions about the Board officers' election, please contact ACWA Senior Clerk of the Board Donna Pangborn at 916-669-2425.

For questions about the region elections, please call (916) 441-4545 or contact your ACWA regional affairs representative.

- Regions 1, 3 & 5: Jennifer Rotz
- Region 4: Ana Javaid
- Regions 2, 6 & 7: Michael Cervantes
- Regions 8, 9 & 10: Sarah Hodge

RCEA/RREDC



Redwood Coast Energy Authority
 633 3rd Street, Eureka, CA 95501
 Phone: (707) 269-1700 Toll-Free (800) 931-7232 Fax: (707) 269-1777
 E-mail: info@redwoodenergy.org Web: www.redwoodenergy.org

BOARD OF DIRECTORS REGULAR MEETING AGENDA

**Jefferson Community Center Auditorium
 1000 B Street, Eureka, CA 95501**

**September 28, 2023
 Thursday, 3:30 p.m.**

Director Myers or Alternate Director Provolt will attend this meeting via teleconference from the Yurok Tribe's Weitchpec Office, 23001 CA-96, Hoopa, CA, 95546.

Any member of the public needing special accommodation to participate in this meeting or access the meeting materials should email LTaketa@redwoodenergy.org or call (707) 269-1700 at least 3 business days before the meeting. Assistive listening devices are available.

Pursuant to Government Code section 54957.5, all writings or documents relating to any item on this agenda which have been provided to a majority of the Board, including those received less than 72 hours prior to the Committee's meeting, will be made available to the public at www.RedwoodEnergy.org.

NOTE: Speakers wishing to distribute materials to the Board at the meeting, please provide 13 copies to the Board Clerk.

THIS IS A HYBRID IN-PERSON AND VIRTUAL MEETING.

The Board of Directors has returned to in-person hybrid meetings. When attending Board meetings, please socially distance as much as possible and be courteous to those who choose to wear a mask.

To participate in the meeting online, go to <https://us02web.zoom.us/j/81972368051>. **To participate by phone**, call (669) 900-6833 or (253) 215-8782. Enter webinar ID: 819 7236 8051.

To make a comment during the public comment periods, raise your hand in the online Zoom webinar, or press star (*) 9 on your phone to raise your hand. You will continue to hear the meeting while you wait. When it is your turn to speak, a staff member will unmute your phone or computer. You will have 3 minutes to speak.

You may submit written public comment by email to PublicComment@redwoodenergy.org. Please identify the agenda item number in the subject line. Comments will be included in the meeting record but not read aloud during the meeting.

While downloading the Zoom application may provide a better meeting experience, Zoom does not need to be installed on your computer to participate. After clicking the webinar link above, click "start from your browser."

OPEN SESSION Call to Order

1. ROLL CALL - REMOTE DIRECTOR PARTICIPATION

- 1.1. Approve teleconference participation request for this meeting by Director pursuant to Brown Act revisions of AB 2449 due to an emergency circumstance to be briefly described.

2. REPORTS FROM MEMBER ENTITIES

3. ORAL COMMUNICATIONS

This time is provided for people to address the Board or submit written communications on matters not on the agenda. At the conclusion of all oral communications, the Board may respond to statements. Any request that requires Board action will be set by the Board for a future agenda or referred to staff.

4. CONSENT CALENDAR

All matters on the Consent Calendar are considered to be routine by the Board and are enacted in one motion. There is no separate discussion of any of these items. If discussion is required, that item is removed from the Consent Calendar and considered separately. At the end of the reading of the Consent Calendar, Board members or members of the public can request that an item be removed for separate discussion.

- 4.1 Approve Minutes of August 24, 2023, Board Meeting.
4.2 Approve Disbursements Report.
4.3 Accept Financial Reports.
4.4 Approve Resolution 2023-8, Approving and Attesting to the Veracity of the 2022 Power Source Disclosure Report and Power Content Label.
4.5 Approve the Attached Update to the Executive Director Salary Range Based on a Midpoint of \$267,000 Effective July 1, 2023.

5. REMOVED FROM CONSENT CALENDAR ITEMS

Items removed from the Consent Calendar will be heard under this section.

COMMUNITY CHOICE ENERGY (CCE) BUSINESS (Confirm CCE Quorum)

Items under this section of the agenda relate to CCE-specific business matters that fall under RCEA's CCE voting provisions, with only CCE-participating jurisdictions voting on these matters with weighted voting as established in the RCEA joint powers agreement.

6. OLD CCE BUSINESS

- 6.1. Presentation on Public Health Impacts of Biomass Energy Plants on Nearby Populations, by Dr. Candy Stockton, Health Officer, Humboldt County Department of Health and Human Services. (Information only)
6.2. Biannual RCEA Strategic Plan Update (Information only)

7. NEW CCE BUSINESS – None.

END OF COMMUNITY CHOICE ENERGY (CCE) BUSINESS

8. OLD BUSINESS

8.1 Foster Clean Power A Renewable America Solar Project Contract Amendment

Approve Amendment 1 to the Foster Clean Power A LLC Power Purchase Agreement and authorize the Executive Director to execute all applicable documents.

8.2 Electric Vehicle Charging Hub Project Design Contract

Authorize the Executive Director to execute all applicable documents for Professional Electrical Design and Engineering Services associated with the North Coast Plug-In Electric Vehicle Charging Network Phase 2 Project with Whitchurch Engineering, Inc. for a not to exceed value of \$99,088, subject to RCEA General Counsel review.

9. NEW BUSINESS

9.1 RCEA Office Building Property Purchase and Development

Approve Resolution No 2023-07, Accepting Real Property Interests in Assessor's Parcel Number 001-131-007, 805 3rd Street, Eureka CA.

Approve the expenditure of \$285,000 plus closing fees and costs estimated to be less than \$5,000 for the acquisition of real property at 805 3rd Street, Eureka, CA, APN 001-131-007.

10. STAFF REPORTS

10.1 Executive Director's Report

11. FUTURE AGENDA ITEMS

Any request that requires Board action will be set by the Board for a future agenda or referred to staff.

12. ADJOURNMENT

NEXT REGULAR MEETING

Thursday, October 26, 2023, 3:30 p.m.

Jefferson Community Center Auditorium, 1000 B Street, Eureka, CA 95501.

Online and phone participation will also be possible via Zoom.



Redwood Region Economic Development Commission
325 2nd Street, Suite 203, Eureka, California 95501
Phone 707.445.9651 Fax 707.445.9652 www.rredc.com

REDWOOD REGION ECONOMIC DEVELOPMENT COMMISSION

Regular Meeting of the Board of Directors

September 25, 2023 at 6:30 pm PT

HAS BEEN CANCELED DUE TO LACK OF URGENT AGENDA ITEMS

**The next Regular Meeting of the RREDC Board of Directors
is scheduled for October 26, 2023 at 6:30 pm PT**

The Redwood Region Economic Development Commission will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the Board Secretary at (707) 445-9651. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements for accommodations.



*Cities Arcata · Blue Lake · Eureka · Ferndale · Fortuna · Rio Dell · Trinidad
Community Services Districts Humboldt · Manila · McKinleyville · Orick · Orleans · Redway · Willow Creek
Humboldt Bay Harbor, Recreation and Conservation District · Humboldt Bay Municipal Water District
County of Humboldt · Hoopa Valley Tribe · Redwoods Community College District*