



**Rainbow over Ranney Collector**

## **HUMBOLDT BAY MUNICIPAL WATER DISTRICT**

### **Board of Directors Meeting**

**February 2017**



**Ruth Lake Marina  
1-13-2017**



**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**  
**828 7<sup>th</sup> Street, Eureka**



**Agenda for Meeting of Board of Directors**

**February 9, 2017, 9:00 a.m.**

**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; and protect the environment of the Mad River watershed to preserve water rights, water supply and water quality interests of the District.*

**Time Set Items:** 9:05 am. District Safety Program -Item I1  
 11:00 a.m. Reports - Engineering Report - Item J1

**A. ROLL CALL**

**B. FLAG SALUTE**

**C. ACCEPT AGENDA**

**D. MINUTES**

Minutes of January 12, 2017 Regular Meeting and January 26, 2017 Special Meeting- approve\*

**E. 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 given the opportunity to address items that are on the agenda at the time the Board takes up that item.

**F. CONSENT AGENDA**

It is recommended that these items, which are informational or routine in nature, be received and filed by the Board at the beginning of the meeting. If any Board member or interested party requests that an item be removed from the Consent Agenda, it will be considered separately.

1. Letter to US Endowment for Forestry and Communities on behalf of Blue Lake Rancheria\*
2. Newspaper articles of local/water interest (organized by topic) \*

**G. CORRESPONDENCE**

1. Circular Letter from CalPers re: Discount Rate Change -discuss\*

**H. CONTINUING BUSINESS**

1. Water Conservation Regulations –status update\*
2. Water Resource Planning
  - a. status report and discussion re: water-use options under consideration (local sales, transport, and in-stream flow dedication) \*
3. New Board Member recruitment- discuss
4. Capital Improvement Plan-discuss last\*

\* Supporting material included in Director books



**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**  
 828 7<sup>th</sup> Street, Eureka



**Agenda for Meeting of Board of Directors**

**February 9, 2017, 9:00 a.m.**

**I. NEW BUSINESS**

1. District Safety Program\* (9:05 am)
2. Discuss and possibly approve GM contract\*
3. Sick leave credited toward retirement- discuss and possibly amend policy\*
4. Private Memorial at Park 4- discuss and possibly approve\*
5. Food Service Patio Boat at Ruth Lake-discuss and possibly approve\*
6. HBMWD Procedures-discuss\*
7. Resolution 2017-5 Concurring in Nomination of Kathleen Tieg to ACWA/JPIA Executive Committee\*

**J. REPORTS (from Staff)**

**1. Engineering (11:00 a.m.)**

- a) Ranney Collector 1 Lateral Replacement Project (partially funded by Prop 84 NCIRWMP grant) – status report and possible approval of any Change Orders/Progress Payments\*
- b) Blue Lake-FG CSD Water Line Replacement over Mad River (funded by Prop 84 NCIRWMP grant and FEMA Hazard Mitigation Grant) – status report
- c) IMG Reservoir Roof Replacement & Painting- possible award of contract\*
- d) 12kV and Surge Tower HMG/PDM-status report
- e) Miscellaneous Property Developments, Arcata-status update\*
- f) Status report re: other engineering work in progress

**2. Financial**

- a) Financial Report – approve January 2017 financial statement & vendor detail report\*

**3. Operations**

- a) Monthly report on projects and operations\*
- b) PG&E Statement of Electric Energy Purchased and hydro related summaries\*
- c) Surplus Items- discuss and possible approve\*

**K. DIRECTOR REPORTS & DISCUSSION**

**1. General**

**2. ACWA – JPIA**

**3. ACWA**

- a) Report re: ACWA activities if any

**4. Organizations on which HBMWD Serves: RCEA, RREDC, NCRP**

- a) Status reports\*

**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 February 3, 2017 by 5 pm)

\* Supporting material included in Director books

# Minutes



**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**  
828 7<sup>th</sup> Street, Eureka



**Minutes for Meeting of Board of Directors**

**January 12, 2017**

**A. ROLL CALL**

President Hecathorn called the meeting to order at 9:01 am. Director Rupp conducted the roll call. Directors Hecathorn, Laird, Latt, Rupp and Woo were present. General Manager Paul Helliker, Superintendent Dale Davidsen, Business Manager John Friedenbach and Board Secretary Sherrie Sobol were present. Pat Kaspari and John Winzler of GHD were present for a portion of the meeting.

**B. FLAG SALUTE**

President Hecathorn led the flag salute.

**C. ACCEPT AGENDA**

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

**D. MINUTES**

Directors Laird and Latt requested changes to the minutes. On motion by Director Laird, seconded by Director Rupp, the Board voted 5-0 to approve the minutes as amended.

**E. PUBLIC COMMENT**

No public comment was received.

**F. CONSENT AGENDA**

On motion by Director Laird, seconded by Director Woo, the Board voted 5-0 to approve the Consent Agenda.

**G. CORRESPONDENCE**

Quagga Grant 2015/16 Reimbursement

The District applied for and received a grant in the amount of \$9,150 for Ruth Lake CSD. Mr. Friedenbach stated the first reimbursement for the grant in the amount of \$5,083.85 was received and provided to Ruth Lake CSD. Ruth Lake CSD is paying all the expenses up front since it is their project. Our District is acting in an administrative capacity since we own the lake and are responsible for the Quagga Prevention Program. Our District is not funding any project costs.

Quagga Grant 2016/17 Grant Award \$63,500

Mr. Friedenbach shared that Mr. Canale, the general manager of Ruth Lake CSD, inquired if HBMWD could apply for the 16/17 grant since we were successful the first time around. The marina is impacted and cars can actually go around one of the gate arms, causing a traffic issue when they realize they can't continue. A new gate arm at the Marina and electronic access controls at an additional launch site (Old Ruth) would help alleviate the issues. The District applied for and received a grant in the amount of \$63,500. As previously noted, the District will act in an administrative capacity and Ruth Lake CSD will be responsible for funding the expenses.

**H. CONTINUING BUSINESS**

Water Conservation Regulations

Mr. Helliker provided an update on the water conservation regulations. The State Water Resources Control Board (SWRCB) and the Department of Water Resources issued their draft report on implementation of the Executive Order. Comments were due by December 19<sup>th</sup> and he shared the



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**January 12, 2017**

letter, signed by 114 agencies that was sent to the State Water Resources Control Board. The SWRCB will conduct a hearing for final approval on February 7. Mr. Helliker also shared the District's letter to Governor Brown requesting he rescind the emergency proclamation on drought conditions.

Water Resource Planning

Transport

Mr. Helliker stated there is not much to report in regards to transport. He did send reports to the folks they met with at ACWA per their request.

Local Sales

Mr. Helliker met with Jack Crider of the Harbor District. They are pursuing a project to locate a data center at the former pulp mill site. The data center could require a significant amount of water for cooling purposes.

Instream Flow

Mr. Helliker stated staff is working on developing a schedule and workplan for revising the diversion rights at Essex to implement a dedication of an annual average of 20 million gallons per day of water to instream flow. The plan should be available next month for the Board's review.

Ordinance 16 and Contract Changes

Mr. Helliker highlighted the proposed changes to the ordinance. The changes include: 1) Adding a line to note amendments in 2017; 2) a sentence to note that the current cost allocation is 100% Municipal Customers; 3) revise the schedule for the quintennial revision of the Peak Rate Allocation to commence July 1, 2017 in order to address revenue changes in 2016 in the Manila CSD; 4) replace current limit on capital expenditures with a quintennial Capital Improvement Plan update process; and 5) revise the effective date of the ordinance to reflect new revision. Mr. Helliker attended the Municipal Customer's Board and Council meeting to address any questions or concerns. He stated the municipal customers, both staff and board, are aware of the proposed changes and have not expressed any concerns. On motion by Director Latt, seconded by Director Woo, the Board voted 5-0 to approve the changes to Ordinance 16.

New Board Member recruitment

The Board discussed the recruitment process for a new Board member. Only one applicant applied for the position. Director Hecathorn stated the applicant seemed good and is qualified, however she would like to see more than one applicant. She noted the vacancy announcement went out during the holiday season when people were focused elsewhere. Director Latt added that the Harbor District was also looking for a new commissioner during the time frame. The Board agreed it would be good for the community and District if the Board had a larger pool of applicants to select from. They requested additional advertising and extending the deadline until February 8<sup>th</sup>. The Board will have a Special Meeting on February 10 at 2pm to discuss appointing new Director.

**I. NEW BUSINESS**

Officer and Committee Assignments



**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**  
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**January 12, 2017**

Per the California Water Code, the Board must elect a President in January of odd-numbered years. Since this is an odd-numbered year, an election is required. Appointment of other officers may occur at any time.

Director Rupp nominated Director Woo for President and Director Latt for Vice-President. Director Laird seconded. The motion passed with a 5-0 vote. The Board thanked Director Hecathorn for her service as past President.

Director Rupp stated he would like to remain as Secretary/Treasurer. On motion by Director Laird, seconded by Director Woo, the Board voted 5-0 for Director Rupp to remain as Secretary/Treasurer.

On motion by Director Rupp, seconded by Director Latt, the Board voted 5-0 for Director Hecathorn to be the Assistant Secretary/Treasurer.

On motion by Director Rupp, seconded by Director Latt, the Board voted 5-0 for President Woo to serve as the primary Board member to RCEA and Director Hecathorn as the alternate.

On motion by Director Hecathorn, seconded by Director Laird, the Board voted 5-0 for Director Rupp to service as the primary Board member for RREDC and Director Hecathorn as the alternate.

On motion by Director Rupp, seconded by Director Hecathorn, with a 5-0 vote, the Audit Committee will remain the same with Director Rupp and President Woo.

On motion by Director Woo, seconded by Director Rupp, the Board voted 5-0 for the Directors Rupp and Latt to serve on the Transport Committee.

On motion by Director Latt, seconded by Director Rupp, the Board voted 5-0 for President Woo and Director Latt to serve on the Water Task Force.

On motion by Director Rupp, seconded by Director Hecathorn, the Website/Social Media Committee will be moved to inactive status.

The Board will decide on Instream Flow committee members once a new Director is appointed.

Capital Improvement Plan (CIP)

Director Rupp commended the staff on the great work with the CIP. He stated he understands how much work is involved in preparing a document like this and he appreciates the work. He added he would like more time to discuss the CIP and suggested a possible special meeting. President Woo suggested discussing it now and scheduling a special meeting if needed. The Board discussed the CIP and Director Rupp noted it looks like no financing is needed for the next five years. Mr. Helliker acknowledged the good news as Director Rupp noted and added that not needing financing for the next five years also means no significant rate changes due to the CIP.

Electrician Position Description

Mr. Friedenbach stated staff is initiating the process to hire a new electrician and has become aware that the current position description for the job does not encompass the skills and experience needed. Staff updated the description to more accurately reflect the duties of the Electrician and Instrument



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Technician. Staff recommends approval of the updated position description. On motion by Director Laird, seconded by Director Rupp, the Board voted 5-0 to approve the new position description.

As a matter of policy, Mr. Friedenbach inquired if the Board would like to continue to approve position descriptions. Director Hecathorn stated staff knows the requirements best and felt it did not need Board approval. Director Latt suggested management position descriptions still come before the Board. Director Rupp added that new positions should also come before the Board. The Board concurred.

Quagga Grant Resolution 2017-02

As noted earlier, the District received a \$63,500 grant for Quagga/Zebra Mussel Infestation Prevention. Resolution 2017-02 authorizes staff to interface with grant providers. Director Rupp read Resolution 2017-02. On motion by Director Rupp, seconded by Director Latt, the Board voted 5-0 by roll call vote to adopt and approve Resolution 2017-02.

FEMA Grant Resolution 2017-03

Mr. Friedenbach stated Resolution 2017-03 is a designation of applicant's agent and it will cover all Hazard Mitigation grants for the next three years. The Surge Tower project is the District's current project under this grant. Director Rupp read the resolution and the Board voted 5-0 by roll call vote to adopt and approve Resolution 2017-03 Designation of Applicant's Agent for Non State Agencies.

Resolution 2017-01 Recognizing the service of Director Laird

Director Rupp read Resolution 2017-01 Recognizing and Honoring the Outstanding Service of Aldaron Laird. The Board voted 5-0 by roll call vote to approve the resolution. Each of the Directors thanked Director Laird for his service, leadership and positive impact. President Woo thanked him for his service and for getting her involved with the District. Director Rupp stated it has been a great experience working with him and he has a lot of respect for him and his work with ACWA representing the District. Director Hecathorn stated he will be missed and she appreciated his commitment to details. Director Latt recalled he was a young law student when he first met Director Laird to interview him. He enjoyed working with him and stated he is leaving big shoes to fill. Mr. Helliker stated he would not be the GM of the District had it not been for Director Laird who introduced him the North Coast and the District through ACWA. Members of the public also acknowledged his service. Mr. Winzler stated he has had the opportunity to observe every member of the Board since the District began and Director Laird is one of the best. He really hates to see him leave. Ms. Rische stated she appreciated his forward thinking with the Habitat Conservation Plan and navigating the regulatory world when there was no roadmap. He has added a lot of value to the District and she gave her heartfelt thanks for his service.

Director Laird thanked everyone for their kind words. He stated he is proud to be a part of the District and enjoyed working with all the Directors and staff and the friendships formed. He noted it was a hard decision to leave and he will miss everyone.

CLOSED SESSION- discuss Public Employment of General Manager (pursuant to § 54957)

The Board went into closed session at 3:25 pm. They returned to open session at 4:08 pm. There was no reportable action.





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**Minutes for Meeting of Board of Directors**

**January 12, 2017**

**J. REPORTS (from Staff)**

**1. Engineering (11:00 a.m.)**

Ranney Collector 1 Lateral Replacement Project (partially funded by Prop 84 NCIRWMP grant)

Mr. Kaspari stated the latest schedule shows lateral 1A and the pump test being completed in early March. Change Order 8 revises the contract completion date to March 31, 2017 and has no financial impact on the contract. On motion by Director Hecathorn, seconded by Director Rupp, the Board voted 5-0 to approve Change Order 8. Director Rupp inquired if there was any adverse impact to the District. Mr. Kaspari stated there is a small impact as it will increase construction management costs since they will be there longer than anticipated.

Mr. Kaspari also recommended approval of Progress Payment 6 in the amount of \$202,500 less retainage of \$10,125 for payment of \$192,375. On motion by Director Laird, seconded by Director Rupp, the Board voted 5-0 to approve Progress Payment 6.

Blue Lake-FG CSD Water Line Replacement over Mad River (funded by Prop 84 NCIRWMP grant and FEMA Hazard Mitigation Grant)

Mr. Kaspari said he has nothing to report since he has not heard back from FEMA. Director Latt inquired if this was cause for concern. Mr. Kaspari replied, no they indicated they would get back to the District in January or February so we are still on schedule.

IMG Reservoir Roof Replacement & Painting

Mr. Kaspari stated the bid opening was extended to January 18<sup>th</sup>. The extended deadline will not impact scheduling.

12kV and Surge Tower HMG/PDM

The Phase I for the surge tower is approved. The District will go out for bid for an engineer and for construction management. Mr. Friedenbach stated the Request for Proposals went out yesterday and are due back in February.

The 12kV Switchgear project is still in process. Mr. Kaspari stated he believes it has a good chance of being approved as well.

**2. Financial**

Financial Report

Director Rupp provided the December financial report. He reviewed the bills and stated all was good. On motion by Director Rupp, seconded by Director Hecathorn, the Board voted 5-0 to approve the December financial statement and vendor detail report in the amount of \$255,702.22.

Letter from County Treasurer

Mr. Friedenbach shared the letter from the County Treasurer regarding fund balances. He noted the annualized interest rate was 1.07% for July through September 2016. .



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Requisitions, Purchase Orders, and Short-Form Contracts

Mr. Friedenbach stated the current procedures for requisitions, purchase orders and short-form contracts have been in place since the year 2000 and are due for an update in regards to purchase level authority, delegation of authority, emergency purchases and credit card purchases. Currently the purchase level authority is set at \$750 for the Superintendent. General Manager approval is required for purchases in excess of \$750. Purchase level authorities should be set based on a balance between operating efficiency needs and financial internal controls to safeguard District assets. Staff recommends the following authority levels: Board of Directors, over \$30,000; General Manager, under \$30,000; Superintendent and Business Manager under \$5,000; Operations and Maintenance Supervisors, under \$2,500. In the event of an absence, the General Manager may delegate authority to either the Superintendent or the Business Manager. The Superintendent may delegate to either the Operations or Maintenance Supervisor.

He noted that the Board approves all projects in the budget. The exception is emergency funds purchases. For emergency purposes, delegation of authority should be authorized to purchase whatever is deemed necessary to respond to and remedy the emergency. On motion by Director Rupp, seconded by Director Laird, the Board voted 5-0 to approve the changes in authority levels.

District credit cards for Maintenance and Operations Supervisors

Currently the General Manger, Superintendent and Business Manager are authorized to have District credit cards. The Maintenance and Operations Supervisors routinely purchase goods and services for the daily operation of the District. They also travel out of the area for required training. It has been challenging at times to obtain authorization from the Superintendent for authorization of purchases on his credit card due to work commitments. Staff recommends authorizing credit cards for the two supervisors with a \$2,500 limit on each card. On motion by Director Rupp, seconded by Director Laird, the Board voted 5-0 to authorize two additional credit cards, one for the Operations Supervisor and one for the Maintenance Supervisor.

**3. Operations**

Operations Report

Mr. Davidsen provided the January operations report. There has been a great deal of rain and Ruth Lake is at 120% of capacity and water is flowing over the spillway. The rains almost washed away the road to the hydro plant but Brian was able to use heavy equipment and salvage the road. The conditions at headquarters were not much better and required some trenching to draw water away from the structures. Also, a tree fell at headquarters, but fortunately, did not damage property. The training topic at the safety meeting was SCBA Donning and Doffing. Staff continues to work on several projects including Collector 1-1A Later Replacement, Fieldbrook Communications upgrade, Arcata intertie Radio Link to SCADA, Samoa Wireless Communication project and TRF Security.

Emergency Funding for Hazardous Trees at HQ

Last month, Mr. Davidsen shared two quotes received for removal of hazardous, dead, dying and diseased trees at Headquarters. These trees pose immediate hazards to individuals and District property. The first quoted is for \$80,000 and the second quote is from Ridgeline Enterprise for \$20,000 with options to chip slash on site (add \$2,000) and haul logs offsite (add \$2,500). Staff



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recommends contracting with Ridgeline to remove 40-50 selected trees at Ruth Headquarters, and chip all slash from tree removal on site for a total cost of \$22,000 as soon as weather permits. As this is not a budgeted item, staff recommends using the Maintenance Emergency Repair budget line item. This would still leave \$23,410 in the Emergency Repair after spending \$22,000 for hazardous tree removal. On motion by Director Laird, seconded by Director Rupp, the Board voted 5-0 approve a contract with Ridgeline for \$22,000.

Timber Management

Mr. Friedenbach stated that per the Board’s request, staff investigated Timber Management Plans, Timber Harvest Plans, and other forestry management options for the Buffer Strip around Ruth Lake. The most important probable failure mode for Matthews Dam is associated with logs and other materials blocking the spillway, causing water to overflow the top of the dam and erode the downstream face. Timber management to prevent such a scenario is critical to the operations of the reservoir. Mr. Friedenbach and the Board discussed three options for timber management: 1) Timber Management Plan (approximate cost \$50,000-\$75,000), 2) Timber Harvest Plan (approximate cost \$30,000-\$75,000) and 3) Tree Removal Exemption Permits (approximate cost \$2,500-\$5,000 annually for Registered Professional Forester). Mr. Friedenbach noted that once a Timber Harvest Plan is accepted, two years of owl calling must be conducted prior to harvesting any trees. Staff recommends using timber harvest exemptions available to us. These do not require permit fees and can be managed with minimal cost by using a registered professional forester on a limited scope contract. This would reduce the number of potential logs reaching the spillway in a high-water event. Director Rupp would like leaseholders to share the financial burden of removing dead, dying and diseased trees. Mr. Davidsen clarified that the trees currently marked as hazardous are on District property, not leaseholder. Director Laird stated wildlife needs some dead trees. He made it clear that having said that, he is not opposed to cutting the trees that pose an immediate threat in the buffer zone. President Woo then inquired if any reforestation is done. Mr. Davidsen stated we are not removing that many trees and not doing any clearcutting so natural reseeding will occur. After discussion, Mr. Helliker reiterated that staff recommends starting with non-leaseholder property in the buffer zone using the exemption methodology recommended by staff. On motion by Director Rupp, seconded by Director Laird, the Board voted 5-0 to approve the California Department of Forestry and Fire Protection exemption methodology for removal of dead, dying and diseased trees.

**K. DIRECTOR REPORTS & DISCUSSION**

**1. General**

Director Laird provided a presentation on Sea Level Rise Adaptation Planning Project. He noted that scientists can show what will happen but not when. In regards to sea level rise adaptation planning, our area is pretty far along. The areas most likely to be impacted due to overtopping or shoreline breaching are mapped out. He stated it is important for property owners to be aware of how sea level rise can impact them and make their own choices regarding investing into property likely to be impacted. The Board thanked Director Laird for the informative presentation.

**2. ACWA – JPIA**

No report

**3. ACWA**

No report



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**4. Organizations on which HBMWD Serves: RCEA, RREDC, NCRP**

President Woo reported out on the RCEA meeting. She stated they have some good candidates for the Human Resources position. The CPUC approved the RCEA Business Plan and this puts them one step closer to getting California Energy Commission approval. She stated that Mr. Helliker is on the biomass committee and they are reviewing three biomass facilities.

Director Rupp stated the December 26<sup>th</sup> RREDC meeting was cancelled due to lack of a quorum.

**ADJOURNMENT**

The meeting adjourned at 4:09 pm.

Attest:

\_\_\_\_\_  
Sheri Woo, President

\_\_\_\_\_  
J. Bruce Rupp, Secretary/Treasurer



**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**  
**828 7<sup>th</sup> Street, Eureka**



**Minutes for Meeting of Board of Directors**

**January 26, 2017**

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**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; and protect the environment of the Mad River watershed to preserve water rights, water supply and water quality interests of the District.*

**A. ROLL CALL**

Director Rupp conducted the roll call. Directors Hecathorn, Latt, Rupp and Woo were present. Legal Counsel Paul Brisso was also present. Business Manager John Friedenbach was present for portions of the meeting.

**B. PUBLIC COMMENT**

No member of the public were present.

**C. CLOSED SESSION**

On motion by Director Rupp, seconded by Director Hecathorn, the Board voted 4-0 to move to Closed session at 4:04 pm.

**D. OPEN SESSION**

The Board returned to open session 5:21 pm. There was no reportable action.

**ADJOURNMENT**

The meeting adjourned at 5:22 pm.

Attest:

\_\_\_\_\_  
 Sheri Woo, President

\_\_\_\_\_  
 J. Bruce Rupp, Secretary/Treasurer

# Consent



SECTION F1, PAGE NO. 1  
**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**

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**BOARD OF DIRECTORS**

SHERI WOO, PRESIDENT

NEAL LATT, VICE-PRESIDENT

J. BRUCE RUPP, SECRETARY-TREASURER

BARBARA HECATHORN, DIRECTOR

**GENERAL MANAGER**

PAUL HELLIKER

January 30, 2017

U.S. Endowment for Forestry and Communities  
Healthy Watershed Consortium Grant Program

We strongly support *Building Protection Capacity within the Mad River Watershed*, the Blue Lake Rancheria's proposal to the 2017 Healthy Watershed Consortium Grant Program. The Blue Lake Rancheria, located in the lower reaches of the Mad River, has long been a champion of environmental protection. They are working to continue this tradition by proposing the creation of a watershed coalition to protect the ever-decreasing essential habitat on the main stem and tributaries of the Mad River.

Humboldt Bay Municipal Water District (HBMWD) is the municipal water supplier for the Blue Lake Rancheria, the City of Blue Lake, and seven other jurisdictions around Humboldt Bay, serving approximately 80,000 people. We deliver water from the Mad River, on which we operate a storage reservoir approximately 75 miles upstream of the Rancheria, and collection and treatment facilities just west of the Rancheria. We maintain a Habitat Conservation Plan for multiple species on Mad River.

The Mad River drains approximately 500 square miles of coastal mountains, through ancient and second-growth forests, on its course to the Pacific Ocean in rural Northern California. The Mad River is home to a number of threatened and endangered species, including Chinook and Coho salmon, Steelhead, Eulachon, and Longfin smelt. The watershed faces many dangers, including land use changes associated with marijuana cultivation, extended periods of drought, and sedimentation from eroding banks. There are numerous instances of important rearing tributaries being drained dry from unregulated water extraction.

The Blue Lake Rancheria's proposal is to fund a Mad River Watershed Coordinator to work closely with landowners, public agencies, funders, and other stakeholders to implement an aggressive strategic funding campaign to protect as much of the essential watershed habitat as possible through land acquisition, easements, and other methods. The Tribe is in a unique position to bridge gaps between private landholders, federal, state, and regional agencies, and funders to implement a watershed-wide approach to habitat protection. We strongly encourage you to fund the Blue Lake Rancheria's proposal and look forward to working closely with them to help insure the project's success.

Sincerely,

A handwritten signature in cursive script that reads "Paul Helliiker".

Paul Helliiker, General Manager

Wed 1/18/2017

# New life for old mill

## Manila site to become business park; owner applies for cannabis grow

**Jack Durham**

**MAD RIVER UNION**

**MANILA** – The former Sierra Pacific Industries mill in Manila has a new owner who plans to transform the sprawling complex into a business park.

Eureka resident Jeff Meyer purchased the 70-acre mill site on Dec. 15, and hopes to

have the first tenants moved in within about a month.

The plan for the site, Meyer said, is to “make it look nice, dress it up and develop it.”

The first order of business is to remove all the old mill equipment left behind by Sierra Pacific, which a year ago announced that the mill would be shuttered by March 2016.

Company officials said that the closure, which affected 123 employees, was mainly the result of a shortage of Douglas Fir logs 16 inches or more in diameter. The company also cited flat U.S. home construction rates in cheap lumber imports from Canada as factors in the closure.

**MILL ♦ A4**



# Mill | Plenty of power & water at site

## ❖ FROM A1

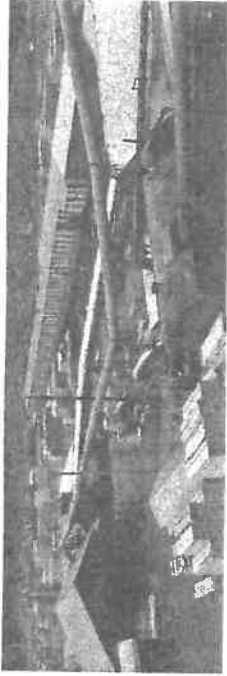
The mill site will probably become home to multiple businesses rather than just one large employer like the mill.

Meyer said the site has eight buildings with about 125,000 square feet of warehouse space. The property, zoned heavy industrial, has its own power substation, as well as ample water from the Manila Community Services District, an industrial water line from the Humboldt Bay Municipal Water District and an onsite well.

Of the property's 70 acres, 60 of them are paved. This creates an enormous amount of water runoff, which is treated in a series of filtration ponds. Meyer said that a test of the water from the system shows that it's potable.

The first tenants on the site will be an electrician and a paving company, Meyer said.

With ample water and



**THIS IS HISTORY NOW The Sierra Pacific Industries mill in Manila when it was still up and running. The site will now become a business park.** PHOTO COURTESY SIERRA PACIFIC

power, the old mill might also be used for marijuana growing.

Meyer said he doesn't know if this will happen, but if it does, "it would be the most suitable location in the county," he said, noting that the area is secure and away from residences.

Meyer said he submitted an application to the Humboldt County Planning Department for a cannabis grow permit. He was one of 2,337 applicants to meet the end-of-the-year deadline. Although there's uncertainty about allowing grows in the Coastal Zone, Meyer said he submitted the application to keep his

options open.

Meyer said he may have two to three employees on site to maintain the premises and provide security.

Last year's closure of the mill came as a blow to the Manila Community Services District. The mill was the district's largest customer.

Although the mill site will become a business park, it will probably use a fraction of the water consumed by the mill operation.

District Manager Chris Drop said he is uncertain how a business park will affect proposed water rate increases in the sandy outpost.

« HUMBOLDT’S MONDAY MORNING ROADS UPDATE: Shively Road CLOSED; Centerville Road OPEN; Etc. (/2017/jan/23/humboldts-monday-morning-roads-update-shively-road/)

PAUL MANN, MAD RIVER UNION (/AUTHOR/PAUL-MANN) / TODAY @ 3:20 P.M. / ENVIRONMENT (/CATEGORIES/ENVIRONMENT/)

# As Arctic Ice Melts and Humboldt Bayfront Land Sinks, Arcata Braces for Sea Level Rise



*LEVEE PROTECTION: Humboldt Bay crept up the levees during a recent record high tide. The water behind this levee just east of the Mad River Slough is from rainfall. Photo: Jack Durham | Union*

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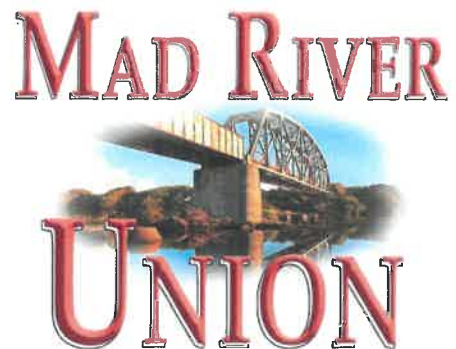
The latest data on climate change reinforce Arcata’s nascent drive to prepare for sea levels that one day will submerge its coastline.

NASA has new evidence of vital Arctic sea ice disappearing at historic rates, as North Pole air temperatures soar some months to 35 degrees above average.

November 2016 was the second-warmest November in 136 years of modern recordkeeping, according to a monthly analysis of global temperatures by scientists at NASA’s Goddard Institute for Space Studies.

And each of the first six months of 2016 set a record as the warmest respective month globally in the modern temperature record, dating to 1880.

“The six-month period from January to June was also the planet’s warmest half-year on record, with an average temperature 1.3 degrees Celsius (2.4 degrees Fahrenheit)



(<http://madriverriverunion.com/>)

warmer than the late 19th century," NASA Goddard reports.

Five of the first six months of 2016 also set records for the smallest respective monthly Arctic sea ice extent since consistent satellite records began in 1979. The one exception, March, recorded the second smallest extent for that month.

*Scientific American* reported just before Christmas that for the second year in a row, the Arctic faced a late December heat wave (by Arctic winter standards), perhaps as high as 50°F above normal, which is near the North Pole's freezing point.

NASA scientists say these record breakers are the more significant because global temperature and Arctic sea ice are continuing decades-long trends. Both are ultimately driven by rising concentrations of heat-trapping carbon dioxide and other greenhouse gases in the atmosphere.

"The extent of Arctic sea ice at the peak of the summer melt season now typically covers 40 percent less area than it did in the late 1970s and early 1980s," NASA scientists say. "Arctic sea ice extent in September, the seasonal low point in the annual cycle, has been declining at a rate of 13.4 percent per decade."

Previous findings by Rutgers University confirm the NASA research. Rutgers scientists published a study that documented accelerating global sea rise at historic highs. They say "it is extremely likely" that the 20th century jump, some 5.5 inches, "was faster than during any preceding century," dating to 800 BCE.

That continued a trend that began to emerge in definitive terms about 1860 and has gone on through every 40-year interval since, according to the university's analysis.

If the trend goes unchecked, levels are likely to rise from 1.6 feet to 4.34 feet by 2100, the Rutgers study found. Modeling and mathematical analysis indicated that the extraordinary jump last century might have been as low as 2.75 inches instead of 5.5 inches, had it not been for tenacious global warming.

Arcata officials are studying potential courses of action, possibly taking as a guide the 12th century Netherlands city of Amsterdam (*Union*, Dec 21). Its massive and state-of-the-art bulwark of dams, dikes and floodgates holds back the North Sea from a densely populated urban enclave. About 25 percent of Amsterdam is below sea level, but despite being girded by extensive fortifications, experts worry the city might fall prey to 21st century megastorms triggered by climate change.

Here on the North Coast, Humboldt Bay has the highest rate of sea level rise in all of California, a menacing 18.6 inches per century. Ongoing subsidence exacerbates the sea level threat.

Aldaron Laird, the region's foremost sea level researcher, warned more than 18 months ago that sea level rise is "not going to slow down or stop by 2100. It will likely continue for centuries and rise tens of feet," he predicted (*Union*, March 4, 2015).

In consequence, Arcata planners say the community will be forced to adapt and to retreat, at least in part, to higher ground (*Union*, Dec. 21).

As research proceeds, Laird cautions it is imperative that local planners adjust their timelines to panoramic scales.

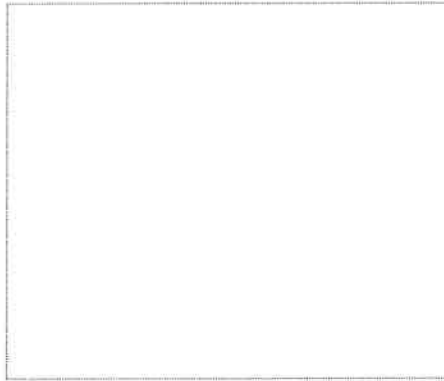
"As an environmental planner I am used to considering a 20-year planning horizon for land use, which is the standard for General Plans," he observes. "But with sea level rise, we are now faced with planning for our responses to changes that may occur by 2050 and even 2100.

"We are not used to such long-range planning; people are skeptical of the value of such planning. But the facts are that sea level rise has been happening [and] it will continue to happen."

###

*Paul Mann covers courts and other matters for the Mad River Union. Subscribe here (<http://madriverriverunion.com/subscription-options/>).*

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(WHAT? (<https://lostcoastoutpost.com/2015/jan/6/new-loco-labs-choose-your-own-lost-coast-outpost-c/>))

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WHAT THE WHAT !?!

## Water district to search for new general manager after Helliker accepts new job

*By Will Houston, Eureka Times-Standard*

Tuesday, January 24, 2017



The Humboldt Bay Municipal Water District Board of Directors is set to meet in closed session on Thursday after General Manager Paul Helliker announced he would be taking a new job to manage a central California water district

Reached this afternoon, Helliker said he has accepted a job to be the general manager of the San Juan Water District in Granite Bay. His last day with the district will be March 3.

Helliker succeeded the Humboldt Bay Municipal Water Districts' previous General Manager Carol Rische in mid-2015. Prior to coming to Humboldt County, Helliker had been a deputy director for Delta and Statewide Water Management at the California Department of Water Resources between 2012 to 2014. He also served as the general manager for the Marin Municipal Water District for eight years.

The Humboldt Bay Municipal Water District Board of Directors is set to meet in a special closed session hearing on Thursday at 4 p.m. to discuss the appointment of Helliker's successor, according to the

district.

*Will Houston can be reached at 707-441-0504.*

URL: <http://www.times-standard.com/general-news/20170124/water-district-to-search-for-new-general-manager-after-helliker-accepts-new-job>

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# Correspondence



## Actuarial Circular Letter

**California Public Employees' Retirement System**  
 P.O. Box 942715  
 Sacramento, CA 94229-2715  
**(888) CalPERS** (or 888-225-7377)  
 TTY: (877) 249-7442  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

January 19, 2017

Circular Letter: 200-004-17  
 Distribution: VI

**To: All Public Agency Employers**

**Subject: Discount Rate Change**

The purpose of this Circular Letter is to inform you of recent changes to the CalPERS discount rate assumption and the impact these changes are expected to have on required employer and PEPRAs member contributions. This Circular Letter will assist you in calculating projected pension cost increases in future years. The June 30, 2016, annual valuations will provide updated projections of expected future year pension contributions. These reports will be available this summer.

At the December 21, 2016, meeting, the CalPERS Board of Administration approved lowering the CalPERS discount rate assumption, the long-term rate of return, from 7.50 percent to 7.00 percent over the next three years. This will increase public agency employer contribution costs beginning in Fiscal Year 2018-19.

The phase-in of the discount rate change approved by the Board for the next three Fiscal Years is as follows:

Valuation Date	Fiscal Year for Required Contribution	Discount Rate
June 30, 2016	2018-19	7.375%
June 30, 2017	2019-20	7.25%
June 30, 2018	2020-21	7.00%

Lowering the discount rate means plans will see increases in both the normal costs (the cost of pension benefits accruing in one year for active members) and the accrued liabilities. These increases will result in higher required employer contributions.

In addition, active members hired after January 1, 2013, under the Public Employees' Pension Reform Act (PEPRA) may also see their contribution rates rise.

The benefits of reducing the discount rate include:

- Strengthening long-term sustainability of the fund
- Reducing negative cash flows; additional contributions will help to offset the cost to pay pensions
- Reducing the long-term probability of funded ratios falling below undesirable levels
- Improving the likelihood of CalPERS investments earning our assumed rate of return
- Reducing the risk of contribution increases in the future from volatile investment markets

**Results**

Employer contribution increases as a result of the discount rate changes are estimated below by Normal Cost and required Unfunded Accrued Liability (UAL) payment. The Total Employer Contribution is the sum of the Normal Cost Rate applied to reported payroll plus the Unfunded Accrued Liability payment. The Normal Cost portion of the Employer Contribution is expected to increase by the listed percentages of payroll. Increases to the UAL payments are provided as relative increases to be applied to the projected UAL payments in the June 30, 2015, valuation report.

Valuation Date	Fiscal Year Impact	Normal Cost		UAL Payments	
		Misc. Plans	Safety Plans	Misc. Plans	Safety Plans
6/30/2016	2018-19	0.25% - 0.75%	0.5% - 1.25%	2% - 3%	2% - 3%
6/30/2017	2019-20	0.5% - 1.5%	1.0% - 2.5%	4% - 6%	4% - 6%
6/30/2018	2020-21	1.0% - 3.0%	2.0% - 5.0%	10% - 15%	10% - 15%
6/30/2019	2021-22	1.0% - 3.0%	2.0% - 5.0%	15% - 20%	15% - 20%
6/30/2020	2022-23	1.0% - 3.0%	2.0% - 5.0%	20% - 25%	20% - 25%
6/30/2021	2023-24	1.0% - 3.0%	2.0% - 5.0%	25% - 30%	25% - 30%
6/30/2022	2024-25	1.0% - 3.0%	2.0% - 5.0%	30% - 40%	30% - 40%

The changes to the Unfunded Accrued Liability (UAL) due to changes of actuarial assumptions are amortized over a fixed 20-year period with a 5-year ramp up at the beginning and a 5-year ramp down at the end of the amortization period. The 5-year ramp up means that the payments in the first four years of the amortization schedule are 20 percent, 40 percent, 60 percent and 80 percent of the ultimate payment, which begins in year five. The 5-year ramp down means that the reverse is true and the payments in the final four years are ramped down by the above percentages. A new ramp is established with each change to the discount rate. There will be three ramps established in the first three years. As a result of the 5-year ramp up and effective date of the increase, it will be seven years until the full impact of the discount rate change is completely phased in. The shaded rows above are the expected increases beyond the five year projection quoted in your June 30, 2015, valuation report.



To illustrate how this table can be used as a guide to include the change in the discount rate in the calculation of pension contributions, a Miscellaneous plan with a current normal cost of 15 percent of payroll can expect an increase to 15.25 percent to 15.75 percent of payroll in the first year (Fiscal Year 2018-19), and 16 percent to 18 percent in the fifth year (Fiscal Year 2022-23). For the UAL payment, a plan with a projected payment of \$500,000 in Fiscal Year 2018-19 and \$600,000 in Fiscal Year 2022-23 can expect the revised payment to be \$510,000 - \$515,000 ( $\$500,000 \times 2.00\% / \$500,000 \times 3.00\%$ ) for Fiscal Year 2018-19, and \$720,000 - \$750,000 ( $\$600,000 \times 20\% / \$600,000 \times 25\%$ ) for Fiscal Year 2022-23. These estimated increases incorporate both the impact of the discount rate change and the ramp up.

Please keep in mind the above table is a tool for you to calculate broad estimates and should only be used as a general guide. The annual valuation report that will be released this summer will provide updated projections for your specific plan.

If you have any questions about the information provided or how to apply it to your current valuations, please call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**) and ask to have your plan actuary contact you.

Scott Terando  
Chief Actuary

# Continuing Business

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**

To: Board of Directors

From: Paul Helliker

Date: February 9, 2016

Subject: Water Conservation Regulations

.....

**Emergency Conservation Regulations**

State Water Board staff have proposed to extend the current "stress test" regulations for 270 days. The rationale appears to be based on certain (unspecified) areas of the state continuing to experience drought conditions and groundwater depletion. All areas of the state are now experiencing at least 150% of normal precipitation, and the Central Valley is over 200% of normal. Snowpack is more than 100% of the April 1 average, two months early. Although there is no longer a statewide drought, the staff recommendation also notes that the Governor has not yet rescinded his drought emergency declaration. Multiple water agencies (including HBMWD) have requested that the Governor rescind his drought emergency declaration, particularly now that 50 of the state's 58 counties have been declared flood emergency areas. The Water Board will hold a hearing on February 7 to decide what action to take on the emergency conservation regulations, which expire February 28. HBMWD and multiple other water agencies have recommended that the Board allow the regulations to expire.

Attached are talking points prepared by American River agencies.

**Executive Order B-37-16 Implementation**

The Water Board and sister agencies have submitted their report to the Governor's office concerning implementation of the executive order. Legislative language is expected from the Administration shortly. Assemblymember Marc Levine has sponsored a spot bill, and other bills are likely to be introduced by leadership in the Assembly and Senate. We have been working with an ACWA legislative subcommittee to develop proposed language to promote the elements contained in the December 19 letter to the Administration about the long-term program. Attached is the summary of those points.

### Key Messages: Water Efficiency as a Way of Life

#### 1. After six years, California no longer faces serious drought conditions.

- Precipitation levels throughout California are more than 150% of normal, and in the Central Valley watersheds, where the state's major water supply reservoirs are located, levels are more than 200% of normal
- Statewide snowpack is 180% of seasonal average, which represents a "reservoir" of approximately 17 million acre-feet of water that will augment supplies in the state's reservoirs.
- The state's largest reservoirs currently have more than 18 million acre-feet of water in storage and combined are more than 100% of seasonal average storage.
- Folsom Lake is 81% of seasonal average and since December 1, more than 550,000 acre-feet has been released for flood control.
- In January, Governor Brown declared a state of emergency for 50 counties from flooding, erosion and mud flows.

#### 2. As California emerges from the drought, we no longer need statewide conservation requirements that were necessary during the drought.

- In May 2015, Governor Brown ordered an immediate 25 percent reduction in overall urban water use statewide. Despite rescinding the water conservation mandates in May 2016, water agencies still conserved 19% by November, indicating lasting impacts from drought-era conservation practices.
- Conservation was one tool that was useful in managing water supply shortages during the drought emergency, but California will not always be in a drought cycle. It would be a mistake to manage water supplies as though there will always be a drought emergency.
- Water use reductions through conservation can have impacts, including:
  - Death of trees and landscaping, and related replacement and mitigation costs
  - Reduction in the amount of water available for recycled water systems and wastewater treatment
  - Lower revenue to local water agencies that have financed infrastructure based on historic water use projections

#### 3. Continuing to improve water use efficiency is the best strategy for maximizing water supplies over the long-term and preparing for future droughts.

- Local water agencies support changes to water management practices, such as prohibitions on water waste, annual reporting of monthly data, multi-year drought planning and improved groundwater management. The state has proposed continuing these practices.
- However, rather than require Californians to meet continued conservation targets when and where water supplies are adequate, state regulators should develop a framework for maximizing water use efficiency in partnership with local water agencies.

- Water agencies always promote water use efficiency practices that prevent the waste or unnecessary use of water. Such practices include watering landscapes only as needed for plant health, preventing the irrigation of hard surfaces, preventing water from running into sinks or drains when it is not being used beneficially, etc.
  - When water supplies are inadequate, such as during a drought emergency, water agencies promote water conservation practices, including reducing irrigation frequency or eliminating irrigation of certain landscapes.
  - In the Sacramento region, water use has declined 9 percent between 2000 and 2013, even though its population grew by 17 percent.
  - By focusing on efficiency, water districts can take a balanced approach to water management that could also include increasing their water supply, expanding recycled water use, and improving groundwater management.
  - Efficiency measures can also be aligned with other water management laws, such as SB x 7-7, which requires water agencies to reduce water use by 20% by 2020, and new groundwater management rules.
- 4. Due to regional differences in water supplies, water rights and infrastructure, each local agency should be able to set and achieve local, customized water efficiency goals.**
- Each community has a unique mix of water rights, sources of water supply and storage capabilities, climate conditions, residential and commercial buildings, lot sizes, and demands for the urban forest and landscaping.
  - Local water agencies have the knowledge, experience and legal responsibility to manage water supplies and determine the appropriate and most cost-effective mix of water use efficiency and water supply reliability investments, to protect the environment and meet the needs of their customers.

## **Making Conservation a Way of Life: Water Suppliers and Associations Position on Legislation to Implement Executive Order B-37-16**

January 4, 2017

### **Background**

Governor Brown issued Executive Order B-37-16 on May 9, 2016. Included in the Executive Order were various mandates to the State Water Resources Control Board and the Department of Water Resources to develop recommendations for updating water use efficiency requirements promulgated by SB x7-7 of 2009 (Water Code 10608 et seq.) and water shortage contingency plan requirements of the Urban Water Management Planning Act. In November 2016, DWR and the SWRCB (and other Executive Order agencies) released their draft report in response to the Executive Order. A number of recommendations contained in the draft report will require legislation to implement. The position on such legislation of 114 California public water suppliers and associations, signatories to the December 19, 2016 joint comment letter, is described below.

### **Water Use Efficiency**

Multiple Compliance Methods – SB x 7-7 established four methods that water suppliers can use to determine compliance with efficiency requirements. A single method does not account for the diversity within the state, and additional compliance methods that are based on the alternatives provided in SB x7-7 should be included. Additionally, the regional compliance option should be maintained.

No Impact on Water Rights – Water Code Section 1011, allowing water right holders to use or transfer conserved water, must continue to apply. The new legislation should not adversely impact water supply contracts or water rights.

Sustainable Water Management – as described in the California Water Action Plan, both water use efficiency measures and development of additional resilient water supplies will be required to sustainably manage California's water. New laws or regulations must not result in stranded water resource assets nor discourage continued regional or local investments in these critical new water supplies.

Legislative Role in Updates – any revisions of standards or performance measures beyond the initially adopted standards must be approved by the Legislature.

Enforcement Measures – the current sanction for failure to meet efficiency targets – ineligibility for state water grant funds – should be maintained.

Compliance Reporting - we support reporting on compliance with the 2025 targets in the 2025 Urban Water Management Plan. We do not support annual reporting on targets either before or after the 2025 Plan.

Efficiency Standards – for a water budget based compliance method, we support 55 gallons per capita per day as the indoor standard and the Model Water Efficient Landscape Ordinance (MWELO) standard in place when landscapes were installed for irrigable areas. We support a stakeholder consultation process for developing efficiency standards for commercial, industrial and institutional uses, for developing variances for unique uses, and for any recommendations for changes to indoor or landscape standards.

Landscape Area Data – the state shall provide validated land use data of the irrigable area at the parcel level to each water supplier in a timely manner, and will defer to water suppliers that choose to utilize their own validated data sets.

Recycled Water – consistent with existing law, recycled water (including potable reuse) should be excluded from calculations of water budgets and corresponding efficiency standards, as it is already an efficient beneficial use.

Water Loss Requirements – we do not support including water loss standards in efficiency standards, as they will already be addressed through separate regulatory requirements provisions of SB 555 of 2015 (Water Code 10608.34 et seq).

### **Water Shortage Contingency Plans**

Plan Enhancements – we support the transition to a five-year drought planning sequence in the Urban Water Management Plan, and the additional components proposed for the Water Shortage Contingency Plans – communication plan, specific compliance and exemption procedures, monitoring and reporting protocols and a regular review process.

Annual Water Budget Forecast – we support providing State agencies with our annual supply and demand assessments, to facilitate better understanding of hydrologic and local supply conditions throughout the state.

Additional Dry Year Analyses - we support an analysis of one additional dry year in the annual water budget forecast, if conditions require a water supplier to implement its water shortage contingency plan.

SGMA Implementation - GSAs must consider the interests of all water users, but they do not have an explicit obligation to ensure water supply reliability for any and all users within the GSA jurisdiction. Additional requirements for Groundwater Sustainability Plans should be considered only within SGMA implementation stakeholder processes, and are inappropriate as part of this framework.

Small Supplier and Rural Community Drought Planning - those small water systems which have already established their own shortage plans should retain the flexibility to maintain the authority to implement their shortage plans and coordinate with their respective water wholesaler or County and not be subject to a new duplicative countywide effort.

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**

To: Board of Directors

From: Paul Helliker

Date: February 9, 2017

Subject: Water Resource Planning (WRP) – Status Report and Possible Action

.....

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**

On January 26, the Humboldt Bay Harbor Commission approved the negotiation of an exclusive right for an agreement with Inyo Networks Inc. for a non-exclusive use of the ocean outfall pipe to land fiber optic communication cables. If the Commission is successful in developing this project, and linking it with the proposed fiber optic network connection along Highway 299, the infrastructure will be in place to set up a data center at the former pulp mill building, which will require significant water for cooling purposes.

**b) Transport**

No significant activity has transpired on this topic during the past month. Just as a point of reference, storage at San Luis Reservoir, the main off-stream storage reservoir serving the State Water Project and the Central Valley Project, has risen by almost 1.2 million acre-feet in the past 3-1/2 months, and stood at 106% of average volume and 84% of total volume on February 2. Water transfers will not likely be needed in 2017.

**c) Instream Flow Dedication**

No significant activity has occurred on this topic during the past month. Good habitat continues to be provided by our operations in the Mad River.



**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**

To: Board of Directors  
From: Paul Helliker  
Date: February 9, 2017  
Subject: Capital Improvement Plan

.....

At the January Board meeting, staff presented the project spreadsheet for the Capital Improvement Plan (CIP) 2017 update. The Board requested that it be reviewed in more detail at the February meeting. The attached spreadsheet has been revised since the version presented in January, to shift some projects from 2017-18 into 2018-19 and 2019-20, to reduce the costs in 2017-18. These shifts will help HCSD, Eureka and Manila CSD reduce their rate increases in that year. Each of these municipal customers is in the process of developing and adopting a five-year rate package.

Also included with the spreadsheet are the project worksheets for projects projected to occur during the first five years (2017-2022), as well as the list of engineering studies that have been conducted. The financial plan is still in development, as well as the update to the main body of the plan (which requires information from the financial plan). These chapters will be presented to the Board as soon as they are ready.

The CIP spreadsheets, project worksheets and list of engineering studies are included in a separate attachment.

# New Business

To: Board of Directors  
From: Paul Helliker  
Date: February 3, 2017  
Subject: District's Safety Program

Once again it is time for our annual employee recognition regarding workplace safety. Dale and I will provide an overview of our program and accomplishments at our Board meeting next week. This memo provides a brief introduction.

### **PRIORITY AND PLACE**

Achieving employee safety and public safety is a top priority for the District. I am pleased to work for an organization that values this objective and takes safety seriously.

The Board has adopted five goals which support our District Mission. Goal Number 1 is Safety and Public Health. It reads:

- Employ safe work practices to ensure worker and public safety at all times. Strive for no on-the-job reportable injuries each year.
- Operate the regional water system in accordance with state and federal safe drinking water laws and regulations at all times to protect public health.

The District has a "safety philosophy" as well as a strong safety program. The Board has consistently supported our safety philosophy and program.

### **COMPONENTS OF THE PROGRAM**

Important components of the District's safety program are as follows:

- 1) Buy-in and support *from* Management. We need to set the standard and "walk the talk."
- 2) Buy-in and involvement *by* the employees.
- 3) A meaningful Injury, Illness and Prevention Plan (this is a regulatory requirement).
- 4) An active Safety Committee that is listened to and supported. Our committee is comprised of the Superintendent, one Supervisor, and two employees (one from the Maintenance Department and one from Operations). Membership on the committee rotates each year. Attached for your information are minutes from the last safety committee meeting for you to see the sort of things that are brought up and addressed.
  - a. A meaningful training program. The District has an extensive training program which supports not only employee safety, but ongoing operations, and emergency response activities too. We use ACWA/JPIA's extensive "lending library" for training resources (such as DVDs, videos, manuals), and we also use the North Coast Safety Consortium for local classroom training. Attached is this year's safety training program which lists the training topic as well as who will be leading it.

- 5) Properly fitted and maintained Personal Protective Equipment (PPE) which is suited to the job. The District provides employees with the necessary PPE such as hardhats, safety glasses, hearing protection, respirators, self-contained breathing apparatus, and protective electrical gear. The District trains in its proper use and care. As a matter of policy, the District also reimburses employees for the cost of safety shoes appropriate to the position.
- 6) Other Resources – Safety Manual. The District has developed and maintains a comprehensive safety manual to guide work practices, as well as meet various regulatory requirements. The Table of Contents of our Safety Manual is attached for your information. We will have one copy available at the meeting next week for you to see.
- 7) Recognition – The District instituted a safety incentive/reward program for full-time regular employees. The incentive was increased just last year and effective this year, the District pays \$200 to each current employee who has been employed for at least six months and have experienced no “reportable injuries” the prior calendar year (reportable injuries are defined by OSHA). The District also awards one grand prize of \$500, based on a drawing of all eligible employees. This year, Steve Marshall is the grand prize winner. There were no reportable injuries or illnesses this past year.

As the Board may recall, the District safety incentive criteria was changed effective January 1, 2017. Below is the safety incentive award criterion that was approved by the Board at the December 2016 meeting. These criteria will be utilized during calendar year 2017.

**Criteria** to be eligible for incentive award:

1. Participate in at least seventy five percent (75%) of monthly safety meetings during the calendar year. For newly hired employees that meet the eligibility requirements, percentage applies to eligible monthly safety meetings.
2. Wear appropriate PPE when required on the job.
3.
  - 3a. Provide one safety awareness or preventative suggestion to supervisor and have it documented at a safety meeting or with the safety committee.
  - 3b. Report an incident or near miss incident or unsafe conditions.
  - 3c. Receive a “satisfactory” rating on annual performance evaluation under the “Safe Practices” category.

One of these 3  
per calendar

I am proud of the “safety culture” developed at the organization, and the results we have achieved. We have employees who “think about” safety and routinely employ safe work practices. As a result, we have had very few on-the-job injuries. This is evidenced by our award from ACWA JPIA for achieving a low ratio of “Paid Claims and Case Reserves” to “Deposit Premiums” in the Workers’ Compensation Program (this award was in last month’s Board Packet). The award is a direct reflection of the safety culture. Additionally, the District participates in ACWA/JPIA’s Commitment to Excellence Program (see attached) and continues to strive for implementation of best practices to prevent injuries and claims.

I would also like to acknowledge that Dale Davidsen, our Superintendent, and Chris Merz our Assistant Maintenance Supervisor who are instrumental in the continuation of the safety culture that exists within the organization today. Both individuals continue to promote and grow this safety awareness.

Once again, Dale and I wish to thank the Board for your support in this area. It really makes a difference.

Attachments:

- 2017 Safety Training Program Topics
- Table of Contents from Safety Manual
- ACWA/JPIA Commitment to Excellence Certificate

Safety and Training schedule for 2017. Meetings will be scheduled well in advance to prepare all personnel in order to attain maximum participation. This schedule is in addition to classes scheduled in-house for District systems and procedures and with the local agencies on chlorine and class-A suits.

- JAN Code of Safe Practices (WIIPP) Annual:** Dale  
 Reference Material: HBMWD Policy  
 Class Time: 1 hour
- Generator Air Quality Permit Requirements: Annual** Steve  
 Reference Material: AQMD Permits  
 Class Time: ½ hour
- EAP Overview – Dam Safety Plan: Annual** Dale  
 Class Time: ½ hour
- FEB Chlorine Leak Response/Cl2 Leak ‘B’ Kit: Annual** Steve / Ryan / Chris  
 Reference Material: HBMWD Policy and procedures  
 Class Time: 3hrs
- Hearing & Respiratory Exams: Annual** Chris / Becky  
 Class Time: 1 hour
- MAR Rigging Safety: Annual** Dave or Keith ? / Ryan  
 Reference Material: JPIA video  
 Class Time: 1 hour
- Asbestos & Silica Handling: Annual** Chris  
 Reference Material: JPIA video and training materials  
 Class Time: 2 hour
- APR Confined Space/Gas Detectors: Annual** Ryan / Chris  
 Reference Material: HBMWD Policy and JPIA video  
 Class Time: 1 hour
- Heat Illness Prevention Program: Annual** Chris  
 Reference Material: HBMWD Policy and JPIA video  
 Class Time: 1 hour
- MAY Traffic Control: Annual** Ryan? / Chris  
 Reference Material: Cal Trans Reference Book, JPIA video,  
 and Employee Handbook Review District equipment  
 Class Time: 1.5 hrs
- Fire Prevention & Escape/Fire Extinguishers: 3yrs** Chris  
 Reference Material: HBMWD Policy and JPIA video  
 Class Time: 1 hour

**JUN Forklift Safety:** Annual  
Reference Material: JPIA videos and Handbook  
Practical Exercise  
Class Time: 2.5 hours  
Chris / Ryan?

**JUL Respirator Safety/Fit Testing:** Annual  
Reference Material: District Safety Manual & JPIA video  
Fit Test for each employee  
Class Time: 3 hours  
Steve

**AUG Lockout Tagout:** Annual  
Reference Material:  
Class Time: 1 hour  
Lee / Paul

**Personal Protective Equipment:** 3yrs  
Reference Material: JPIA video  
Class Time: 1 hour  
Chris

**SEP Trench and Excavation Safety:** Annual  
Reference Material: JPIA video  
Class Time: 2 hours  
Ryan / Chris

**OCT Fall Protection/Ladder & Cable Car Safety:** 2yrs / 3yrs  
Reference Material: District safety manual / JPIA video  
Class Time: 1.5hrs  
Chris / Ryan?

**NOV S.D.S./Right to Know/Spill Prevention:** Annual  
Reference Material: HBMWD Policy and JPIA video  
Class Time: 1 hour  
Chris

**Sexual Harassment:** Every two years  
Reference Material: HBMWD Policy and JPIA video  
Class Time: 1 hour  
Steve

**DEC ISI / Sperian SCBA Training:** Annual  
Reference Material: District safety manual & users manuals  
Class Time: 2 hours  
Steve / Chris

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT  
SAFETY MANUAL**

**TABLE OF CONTENTS**

**General Policies/Plans**

1. Workplace Illness & Injury Prevention Program
2. Code of Safe Practices
3. General Emergency Action Plan for Each Facility (including fire protection component)
4. OSHA Inspection Procedures

**Hazardous Materials/Chemicals Plans**

5. Hazard Communications Program
6. Chemical Hygiene Plan
7. Chlorine Emergency Procedures
8. Process Safety Management (for chlorine system)
9. Risk Management Plan (for accidental release of chlorine)

**Safe Work Practices and Procedures**

10. Respiratory Protection Program
11. Confined Spaces Policy & Procedures
12. Energy (Lockout) Policy
13. Hot Work Permit





ASSOCIATION OF CALIFORNIA WATER AGENCIES  
**JOINT POWERS**  
INSURANCE AUTHORITY

# Commitment to Excellence

## ***HUMBOLDT BAY MUNICIPAL WATER DISTRICT***

and the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) in mutual support for ensuring the most consistent, cost effective, and broadest possible affordable insurance coverage and related services, and in partnership with all ACWA/JPIA members, and in the interest of reducing ***Humboldt Bay Municipal Water District's*** insurance costs, commit to a program of excellence that, through the implementation of "best practices" reduces the potential and frequency of:

- **Vehicle Losses**
- **Infrastructure Related Losses**
- **Construction Related Losses**
- **Employment Practices Claims**
- **Ergonomic (Musculoskeletal) and Fall Injuries**

Walt "Andy" Seals (CEO, ACWA/JPIA)  
Signature )

Carol Risch (General Manager)  
Signature

[Signature] (Board Member)  
Signature

[Signature] (Board Member)  
Signature

[Signature] (Board Member)  
Signature

[Signature] (Board Member)  
Signature

[Signature] (Board Member)  
Signature

# HUMBOLDT BAY MUNICIPAL WATER DISTRICT

## Employment Agreement

This Agreement is entered into as of this \_\_\_\_\_ day of February 2017, by and between the Humboldt Bay Municipal Water District, hereinafter called DISTRICT and John Friedenbach, hereinafter called MANAGER.

### **I. Term**

This Agreement commences with an effective date of March 1, 2017 and shall remain in effect until February 28, 2022 or until terminated earlier as provided herein.

### **II. Duties**

MANAGER agrees to perform all the duties of the office of General Manager as outlined in Exhibit A, attached hereto, and as amended by DISTRICT from time to time in its discretion.

### **III. Termination**

In the event MANAGER resigns during the term of this Agreement, he will provide not less than 90 days' written notice of the effective date of resignation. DISTRICT in its discretion may require MANAGER to remain in full time employment for all or a part of the 90 day period. All salary and benefits will cease as of the effective date of resignation.

Notwithstanding the term of this Agreement set forth in section I, MANAGER shall serve at the pleasure of the Board of Directors and may be discharged at any time, with cause or without cause, subject to the following conditions:

1. The Board of Directors may make a decision to discharge based on cause by a simple majority vote. To terminate without cause, the Board of Directors must approve the decision by at least four of the District's five directors.
2. In the event the Board of Directors of DISTRICT should choose to discharge MANAGER without cause, then MANAGER shall continue his entitlement to salary and benefits (or cash equivalent of benefits) for a period of nine (9) months from the date MANAGER received actual notice of discharge. Payments shall be made in equal installments over the nine month period consistent with the DISTRICT's customary payroll periods.
  - (i) MANAGER and DISTRICT acknowledge that if MANAGER is terminated without cause, DISTRICT could potentially be liable for MANAGER's compensation for the remainder of the period of this Agreement. The parties also acknowledge that MANAGER would have the duty to mitigate damages by seeking and accepting suitable alternative employment, which may or may not require nine (9) months. Therefore, MANAGER and DISTRICT mutually agree on this continuation of compensation in lieu of any other

amount for earnings and compensation in the event of termination without cause.

3. In the event the Board should choose to discharge MANAGER with cause, then MANAGER's entitlement to salary and benefits (or cash equivalent of benefits) shall terminate the day following receipt of actual notice of discharge. Cause shall not include mere loss of support or confidence by four or more of the Board of Directors of DISTRICT. "Cause" as used in this Agreement shall mean:

- (i) The MANAGER's continuing repeated willful failure or refusal to perform the duties as required by this Agreement including, without limitation, the MANAGER's inability to perform duties as a result of failure to comply with any laws, rules or regulations of any governmental entity with respect to the MANAGER's employment by DISTRICT;
- (ii) Gross negligence, insubordination or material violation of any duty of loyalty to DISTRICT or any other material misconduct on the part of the MANAGER;
- (iii) Intentional commission of any act which the MANAGER knows (or reasonably should know) is likely to be materially detrimental to DISTRICT;
- (iv) The conviction by, or entry of a plea of guilty or nolo contendere in, a court of competent and final jurisdiction for any crime involving moral turpitude or punishable by imprisonment; or
- (v) The commission of an act of fraud upon DISTRICT.

4. This Agreement shall terminate immediately upon the occurrence of any of the following events:

- Death of the MANAGER;
- Upon the sixtieth (60<sup>th</sup>) day of MANAGER's inability to perform the functions of general manager;
- Upon the occurrence of an event disqualifying MANAGER from public office pursuant to State Constitution or State law, or causing a forfeiture of office under State law, or otherwise requiring removal of the MANAGER under State law.

The effective date of such termination shall be the date that the event occurs.

5. Nothing in this Agreement shall be construed to limit or waive any avenue of redress available to MANAGER as regards any disciplinary action, performance evaluation or termination for cause.

#### **IV. Salary and Benefits**

MANAGER shall be paid an initial annual salary of \$125,000 per year, paid in equal installments pursuant to the DISTRICT's customary payroll periods. The DISTRICT Board of Directors shall meet with the MANAGER before April 1 of each year, commencing in 2018, to review MANAGER's progress and performance and may, in the sole discretion of the Board, consider a merit increase adjustment to the existing salary at that time, considering adjustment in compensation based upon performance and the overall financial status of DISTRICT.

In addition to the above mentioned salary, MANAGER shall receive the following benefits and adjustments in compensation:

1. All personnel benefits, including but not limited to retirement and insurance benefits, made available to other full time, regular DISTRICT employees, as outlined in the DISTRICT's Employee Handbook, as it may be amended from time to time. However, as to the DISTRICT's retiree medical benefit, DISTRICT waives that provision of the DISTRICT's policy which limits the benefit "for a maximum of ten years or until the retiree reaches age 65, whichever comes first."
2. Vacation time accrued at the rate of twenty (20) days per year, with accrual and any carry over earned vacation days continuing from MANAGER's current employment as District Business Manager. Vacation accrual rate will increase in accordance to District policy applicable to all employees.
3. MANAGER shall retain any sick leave earned and unused to date in his employment as Business Manager and shall continue to accrue sick leave in the same manner and at the same rate as other DISTRICT employees.
4. For purposes of computing MANAGER's eligibility, vesting, and qualification for benefits under the DISTRICT's employee benefits programs, MANAGER's initial employment date of November 1, 2012 shall be used as the initial date of employment.
5. DISTRICT shall provide support for continuing education as approved in the discretion of the Board of Directors or as delegated to the Board President. DISTRICT also supports MANAGER's community service and support in Kiwanis and authorizes flexible scheduling of MANAGER for participation in such activities, provided it does not interfere with his other duties as MANAGER.
6. Cost of living adjustments and longevity adjustments, if any, not based on merit as may be paid to all other employees of District. Any merit increases granted in the annual review shall be in addition to any cost of living adjustments and will take effect on July 1, the start of DISTRICT's fiscal year.

**V. Miscellaneous**

This Agreement sets forth the entire understanding of DISTRICT and MANAGER with respect to employment by DISTRICT, and supersedes any previous agreements, covenants or conditions, expressed or implied, oral or written, except as set forth by this Agreement. This contract may not be amended except by written amendment executed by both DISTRICT and MANAGER.

Dated: February \_\_\_\_, 2017

Dated: February \_\_\_\_, 2017

Manager: \_\_\_\_\_  
John Friedenbach

District: \_\_\_\_\_  
By: Sheri Woo, President

**EXHIBIT A*****Humboldt Bay Municipal Water District*****GENERAL MANAGER  
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 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**

- i. Excellent written and oral communication skills, as well as ability to make effective and persuasive presentations.
- ii. Principles and practices of management and public administration.
- iii. Principles and practices of planning, analyzing, and developing sound business recommendations.
- iv. Principles and practices of financial planning, budgeting, expenditure control, and reporting.
- v. Principles of supervision and personnel management, including public sector employment law.
- vi. Basic knowledge of engineering and construction principles applicable to the planning, design, and construction of District facilities.
- vii. Contract development and administration.
- viii. Safety regulations and programs.
- ix. Principles and practices of water utility cost-of-service and ratemaking.
- x. General understanding of the following:
  - laws, regulations and processes governing special districts;
  - Safe Drinking Water laws, regulations and practices governing water quality, treatment and distribution;
  - federal and state regulations and practices governing the safety of a high-hazard dam and hydro-electric power plant;
  - federal and state environmental regulations and permit processes for river operations;
  - state law and practices governing water rights;
- xi. Desktop computer operation and standard applications software.
- xii. 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:

- Bachelors Degree from an accredited university or college with a major in Business Administration, Public Administration, Engineering, Water Resources, or closely related field.
- 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**

- 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.

- Must qualify for fiduciary bonding.
- Must be able to occasionally work evenings and weekends. Must be available to work following an emergency that affects the District's operations.
- 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**

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 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:

- a) operate a motor vehicle;
- b) operate a variety of office equipment (computer, copy machine, fax, etc.);
- c) understand and carry out oral and written directions;
- d) communicate well with others, verbally and in writing;
- e) work cooperatively and get along well with the Board, District staff, customers and the public;
- f) sit for extended periods of time;
- g) perform minor physical activities which involve bending, lifting and reaching.



Staff request to: Board of Directors  
From: Dale Davidsen, Superintendent  
Date: January 30, 2017  
Subject: Conversion of Sick leave to PERS service credit for Lee Dedini

### **Background**

Per section 4003 of the Employee Handbook, District employees accrue 1 day of sick leave per month of employment up to a maximum of 130 days. Also per the employee handbook section 4003, retiring employees after a minimum of 10 years of service can convert accrued sick leave to PERS service credit. (See attached supporting documents)

### **Employee Request**

Lee Dedini was hired by the District as an Electrician on August 1, 2008. Lee asked me in November if it was possible to get any of his accrued sick leave converted into PERS service credit. I said I would look in the Employee Handbook and see what it said there. He said he had already looked at the handbook and knew there was a minimum of 10 years of service requirement, but asked there could be an exception to this policy. I said I did not know, but would ask.

### **Recommendation**

I propose the Board consider an exception to the policy for Lee. Lee has been an exemplary employee. I understand he has not worked for the District for 10 full years, but during the 8+ years he has worked for us I could not have asked for a more dedicated employee. He has responded too many after hour, late night, weekend and Holiday call outs and has always willingly and without reservation come to work whenever his talent and skills were requested and needed.

Even after he announced his planned retirement for August 2017, he called me on a weekend in December concerned that he was leaving the District before the SCADA upgrade project was planned to be complete. As an essential employee in this project and not wanting to leave the District before project completion, he asked if it would be possible for the District to delay his retirement until October of 2017. This is just another example of his dedication and commitment to our District. I assured him we would accommodate his request to remain with the District until the completion of the SCADA upgrade project. As Superintendent, I very much appreciate his willingness to change his plans so we could use his expertise through completion of this major project.

### **Request of Board**

Given Lee's planned retirement date in October 2017, which is only 10 months shy of ten years employment with the District, I respectfully request that the Board consider a one-time exception to our current policy and allow Lee to use 110/120 or 91.67% (the fraction of his vesting during his employment) of his accrued sick leave toward PERS service credit as an appreciation and recognition of his dedication and exceptional contributions to the District. Lee will have a maximum sick time accrual at September 30, 2017 of approximately 584 hours.

Staff has requested confirmation from CalPERS that an exception to the current policy of 10 years minimum service would be allowable under the District's CalPERS contract. CalPERS has not yet responded to staff's inquiry.

### 4003 Sick Leave

All full-time employees are provided paid sick leave benefit. Sick leave is defined as the time an employee is absent from work due to illness or injury, or to undergo medical, dental or optical examinations or treatment, or for family purposes that meets the following criteria:

- Care of an eligible family member who is incapacitated because of illness or injury and definitely requires personal care. The length of an absence for this purpose shall be limited to the time reasonably required to either provide care or to make other arrangements for such care. For the purpose of this subsection, an eligible family member is the employee's spouse, child, parent, grandparent, domestic partner (as defined by Section 297 of the California Family Code), or domestic partner's child. Additionally, under this subsection, an eligible family member is any other close relative or child who resides with the employee.
- To transport an eligible family member to and from a local hospital for medical treatment or operation, including childbirth.
- To be in attendance during serious medical treatment or operation, including childbirth, performed upon an eligible family member.

Sick leave is accumulated at the rate of one day per month, up to a maximum of 130 days, during months the employee is working or on authorized paid leave. Sick leave will no longer accrue when an employee's accumulated sick leave balance equals 130 days. Sick leave will be used up in increments of no less than one-half hour. A record of accumulated sick leave and sick leave used will be maintained at the District's administrative office.

It is your responsibility to notify your supervisor as soon as possible, but no later than one-half hour after the start of the work shift, if you are unable to come to work due to illness or injury. If the illness lasts more than one day, you must keep your supervisor notified of your condition and estimated return to work.

The District may request a doctor's certificate clearing you to return to work if the illness or injury so merits. A doctor's certificate may also be required on any absence exceeding three work days. The District may periodically evaluate your ability to return to work with your physicians, and with Worker's Comp or SDI if applicable. When applicable, the District will coordinate its sick leave benefits with Worker's Compensation benefits and with State Disability Insurance (SDI). If you receive Worker's Comp or SDI payments, you must report them to the Accounting and HR Specialist for proper accounting and coordination. Under such circumstances, you will be credited with the equivalent amount of sick leave. In no event will you receive more in total compensation from the District and the insurer than your regular wage.

In the event you become ill or incapacitated longer than your accumulated time off (including vacation), health, dental and life insurance benefits will remain in effect as long as the terms of the benefit policy then in effect allows. Any employee share of benefit premiums, if applicable, will be deducted from your paycheck from the District. When such is no longer possible, you must pay the employee share, if applicable, to continue the benefit coverage.

You will not receive days off in lieu of sick leave when terminating with the District. However, as a reward for low-sick leave usage, terminating employees who have worked for the District for ten or more years (who are not retiring) will be reimbursed by cash in an amount equal to the (total hours of accumulated Sick Leave) x (35%) x (your current hourly wage).

Retiring employees who have worked for the District for ten or more years will be reimbursed by one of three options which you may elect. The options are as follows:

- 1) Cash in an amount equal to the (total hours of accumulated Sick Leave) x (35%) x (your current hourly wage);
- 2) Conversion of 100% of your accumulated Sick Leave hours to additional service credit for retirement purposes, subject to the District's PERS contract and any other requirements imposed by PERS;
- 3) A portion in cash and a portion as service credit, the sum of which may not exceed 100% of the accumulated hours. The cash portion may not exceed 35% of the total accumulated hours of Sick Leave times the current hourly wage. In other words, you may select any percentage up to 35% for the cash payment (e.g. 20%) with the balance (e.g. 80%) being converted to service credit.

When an employee is approaching retirement, the employee should consult with a representative from PERS to learn how the service credit provision works, and any limitations or requirements.

#### **4004 Bereavement Leave**

Regular employees are eligible to receive up to three days paid leave at any one time when they are absent from work due to death of a member of their immediate family. "Immediate family" shall include mother, father, grandmother, grandfather, or a grandchild of the employee or the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, niece, nephew, brother, or sister of the employee or any person sharing an unmarried partnership with the employee living in the immediate household of the employee.

	Name	Hire Date	Years as of 1/31/17	
1	William (Brian) Newell	5/17/1982	34.7	
2	Becky Moyle	2/16/1984	33.0	
3	Steven Marshall	12/1/1989	27.2	
4	Dale Davidsen	8/3/1992	24.5	
5	Larry Raschein	10/16/2000	16.3	
6	David Deskins	4/15/2002	14.8	
7	Carol McKibben	6/10/2002	14.7	
8	William Wardrip	8/1/2002	14.5	
9	Di-Anna Simpson-Glenn	8/19/2002	14.5	
10	Ryan Chairez	9/23/2002	14.4	
11	Jasson Klingonsmith	9/6/2005	11.4	
12	Neaz (Lui) Ahmad	9/19/2005	11.4	
13	Mario Palmero	9/30/2005	11.3	
14	Chris Merz	6/1/2006	10.7	
15	Sherrie Sobol	5/13/2008	8.7	< 10 years
16	Lee Dedini	8/1/2008	8.5	
17	Thavisak Syphanthong	8/1/2008	8.5	
18	Kenny Davis	8/8/2011	5.5	
19	Paul Jorgensen	10/1/2012	4.3	
20	John Friedenbach	11/1/2012	4.3	
21	Keith Daggs	9/23/2013	3.4	
22	Timothy Farrell	12/9/2013	3.1	
23	Paul Helliker	5/26/2015	1.7	
24	Laythen Martines	6/16/2015	1.6	
25	Ian Ivey	12/14/2015	1.1	
26	Corey Borghino	4/4/2016	0.8	
27	Bruce Brashear	9/1/2016	0.4	

**Humboldt Bay Municipal Water District****To: Board of Directors****From: John Friedenbach****Date: February 1, 2017****Re: District Parks –Request for Disc Golf Memorial at Park 4**  
=====**Background**

The District has for many years made two open-space areas adjacent to the Mad River (referred to as Park 1 and Park 4) available to the public for general use and recreation. The District allows certain areas of the Parks to be reserved by groups subject to execution of a “Facilities Use Agreement” and submission of liability insurance (in accordance with guidelines of the ACWA-JPIA).

In 2004, the District allowed an organized activity in Park 4. The District entered into an agreement with Par Infinity Disc Golf Club allowing them to install and maintain a disc golf course, subject to the Club accepting full responsibility for management and maintenance of the course, and liability provisions to protect the District (indemnification and insurance). They are responsible for operation and maintenance of the course, and have provided liability protection for the District (indemnification and insurance). They have met their obligations of the agreement and have been a responsible party since the outset.

**Current Situation**

Staff received a request from Caleb Gribi, a representative of Par Infinity, Inc., to install a memorial sign at Park 4. The sign would be a permanent fixture approximately 2’ x 3.5’ mounted on 4x4 posts. Attached is information on the sign, it’s location and the person being memorialized.

**Concerns and Options**

To staff’s knowledge, the District has never received a request for a memorial at one of its parks. There is a concern that additional requests may come in if the requested memorial sign is approved. Other concerns include maintenance costs and potential costs associated with vandalism of the sign.

Since the District has a license agreement with Par Infinity, Inc., if the Board wishes to approve the memorial sign request, staff recommends that it be done as an amendment to the current license agreement (see attached) and require maintenance and costs associated with the structure be borne by Par Infinity similar to their other structures located on District property.

**Staff Recommendation**

If the Board approves the memorial request, staff asks that it be directed to draft an amendment to the existing license agreement with Par Infinity, Inc. granting the installation of the proposed memorial conditioned upon all costs and liability associated with the memorial sign be the responsibility of Par Infinity, Inc. similar to the conditions associated with other Par Infinity structures in Park 4.

**Sherrie Sobol**

---

**Subject:**

FW: Par Infinity Proposal for Memorial Sign at Pump Station #4

-----Original Message-----

From: Flyin' Lynx Disc Golf Shop [mailto:[email@flyinlynx.com](mailto:email@flyinlynx.com)]

Sent: Wednesday, November 16, 2016 10:59 AM

To: Dale Davidsen

Subject: Re: Par Infinity Proposal for Memorial Sign at Pump Station #4

Dale,

Thanks for your response. Here is a little more information about Wayne Moulton and what he meant to our club/the course:

Wayne Moulton was a long time member of ours who did a lot of work at the Pump Station #4 disc golf course. He spent his early mornings there often fixing and maintaining trails, and spreading wood chips around the course. He had dubbed the trail between hole 1 basket and hole 2 tee pad "the Humboldt Veterans Memorial Trail" in honor of Humboldt's fallen veterans. Wayne himself was a veteran who took pride in honoring other veterans who have passed. We would very much like to dedicate that trail to him and honor him with this sign. It would mean a great deal to our disc golf club as well as to his family.

As a club we have discussed the situation which you describe, of further memorials and have a plan for such occurrences. Namely we have plans to install plaques on a kiosk at another course that we maintain. In this case the memorial for wayne is very specific as he had taken such pride in the course and that trail. We do not foresee any further memorials at pump station 4 particularly.

Thank you for considering our request. I look forward to hearing back from you, Caleb

On Nov 16, 2016, at 8:06 AM, Dale Davidsen wrote:

Hi Caleb,

I talked to the GM about this request yesterday. We have never allowed, or for that matter (that I know of), had the request from someone to put a memorial in one of our parks. We do have a concern that this could possibly create a situation where others in the future would want to do the same thing and we do not want to end up with a bunch of memorials in the parks.

Typically since the parks are District / public property, memorials SECTION 14, PAGE NO. 3  
are for Public Dignitaries or District Board members and such. At  
this time we don't know who the memorial is for and maybe this person  
would qualify.

Another thought and from our GM's previous experience, it may be  
possible if you were to build a nice park bench and place it in a  
strategic location along the course, you could put a small "In Memory of  
\_\_\_\_\_ " on the

bench back. Either way, sign or bench, we will ask for Board input at  
our

December Board Meeting and I will let you know how it goes.

If you have any questions or further comments please let me know.

Dale Davidsen, Superintendent  
Humboldt Bay Municipal Water District

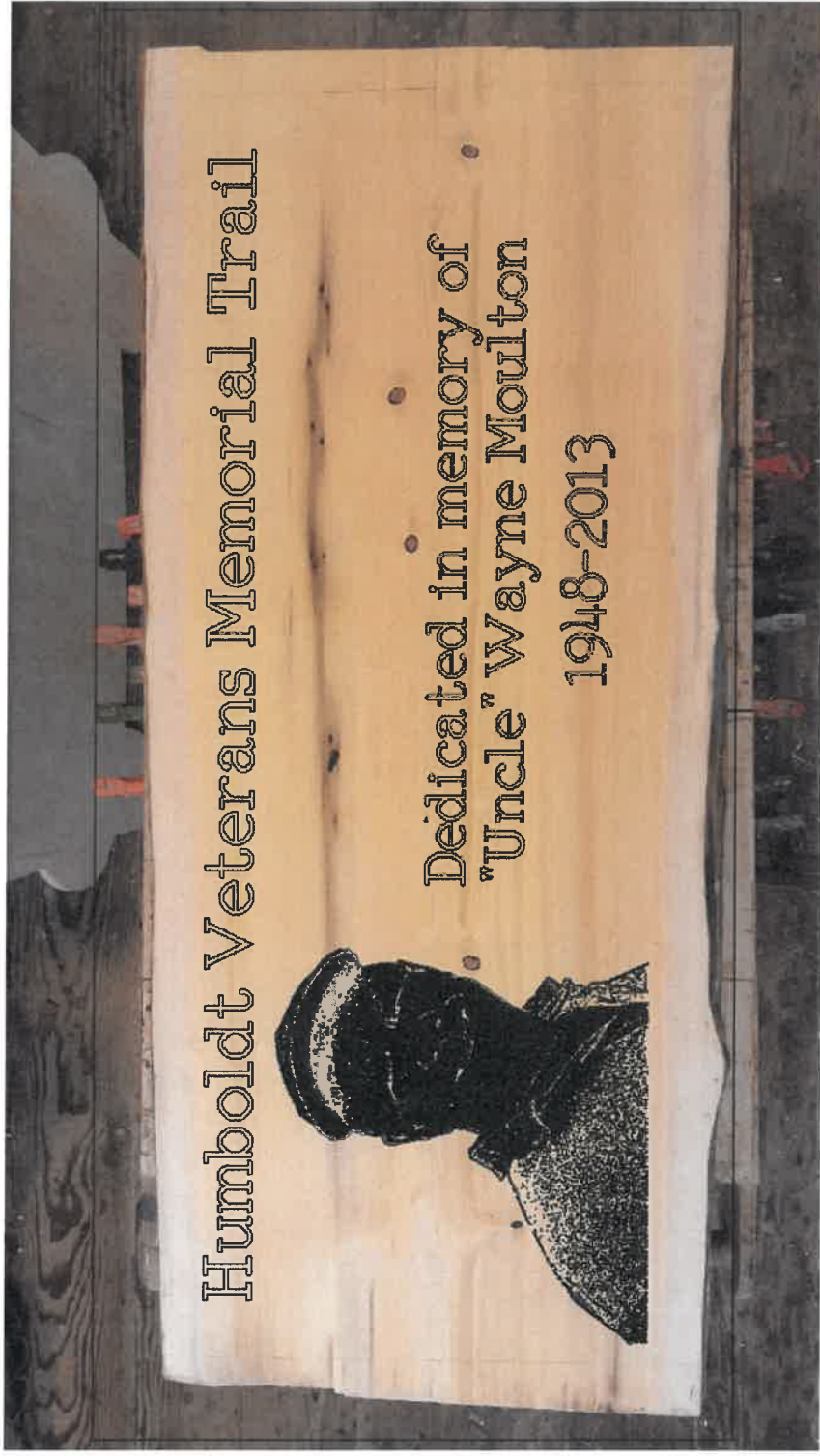
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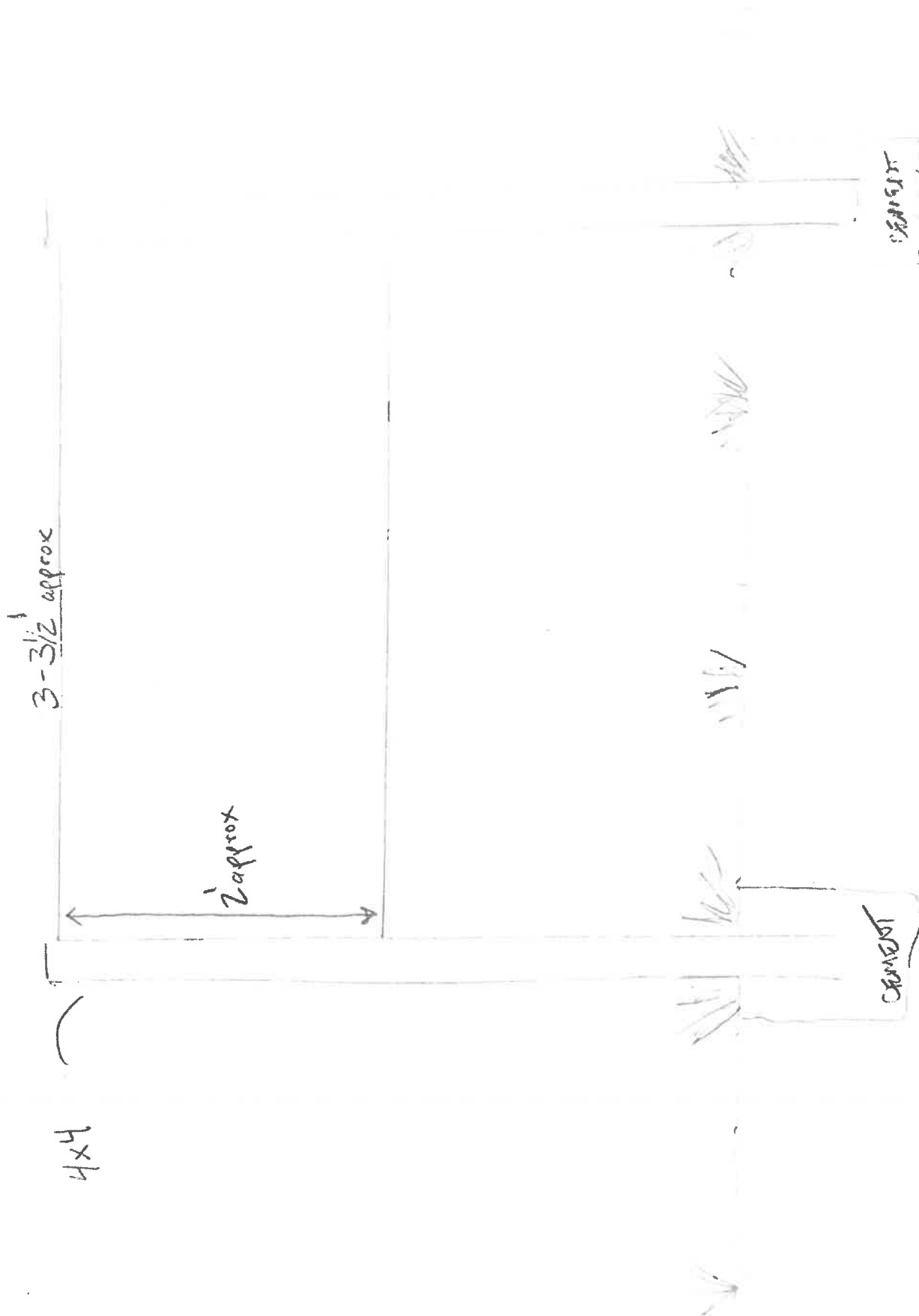


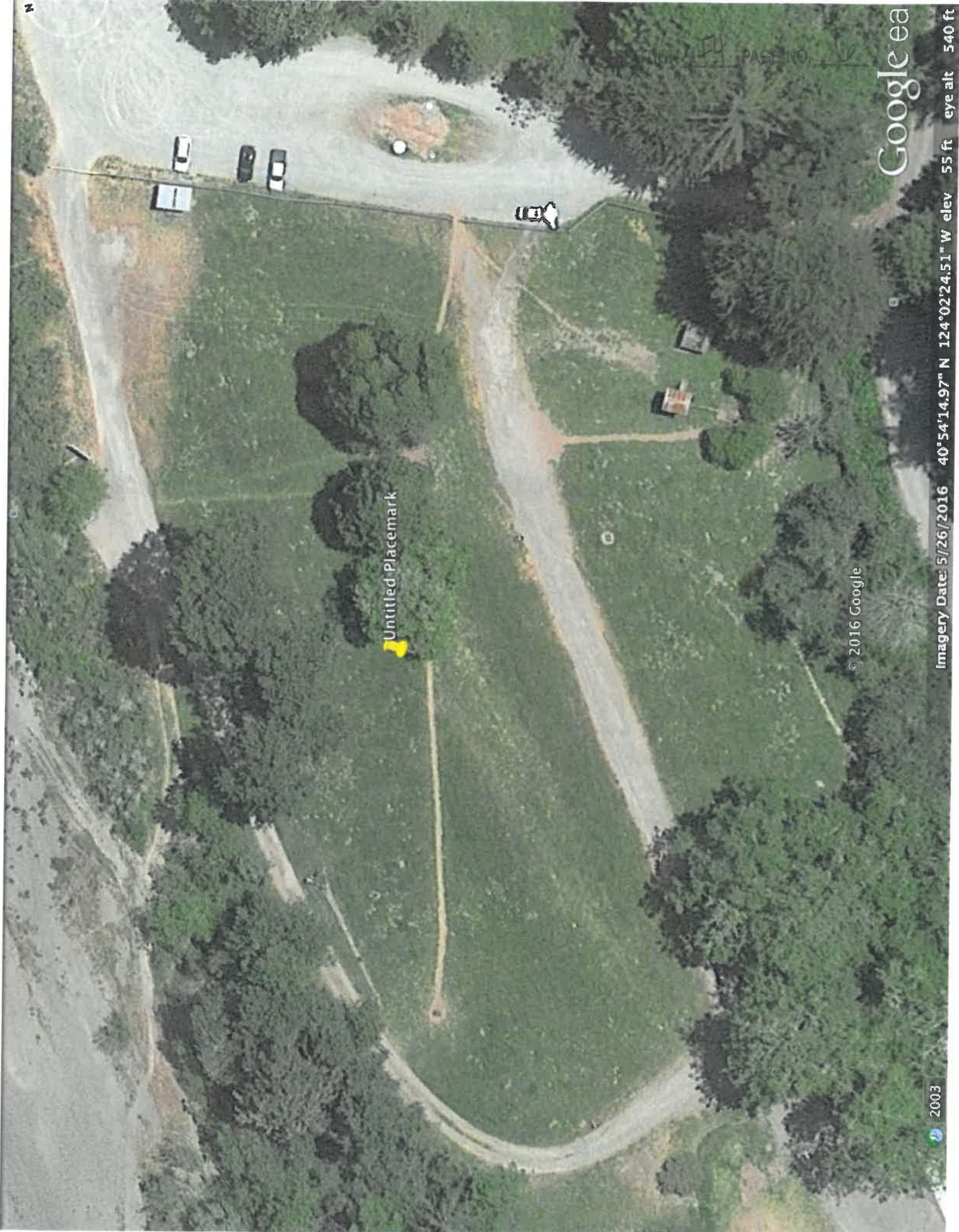
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NOT TO SCALE





Untitled Placemark

© 2016 Google

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2003

Imagery Date: 5/26/2016 40°54'14.97" N 124°02'24.51" W elev 55 ft eye alt 540 ft

## License Agreement

### Factual Recitals

1. This License Agreement (hereafter the "Agreement") is entered into on the 13th day of October, 2004, by and between Humboldt Bay Municipal Water District (hereafter "HBMWD"), and Par Infinity Disc Golf Club (hereafter "Par Infinity").
2. HBMWD is the owner of certain real property, which is operated as a public park, located on Warren Creek Road, in the County of Humboldt, State of California, commonly referred to as "Park Four." An aerial photograph of Park Four is attached hereto as **Exhibit A**.
3. Par Infinity is an unincorporated association of persons formed and organized to facilitate the play of the recreational sport of disc golf in Humboldt County, California.
4. Disc golf is a field sport, which can be readily played by people of all genders, ages and abilities. The sport is played much like traditional golf. Instead of balls and clubs, however, players use golf discs or Frisbees ®.

### Grant of License

5. HBMWD grants to Par Infinity a license (hereafter the "License") to install, maintain, operate and use a disc golf course at Park Four as more particularly set forth in this Agreement, and in Schedule 1 (hereafter "Schedule 1"), which is attached to this Agreement and is hereby incorporated by reference. Par Infinity may not use Park Four for any purpose other than those purposes specifically set forth in this Agreement and in Schedule 1, without obtaining HBMWD's prior written consent.

### Revocation

6. HBMWD retains absolute and exclusive discretion to permanently revoke or terminate this Agreement and the License granted to Par Infinity. This License and Agreement may be permanently revoked by HBMWD at any time by providing written notice to Par Infinity. The date of termination of the License and this Agreement shall be the date the notice is received by Par Infinity, unless some later date is specified in the notice.

### Termination of License

7. Within fifteen (15) days of receiving a notice of the permanent revocation or termination of this License and Agreement from HBMWD, as stated in paragraph 6 of this Agreement, Par Infinity shall remove all of its personal property from Park Four, and shall leave Park Four in good order and repair to the satisfaction of HBMWD, normal wear and tear from use as a disc golf course excepted.

### Assignment

8. This Agreement and the License granted herein shall not be assigned by either party without the prior written consent of the other party, except that Par Infinity is in the process of forming a non-profit corporation and may assign this Agreement and License without prior written consent of HBMWD to this duly formed and organized nonprofit corporation.

### Course Design, Maintenance and Improvements

9. Course Design: Par Infinity shall design the disc golf course for installation at Park Four. A graphic depiction of the proposed location of the Storage Facility and each Pole Target, Tee Sign and Use Sign for the disc golf course shall be prepared and submitted for the approval of HBMWD. The proposed location of the Storage Facility and each Pole Target, Tee Sign and Use Sign shall be clearly designated at Park Four for on-site inspection(s) and approval(s) by HBMWD. The graphic depiction shall be provided to HBMWD, and Par Infinity shall provide written or verbal notice to HBMWD of the on-site designations at Park Four, at least fifteen (15) days prior to the date installation of the disc course is to commence. HBMWD shall provide either written or verbal notice of its approval or disapproval of the proposed course design at least two (2) days prior to the date installation of the disc course is to commence, otherwise the course design submitted shall be deemed approved.
10. Improvements: Except as expressly stated herein, Par Infinity may not make any alterations or improvements to Park Four without the express written approval of HBMWD. Upon receipt of notice from Par Infinity of any proposed alterations or improvements, HBMWD shall respond in writing within five (5) days, otherwise the proposed alteration or improvement shall be deemed approved. Pursuant to and in furtherance of this License, Par Infinity is expressly authorized to make the following improvements to Park Four, at its own expense:
  - A. Pole Targets: Par Infinity may install nine (9) Pole Targets (hereafter "Pole Targets") and eighteen (18) Pole Target Anchors (hereafter "Pole Target

Anchors”) for use as disc golf holes, and one (1) Pole Target and Pole Target Anchor for use as a practice target. The Pole Targets and Pole Target Anchors to be installed and the manner of installation are set forth more particularly in **Exhibit B** to this Agreement, which is hereby incorporated by reference.

- B. Tee Signs: Par Infinity may install Tee Signs (hereafter “Tee Signs”), which designate the starting point for each hole, a graphic depiction of the hole and hole sponsorship information. The hole sponsors and content of the hole sponsorship information shall be subject to the approval of HBMWD. The Tee Signs to be installed and the manner of installation are set forth more particularly in **Exhibit C** to this Agreement, which is hereby incorporated by reference.
- C. Use Signs: Par Infinity shall install two approximately 2’ x 2’ metal signs, one at each entrance to Park 4, generally informing disc golfers that the Park Four is open to other users—disc golfers should not play any hole unless all other users are aware and it is safe to play (hereafter “Use Signs”). The specific language to be contained on the Use Signs is particularly set forth in **Exhibit D** to this Agreement, which is hereby incorporated by reference.
- D. Storage Facility: Par Infinity may install a secured storage facility (hereafter “Storage Facility”) at Park Four for storage of Pole Targets and other materials related to the installation, operation, maintenance and use of a disc golf course at Park Four. HBMWD shall allow Par Infinity access to the storage facility at all times when Park Four is open for public use. The size and type of Storage Facility to be installed by Par Infinity shall be subject to the approval of HBMWD.
11. Maintenance: Any and all repair and maintenance to be performed by Par Infinity and workers and/or sub-contractors at Park Four shall be subject to the approval of HBMWD before work is commenced. Upon receipt of notice from Par Infinity of any proposed repair or maintenance, HBMWD shall respond in writing within five (5) days, otherwise the proposed repair or maintenance shall be deemed approved. Without limiting the foregoing, Par Infinity shall be responsible for maintaining and repairing the park area of Park Four to the extent there is any damage or degradation as a result of its use as a disc golf course, normal wear and tear excepted. Par Infinity shall also be responsible for reimbursing HBMWD for reasonable costs incurred in repairing or replacing HBMWD’s personal property located at Park Four, where HBMWD’s personal property is substantially damaged or destroyed as a direct result of the use of Park Four as a disc golf course. Par Infinity shall be

responsible for maintaining, repairing and replacing its personal property, including the Storage Facility, Pole Targets, Tee Signs and Use Signs, except that HBMWD shall reimburse Par Infinity for reasonable costs incurred where substantial damage or destruction of Par Infinity's personal property is a result of the gross negligence or willful misconduct of HBMWD, its directors, officers, employees, or authorized volunteers.

#### **Indemnity**

12. To the fullest extent permitted by law, Par Infinity shall be solely responsible for and shall indemnify and hold harmless and defend HBMWD, its directors, officers, employees, or authorized volunteers, and each of them from and against any and all injuries, damages, and claims to persons or property arising out of the use or maintenance of a disc golf course at Park Four, except for any such claims arising out of the sole negligence or willful misconduct of HBMWD or its directors, officers, employees or authorized volunteers. Par Infinity agrees to defend, hold harmless, and indemnify HBMWD, its directors, officers, employees, or authorized volunteers against any and all such injuries, damages, and claims. This indemnification agreement shall not be restricted to any insurance proceeds.

#### **Insurance**

13. Prior to commencing any work hereunder, Par Infinity shall provide and maintain general liability insurance with limits of at least one million dollars (\$1,000,000.00) per occurrence (\$2,000,000.00 general aggregate) for bodily injury, personal injury and property damage arising out of the activities and properties as described in this Agreement and Schedule 1 to this Agreement. Coverage shall include contractual liability covering Par Infinity's indemnification obligations, as set forth in paragraph 13 of this Agreement. The general liability coverage shall give HBMWD, its directors, officers, employees, and authorized volunteers insured status using ISO endorsement CG2026 or equivalent. Par Infinity shall provide HBMWD with a certificate of insurance and additional insured endorsement prior to execution of this Agreement. Such insurance shall be primary and any insurance, self-insurance or other coverage maintained by HBMWD, its directors, officers, employees, or authorized volunteers shall not contribute to it. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-:VII, or equivalent, or as otherwise approved by HBMWD.

#### **General Provisions**

14. Entire Agreement: This Agreement constitutes the entire agreement between HBMWD and Par Infinity relating to the License. Any prior agreement,

promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect. Any amendment to this Agreement shall be of no force and effect unless it is in writing and signed by authorized representatives of HBMWD and Par Infinity.

15. Binding Agreement: This Agreement shall be binding upon and inure to the benefit of the parties hereto and their heirs, successors and assigns.
16. Severability: HBMWD and Par Infinity agree that should a court of competent jurisdiction determine and declare that any portion of this Agreement is void, voidable or unenforceable, the remaining provisions and portions shall remain in full force and effect.
17. Choice of Law. The License and this Agreement shall be subject to, governed by, construed, and enforced pursuant to the internal laws of the State of California.

#### Notice

18. Any written notice which either party may give or is required to give pursuant to this Agreement and/or Schedule 1 to this Agreement shall be deemed properly given, received and shall be effective upon either: (a) three (3) days after their deposit in the United States mail postage prepaid, (b) two (2) days after their deposit in a nationally recognized overnight courier service, or (3) on the day of their personal delivery if delivery is made to the following addresses:

Attn: Cole Fivenson, President  
Par Infinity Disc Golf Club  
P.O. Box 654  
Arcata, CA 95521

Attn: Carol Rische, General Manager  
Humboldt Bay Municipal Water District  
828 7<sup>th</sup> Street  
Eureka, CA 95501

19. Any verbal notice which either party may give or is required to give pursuant to this Agreement and/or Schedule 1 to this Agreement, shall be deemed properly given, received and shall be deemed effective on the date the verbal notice is given to the following person(s):

Par Infinity: Contacting Cole Fivenson in person or by telephone at (707) 822-7420.

HBMWD: Contacting Carol Rische in person or by telephone at (707) 443-5018; or Barry Van Sickle in person or by telephone at (707) 822-2918.

20. Either party shall provide the other with at least five (5) days written notice of any change to contact information provided in paragraphs 18 and 19 of this Agreement.

21. Upon execution and at least annually thereafter, Par Infinity shall provide a written membership list, showing officers and directors.

**SIGNATURES**

DATE: October 13, 2004




Authorized Representative of Humboldt Bay Municipal Water District

By: Vern M. Cooney

Title: President

DATE: 10-17-04



Authorized Representative of Par Infinity Disc Golf Club

By: Cole Fivenson

Title: President



**SCHEDULE 1**

On October 13th, 2004, Humboldt Bay Municipal Water District (hereinafter "HBMWD") and Par Infinity Disc Golf Club (hereinafter "Par Infinity") entered into a License Agreement (hereinafter the "Agreement"), whereby HBMWD granted to Par Infinity a license (hereinafter "License") to install, maintain, operate and use a disc golf course on real property owned by HBMWD, commonly referred to as "Park Four." This Schedule sets forth the following rights and limitations for the use of the disc golf course at Park Four:

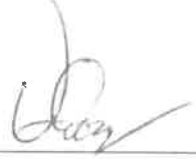
1. The disc golf course at Park Four shall be installed year-round for use only during times when Park Four is open for public use, subject to the following limitations:
  - A. From time to time, HBMWD may temporarily cease the play of disc golf at Park Four and close the disc golf course (hereinafter "Temporary Course Closure"), including dates and times when Park Four is formally reserved by another user group in compliance with HBMWD procedures for reserving Park Four; or for any period of time, including extended temporary park and/or course closures, at the sole discretion of HBMWD.
  - B. HBMWD shall provide written or verbal notice of any Temporary Course Closure, by any manner set forth in paragraphs 18 or 19 of the Agreement, such that Par Infinity shall receive at least three (3) days notice prior to the date the Temporary Course Closure is to commence.
  - C. Upon receipt of any notice as set forth in paragraph 1 (B) of this Schedule, Par Infinity shall, prior to the commencement of the Temporary Course Closure, close the disc golf course by removing and securing the Pole Targets away from the Pole Target Anchors, posting signage at Park Four advising of the Temporary Course Closure, contacting and informing Par Infinity members of Temporary Course Closure, and posting a notice of the Temporary Course Closure on Par Infinity's web page ([parinfinity.org](http://parinfinity.org)).
  - D. If Par Infinity does not close the disc golf course, as set forth in paragraph 1 (C) of this Schedule, on or before the date and time of any Temporary Closure, HBMWD may close the disc golf course by removing and securing the Pole Targets away from the Pole Target Anchors, and in such event shall not be responsible for reimbursing Par Infinity for reasonable costs incurred for substantial damage or destruction of Par Infinity's personal property, including Storage Facility, Pole Targets, Tee Signs and Use Signs, except where such damage or destruction is a result of the gross negligence or willful misconduct of HBMWD. Par Infinity shall be liable

for reimbursing to HBMWD any and all costs and expenses reasonably incurred in closing the disc golf course. In the event that Par Infinity does not close the disc golf course, as set forth in paragraph 1 (C) of this Schedule, on two or more occasions, HBMWD may in its discretion impose a monetary penalty up to Two Hundred Dollars (\$200.00) per occasion.

- E. In addition to, and with out limiting the rights of HBMWD to require any Temporary Course Closure as set forth in paragraphs 1 (A) – (C) of this Schedule, HBMWD may from time to time temporarily close Park Four, and including the disc golf course, to perform or to allow other person(s) or entity(ies) to perform emergency services, repairs or maintenance (hereinafter "Emergency Course Closure"). HBMWD may provide Par Infinity with less than three (3) days notice or with no notice whatsoever where HBMWD determines in its discretion that any Emergency Course Closure is required. In the event of an Emergency Course Closure, Par Infinity shall NOT be required to remove the Pole Targets from the Pole Target Anchors, or to contact, inform, post notices, or otherwise notify Par Infinity members or the general public of the Emergency Course Closure prior to the commencement of the Emergency Course Closure.
- F. Any notice by HBMWD of a Temporary Course Closure, or any Emergency Course Closure regardless of whether any notice is provided, shall constitute a temporary revocation of the License and the Agreement, whether or not specifically stated, commencing on the date and time of the commencement of the Temporary Course Closure or Emergency Course Closure and continuing until such date and time when the Temporary Course Closure or Emergency Course Closure is concluded at the discretion of HBMWD.

2. This Schedule may be amended or modified in writing at any time upon mutual agreement between the parties.

Executed this 13th of October, 2004.

  
 \_\_\_\_\_  
 Authorized Representative of Humboldt  
 Bay Municipal Water District  
 By: Vern M. Cooney  
 Title: President


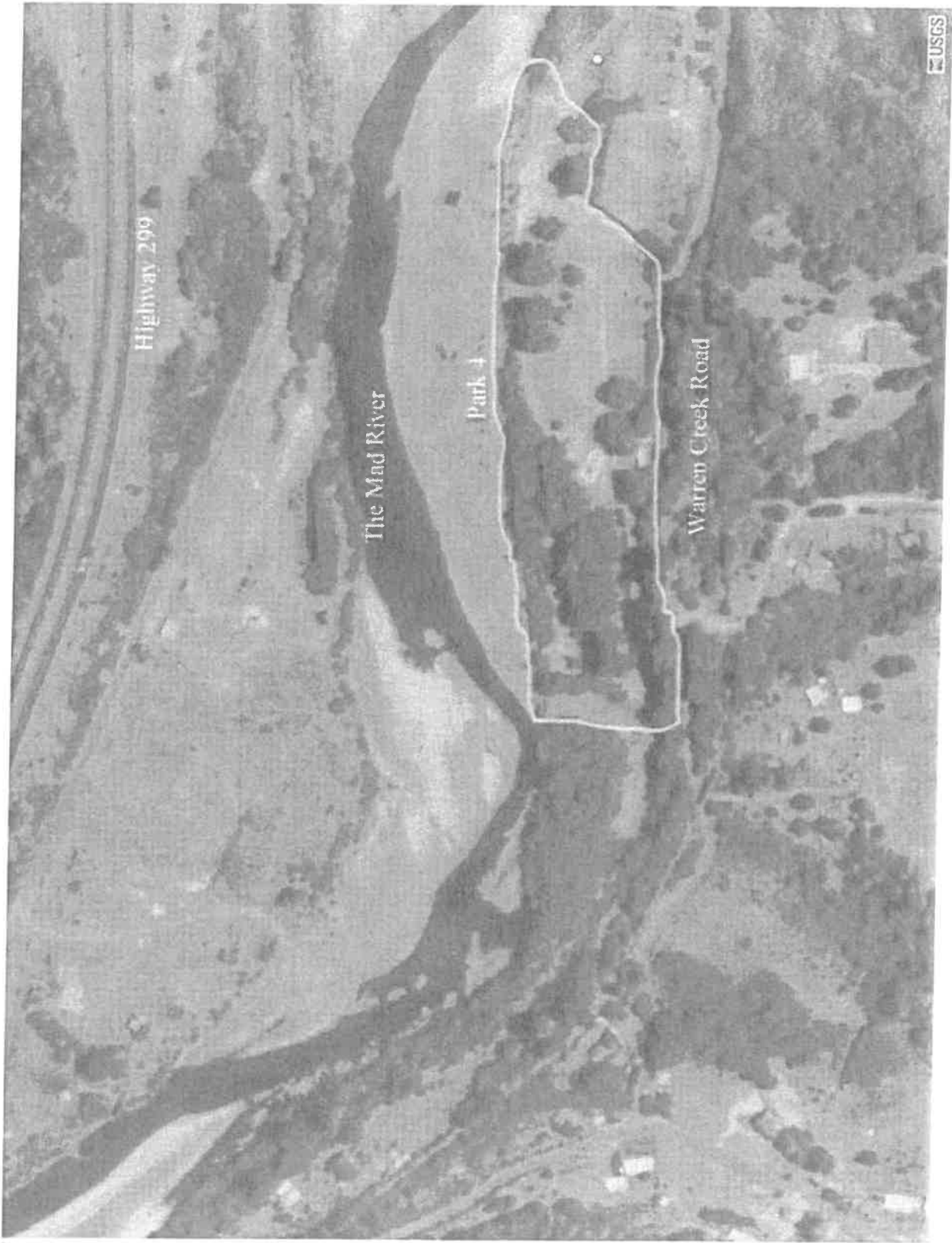
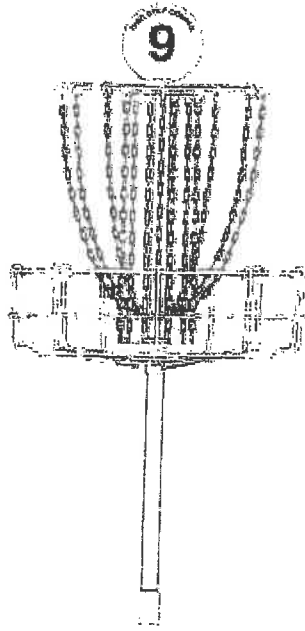
  
 \_\_\_\_\_  
 Authorized Representative of Par  
 Infinity Disc Golf Club  
 By: Cole Fryerson  
 Title: President

EXHIBIT A



**EXHIBIT B**



The Mach III™ can be configured with various options and comes in three Pole Hole configurations:

- **No Frills. \$377.00**  
62 lbs.
- **Deluxe. \$410.50**  
70 lbs.
- **Portable. \$412.00**  
70 lbs.

### The Mach III™

Most easily identified by the prominent number plate, the Mach III™ is considered the Cadillac® of disc catching equipment for the sport of Disc Golf.

Constructed with 24 chains, the Mach III™ is by far the top disc catching device available in the industry and is the most widely used catching device found on PDGA approved courses.

If you are planning a course for professional tournament play, or if you just want the best, the Mach III is the top choice of touring professionals.

Hot-dipped galvanized from the head to toe and guaranteed for 20 years against failure caused by rust and corrosion.

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**POLE (69 in.)** - 1 1/2 in. I.D., 1 15/16 in. O.D. hot dipped galvanized pipe, drilled.

**POLES** - The holes closest to one end of the pole are for the Chain Assembly. This end should also have a red Pole Cap Plug. The middle set of holes are for the Basket Assembly. The bottom set of holes are for the Locking Collar for Deluxe Disc Pole Hole™. When installing a DPH without an anchor, the middle hole of the top three holes should face towards the tee.

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**CHAIN ASSEMBLY**- Welded and hot dipped galvanized.

Number Plate - 10 gauge steel, 8 in. diameter. Decal - vinyl numbers and identification cover. Sleeve (6 in.) - 1 15/16 in. OD pipe, drilled. Bolt, hex head nut and nylon insert locknut, hex head tec screw, internal tooth star lock washer, (will not vibrate loose like one-way screws). Rod Assembly - 3/8 in. steel rod.

Chain - 12 outer/12 inner chains, 500 lb. test, all hooked to Chain Assembly with heavy duty "S" Hooks to allow freer movement of Chains.

**CHAIN ASSEMBLY INSTRUCTIONS**- Slide Chain Assembly, (rings first), down Pole. Align holes in Collar with holes in top of Pole. Fasten with bolt, hex head nut and nylon insert locknut, hex head tec screw, internal tooth star lock washer, (will not vibrate loose like one-way screws).

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**TRAPPER™ BASKET ASSEMBLY** - 3/8 in. steel rod, welded and hot-dipped galvanized. 6 in. Sleeve - bolt, hex head nut and nylon insert locknut, hex head tec screw, internal tooth star lock washer, (will not vibrate loose like one-way screws).

**TRAPPER™ BASKET ASSEMBLY INSTRUCTIONS** - Slide Basket Assembly down Pole, (basket facing up), until holes in collar align with holes in middle of Pole. Fasten with bolt, hex head nut and nylon insert locknut, hex head tec screw, internal tooth star lock washer, (will not vibrate loose like one-way screws).

---

DELUXE DISC POLE HOLE © only

**LOCKING COLLAR** - Welded and hot-dipped galvanized.

4 in. Collar - 2 1/8 in. Tubing. Locking Tab - 3/16 in. steel, punched. Bolt, hex head nut and nylon insert locknut, hex head tec screw, internal tooth star lock washer, (will not vibrate loose like one-way screws).

**LOCKING COLLAR ASSEMBLY INSTRUCTIONS** - Slide the Locking Collar, with the locking tab at the bottom of Collar, up Pole to bottom set of holes. Align holes in Locking Collar with holes in Pole and fasten with bolt, hex head nut and nylon insert locknut, hex head tec screw, internal tooth star lock washer, (will not vibrate loose like one-way screws). After the Locking Collar is fastened, the Pole can be placed in Anchor to complete installation.

\*Note: The LOCKING TAB should always be pointing at the tee.

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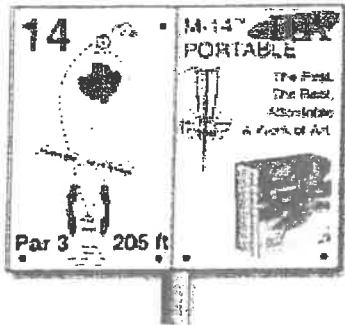
**ANCHOR** - 18 in. x 2 1/8 in. OD Tubing, drilled. Install flush to ground with matching Locking Tab aiming at the tee.

**CONCRETE & RIVER ROCK** (Used to stabilize Anchor until cement sets) - Approximately 1 cubic foot (concrete, river rock and lock not furnished).  
CAUTION: Let concrete settle 1 week before installing hardware.

EXHIBIT C



- Why Tee Signs?
- Tee Sign Pole Assembly



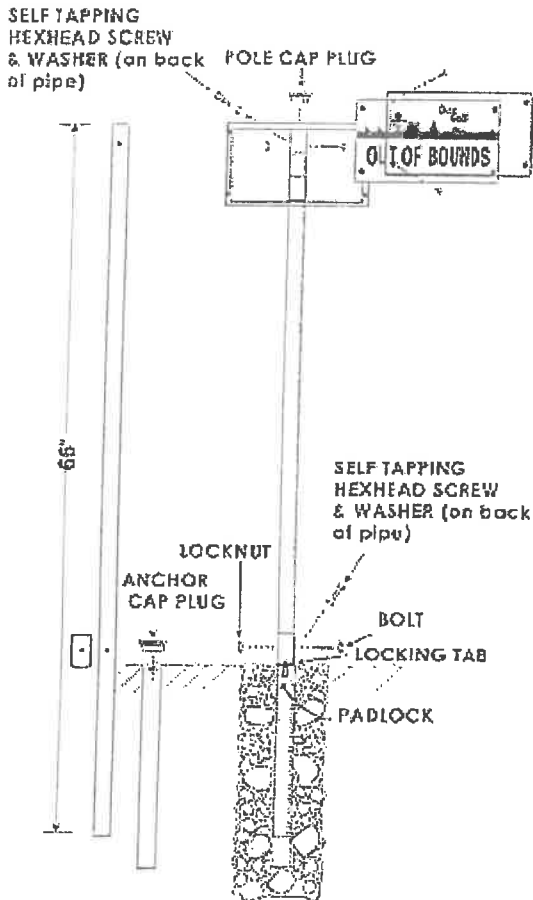
**Disc Golf Sponsorship Signs- \$125.00 each**

11" x 17"

Steel construction with two sign panels. One panel for tee information and one panel for sponsor information. Includes Lexan, Decal Kit and par and ft. numbers.

&gt;HOME

## Tee Sign Pole Assembly



**POP RIVETS** - Pre-installed.

**CLEAR PLASTIC COVER** - (all signs) 3M® All Weather adhesive film, spray paint resistant.

**SIGNS** (8 x 11 in.) - GE Lexan®. Silk screened par, feet and all permanent signs.

**SIGN FRAMES** - Welded and hot dipped galvanized. Collar (2 - 3 in. sleeves) - 1 5/8 in. pipe, drilled. Frames (8 x 11 in.) - Angle iron 1x1x1/8 in. hot rolled steel. Bolt, hex head nut and nylon locknut, tec screw and star lock washer.

**POLE** (66 in.) - 1 in. I.D. pipe, hot dipped galvanized, drilled.

**LOCKING COLLAR** (Deluxe only) - Welded and hot dipped galvanized. Sleeve (4 in.) - 1 5/8 in. tubing. Locking tab- 3/16 in. steel, punched. Bolt, hex head nut and nylon locknut, tec screw and star lock washer, (never vibrates loose).

**LOCKING ANCHOR** (Deluxe only) - Welded and hot dipped galvanized. Anchor (18 in.) 1 5/8 in. pipe. Locking Tab - 3/16 in. steel, punched. Install flush to ground with locking tab aiming at tee.

**CONCRETE** - Approximately 1 cubic foot. (Let set one week before installing hardware).

**RIVER ROCK** - Used to stabilize anchor until cement sets. (concrete, river rock and lock not furnished).

EXHIBIT D

THIS IS A MULTI-USE PUBLIC PARK

1. USE OF PARK FOUR IS STRICTLY AT YOUR OWN RISK. HUMBOLDT BAY MUNICIPAL WATER DISTRICT AND PAR INFINITY DISC GOLF CLUB SHALL NOT BE LIABLE FOR ANY INJURY, LOSS OR DAMAGE OF ANY SORT.
2. PLEASE DO NOT PLAY DISC GOLF UNLESS ALL OTHER PARK USERS ARE AWARE THAT YOU ARE PLAYING AND IT IS SAFE TO PLAY.
3. PLEASE FOLLOW THE DESIGNATED DISC GOLF COURSE.
4. THOSE NOT PLAYING DISC GOLF HAVE THE RIGHT-OF-WAY AT ALL TIMES.
5. PLEASE BE COURTEOUS AND RESPECTFUL OF ALL PARK USERS.
6. PLEASE HELP KEEP PARK FOUR CLEAN.
7. THE COURSE AND PARK ARE SUBJECT TO CLOSURE AT ANY TIME WITHOUT NOTICE.

To: Board of Directors  
 From: John Friedenbach  
 Date: February 3, 2017  
 Subject: Request for Food Service Boat on Ruth Lake

\*\*\*\*\*

We received an inquiry about starting a food service business (food service boat) on Ruth Lake. See attached request from Rebecca Diffin and Angela Grant. To staff's knowledge, this is the first request of this nature. Research indicates no specific District policy addressing this issue. However, there are some tangential policies that may apply:

- **Ruth Lake CSD Policy 6120 Boat Dock Sites for Businesses Local to the Ruth Lake Area**
  - The purpose of this policy is to make available a limited number of dock sites for lease to local businesses. The intent is to enable the business to increase the number of customers it attracts to the Ruth Lake area;
- **Ruth Lake CSD Policy 7120 Commercial Use of Ruth Lake Community Services District Facilities**
  - This policy is intended as a general guide concerning the commercial use of Ruth Lake community Services District campgrounds, buildings and facilities. Commercial use is prohibited – exceptions will be considered to accommodate special circumstances on a case-by-case basis;
- **HBMWD Resolution No. 2016-09 Establishing a Prohibition of Houseboats on Ruth Lake**
  - The focus of this resolution was to ensure the high level of water quality in Ruth Lake for the benefit of the District's municipal and industrial customers.

Following a review of Ruth Lake Community Service District's Policy Manual, phone calls were initiated to agencies that govern several of the lakes in Northern California. Contact was made with: Lake Shasta, Lake Sonoma, Trinity Lake and Whiskeytown Lake. None of these lakes currently have food service boats on their lakes. Although per Lakeshasta.com, there is a dinner cruise on Lake Shasta.

Joel Miller, Supervisory Ranger of Lake Sonoma responded that while they did not have any food service boats on Lake Sonoma, they would certainly be interested in something of this nature.

In discussion with Sally Cousins, Special Uses, USDA Forest Service Shasta-Trinity Division, she was very adamant that they do not allow any food sources on the lakes in National Recreation Areas (NRA). Ms. Cousins relayed that they are the authority for Shasta, Trinity and Lewiston Lakes. She also forwarded us the electronic copy of their Docks & Marinas Policy as well as their Management Guide for the Whiskeytown-Shasta-Trinity National Recreation Area. Section 1.3 Resorts/Marinas, page 2-105 states in part "...All commercial uses must be integrated with and utilize the surrounding environment in its natural state. Commercial activities should focus the attention of the visitor primarily on the natural environment, not on manmade features or entertainment. Commercial uses on National Forest lands in the NRA must complement recreation activities oriented toward the natural environment, rather than being ends in themselves. Consider no proposals for floating food and drink concessions outside of resort/marina permit boundaries."

A survey of stores or vendors on or near Ruth Lake that provide food, snacks or supplies shows the Marina at Ruth Lake which sells ice, soda and water, Journey's End which has a store as well as a restaurant and cabins, the White Stump BBQ at Ruth Lake Campground, the Dinsmore Store, and the Mad River Burger Bar. See attached map.

**Recommendation:**

Ruth Lake is an artificial impoundment of water created primarily for municipal and industrial purposes and any recreational use of the water is subordinate to such uses. Staff had informal discussions with Steve Canale, General Manager of the Ruth Lake CSD about the food service boat request. He is concerned about the possible trash generated by this type of business and the congestion it may cause with boating traffic on the lake.

Based on his concerns, the prohibitions on the much larger lakes in our vicinity, and District's purpose of impoundment of water primarily for municipal purposes, staff is not in favor of approving the request for a food service boat on Ruth Lake.

February 02, 2017

**To The Humboldt Bay Municipal Water District Board**

**We would like to get a patio boat and retrofit it to meet all Trinity county regulations for food preparation and sales and also get it certified by the health department so we can start out business.**

**We will be using propane grills for cooking and will have propane refrigerators and freezer's for keeping food while on the water.**

**All of our food will be packaged in biodegradable paper products. We will offer trash return so that when they are done eating they can bring back the trash for us to take to the disposal station.**

**We will be operating from June 1st through Labor Day weekend with lunch hours of 11am - 4pm seven days a week.**

**So with the approval of the Humboldt Bay Municipal Water District we can start applying for our permits in Trinity County.**

**Thank you,**

**Rebecca Diffin**

**Angela Grant**

**RUTH LAKE COMMUNITY SERVICES DISTRICT**  
**Policy Handbook**

**POLICY TITLE:** BOAT DOCK SITES FOR BUSINESSES LOCAL TO  
THE RUTH LAKE AREA  
**POLICY NUMBER;** 6120

6120.10 **PURPOSE:** The Ruth Lake Community Services District desires to make available a limited number of dock sites for lease to local business. The intent of the lease is to enable the business to increase the number of customers it attracts to the Ruth Lake area. A local business is defined as a for profit enterprise with customer service facilities located within twenty miles of Ruth Lake. A business may have only one dock. These leases are offered on a trial basis only, and there is no guarantee of extension beyond the initial lease period. The number of leases offered for the first year shall be a maximum of five.

6120.20 **ELIGIBILITY:** The business must be for profit, and have customer service facilities located within 20 miles of Ruth Lake.

6120.30 **FEES:**

6120.31 Fees shall be an amount equal to one-half of the current Boat only access recreational sub-lease fee, per year.

6120.32 A cleaning/security deposit of \$200 will be paid to RLCSD to be used to remove a dock which has been abandoned by its owner, and to clean the surrounding area when necessary. An abandoned dock shall be disposed of by the District. Any costs associated with the cleaning, removal and disposal of the dock in excess of the cleaning/security deposit shall be billed to the business owner.

6120.33 Initial year's fee and deposit will accompany application.

6120.34 Fees are due and payable in full on the first day of April of each year.

6120.35 The lease shall terminate if fee is not paid in full by the last day of April.

6120.40 **TERM:**

6120.41 The initial term shall be five year

6120.42 If the business ceases to exist, the dock shall be immediately removed.

6120.43 The lease may not be assigned or otherwise transferred without the written consent of the Ruth Lake CSD Board of Directors. Any transfer is subject to the lease transfer procedures and fees adopted by the Board.

6120.50 **INSURANCE:**

6120.51 The dock owner must maintain liability insurance in the minimum amount



of \$500,000 at the dock owners expense.

6120.52 The Humboldt Bay Municipal Water District and the Ruth Lake Community Services District must be named as additional insured.

6120.53 The dock owner must provide evidence of insurance to RLCSD prior to placement of the dock on the lake.

6120.54 Proof of current insurance must accompany each years fee.

6120.60 LOCATION:

6120.61 Business docks may not be placed on a recreation sub-lease site.

6120.62 Business docks may not be placed on any campground or day use area, or on any U. S. Forest Service land.

6120.63 Business docks may not interfere with public access to the lake as set forth in the Davis-Grunsky Act, as defined in the contract between Humboldt Bay Municipal Water District and The State of California Department of Water Resources, dated February 7, 1963.

6120.64 Approval to place a dock on the lake does not confer any exclusive rights for use of the land area or the water adjacent to the dock.

6120.65 Recreational sub-lease holders and other owners of docks within 300 feet of the proposed mooring site shall be notified of the application so that they may have input in the application process.

6120.66 It is the applicants responsibility to identify a suitable site for a dock and to present it to the Board of Directors for consideration. The District retains the right to modify or deny use of the proposed site for any reason.

6120.70 ACCESS:

6120.71 All employees of RLCSD and HBMWD will have unrestricted access to dock in the normal course of their duties.

6120.72 Any lock used to prohibit access to the dock must be keyed to the RLCSD master.

6120.73 No new access roads shall be constructed to a business dock. Dock owners shall show access and parking accommodations as part of the application. Boat access only docks shall be considered provided the conditions of item 6120.74 are met.

6120.74 Dock owners must show reasonable access to sanitary facilities. Holding tanks are not allowed on docks or in the buffer strip.

6120.80 USE:

6120.81 A business dock may not be used to conduct business transactions, sell merchandise, or rent equipment.

6120.82 A business dock may not be used as an advertising platform.

6120.83 The business owner is responsible for the cleanliness and safety of the dock, and the adjacent land and water areas.

6120.831 Should the District determine that the dock or surrounding area has not been cleaned adequately, it shall cause the area to be cleaned, and charge the business

for labor, equipment, transportation, disposal, administrative and other expenses.

6120.832 Repeated failure to adequately care for the dock and the surrounding area shall be sufficient cause for the Board of Directors to terminate the lease.

6120.90 CONSTRUCTION:

6120.91 A business dock shall be constructed and maintained in accordance with RLCSD policy Number 6100, Guidelines for the construction of docking and mooring facilities.

6120.92 Identification: A business dock will have the business's name displayed in Three inch letters on at least two sides so as to be visible from both the land and the Water.

Approved by the RLCSD Board of Directors: March 8, 1996

**RUTH LAKE COMMUNITY SERVICES DISTRICT**  
**Policy Handbook**

**POLICY NUMBER: 7120**

**POLICY TITLE: Commercial use of Ruth Lake Community Services District facilities**

**7120.10** This policy is intended as a general guide concerning the commercial use of Ruth Lake Community Services District campgrounds, buildings and facilities.

**7120.20 Commercial use prohibited:**

**7120.201:** No commercial, for-profit activity shall be permitted in any Ruth Lake Community Services District campground, building, or other facility, except as may be conducted directly by Ruth Lake Community Service District or its authorized agents.

**7120.202:** Exceptions will be considered to accommodate special circumstances on a case-by-case basis.

**7120.203:** All exceptions will need approval by the RLCSD Board at their regular monthly meeting in advance of the planned event.

**Resolution No. 2016-09****Resolution of the Humboldt Bay Municipal Water District Board of Directors  
Establishing a Prohibition of Houseboats on Ruth Lake**

WHEREAS, the District (as Lessor) entered into Lease (Master Lease) with Trinity County (as Lessee) in December 1964 which Master Lease governs development on land owned by the District around Ruth Lake; and

WHEREAS, in July, 1966 Trinity County assigned this Master Lease to the Ruth Lake Community Services District (Ruth Lake CSD); and

WHEREAS, the primary purpose of the Master Lease is to allow the Lessee (now Ruth Lake CSD), or its subtenants, to build, maintain, and operate, boat launching facilities and other recreational facilities, roads and structures; and

WHEREAS, the Master Lease is very protective of the District's water supply interests and specifies the following:

- that the primary purpose of the District's facilities at Ruth is for impounding water for human and industrial consumption;
- that the District may at any time increase the lake level to a stage which may inundate or impair facilities of the Ruth Lake CSD or their subtenants;
- that Ruth Lake CSD or its subtenants shall not engage in any activity or construction which shall in any way interfere with the District's lake and dam and the water therein;
- that the District may object to any proposed development or construction if it reasonably interferes with, or is likely to interfere with, the value or utility of the District's lake, waters or improvements.

WHEREAS, consistent with the purpose and provisions of the Master Lease, the District and Ruth Lake CSD have had a history of restricting houseboats from Ruth Lake; and

WHEREAS, other factors considered and discussed with Ruth Lake CSD were water quality and public access; and

WHEREAS, there is concern regarding rupture of overflow sewer discharge from houseboats with a Marine Sanitation Device that would negatively impact the water quality; and

WHEREAS, launch facilities were not designed for houseboats and may not be adequate,

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Humboldt Bay Municipal Water District hereby establish that houseboats are prohibited on Ruth Lake.

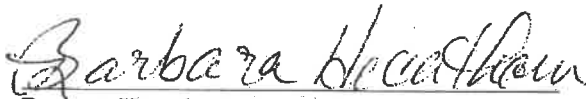
Adopted and approved this 11th day of August, 2016, by the following roll call vote:

AYES: Directors Hecathorn, Laird, Latt, Rupp and Woo

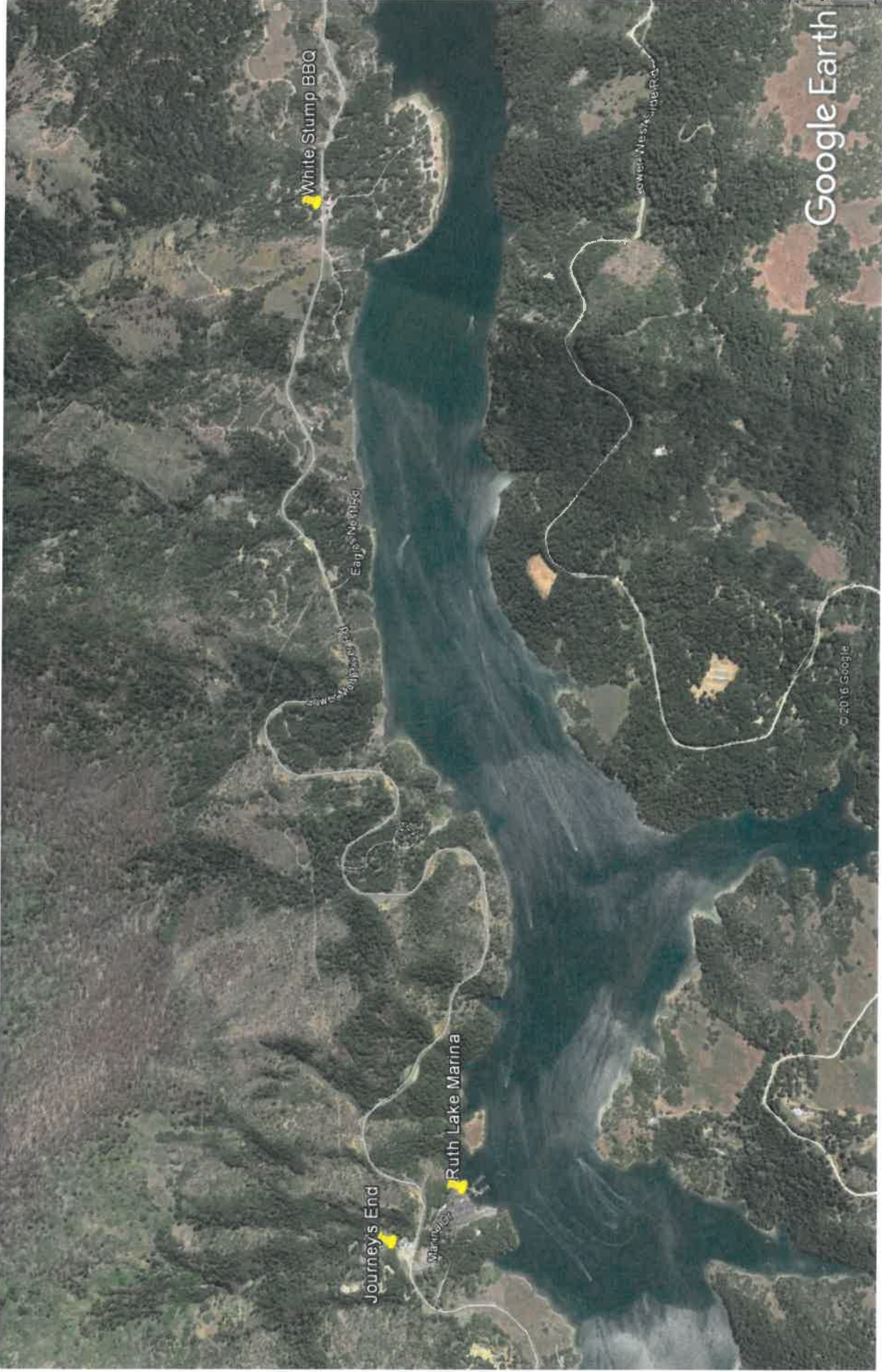
NOES: None

ABSENT: None

Attest:

  
Barbara Hecathorn, President

  
J. Bruce Rupp, Secretary/Treasurer



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**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**

To: Board of Directors

From: Paul Helliker

Date: February 9, 2017

Subject: HBMWD Procedures

.....

At the January Board meeting, the Board discussed and defined levels of procurement authority. Those levels pertain to purchases, contracts and change orders. We also discussed review and approval of job descriptions, and those will now only be reviewed and approved by the Board as part of the approval process for creation of a new position, as well as some management positions.

There are other procedures that we recommend be reviewed and potential changes considered. These recommendations are intended to allow Board members to focus on policy deliberations and clearly delegate administrative processes to staff, with oversight by the Board.

**HBMWD Construction Projects**

The development cycle for a construction project at HBMWD includes identification of the project in the Capital Improvement Plan, approval of the project in the relevant fiscal year budget, preparation and distribution of plans and specifications (including any environmental review documents) to solicit bids, review of bids, award of the contract, review and approval of change orders, review and approval of invoices. Other activities, such as construction management, are typically handled by the District's engineer.

The Board has typically been involved in decisions concerning approval of the CIP, approval of the annual budget, approval of the plans and specifications (and any environmental review documents), approval of change orders and approval of invoices. We propose the following changes:

**Plans and Specifications** – it is unusual for plans and specifications to be reviewed and approved by a water district Board of Directors. These documents are technical and detailed, and few Boards have members who have the expertise to conduct a thorough review. Given that the Board approves a project during the budget development process and then again when the contract is awarded, review and approval of plans and specifications does not seem to be necessary. Changing this practice would also avoid delays in distributing plans and specifications to potential bidders that would result from being required to wait until the next scheduled Board meeting for approval.

**Progress Payments** – it is also unusual for progress payments to be reviewed and approved by a Board. The Board approves the contract, which includes the budget for the project and the schedule of tasks and payments. Unless the budget or payments are modified by change orders (and only by those above the delegated levels of authority that do not require Board approval), approval of progress payments should be a function that can be appropriately managed by the District engineer and financial staff.

**Invoice Payments and Reviews**

We recommend the Board consider changes to the following processes, as well:

**Check Signature Authority** – Board members typically do not have the responsibility or authority to pay invoices, by signing checks. This is in part because this activity is primarily an administrative function. Boards of Directors adopt budgets, review regular financial reports and participate in annual audits of operations, but normally do not get involved with the mechanics of purchasing goods or services, reviewing and approving invoices for such expenses and processing payments (including signing checks.) In fact, doing so would potentially expose a Board member to personal liability for inappropriate or illegal activity that occurs in the District's financial processes in which the Board member had a role.

The Treasurer of a water district is generally the Chief Financial Officer of the District, and has the primary responsibility of ensuring sound fiscal practices. Accounts payable processes also typically include multiple checks and balances, such as reviews of invoices and payments by multiple staff. Also, monthly financial reports, which often include the list of payments made that month by the organization, are generally an agenda item for Board of Directors meetings.

**Review of Payments** – as noted in the previous section, payments for invoices are typically the responsibility of District staff to conduct, including different levels of approval authority and different steps for reviewing the payments made. Boards of Directors normally receive, review and approve the information about payments as part of either Committee or full Board meetings. HBMWD does conduct business in this manner, but also has a Board member conduct an additional review of payments prior to every Board meeting. This is an additional task that is not normally part of a Board member's duties.



**Martin E. Zvirbulis**  
Secretary/General Manager/CEO

January 25, 2017

**H.B.M.W.D. IAN 30 2017**

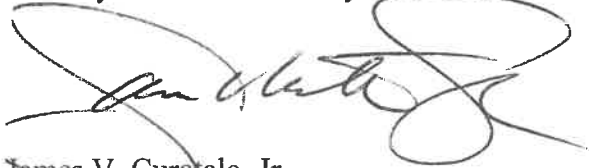
Dear Fellow ACWA/JPIA Member:

On January 24, 2017 the Cucamonga Valley Water District Board of Directors adopted Resolution No. 2017-1-1 nominating Director Kathleen J. Tieg for the position of ACWA/JPIA Executive Committee. We are formally requesting your support of Director Tieg's nomination through the adoption of a concurring resolution from your agency.

Director Tieg has been actively involved in ACWA/JPIA having served the past 10 years on the board, as well as having experience as the ex-officio member on the Executive Committee. Director Tieg is committed to continuing the great work of providing quality insurance and employee benefit services that ensure our agencies and ratepayers are receiving the most cost-effective service possible.

I have attached a sample concurring resolution in support of Director Tieg's nomination, as well as her candidate statement. The elections for ACWA/JPIA Executive Committee will be held May 8, 2017, should you desire to adopt a resolution or if you have questions please contact our Executive Assistant to the Board, Taya Victorino at 909.987.2591 or [tayav@cvwdwater.com](mailto:tayav@cvwdwater.com).

Thank you in advance for your consideration.



James V. Curatalo, Jr.  
President

Attachments:  
Sample Concurring Resolution  
Candidate Statement – Director Tieg

**Kathleen J. Tiegs**  
**Candidate Statement for**  
**Association of California Water Agencies**  
**Joint Powers Insurance Authority (ACWA/JPIA) Executive Committee**

SECTION I1, PAGE NO. 2

Dear ACWA/JPIA Board Members:

I am pleased to share with you my interest in serving on the Executive Committee for ACWA/JPIA. I believe I am prepared and ready for the challenge to help lead the organization as we continue to grapple with providing the best and most cost-effective insurance and employee benefit services to our members.



My experience with the ACWA/JPIA began over 10 years ago when I was appointed by the Cucamonga Valley Water District (CVWD) to serve as their ACWA/JPIA representative. I have also served as the ex-officio member of the Executive Committee in 2015-2016. As part of the Executive Committee I was able to provide the leadership and feedback to staff to ensure they were continuing to uphold the mission of the ACWA/JPIA: *"to consistently and cost effectively provide the broadest possible affordable insurance coverage and related services to its member agencies"*.

I have served on the CVWD board of directors for approximately 12 years, and have served in the role as both president and vice-president of the board of directors. I am currently a member of the Legislative/Outreach and the Human Resources/Risk Management committees. The Human Resources/Risk Management Committee is responsible for overseeing employee benefits, risk management and safety programs for the organization. At CVWD, we have taken full advantage of all the programs the ACWA/JPIA has to offer to ensure our employees are working in the safest environment possible. Our board of directors has also adopted the *Commitment to Excellence* Program pledge putting into place best management practices which bolsters our effectiveness for loss prevention and safety.

I currently serve as the President for the Association of California Agencies (ACWA). In my role as president I have focused on increasing my understanding of our members needs so that I may know how to better serve and lead the ACWA organization. I will use this same approach if elected to serve on the ACWA/JPIA Executive Committee.

The election for ACWA/JPIA is scheduled for May 8, 2017 at the conference. Thank you for allowing me to share my experience, leadership and knowledge. I look forward to the opportunity to represent you and your agency. Please feel free to contact me directly at (909) 635-4177 should you have questions or if you would like to support my candidacy.

Thank you in advance for your consideration,

*Kathy Tiegs*

**RESOLUTION 2017-05**

Resolution of the Humboldt Bay Municipal Water District  
Concurring in Nomination of *Kathleen J. Tiegs* for a position on the  
Executive Committee of the Association of California Water Agencies Joint  
Powers Insurance Authority (ACWA/JPIA)

WHEREAS, this district is a member district of the ACWA/JPIA; and

WHEREAS, the Bylaws of the ACWA/JPIA provide that in order for a nomination to be made to ACWA/JPIA's Executive Committee, three member districts must concur with the nominating district; and

WHEREAS, another ACWA/JPIA member district, the Cucamonga Valley Water District, has requested that this district concur in its nomination of its member to the Executive Committee of the ACWA/JPIA;

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Humboldt Bay Municipal Water District that this district concurs with the nomination of Kathleen J. Tiegs of the Cucamonga Valley Water District to the Executive Committee of the ACWA/JPIA.

BE IT FURTHER RESOLVED, that the District Board Secretary is hereby directed to transmit a certified copy of this resolution to the ACWA/JPIA.

Adopted and approved this 9th day of February 2017 by the following roll call vote:

AYES:

NOES:

ABSENT:

Attest:

---

Sheri Woo, President

---

J. Bruce Rupp, Secretary/Treasurer

# Engineering

**CHANGE ORDER**PROJECT: Humboldt Bay Municipal Water District  
Collector 1&1A Rehabilitation ProjectChange Order No.: 9  
Date: 01/25/17  
Page No.: 1 of 1

CONTRACTOR: Layne Christensen Company

## DESCRIPTION OF CHANGE:

Change Order #7 (CO #7) was issued in an amount of \$8,000 to cover the installation of a fourth port in Collector 1A. The work under CO #7 has been performed and included coring through the caisson, providing and installing a new port, and grouting the port into place. It was written into CO #7 that if the port was eventually used, an additional change order would be written to cover additional costs for use of the port, including the costs for a new digger head and 10-foot blank. It was determined in the 12/8/16 construction meeting that the fourth port would be used in an attempt to make up the screen amount that was not able to be installed in other laterals on the project. CO #9 is for an amount of \$14,000, which is consistent with the price that was agreed upon between the Contractor, Owner, and Engineer for this work. It is also consistent with the cost given in the letter from Andy Smith (Layne) to Pat Kaspari (GHD) dated 8/16/16.

Adjustment of contract sum		Adjustment of contract completion dates	
Original Contract Sum	\$2,024,500.00	Original Contract Completion Date	Oct. 07, 2016
Prior Adjustments	(\$78,371.00)	Prior Adjustments in Calendar Days	175
Contract Sum Prior to this Change	\$1,946,129.00	Adjustment in Calendar Days for this Change Order	0
Adjustment for this Change	\$14,000.00	Revised Contract Completion Date	Mar. 31, 2017
Revised Contract Sum	\$1,960,129.00		

**NOTE: CONTRACTOR WAIVES ANY CLAIM FOR FURTHER ADJUSTMENTS FOR THE CONTRACT SUM RELATED TO THE ABOVE-DESCRIBED CHANGE IN THE WORK.**

RECOMMENDED BY:

  
\_\_\_\_\_  
Engineer

DATE: 01/25/2017

APPROVED BY:

\_\_\_\_\_  
Owner

DATE: \_\_\_\_\_

ACCEPTED BY:

  
\_\_\_\_\_  
Contractor

DATE: 1/26/17

August 16, 2016

Mr. Patrick Kaspari, PE  
GHD Engineering  
718 Third Street  
Eureka, California 95501

RE: Humboldt Bay Municipal Water District  
Collectors 1 & 1A Rehabilitation Project  
Potential Change Order No. 4

Dear Pat,

Following up our progress meeting and phone conversation regarding the alternate port assembly in Well 1: We are presently coring and installing two new lateral port assemblies in Well 1. There is an alternate third lateral contemplated in Well 1. We would like to install it now; as we are already set up for core drilling the other two ports.

Our alternate bid item for additional port and blank pipe contemplated installing a port after having the jacks in the well and included time to move the jacks around, and provide a digging head for the new port. This work is actually more in line with installation of ports, for which there is a line item of \$22,000.

Since we are only core drilling, providing and grouting a new port into place; we offer to perform this work for \$8,000. If we and the Water District elect to use this port; we will request the remaining \$14,000 for the digging head, etc.

We will proceed with the work as soon as possible. Should you have any questions, please call.

Sincerely,  
Layne Christensen Company  
Ranney Collector Wells



Andrew J. Smith  
Senior Engineer



Humboldt Bay Municipal Water District  
Collector 1 & 1A Rehabilitation Project  
January 30, 2017

Layne Invoice #39759-07

For Work period: Jan 1 2017 to Jan 31, 2017

**INVOICE TO:**  
Humboldt Bay Municipal Water District  
828 Seventh Street; PO Box 95  
Eureka, California 95502-0095

**Mailing Address:**  
(Regular U.S.  
Postal Service Mail)  
Layne Christensen Company  
P.O. Box 677801  
Dallas, Texas 75267-7801

**Wire Transfer/  
ACH Info:**  
Bank PNC Bank, N.A.  
ABA 031 207 607  
Swift PNCUS33  
Account Name Layne Christensen  
Account Number 8026317547

**From:**  
Layne Christensen Company, Inc.  
6360 Huntley Rd.  
Columbus, Ohio 43229  
Phone: (614) 888-6263  
E-mail: [Mike.Hartman@layne.com](mailto:Mike.Hartman@layne.com)

**Shipping Address:**  
(Courier, UPS, FedEx)  
C/O Layne Christensen Company  
Lockbox #677801  
1200 East Campbell, Suite 108  
Richardson, Texas 75081

Item	ORIGINAL CONTRACT		THIS PERIOD		PREVIOUS PERIODS		TOTAL COMPLETED	
	Quantity	Unit Cost	Total Cost	%	AMOUNT	%	AMOUNT	%
Mobilization & Demobilization	1	LS	160,000.00	0%	\$ -	65%	\$ 104,000.00	65%
Caisson Dewatering	1	LS	131,000.00	10%	\$ 13,100.00	70%	\$ 91,700.00	80%
Site set up, Well 1A	1	LS	142,000.00	0%	\$ -	100%	\$ 142,000.00	100%
Site set up, Well 1	1	LS	172,500.00	0%	\$ -	100%	\$ 172,500.00	100%
Installation of ports	5	LS	22,000.00	0	\$ -	5	\$ 110,000.00	5
F&I, Develop laterals	750	FT	1,350.00	285	\$ 384,750.00	340	\$ 459,000.00	625
Install SS Gate Valves	5	EA	9,600.00	0	\$ -	2	\$ 19,200.00	2
Final performance test, Well 1	1	EA	49,000.00	0%	\$ -	0%	\$ -	0%
Initial & Final perf tests, well 1A	1	LS	75,000.00	0%	\$ -	30%	\$ 22,500.00	30%
<b>CHANGE ORDERS</b>								
CO #1 - reflected in the items shown above								
CO #2 - added 85 days to schedule								
CO #3 - chain link fence install, rent and remove	1	LS	4,809.00	0%	\$ -	90%	\$ 4,328.10	90%
CO#4 - install additional port in Well 1	1	LS	8,000.00	0%	\$ -	100%	\$ 8,000.00	100%
CO #5 - Crane Operator Labor	1	LS	3,220.00	0%	\$ -	100%	\$ 3,220.00	100%
CO #6 - Remove old Valve Stems/Siphon	34	HR	650.00	0	\$ -	34	\$ 22,100.00	34
CO #7 - Spare Port Well 1A	1	LS	8,000.00	0%	\$ -	100%	\$ 8,000.00	100%
<b>ADDITIVE Bid Items</b>								
Installation of port and 10" blank		EA	39,000.00		\$ -		\$ -	
F&I, Develop laterals		LF	1,300.00		\$ -		\$ -	
F&I, 12" SS gate valves, with tags		EA	17,500.00		\$ -		\$ -	
Remove and Reinstall support flooring at		EA	74,000.00		\$ -		\$ -	
Remove old valve stems, actuator lines, etc		HR	650.00		\$ -		\$ -	

<b>TOTAL PROJECT COST</b>	\$ 1,946,129.00	<b>Retainage (5%)</b>	\$ 397,850.00	<b>Retainage (5%)</b>	\$ 1,665,548.10
			<b>(\$19,892.50)</b>		<b>(\$58,327.41)</b>
			\$ 377,957.50		\$ 1,108,220.70
					\$ 1,564,398.10
					<b>(\$76,219.91)</b>
					\$ 1,486,178.20
					\$ 1,108,220.70
					\$ 377,957.50

Respectfully Submitted: *Mike Hartman* 1/30/17  
Layne Christensen, Ramsey Collector Wells

Reviewed by: *Patrick Kasparin PE* .....

Approved: \_\_\_\_\_  
GHD Engineering  
Humboldt Bay Municipal Water District





# Memorandum

January 25, 2017

To: Paul Helliker, HBMWD

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Cc: Dale Davidsen, HBMWD; John Friedenbach, HBMWD; Nathan Stevens, GHD

---

From: Pat Kaspari, GHD Tel: 707-443-8326

---

Subject: HBMWD 1-MG Domestic Reservoir Roof Replacement and Painting Project – Bid Award Recommendation Job no.: 11125099

---

The District received four bids for the 1-MG Domestic Reservoir Roof Replacement and Painting Project on Wednesday, January 18, 2017, with the following results:

Company	Paso Robles Tank – Brown-Minneapolis Tank, Inc.	Spiess Construction Co., Inc.	Crosno Construction, Inc.	O&M Industries
Total Bid Amount	\$460,837.50	\$522,250	\$731,362	\$976,154

The District budgeted \$500,000 for construction of this project.

Based on the results, Paso Robles Tank – Brown-Minneapolis Tank, Inc. is the apparent low bidder. I have reviewed the responsiveness of their bid and it is complete. I recommend that the Board of Directors award the contract for the construction of the 1-MG Domestic Roof Replacement and Painting Project to Paso Robles Tank – Brown-Minneapolis Tank, Inc.

I have attached a copy of the complete tabulated bid results to this memo. If you have any questions please don't hesitate to call me.

Patrick Kaspari, P.E.  
District Engineer

# Bid Tabulation Results from January 18, 2017 Bids

**Owner:** Humboldt Bay Municipal Water District

**Project Name:** 1-MG Tank Roof Replacement and Painting Project

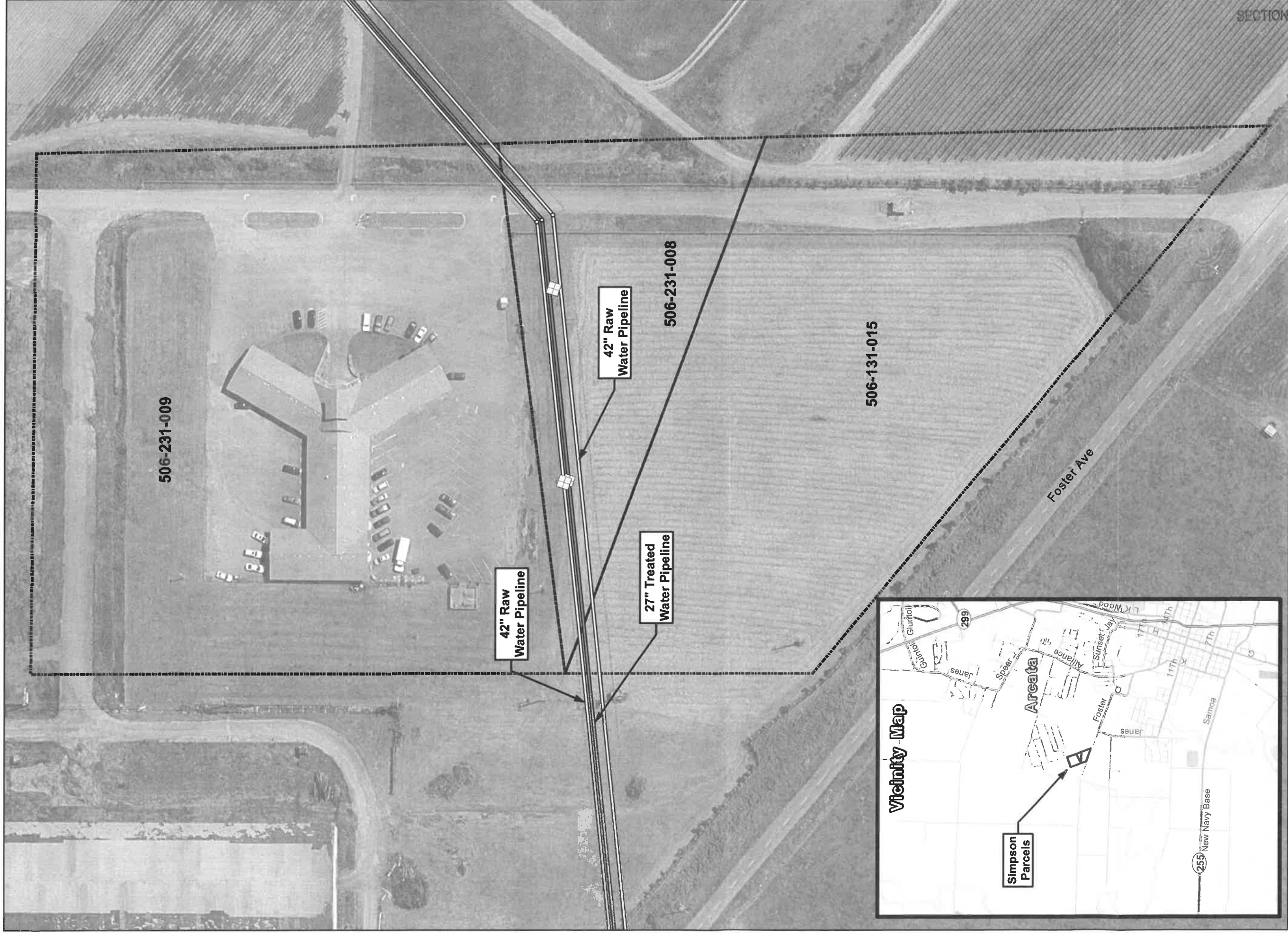
**Project Location:** HBMWD Turbidity Reduction Facility near Arcata, CA

**Date of Bid:** 1/18/2017

**Prepared by:** Nathan Stevens

**Reviewed by:** Pat Kaspari

Item No.	Description	Units	Quantity	Paso Robles Tank		Spiess Construction Co., Inc.		Crosno Construction, Inc.		O&M Industries	
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	Mobilization/Demobilization	LS	1	\$45,000	\$45,000	\$34,500	\$34,500	\$10,000	\$10,000	\$5,000	\$5,000
2	Deconstruct and Dispose of Existing Tank Roof	LS	1	\$61,000	\$61,000	\$46,000	\$46,000	\$35,000	\$35,000	\$53,030	\$53,030
3	Provide, Install, and Paint New Tank Roof	LS	1	\$186,622.50	\$186,622.50	\$297,100	\$297,100	\$483,562	\$483,562	\$804,999	\$804,999
4	Prepare and Paint Interior and Spot Prep and Paint Exterior of Existing Tank	LS	1	\$110,165	\$110,165	\$115,200	\$115,200	\$178,300	\$178,300	\$110,570	\$110,570
5	Tank Disinfection and Disposal of Disinfection Water	LS	1	\$5,500	\$5,500	\$5,750	\$5,750	\$4,500	\$4,500	\$1,500	\$1,500
6	Remove and Replace Miscellaneous Metal and Electrical Items on the Outside of the Tank	LS	1	\$52,550	\$52,550	\$23,700	\$23,700	\$20,000	\$20,000	\$1,055	\$1,055
<b>TOTAL BID AMOUNT</b>				<b>\$460,837.50</b>	<b>\$522,250</b>	<b>\$731,362</b>	<b>\$976,154</b>				

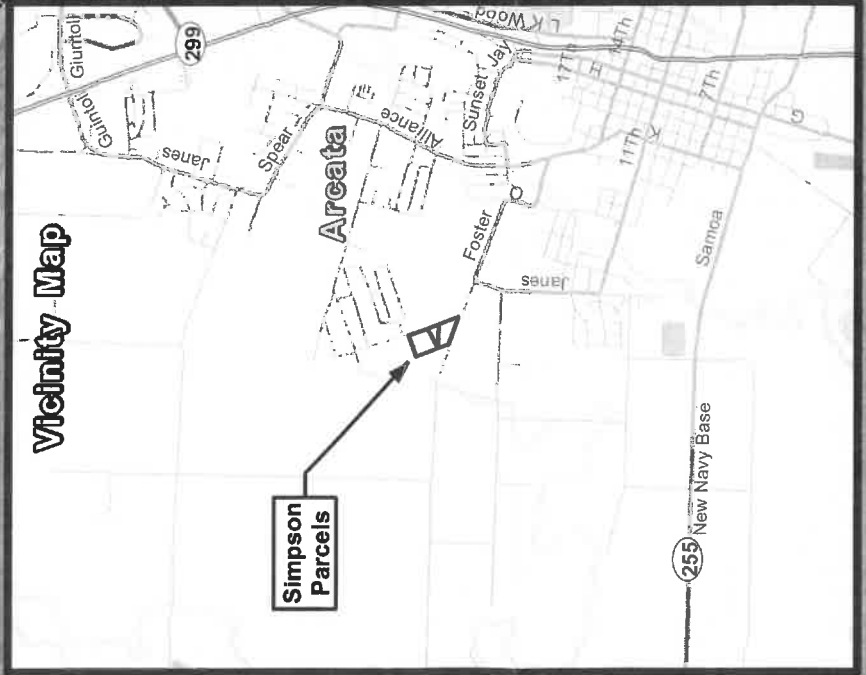


Job Number 11125074  
 Revision B  
 Date 18 Jan 2017

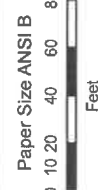
Humboldt Bay Municipal Water District  
 Simpson Mill Property

**HBMWD Facilities on Parcels**  
**APN: 506-231-009, 506-231-008, & 506-131-015 Figure 1**

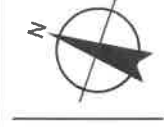
180 Lonsdale Street Melbourne VIC 3000 Australia T 61 3 8687 8000 F 61 3 8687 8111 E melmail@ghd.com W www.ghd.com  
 © 2017. Whilst every care has been taken to prepare this map, GHD make no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and cannot accept liability and responsibility of any kind (whether in contract, tort or otherwise) for any expenses, losses, damages and/or costs (including indirect or consequential damage) which are or may be incurred by any party as a result of the map being inaccurate, incomplete or unsuitable in any way and for any reason.  
 Data source: HBMWD GIS; ppellines, appurtenances and ROW; Created by gldavidson



- Air Release Valve
- Treated Water Main
- Industrial (Raw) Water Main
- HBMWD ROW



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 Feet





SECTION J1e, PAGE NO. 2  
**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**

828 SEVENTH STREET, 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](mailto:OFFICE@HBMWD.COM)

**BOARD OF DIRECTORS**

BARBARA HECATHORN, PRESIDENT  
ALDARON LAIRD, VICE-PRESIDENT  
J. BRUCE RUPP, SECRETARY-TREASURER  
SHERI WOO, DIRECTOR  
NEAL LATT, DIRECTOR

**GENERAL MANAGER**

PAUL HELLIKER

January 5, 2017

*182 letters were sent*

RE: APN#

Dear Arcata Property Owner,

You are receiving this letter because our District has an easement on your property for our pipeline(s) that run under your property. These pipelines may be either a 27" or 51" main transmission line that provide domestic or industrial water for our customers.

Recently, some property owners with whom we have an easement have gone to the Arcata Planning Department with plans drafted for their project that did NOT take into consideration our easement. This has caused some issues and additional expense for them. Additionally, some have had to re-design their projects to incorporate our easement rights.

It is not our intent to hinder development, but to help you and keep our pipeline protected. The site specifications vary by property and are based on topography, location where the pipeline traverses your property, the type and size of proposed development, and other factors. If you intend to develop or subdivide your property, we suggest you contact us to discuss our easement and any limitations prior to investing in drawing up any plans. This will also streamline the process when you bring your project to the Arcata Planning Department.

If you do not have plans for development on your property in the near future, please simply file this information with your other property documents in case you decide to make changes in the future.

Feel free to contact us with questions or to arrange a meeting to discuss your planned development.

Sincerely,

*Paul Helliker*  
Paul Helliker  
General Manager

cc: City of Arcata Planning Department  
Humboldt County Planning Department

# Financial

HUMBOLDT BAY MUNICIPAL WATER DISTRICT  
Statement of Fund Balances at January 31, 2017

Account Fund Balance at Month End		AT 1-31-17	AT 1-31-16	Increase/(Decrease)
<b><u>U.S. BANK ACCOUNTS</u></b>				
- Commercial Account - General Fund Account		289,423.28	838,946.90	
- Money Market Account (DWR Contract for SRF Loan)	①	160,373.76	159,871.21	
- Certificate of Deposit (DWR Contract for SRF Reserve)	②	547,748.33	547,456.80	
Subtotal		<u>997,545.37</u>	<u>1,546,274.91</u>	(548,729.54)
<b><u>HUMBOLDT COUNTY:</u></b>				
- Investment Account		2,529,437.53	2,560,623.19	
- DWFP Reserve (In accordance with Ordinance 16)	④	469,547.92	465,257.94	
- MSRA Reserve (Municipal Supplemental Reserve Account)	⑤	420,511.21	416,442.88	
- SRF Loan Payment	⑥	94,156.48	93,638.93	
- A/B Bond Tax Account		0.00	0.00	
- 1% Tax Account	③	416,889.28	0.00	
Subtotal		<u>3,930,542.42</u>	<u>3,535,962.94</u>	394,579.48
<b><u>L.A.I.F.</u></b>				
Cash on Hand		1,607.72	1,598.53	9.19
<b><u>TOTAL CASH</u></b>				
		<u>\$ 4,930,345.51</u>	<u>\$ 5,084,486.38</u>	<u>\$ (154,140.87)</u>
<b>Less: Encumbrances &amp; Reserves (Funds Dedicated for Specific Purposes and Projects)</b>				
<b><u>RESTRICTED</u></b>				
Municipal Customers PF2 Prior Year Reconciliation		(254,853.29)	(164,825.42)	
1% Tax Account	③	(416,889.28)	0.00	
Municipal Customer Advanced Charging - Ranney Collector 1 & 1A Rehabilitation		(674,996.06)	(850,251.25)	
Municipal Customer Advanced Charging - Ranney Collector 2 Rehabilitation		0.00	(179,544.97)	
Municipal Customer Advanced Charging - 1MG Domestic Reservoir Roof		0.00	0.00	
Municipal Customer Advanced Charging - Replace Ruth Bunkhouse		(195,000.00)	0.00	
DWR Reserve Fund for SRF Loan	②	(547,748.33)	(547,456.80)	
DWR Contract Payment for SRF Loan for DWFP (Drinking Water Filtration Plant-PF1 Charges from Munis)	①	(160,373.76)	(159,871.21)	
<b><u>SUBTOTAL RESTRICTED RESERVES (Net Position)</u></b>		<u>(2,249,860.72)</u>	<u>(1,901,949.65)</u>	<u>347,911.07</u>
<b><u>UNRESTRICTED:</u></b>				
<b><u>Board Restricted:</u></b>				
Paik-Nicely Development		(4,158.00)	(4,158.00)	
Sequoia Investments X, LLC (Hog Island Project)		0.00	0.00	
DWFP Reserve *	④	(469,547.92)	(465,257.94)	
MSRA Reserve (Municipal Supplemental Reserve Account)	⑤	(420,511.21)	(416,442.88)	
PG&E REMAT Deposit		(27,000.00)	0.00	
<b><u>Unrestricted Reserves</u></b>				
SRF Loan Payment	⑥	(94,156.48)	(93,638.93)	
Techite CalEMA Subgrantee Administrative Allowance		0.00	(30,004.63)	
Municipal Customer Accumulation for Debt Service for US Bank				
Project Loan Payment		(7,576.70)	(7,566.47)	
General Fund Reserve		(1,657,534.48)	(2,165,467.88)	
<b><u>SUBTOTAL UNRESTRICTED RESERVES (Net Position)</u></b>		<u>(2,680,484.79)</u>	<u>(3,182,536.73)</u>	<u>(502,051.94)</u>
<b>Total Net Position</b>		<u>(4,930,345.51)</u>	<u>(5,084,486.38)</u>	<u>(154,140.87)</u>

	JANUARY RECEIPTS	YTD TOTAL AT 1-31-17	BUDGET	% OF BUDGET	YTD TOTAL AT 1-31-16
<b>MISCELLANEOUS RECEIPTS (RETURNED TO CUSTOMERS VIA PF2)</b>					
RETAIL WATER SALES	\$ 34,232.65	\$ 239,828.29	\$309,060	78%	\$ 192,179.74
SUBTOTAL RETAIL WATER SALES	\$ 34,232.65	\$ 239,828.29	\$309,060	78%	\$ 192,179.74
GENERAL REVENUES					
INTEREST (1)	2.73	23,929.37	\$12,000	199%	6,767.13
FCSD CONTRACT FOR MAINT. & OPERATIONS	55,147.13	163,027.03	175,000	93%	182,659.99
POWER SALES	25,607.87	63,981.62	175,000	37%	38,964.03
MISCELLANEOUS (SEE NEXT PAGE)	\$4,067.41	\$29,614.14	50,000	59%	\$ 27,836.43
SUBTOTAL GENERAL REVENUES	\$ 84,825.14	\$ 280,552.16	\$412,000	68%	\$ 256,227.58
<b>TAX RECEIPTS</b>					
1% TAXES	433,802.43	479,482.61	775,000	62%	462,720.91
<b>TOTAL PF 2 CREDIT</b>	<b>\$ 552,860.22</b>	<b>\$ 999,863.06</b>	<b>\$1,496,060</b>	<b>67%</b>	<b>\$ 911,128.23</b>
<b>WHOLESALE CONTRACT RECEIPTS</b>					
INDUSTRIAL / HARBOR DISTRICT	\$0.00	\$ 764.66	\$50	1529%	\$0.00
<b>TOTAL INDUSTRIAL</b>	<b>\$0.00</b>	<b>\$ 764.66</b>	<b>\$50</b>	<b>1529%</b>	<b>\$0.00</b>
CITY OF ARCATA	\$ 98,803.29	\$ 674,209.99	\$1,257,114	54%	\$ 619,016.84
CITY OF EUREKA	234,778.24	1,613,268.78	3,001,244	54%	1,696,203.40
HUMBOLDT CSD	78,642.11	541,555.54	1,032,162	52%	499,812.20
MANILA CSD	6,309.05	43,545.57	82,399	53%	40,780.97
MCKINLEYVILLE CSD	79,410.19	547,347.76	1,019,529	54%	498,709.15
FLDDBROOK CSD	12,765.27	89,219.81	166,168	54%	91,776.43
BLUE LAKE	13,973.55	95,517.26	185,744	51%	93,757.36
<b>TOTAL MUNIS</b>	<b>\$ 524,781.70</b>	<b>\$ 3,604,664.71</b>	<b>\$6,744,360</b>	<b>53%</b>	<b>\$ 3,540,056.35</b>
A/B BOND TAXES	\$0.00	\$0.00	\$0	0%	\$0.00
<b>TOTAL RECEIPTS</b>	<b>\$ 1,077,641.92</b>	<b>\$ 4,605,292.43</b>	<b>\$8,240,470</b>	<b>56%</b>	<b>\$ 4,451,184.58</b>

(1) LAIF interest Oct - Dec 2016

## MISCELLANEOUS RECEIPTS

	JANUARY	YEAR TO DATE
<b>Administrative</b>		
<i>Parking Lot Rent</i>	\$25.00	\$175.00
<i>Employee Telephone</i>	0.00	152.03
<i>Employee Gas</i>	0.00	80.70
<i>Retirees' Reimbursement of Health Insurance Premium</i>	3,722.79	15,369.45
<i>COBRA Vision Ins &amp; Admin Fee - Retiree</i>	0.00	113.58
<i>COBRA Dental Ins &amp; Admin Fee - Retiree</i>	0.00	649.44
<i>Employee on Leave Payment of Health Insurance Premium</i>	0.00	42.26
<i>Water Processing Fees</i>	90.00	240.00
<i>Hydrant Rental Deposit</i>	0.00	0.00
<i>Meter Installations</i>	0.00	6,518.20
<i>Retail Connection Charge</i>	0.00	0.00
<i>Mainline Connection Charge</i>	0.00	0.00
<i>Right of Way Fees</i>	0.00	0.00
<i>Special Event Liability Insurance</i>	0.00	361.50
<i>ACWA/JPIA Retrospective Premium Adjustment</i>	0.00	0.00
<i>ACWA/JPIA Insurance Claim</i>	0.00	0.00
<i>Dividend Check (Principal Life)</i>	229.62	448.56
<i>Bad Debt Recovery</i>	0.00	72.64
<i>Miscellaneous Payments for Copies &amp;/or Postage Costs</i>	0.00	63.06
<i>Diesel Fuel Tax Refund</i>	0.00	72.82
<i>Park Use Fees</i>	0.00	75.00
<i>Sequoia Investments X, LLC - Hog Island Project</i>	0.00	1,104.75
<i>PG&amp;E - CPUC Mandated Gas Credit</i>	0.00	96.47
<i>IRS -Refund of Payroll Tax Overpayment</i>	0.00	564.33
<i>EDD -Refund of Payroll Tax Overpayment</i>	0.00	33.15
<i>Sale of Surplus Equipment</i>	0.00	60.00
<b>Ruth Area</b>		
<i>Use of Ruth Cabin</i>	0.00	345.00
<i>RLCSD-Water System Permit Fees</i>	0.00	2,050.00
<i>Ruth Area Water Use Permit</i>	0.00	100.00
<i>Buffer Strip Right of Way License Fee</i>	0.00	0.00
<i>Ruth Buffer Strip PG&amp;E Right of Way Fees</i>	0.00	0.00
<i>Ruth Sale of Merchantable Timber</i>	0.00	0.00
<i>Ruth Sale of Surplus Gravel</i>	0.00	135.00
<i>Don Bridge Lease</i>	0.00	691.20
<b>Miscellaneous</b>		
<i>Other</i>	0.00	0.00
<b>Total Miscellaneous Receipts</b>	<b>\$4,067.41</b>	<b>\$29,614.14</b>
<b>OTHER RECEIPTS or GRANTS</b>		
<i>Prop 84 - Ranney Collector 1</i>	0.00	0.00
<i>CalEMA Blue Lake/Fieldbrook Pipeline Crossing(Note1)</i>	0.00	0.00
<i>Quagga Grant 2015/16 on behalf of RLCSD*</i>	0.00	5,083.85

\* Not included in PF2 Credits. No charges were expended by HBMWD.  
Claim for expenditures was submitted by HBMWD on behalf of RLCSD.



-4-  
**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**  
**TOTAL EXPENDITURES**  
**AT JANUARY 31, 2017 (7 MONTHS - 58%)**

SECTION 52 PAGE NO. 4

	JANUARY EXPENSES	TOTAL 1/31/2017	BUDGET	% OF BUDGET	TOTAL 1/31/2016
<b>PAYROLL:</b>					
Regular	\$169,867.20	\$1,115,288.13	\$ 1,917,832	58%	\$ 1,065,986.13
Part-Time	1,657.00	20,834.13	53,600	39%	19,158.39
Overtime	2,046.55	14,520.38	35,000	41%	15,283.33
Standby	7,685.25	45,747.78	80,000	57%	44,563.85
Pay Differential	878.81	6,292.20	11,500	55%	5,186.08
Deferred Compensation	2,500.00	16,850.00	30,600	55%	8,575.00
Employee Assistance Plan	75.20	524.06	1,078	49%	515.61
Director Compensation	1,040.00	11,520.00	26,000	44%	12,368.00
Director - Secretary Fees	262.50	1,837.50	3,200	57%	1,837.50
Taxes/Benefits	123,567.28	865,504.37	1,437,324	60%	807,338.96
<b>TOTAL PAYROLL</b>	<b>\$309,579.79</b>	<b>\$ 2,098,918.55</b>	<b>\$ 3,596,134</b>	<b>58%</b>	<b>\$ 1,980,812.85</b>
<b>SERVICE &amp; SUPPLY</b>					
<b>O &amp; M</b>					
Engineering	\$3,577.25	\$21,152.50	\$ 75,000	28%	\$44,004.34
Maint., Repairs, Supplies	11,270.16	59,592.54	115,000	52%	60,436.95
TRF Maint, Repairs, Supplies	7,430.95	31,683.23	55,000	58%	27,131.70
Lab	670.00	4,754.70	13,000	37%	5,811.16
Auto Maintenance	2,251.52	17,572.24	46,000	38%	20,312.75
Radio Maintenance	1,465.06	5,569.97	10,500	53%	2,262.24
USGS Meter Station	0.00	0.00	7,800	0%	0.00
Ruth Lake License	0.00	1,500.00	1,500	100%	1,500.00
<b>A&amp;G</b>					
Accounting Services	1,295.00	10,306.03	\$ 30,000	34%	1,000.00
Legal	195.50	2,483.43	28,000	9%	7,757.00
Professional Services	0.00	1,881.32	20,000	9%	2,933.32
Insurance	0.00	55,980.50	105,000	53%	71,149.00
Telephone/Internet	7,760.02	31,349.35	46,000	68%	27,565.41
Office Building Maintenance	1,784.65	10,552.65	18,000	59%	13,229.54
Office Expense	3,933.95	33,844.58	52,000	65%	33,467.16
Travel & Conference	0.00	4,940.85	25,000	20%	6,045.60
Dues & Subscriptions	307.46	14,936.86	15,500	96%	13,893.40
Technical Training	178.00	4,922.87	11,000	45%	4,525.90
County Tax Fee	9,522.00	9,522.00	21,000	45%	8,951.00
County Property Taxes	0.00	998.60	1,100	91%	998.60
LAFCO	7,447.28	7,447.28	4,500	165%	5,847.74
Regulatory Agency Fees	1,180.67	48,143.34	75,000	64%	65,809.79
Ruth Lake Programs	0.00	0.00	5,000	0%	0.00
Miscellaneous	2,497.63	6,422.61	11,500	56%	13,962.51
<b>TOTAL SERVICE/SUPPLIES W/OUT POWER</b>	<b>\$62,767.10</b>	<b>\$385,557.45</b>	<b>\$ 792,400</b>	<b>49%</b>	<b>\$438,595.11</b>
<b>POWER</b>					
Essex Pacific Gas & Electric	\$44,215.94	\$374,167.40			\$ 342,183.86
Fuel For 2 MW Generator	0.00	2,513.59			4,394.36
<i>Subtotal Essex Pumping</i>	<i>\$44,215.94</i>	<i>\$376,680.99</i>	<i>561,863.00</i>	<i>67%</i>	<i>\$ 346,578.22</i>
All Other Pacific Gas & Electric	8,689.04	43,843.80	78,137	56%	42,045.69
<b>POWER EXPENSE SUBTOTAL</b>	<b>\$52,904.98</b>	<b>\$420,524.79</b>	<b>\$ 640,000</b>	<b>66%</b>	<b>\$388,623.91</b>
<b>TOTAL SERVICE/SUPPLIES WITH POWER</b>	<b>\$115,672.08</b>	<b>\$806,082.24</b>	<b>\$ 1,432,400</b>	<b>56%</b>	<b>\$827,219.02</b>
<b>PROJECTS, FIXED ASSETS &amp; CONSULTING SERVICES</b>					
	\$237,288.75	\$1,658,666.82	\$ 5,349,550	31%	\$ 586,391.96
<b>TOTAL OPERATING</b>	<b>\$662,540.62</b>	<b>\$4,563,667.61</b>	<b>\$ 10,378,084</b>	<b>44%</b>	<b>\$ 3,394,423.83</b>
<b>DEBT SERVICE - SRF LOAN (1)</b>	<b>\$0.00</b>	<b>\$273,668.48</b>	<b>\$ 547,337</b>	<b>50%</b>	<b>\$547,336.96</b>
<b>TOTAL EXPENDITURES</b>	<b>\$662,540.62</b>	<b>\$4,837,336.09</b>	<b>\$ 10,925,421</b>	<b>44%</b>	<b>\$ 3,941,760.79</b>
<b>DEBT SERVICE - US Bank</b>	<b>\$0.00</b>	<b>\$81,094.05</b>	<b>\$ 162,200</b>	<b>50%</b>	<b>\$81,094.05</b>

I. CAPITAL PROJECTS		JANUARY EXPENSES	YTD TOTAL 1/31/2017	BUDGET	% OF BUDGET
<b>A. Projects Charged to All Customers via Price Factor 2 (BWF)</b>					
SCADA System Upgrade - Phase 2					
Replacement of Check Valves for 1-1, 1-2 & 1-4	\$47.75	\$2,663.25	381,100	1%	
Replace Collector 2, Pump 2-2 Motor	0.00	33,193.60	30,750	108%	
Replace 12Kv Switchgear Roof	0.00	55,735.85	55,000	101%	
Mainline Valve Replacement	0.00	0.00	2,250	0%	
Electrical Shop Upgrade - Phase 2	0.00	0.00	100,000	0%	
1 Mg Domestic Water Reservoir Roof & Painting	329.89	329.89	7,250	5%	
Replace Chlorine Booster Pumps	7,261.00	69,807.75	602,000	12%	
New Valve below 1 Mg Domestic Reservoir	0.00	8,482.31	12,250	69%	
Replace Ruth Bunkhouse	0.00	0.00	30,000	0%	
Replace Ruth HQ Septic System	0.00	0.00	403,500	0%	
Plan to Replace Ruth Hydro Protective Relays	0.00	0.00	15,000	0%	
<b>SUBTOTAL A:</b>	\$7,638.64	\$170,212.65	1,654,100	10%	
<b>B. Projects Charged to Municipal Customers via Price Factor 2 (DWTF)</b>					
TRF SCADA System Upgrade - Phase 2					
Raise Containment Wall Around Sodium Hypochlorite Tank	0.00	0.00	100,000	0%	
	0.00	0.00	6,500	0%	
<b>SUBTOTAL B:</b>	\$0.00	\$0.00	106,500	0%	
<b>C. Projects Funded by Other Sources (BWF)</b>					
Blue Lake/FGCSD River Crossing   Funded by Prop 84 & FEMA Grants					
Ranney Collector 1 & 1A Laterals   Partially funded through Prop 84 Grant & Adv. Charges	\$0.00	\$26,764.57	630,000	4%	
	193,425.00	1,222,768.02	2,140,500	57%	
<b>SUBTOTAL C:</b>	\$193,425.00	\$1,249,532.59	2,770,500	45%	
<b>TOTAL CAPITAL PROJECTS:</b>	<b>\$201,063.64</b>	<b>\$1,419,745.24</b>	<b>4,531,100</b>	<b>31%</b>	

Annual Capital Project Limitation (per Section 7.2.5 of Ordinance 16)  
Amount that can be charged to wholesale customers in a fiscal year.

FY2014/15 Annual Limit \$	1,191,703
Total charged to date \$	170,213
Balance Remaining \$	1,021,490

While the total projects expenditures are budgeted at \$5,349,550, the actual wholesale customer charges are \$2,464,600. Capital Projects C and Professional & Consulting Services C is the listing of Projects Funded by Other Sources. In addition the Ranney Collector 3 and Techite Pipeline Replacement projects have been partially funded with financing over 10 years. Only the annual debt service for these financed projects are being charged to the wholesale customers.

I. FIXED ASSETS			
A. Projects Charged to All Customers via Price Factor 2 (BWF)	JANUARY EXPENSES	YTD TOTAL 1/31/2017	% OF BUDGET
Essex- Replace Two Administrative Computers	\$0.00	\$3,860.14	86%
Essex - Replace Two Laptop Computers -Ruggedized	0.00	3,487.64	54%
Collector 3 Emergency Generator Connection	0.00	0.00	0%
Replace Ingersoll Rand Mobile Air Compressor	0.00	24,901.51	111%
Purchase Shop Manual & Diagnostic Equipment to service Heavy Fleet Vehicles	847.24	847.24	9%
Replace Unit 15	28,299.99	28,299.99	61%
Purchase Precision Measuring Equipment	0.00	1,717.10	49%
Purchase Engine Driven Air Compressor for Unit 8	0.00	1,670.55	67%
Replace Towable Portable Restroom	0.00	0.00	0%
Replace Warren Creek Pipeline Meter Manifold	0.00	7,226.52	90%
Conduit Bending Machine	0.00	6,992.85	87%
Eureka - Replace Computer - Part 1	0.00	2,154.55	86%
Eureka - Replace Computer - Part 2	0.00	2,154.54	86%
<b>SUBTOTAL A:</b>	<b>\$29,147.23</b>	<b>\$83,312.63</b>	<b>67%</b>
<b>B. Projects Charged to Municipal Customers via Price Factor 2 (DWTF)</b>			
TRF Spare Parts Inventory	\$0.00	\$3,269.37	82%
<b>SUBTOTAL B:</b>	<b>\$0.00</b>	<b>\$3,269.37</b>	<b>82%</b>
<b>TOTAL FIXED ASSETS PROJECTS:</b>	<b>\$29,147.23</b>	<b>\$86,582.00</b>	<b>68%</b>

II. MAINTENANCE PROJECTS			
A. Charged to All Customers via Price Factor 2 (BWF)	JANUARY EXPENSES	YTD TOTAL 1/31/2017	% OF BUDGET
Paint Collector 3	\$0.00	\$4,424.54	23%
Pipeline Maintenance	797.20	797.20	6%
12KV Electric System Maintenance	0.00	0.00	0%
Mainline Meter Flow Calibration	0.00	2,395.53	40%
Technical Support & Software Updates to Include Control System	0.00	6,437.80	33%
Generator Service	0.00	34.28	1%
Hazard & Diseased Tree Removal	0.00	0.00	0%
Cathodic Protection	0.00	0.00	0%
Maintenance Emergency Repair	0.00	0.00	0%
Fleet Paint Repairs	0.00	1,550.46	3%
AC Pipe Disposal	0.00	0.00	0%
Replace Two Doors at Essex	0.00	0.00	0%
Repair/Upgrade Line Shed 6	0.00	0.00	0%
Brush Abatement at Ruth Dam	0.00	0.00	0%
Ruth HQ Tree Removal	0.00	0.00	0%
Ruth HQ Remodel Project	0.00	0.00	0%
Ruth Hydro - Howell Bunger Valve Inspection	0.00	0.00	0%
<b>SUBTOTAL A:</b>	<b>\$797.20</b>	<b>\$15,639.81</b>	<b>8%</b>
<b>B. Projects Charged to Municipal Customers via Price Factor 2 (DWTF)</b>			
TRF - Generator Service	\$0.00	\$0.00	0%
TRF Limotorque Valve Retrofit Supplies - Phase 1	0.00	14,349.36	91%
<b>SUBTOTAL B:</b>	<b>\$0.00</b>	<b>\$14,349.36</b>	<b>88%</b>
<b>TOTAL MAINTENANCE PROJECTS:</b>	<b>\$797.20</b>	<b>\$29,989.17</b>	<b>15%</b>

III. PROFESSIONAL & CONSULTING SERVICES		JANUARY	YTD TOTAL	% OF
A. Charged to All Customers via Price Factor 2 (BWF)		EXPENSES	1/31/2017	BUDGET
Collector 1 Transformer & Electrical Evaluation		\$0.00	\$0.00	5,000
Collector 1 Pump & Motor Upgrades		0.00	0.00	13,000
Collector 1 Lateral Evaluation Report		0.00	0.00	5,000
Crane Testing/Certification		173.61	6,802.04	6,500
Essex Trolley/Cable Car Inspection		0.00	7,534.75	10,000
Essex Septic System Construction Assistance		0.00	450.00	4,000
Essex Mad River Cross-Sectional Survey		0.00	9,761.75	10,000
Mad River Watershed Regulatory Compliance		0.00	0.00	50,000
Spill Prevention Control & Countermeasure Plan Updates (Ruth Marina & Essex)		0.00	5,041.25	6,500
GIP Financial Plan Update		2,580.00	2,580.00	25,000
Catholic Protection Review/Inspection		0.00	8,476.00	9,500
Techite Pipeline Replacement - Final Inspection & Report		0.00	6,600.75	9,000
Dune Monitoring Program - Component of Coastal Conservancy Climate Ready Grant		0.00	2,000.00	2,000
GIS/Facilities Information System		0.00	0.00	10,000
GIS/Facilities Information System - Ruth		0.00	0.00	4,000
Backflow Tester Training		0.00	0.00	3,000
Control Software Training		0.00	0.00	15,000
Technical Training		0.00	877.93	5,750
Industrial Water Reservoir Condition Assessment		0.00	0.00	8,000
Licensed Timber Operator		0.00	1,770.00	5,000
FERC Dam Safety Surveillance & Monitoring Report(DSSMR)/FERC Dam Safety Review (Part 12)		0.00	107.50	3,000
FERC Chief Dam Safety Engineer		0.00	0.00	10,000
FERC Part 12 - GEI		0.00	0.00	10,000
FERC Part 12 - Cardno		0.00	6,464.50	10,000
FERC Part 12 Independent Consultant Inspection and Engineering Support - GHD		0.00	6,637.80	20,000
Grant Applications		0.00	6,064.55	11,000
Public Education		744.00	5,986.25	20,000
Water Resources Planning		0.00	1,000.00	5,000
		0.00	1,942.59	50,000
<b>SUBTOTAL A:</b>		<b>\$3,497.61</b>	<b>\$80,097.66</b>	<b>335,250</b>
				<b>24%</b>
<b>B. Projects Charged to Municipal Customers via Price Factor 2 (DWTF)</b>				
Chlorine System Maintenance		\$0.00	\$3,288.83	16,100
				<b>20%</b>
<b>SUBTOTAL B:</b>		<b>\$0.00</b>	<b>\$3,288.83</b>	<b>16,100</b>
				<b>20%</b>
<b>C. Projects Funded by Other Sources (BWF)</b>				
Surge Tower Replacement - CEQA, Bidding & Construction Assistance ] Funded by FEMA Grant		\$0.00	\$0.00	50,000
Quagga Grant/RLCSD] CA Dept of Boating & Waterways		0.00	0.00	9,150
				<b>0%</b>
				<b>0%</b>
<b>SUBTOTAL C:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>59,150</b>
				<b>0%</b>
<b>TOTAL PROFESSIONAL &amp; CONSULTING SERVICES:</b>		<b>\$3,497.61</b>	<b>\$83,386.49</b>	<b>410,500</b>
				<b>20%</b>

IV. INDUSTRIAL SYSTEM PROJECTS			
A. Charged to All Customers via Price Factor 2 (BWF)	JANUARY EXPENSES	YTD TOTAL 1/31/2017	% OF BUDGET
- Maintain Water Supply to Industrial Pump Station (Pump Station 6) During Low-Flow Months	\$0.00	\$0.00	0%
<b>SUBTOTAL A.</b>	\$0.00	\$0.00	0%
B. Charged to Municipal Customers via PF2 (DWTF)			
<b>SUBTOTAL B.</b>	\$0.00	\$0.00	0%
<b>TOTAL INDUSTRIAL SYSTEM PROJECTS:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>
CARRY-OVER PROJECTS FROM 2015/16			
I. CAPITAL PROJECTS	JANUARY EXPENSES	YTD TOTAL 1/31/2017	% OF BUDGET
A. Charged to All Customers via Price Factor 2 (BWF)			
Replace Essex Septic System	\$0.00	\$5,060.73	101%
Repair/Upgrade Park Restrooms	0.00	15.51	1%
Upgrade Ethernet Radio Modems/PLC Systems at Samoa Booster Pump Station	632.45	4,818.71	321%
Repair Ruth HQ Master Bath/Laundry Room	40.98	248.49	17%
Ruth Hydro - Install Auto Synchronizer System	0.00	0.00	0%
<b>SUBTOTAL A.</b>	<b>\$673.43</b>	<b>\$10,143.44</b>	<b>71%</b>
B. Projects Charged to Municipal Customers via Price Factor 2 (DWTF)			
Remodel TRF Line Shed 5	\$175.53	\$832.94	46%
<b>SUBTOTAL B.</b>	<b>\$175.53</b>	<b>\$832.94</b>	<b>46%</b>
<b>Subtotal Capital Projects</b>	<b>\$848.96</b>	<b>\$10,976.38</b>	<b>69%</b>
I. FIXED ASSETS			
A. Charged to All Customers via Price Factor 2 (BWF)			
Install Signal Amplifier at Mt. Pierce	\$0.00	\$0.00	0%
<b>SUBTOTAL A.</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>
B. Projects Charged to Municipal Customers via Price Factor 2 (DWTF)			
<b>SUBTOTAL B.</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>Subtotal Fixed Assets Projects</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>

CARRY-OVER PROJECTS FROM 2015/16 Continued

<b>II. MAINTENANCE PROJECTS</b>						
<b>A. Charged to All Customers via Price Factor 2 (BWF)</b>						
Replace Eyewash/Shower Station and Drain System	\$421.01	\$645.11	800	81%		
Large Business & Fire Service Meter Calibration & Maintenance	0.00	0.00	15,000	0%		
Ruth Spillway Bridge Painting	0.00	5,000.00	5,000	100%		
<b>SUBTOTAL A.</b>	<b>\$421.01</b>	<b>\$5,645.11</b>	<b>20,800</b>	<b>27%</b>		
<b>B. Projects Charged to Municipal Customers via Price Factor 2 (DWTF)</b>						
<b>SUBTOTAL B.</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>0%</b>		
<b>Subtotal Maintenance Projects</b>						
	<b>\$421.01</b>	<b>\$5,645.11</b>	<b>20,800</b>	<b>27%</b>		
<b>III. PROFESSIONAL &amp; CONSULTING SERVICES</b>						
<b>A. Charged to All Customers via Price Factor 2 (BWF)</b>						
Crane Operator Training	\$0.00	\$0.00	7,000	0%		
Focused Engineering Studies	0.00	6,236.75	10,000	62%		
Hydro Assessment & Analysis	1,513.10	16,105.68	5,000	322%		
<b>SUBTOTAL A.</b>	<b>\$1,513.10</b>	<b>\$22,342.43</b>	<b>22,000</b>	<b>102%</b>		
<b>B. Projects Charged to Municipal Customers via Price Factor 2 (DWTF)</b>						
<b>SUBTOTAL B.</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>0%</b>		
<b>Subtotal Professional &amp; Consulting Projects</b>						
	<b>\$1,513.10</b>	<b>\$22,342.43</b>	<b>22,000</b>	<b>102%</b>		
<b>2015/16 CARRYOVER PROJECTS TOTAL</b>						
	<b>\$2,783.07</b>	<b>\$38,963.92</b>	<b>60,800</b>	<b>64%</b>		
<b>PROJECTS GRAND TOTAL:</b>						
	<b>\$237,288.75</b>	<b>\$1,658,666.82</b>	<b>5,349,550</b>	<b>31%</b>		
<b>Less Projects Funded from Other Sources (Grants/Loans/Advanced Charges/Reserves)</b>						
	\$193,425.00	\$1,249,532.59	3,047,150	41%		
<b>PF2 Project Total Charged to Customers excluding Debt Service (US Bank)</b>						
	\$43,863.75	\$409,134.23	2,302,400	18%		

Humboldt Bay Municipal Water District  
Overtime Pay  
January 2017

	51		52		53		56		58		TOTAL	
	Hours	Jan 17	Hours	Jan 17	Hours	Jan 17	Hours	Jan 17	Hours	Jan 17	Hours	Jan 17
54TRF												
Employee Wages, Taxes and Adjustments	10	593.70	7	431.77	4	220.08	3	207.93	0.5	20.91	11	572.16
Gross Pay	10	593.70	7	431.77	4	220.08	3	207.93	0.5	20.91	11	572.16
Overtime												
Total Gross Pay	10	593.70	7	431.77	4	220.08	3	207.93	0.5	20.91	11	572.16
Adjusted Gross Pay	10	593.70	7	431.77	4	220.08	3	207.93	0.5	20.91	11	572.16
Net Pay	10	593.70	7	431.77	4	220.08	3	207.93	0.5	20.91	11	572.16
Employer Taxes and Contributions		0.00		0.00		0.00		0.00		0.00		0.00

Employee Wages, Taxes and Adjustments  
Gross Pay  
Overtime  
Total Gross Pay  
Adjusted Gross Pay  
Net Pay  
Employer Taxes and Contributions

51 - Ruth  
52 - Pumping & Control  
53 - Water Treatment  
54 - Maintenance & Operation  
55 - Customer Service  
56 - Administration  
58 - Ruth Hydro

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## Humboldt Bay Municipal Water District Expenses by Vendor Detail

January 2017

Memo	Amount
101Netlink	
Ruth Data Link/Internet	-170.00
Total 101Netlink	-170.00
Acme Rigging & Supply Company	
Crane Testing/Certification	-173.61
replace wire rope on Pump Station 6 crane	-562.59
Total Acme Rigging & Supply Company	-736.20
Advanced Display & Signs	
Ruth - Sheriff's Cove signs	-423.24
Total Advanced Display & Signs	-423.24
Advanced Security Systems	
Essex Office Alarm System Quarterly Alarm Monitoring	-73.50
Total Advanced Security Systems	-73.50
Almquist Lumber	
Electrical Shop Upgrade Phase 2	-196.53
Total Almquist Lumber	-196.53
Arcata Stationers	
Essex office supplies	-165.27
Total Arcata Stationers	-165.27
Asbury Environmental Services	
waste oil disposal	-75.00
Total Asbury Environmental Services	-75.00
AT & T	
Ruth HQ	
TRF	
Essex office	
Eureka office	-55.33
Ruth Hydro	
Valve Building Samoa	
Ruth HQ	-23.40
TRF	-71.92
Essex office	-206.61
Eureka office	-7.83
Ruth Hydro	-647.07
Valve Building Samoa	-87.46
Total AT & T	-1,099.62
AT&T	
Eureka/Essex Landline	-34.95
Arcata/Essex Landline	-34.95
Samoa/Essex Landline	-234.36
Blue Lake Meter Signal Line	-60.34
Eureka Office	-116.26
Eureka Office Alarm Line	-38.77
Samoa Booster Pump Station	-71.75
Valve Building-Samoa	-116.25
Eureka Office	-294.14
Essex Office	-715.74
TRF	-130.25
Ruth Data Line	-113.28
Total AT&T	-1,961.04
AT&T Advertising Solutions	
white page listing	-21.00
Total AT&T Advertising Solutions	-21.00
ATS Communications	
Samoa Booster Pump Station Ethernet Radi Modems/PLC System Upgrades	-632.45
Total ATS Communications	-632.45



# Humboldt Bay Municipal Water District Expenses by Vendor Detail

January 2017

Memo	Amount
AWWA	
Annual Membership Renewal - Dale Davidsen	-105.00
Total AWWA	-105.00
Bartle Wells Associates	
Professional Services related to CIP	-2,580.00
Total Bartle Wells Associates	-2,580.00
Board of Equalization	
In-State Service Use tax for 2016	-40.67
Total Board of Equalization	-40.67
Buckles-Smith	
Fieldbrook-Glendale CSD Communications upgrade-PLC Equipment	-3,616.27
Total Buckles-Smith	-3,616.27
Chemtrac Systems, Inc	
TRF streaming current monitor maintenance	-635.00
Total Chemtrac Systems, Inc	-635.00
Chromalox, Inc	
TRF Lab Heater repair	-1,583.83
Total Chromalox, Inc	-1,583.83
City of Eureka	
Eureka office water/sewer	-50.76
Total City of Eureka	-50.76
Coastal Business Systems Inc.	
Eureka office copy and fax machine	-948.50
Total Coastal Business Systems Inc.	-948.50
Cummins Pacific LLC	
2 MW Generator repair	-628.75
Total Cummins Pacific LLC	-628.75
Davidson Brothers Lock & Safe	
Remodel TRF Line Shed 5	-13.00
Keying Maintenance Office Door lock	-13.00
Replace Collector 1 door lock	-189.88
Total Davidson Brothers Lock & Safe	-215.88
Eureka Oxygen	
cylinder rental	-107.30
Total Eureka Oxygen	-107.30
Eureka Readymix	
pipeline maintenance	-797.20
Total Eureka Readymix	-797.20
Fastenal Company	
Hog Island meter installation	-12.76
Total Fastenal Company	-12.76
Fernbridge Tractor & Equipment Company	
equipment maintenance- JD 110 Loader/Backhoe	-100.00
Total Fernbridge Tractor & Equipment Company	-100.00
FleetPride	
equipment maintenance	-4.27
Total FleetPride	-4.27
Fred Pryor Seminars	
Technical Training - Excel Basics & Beyond Basics - C. Borghino	-128.00
Total Fred Pryor Seminars	-128.00

# Humboldt Bay Municipal Water District Expenses by Vendor Detail

January 2017

Memo	Amount
<b>Frontier Communications</b>	
Ruth HQ	-50.23
Ruth Hydro/Ruth Dataline	-157.61
Total Frontier Communications	-207.84
<b>GHD</b>	
(75835) Surge Tower HMG Grant application	-744.00
(75837) 1 MG Reservoir Roof Replacement Design, Bidding & Construction Mgmt	-7,261.00
(75838) General Engineering - Essex	-3,099.75
(75838) SCADA System Upgrade - Phase 2	-47.75
(75838) General Engineering - Eureka	-477.50
Total GHD	-11,630.00
<b>Hensel Hardware</b>	
shop supplies	-213.51
Sheriff's Cove signage	-52.72
Ruth HQ Bat Boxes maintenance	-37.69
rodent control	-68.96
Total Hensel Hardware	-372.88
<b>Hensell Materials</b>	
Hog Island meter installation	-46.30
Total Hensell Materials	-46.30
<b>Henwood Associates, Inc</b>	
Analysis of Generation capacity of Ruth Hydro Power plant	-1,500.00
Total Henwood Associates, Inc	-1,500.00
<b>Humboldt Fasteners</b>	
maintenance supplies	-27.39
Total Humboldt Fasteners	-27.39
<b>Humboldt Redwood Company, LLC</b>	
Mt Pierce Lease site	-262.65
Total Humboldt Redwood Company, LLC	-262.65
<b>Industrial Electric</b>	
repair Essex control room heater	-149.53
TRF electrical maintenance	-41.34
Total Industrial Electric	-190.87
<b>Layne Christensen Company</b>	
Collector 1 & 1A Rehabilitation Project - Progress Payment 6	-192,375.00
Total Layne Christensen Company	-192,375.00
<b>Lithia Chrysler Jeep Dodge</b>	
Purchase new Unit 15	-28,052.45
Total Lithia Chrysler Jeep Dodge	-28,052.45
<b>Matthews Paints, Inc.</b>	
Lumber Rack for new Unit 15	-88.22
Total Matthews Paints, Inc.	-88.22
<b>McKinleyville Ace Hardware</b>	
Repair Ruth HQ Master Bath/Laundry Room	-40.98
Total McKinleyville Ace Hardware	-40.98
<b>McMaster-Carr Supply</b>	
air compressor maintenance	-60.33
Essex safety signs	-90.80
Total McMaster-Carr Supply	-151.13

# Humboldt Bay Municipal Water District Expenses by Vendor Detail

SECTION J2, PAGE NO. 14

January 2017

Memo	Amount
<b>Mendes Supply Company</b>	
water quality supplies - Humboldt Bay retail	-21.94
water quality supplies - Fieldbrook-Glendale CSD	-53.83
Eureka office maintenance supplies	-104.11
Essex office maintenance supplies	-112.14
Total Mendes Supply Company	-292.02
<b>Mercer-Fraser Company</b>	
replace Essex Eye Wash/Shower Station & Drain	-421.01
Total Mercer-Fraser Company	-421.01
<b>Miller Farms Nursery</b>	
Essex shop supplies	-6.78
Total Miller Farms Nursery	-6.78
<b>Minasian, Meith, Soares, Sexton &amp; Cooper, LLP</b>	
prepare audit letter response	-87.00
Total Minasian, Meith, Soares, Sexton & Cooper, LLP	-87.00
<b>Mission Linen</b>	
maintenance supplies	-131.59
Uniform Rental	-478.21
Total Mission Linen	-609.80
<b>Mitchell, Brisso, Delaney &amp; Vrieze</b>	
Legal services - Ruth Lake	-77.50
Legal services - Fieldbrook-Glendale CSD	-31.00
Total Mitchell, Brisso, Delaney & Vrieze	-108.50
<b>Napa Auto Parts</b>	
vehicle maintenance	-84.42
connection for new compressor	-17.01
vehicle maintenance	-50.30
Unit 1 and Unit 2 repairs	-63.46
Old Unit 15 repair	-16.59
Replace Unit 15	-159.32
Total Napa Auto Parts	-391.10
<b>NCCCO</b>	
Crane Operator Certification	-50.00
Total NCCCO	-50.00
<b>Network Management Services</b>	
EssentialCare Computer Support Service for Eureka office	-342.00
Guard-IT Security Service for Eureka office`	-139.99
Recover-IT Backup Solution	-124.99
Domain Management	-3.00
Umbrella- Security	-30.00
Total Network Management Services	-639.98
<b>Norcal Eureka Group</b>	
Times-Standard newspaper subscription for Eureka office	-202.46
Total Norcal Eureka Group	-202.46
<b>Norcal Kenworth</b>	
Shop manuals and Diagnostic Equipment for Heavy Fleet Vehicles	-847.24
Total Norcal Kenworth	-847.24
<b>North Coast Cleaning Services, Inc</b>	
Eureka office building maintenance	-545.00
Total North Coast Cleaning Services, Inc	-545.00
<b>North Coast Journal, Inc</b>	
Electrician & Instrumentation Technician position advertisement	-166.00
Total North Coast Journal, Inc	-166.00

# Humboldt Bay Municipal Water District Expenses by Vendor Detail

January 2017

Memo	Amount
North Coast Laboratories	
lab tests	-670.00
Total North Coast Laboratories	-670.00
North Valley Labor Compliance	
Collectors 1 & 1A Lateral Replacement	-1,050.00
Total North Valley Labor Compliance	-1,050.00
Northern California Safety Consortium	
monthly membership	-50.00
DOT maintenance forms	-21.55
Total Northern California Safety Consortium	-71.55
Pacific Gas & Electric Co.	
Ruth Bunkhouse	-45.95
Eureka office	-612.05
Jackson Ranch Rectifier	-17.50
299 Rectifier	-87.16
West End Road Rectifier	-108.05
TRF	-7,152.22
Ruth Hydro Valve Control	-24.07
Ruth Hydro	-108.32
Samoa Booster Pump Station	-493.03
Samoa Dial Station	-40.69
Essex Pumping December 1 - 31, 2016	-44,215.94
Total Pacific Gas & Electric Co.	-52,904.98
Pacific Paper Co.	
Eureka office supplies	-86.16
Total Pacific Paper Co.	-86.16
Pierson Building Center	
Ruth cabin water leak repair	-170.37
Total Pierson Building Center	-170.37
Pitney Bowes	
postage meter lease	-209.54
postage meter lease	-10.93
refill postage meter	-500.00
Total Pitney Bowes	-720.47
Platt Electric Supply	
Pump Station 6 proximity switch	-181.27
Total Platt Electric Supply	-181.27
PPG Architectural Coatings	
Remodel TRF Line Shed 5	-162.53
Total PPG Architectural Coatings	-162.53
Price Paige & Company	
GASB 68 Calculations and Supplementary Information	-1,295.00
Total Price Paige & Company	-1,295.00
Recology Arcata	
Essex Garbage Service	-472.24
Total Recology Arcata	-472.24
Recology Humboldt County	
Eureka office garbage/recycling service	-82.30
Total Recology Humboldt County	-82.30

# Humboldt Bay Municipal Water District Expenses by Vendor Detail

January 2017

Memo	Amount
Renner Petroleum	
Ruth bulk fuel	-310.71
Ruth Hydro bulk fuel	-310.72
cardlock fuel - pumping & control	-283.91
cardlock fuel - water quality	-283.91
cardlock fuel - maintenance	-283.91
cardlock fuel - customer service	-283.90
Total Renner Petroleum	-1,757.06
Sierra Chemical Company	
TRF chemicals Invoice SLS 10043205	-4,432.75
Total Sierra Chemical Company	-4,432.75
Sitestar Nationwide Internet	
Essex Internet (2 months)	-105.80
Total Sitestar Nationwide Internet	-105.80
Six Rivers Communications	
Eureka office radio repair	-643.51
Essex radios repair	-308.90
Total Six Rivers Communications	-952.41
Staples	
Eureka office supplies	-91.83
Essex office supplies	-82.06
Total Staples	-173.89
State Water Resources Control Board	
Annual Permit Fee - Ruth Lake Matthews Dam	-570.00
Annual Permit Fee - Essex Mad River	-570.00
Total State Water Resources Control Board	-1,140.00
Steven A. Marshall	
expense reimbursement for Holiday party supplies	-84.30
lab supplies	-8.97
holiday celebration supplies	-31.88
computer supplies	-5.99
equipment maintenance	-39.39
Essex office supplies	-43.67
Total Steven A. Marshall	-214.20
Streamline	
Website maintenance December membership fee	-450.00
Website maintenance January membership fee-	-450.00
Total Streamline	-900.00
Sudden Link	
Essex office Internet	-124.95
Eureka office Internet	-204.95
Essex office Internet	-124.95
Fieldbrook-Glendale CSD SCADA Upgrade - Installation	-3,320.00
Fieldbrook-Glendale CSD Pump Station monthly SCADA communication	-85.34
Total Sudden Link	-3,860.19
T.P. Tire Service, Inc	
Tire chains for Unit 6	-139.84
Tire chains for Unit 6	-139.85
Total T.P. Tire Service, Inc	-279.69
The Mill Yard	
Essex eyewash station maintenance	-18.17
Electrical Shop Upgrade - Phase 2	-46.49
maintenance shop supplies	-148.79
Electrical Shop Upgrade - Phase 2	-86.87
Ruth HQ bat boxes maintenance	-111.74
Total The Mill Yard	-412.06

# Humboldt Bay Municipal Water District Expenses by Vendor Detail

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January 2017

Memo	Amount
The Times-Standard	
Advertisement of Board of Directors vacancy	-502.25
Total The Times-Standard	-502.25
Thrifty Supply	
Hog Island meter installation	-2,691.15
pipe supplies	-542.24
TRF pipe supplies	-738.03
shop supplies	-26.58
Total Thrifty Supply	-3,998.00
Trinity County General Services	
Pickett Peak site lease	-250.00
Total Trinity County General Services	-250.00
Trinity County Solid Waste	
Ruth HQ dump fees	-5.85
Ruth Hydro dump fees	-5.85
Total Trinity County Solid Waste	-11.70
U.S. Bank Corporate Payment System	
Essex safety supplies	-41.57
Essex office supplies	-62.79
tools replacement	-216.84
Conference call - Water Conservation Group & Samoa CSD	-6.62
Conference call - Ruth Hydro Assessment	-13.10
Electrician/Instrumentation Technical GovJobs position advertisement	-125.00
Electrician/Instrumentation Technical Press Democrat position advertisement	-1,368.20
Electrician/Instrumentation Technical Craigs List (Humboldt) position advertisement	-20.00
Electrician/Instrumentation Technical AWWA position advertisement	-200.00
Total U.S. Bank Corporate Payment System	-2,054.12
USTI, Inc	
Humboldt Bay retail ebill	-12.08
Fieldbrook-Glendale CSD ebill	-15.20
Total USTI, Inc	-27.28
Verizon Wireless	
Operations 1	-0.32
Superintendent	-115.32
Unit 3	-71.07
Electrician	-0.22
Operations 2	-0.45
Water Operations Supervisor - Unit 11	-50.91
Maintenance Supervisor	-38.38
Electrician	-9.20
Unit 6	-11.31
Unit 6	-11.31
Assistant Water Operations Supervisor	-40.20
Spare Operations	-0.22
Total Verizon Wireless	-348.91
West Coast Plumbing	
Essex eyewash station maintenance	-75.48
Total West Coast Plumbing	-75.48
William B. Newell	
Ruth petty cash reimbursement	-69.30
Total William B. Newell	-69.30
<b>TOTAL</b>	<b>-335,852.60</b>

# Operations

### **Ruth Lake, Upper Mad River and Hydro Plant**

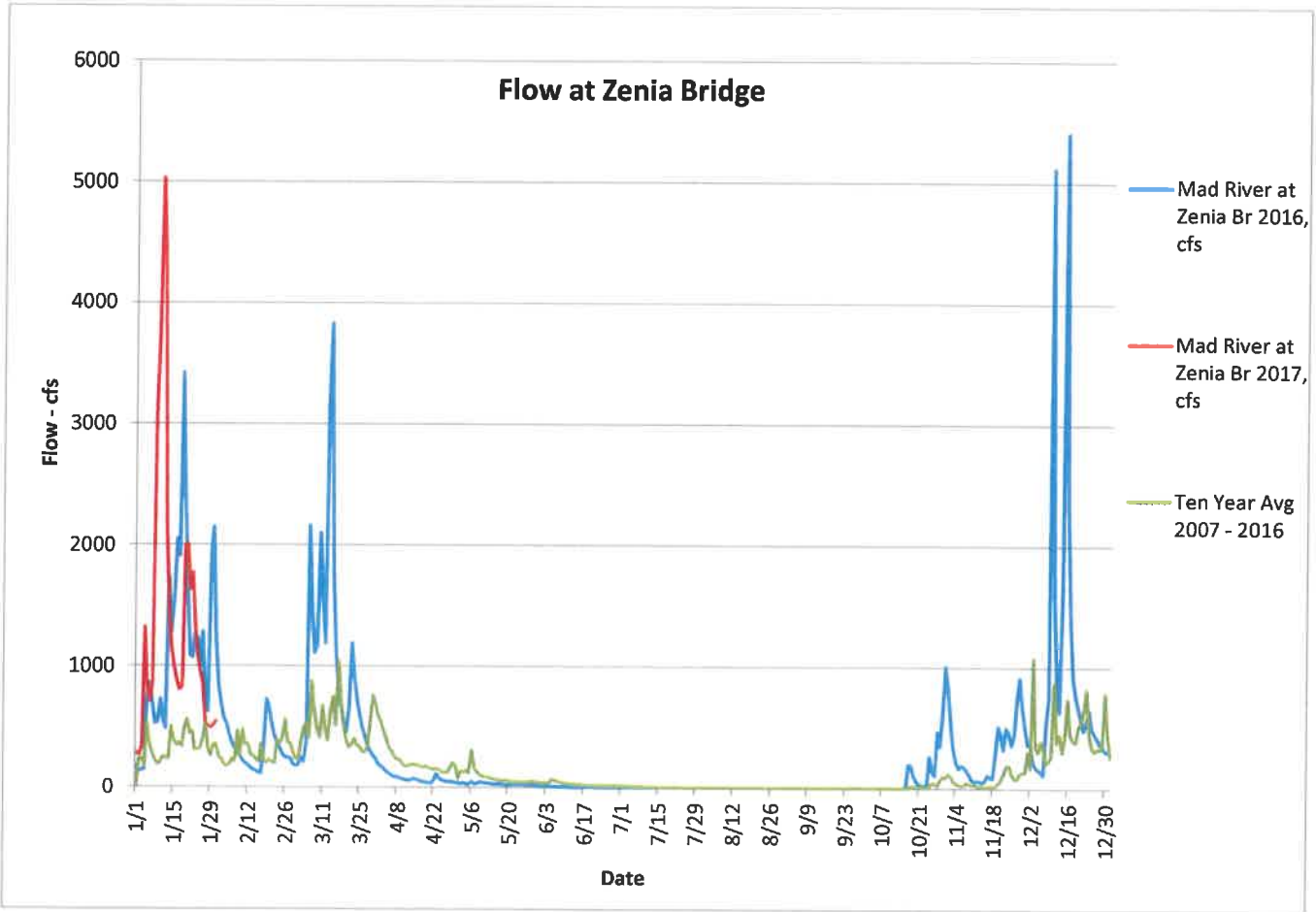
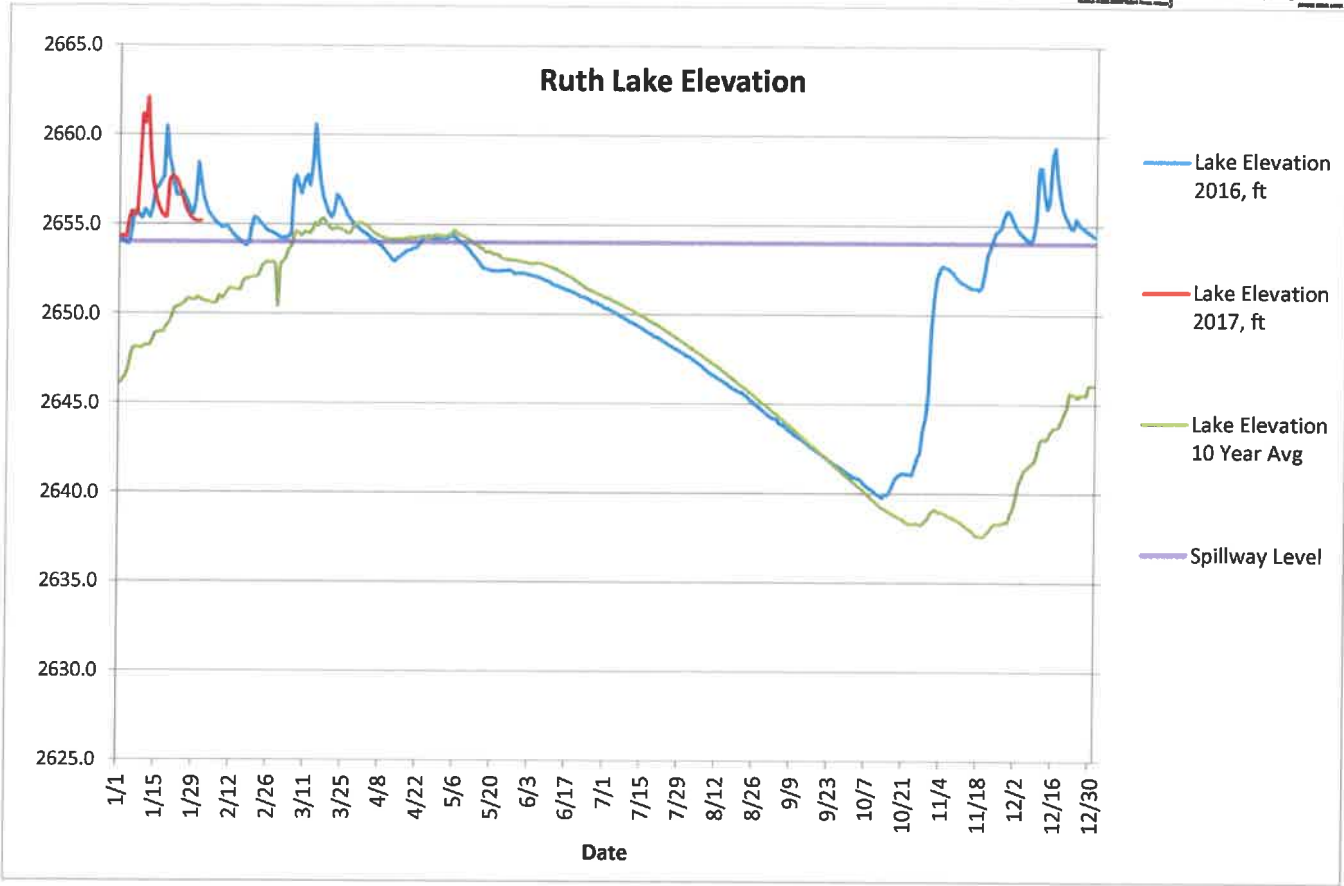
1. The high flow at Mad River above Ruth Reservoir (Zenia Bridge) during the month was measured on January 10<sup>th</sup> at 5,030 cfs and the low flow was measured on January 1<sup>st</sup> at 281 cfs.
2. The conditions at Ruth Lake in January were as follows:
  - a. The lake level on January 31<sup>st</sup> was 2655.18 feet which is:
    1. 0.77 feet higher than December 31<sup>st</sup>, 2016
    2. 2.18 feet higher than January 31<sup>st</sup>, 2016
    3. 4.13 feet higher than the ten year average
    4. 1.18 feet over the spillway
3. We measured 26.19 inches of rain at Ruth Headquarters during the month with a high reading of 4.93 inches measured on January 19<sup>th</sup>.
4. Ruth hydro power production was 916,800 kWh during the month with 8 shutdowns and 75,308 kWh lost power.
5. The high discharge flow from the lake this month was 8,667 cfs on January 11<sup>th</sup> and the low release flow from the lake was 280 cfs on January 2<sup>nd</sup>.

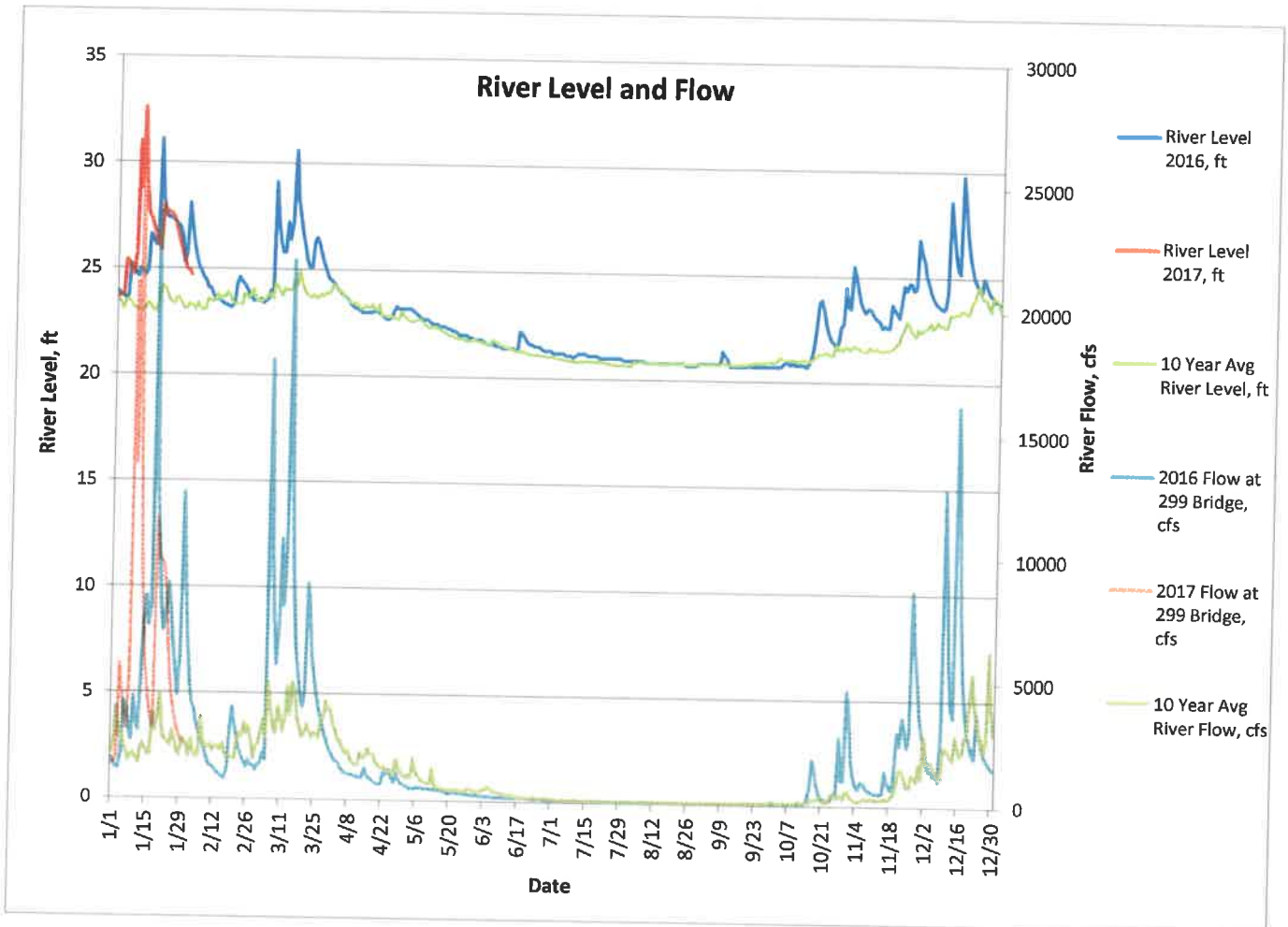
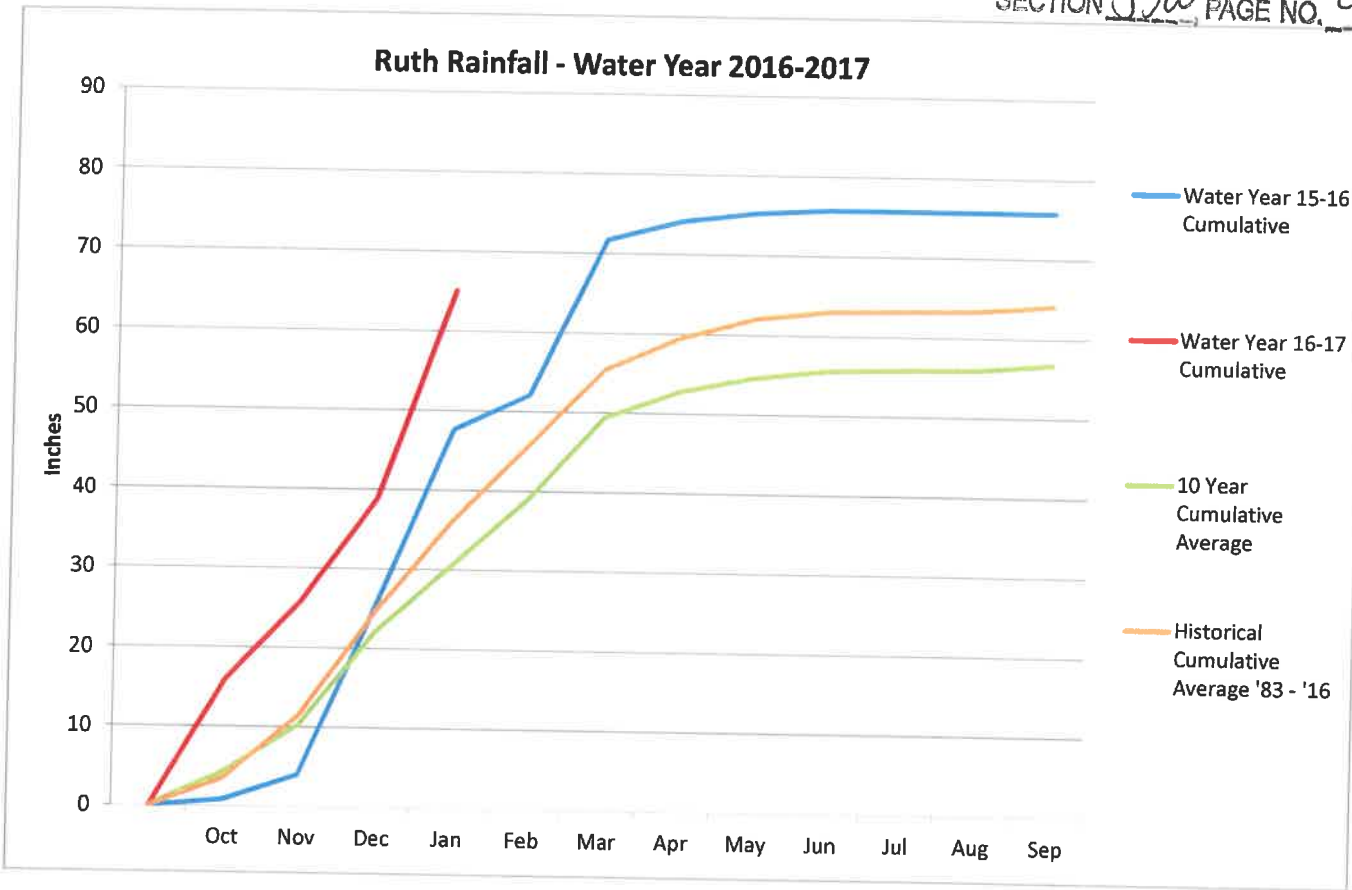
### **Winzler Control, TRF and Lower Mad River**

6. The river at Winzler Control Center reached a high recorded flow of 29,000 cfs and a level of 33.3 feet on January 10<sup>th</sup>. The low river flow was on January 1<sup>st</sup> with a flow of 1400 cfs and a level of 23.7 feet.
7. The domestic water conditions for January were as follows:
  - a. The monthly turbidity average was 0.08 NTU, which meets Public Health Secondary Standards.
  - b. We metered 241.673 million gallons at an average of 7.796 MGD.
  - c. The maximum metered daily municipal customer use was 9.222 MGD on January 19<sup>th</sup>.
8. The Turbidity Reduction Facility ran 31 days in January. The conditions were as follows:
  - a. Filtered water production was 249.273 million gallons.
  - b. Average monthly source water turbidity was 3.79 NTU.
  - c. Average monthly filtered water turbidity was 0.09 NTU.

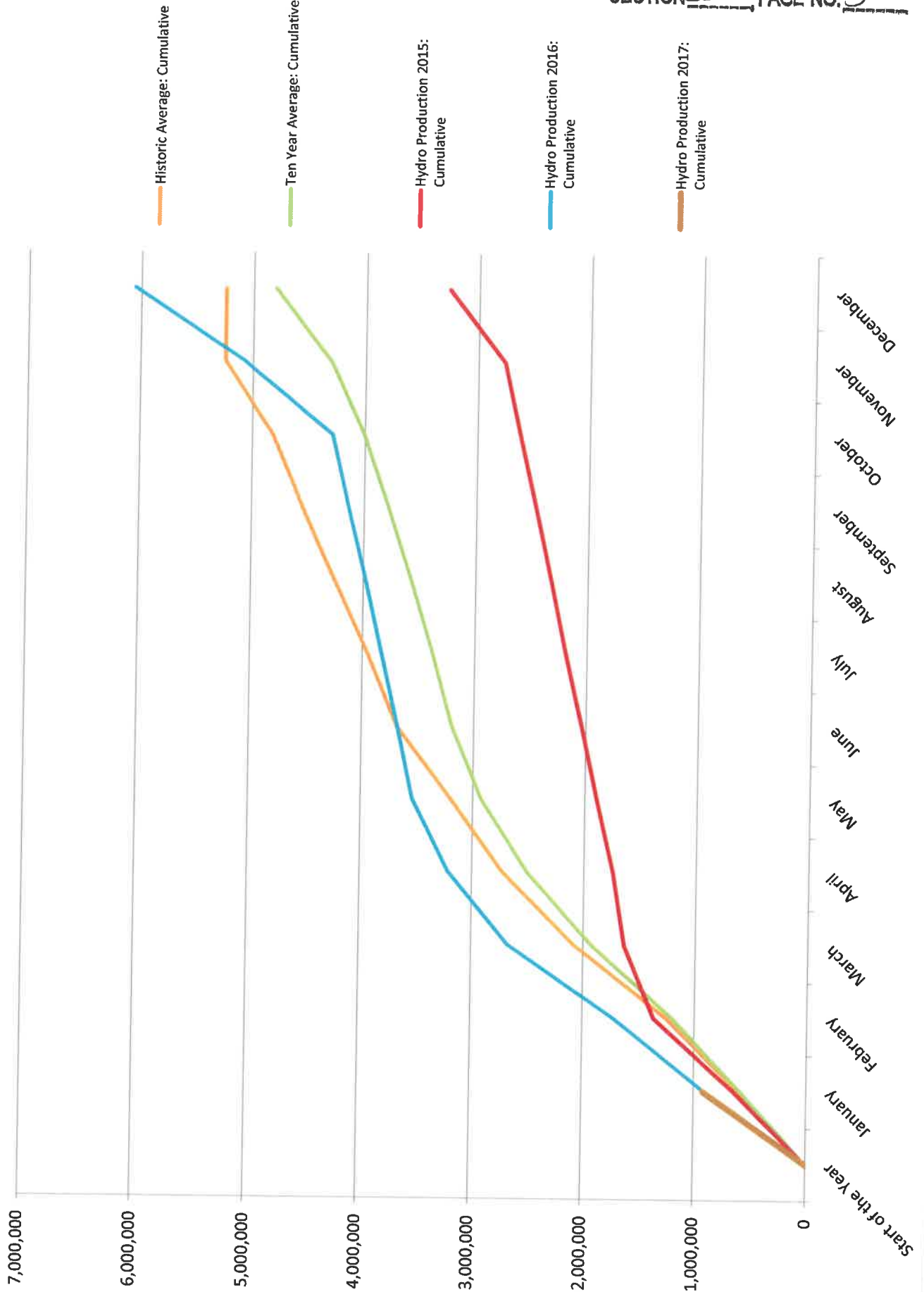


9. January 9<sup>th</sup> - The SB 198 Safety Committee met. New members were selected for this calendar year.
10. January 7<sup>th</sup> - 12<sup>th</sup> – Major winter storm. The storm caused a number of operational challenges.
11. January 10<sup>th</sup> – Trimark Associates installed the new CAISO approved meter at Ruth Hydro.
12. January 18<sup>th</sup>
  - a. Applications for the Electrical/Instrumentation Tech position closed. We have narrowed the candidate pool down to 3 individuals. By Thursday, February 12<sup>th</sup>, we should have a candidate selected. Will update you at the Board Meeting.
  - b. Monthly Safety Meeting – Subjects
    - i. WIIPP
    - ii. AQMD Permit Requirements
    - iii. Dam Safety Plan
    - iv. General Emergency Response
13. January 25<sup>th</sup> – Trimark Associates and the CAISO performed a point-to-point test of the newly installed power meter at Ruth which worked as planned.
14. January 26<sup>th</sup> & 27<sup>th</sup> – The Supervisors and I conducted interviews for the Electrical/Instrumentation Tech position.
15. January 29<sup>rd</sup> – Started draining CT reservoir for inspection.
16. January 30<sup>th</sup> – Feb 3<sup>rd</sup> – Inspected, made minor repairs and started refilling and disinfection process to put reservoir back into service.
17. Notable, Ongoing & Current projects
  - a. Collector 1 – 1A Lateral Replacement – In progress
  - b. Fieldbrook Communications Upgrade – In progress
  - c. Arcata Intertie Radio Link to SCADA – Nearly complete, waiting for signal from Arcata.
  - d. TRF Security – Discuss
18. Surplus Equipment – I propose the Board surplus the following equipment due to replacement or no longer needed.
  - a. Unit 15 – 2006 Ford F-150, Regular cab, 4x4.
  - b. 1970 – 8” Barnes Pump.
  - c. Western Mule folding bumper crane.
  - d. Old Chlorine system spare parts.





# Ruth Hydro Production: kW per Month





## Humboldt Bay Municipal Water District Ruth Hydro Production Report - Since June 1983

	<b>Total Kwh Production</b>	<b>Production for Period Ending 12/31/2016</b>	<b>Average Monthly Kwh Production</b>
On Peak	11,519,130		28,513
Part Peak	57,356,062	355,460	141,970
Off Peak	82,266,944	459,280	203,631
Super Off Peak	26,284,488	164,150	65,061
<b>Grand Total</b>	<b>177,426,625</b>	<b>978,889</b>	<b>439,175</b>

Grand Total Revenues      \$8,661,306.69

No. of Months of Operation      404

Average \$/Kwh      \$0.0488

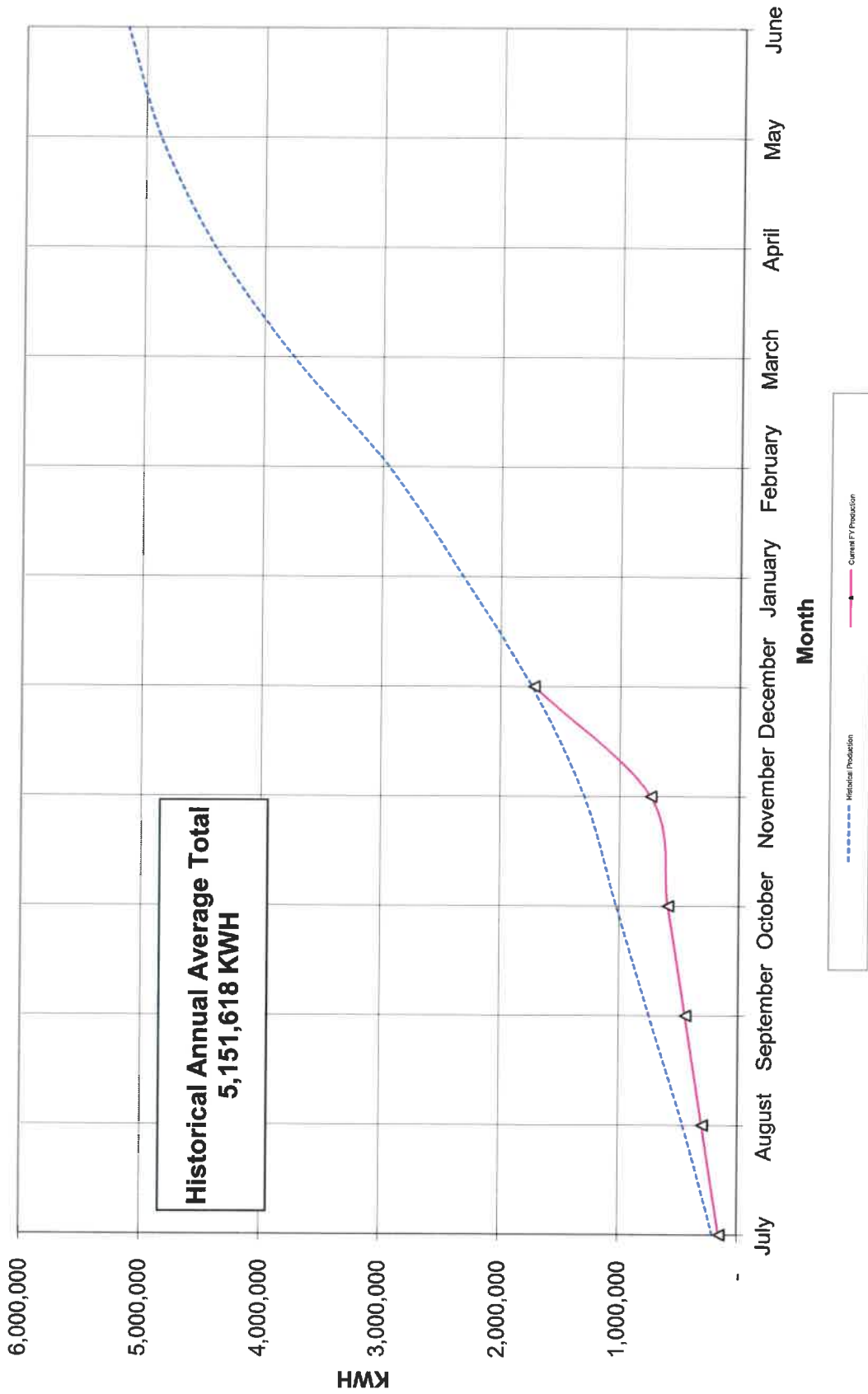
Confidential: Documents submitted under General Order 66-C, §§2.8 and PU Code §583

 <p><b>Purchase / Sales Invoice</b> Invoice Number: 85337</p> <p>Delivery Period Start: 12/01/2016 Delivery Period End: 12/31/2016 Invoice Date: 01/09/2017 Due Date: 01/30/2017</p> <p>Log Number: 19H051 Account Code: 2320900 Meter Channel: LJ600B Contract Start: 04/10/1983</p>	<p><b>From:</b> Pacific Gas and Electric Company 77 Beale Street San Francisco, CA 94105</p>	<p><b>To:</b> HUMBOLDT BAY MWD P. O. Box 95 Eureka, CA 95501</p>
	<p>Contract Manager: Nancy Breckenridge Phone: 415-973-4092 Email: NJB6@pge.com</p>	<p>Project Name: HUMBOLDT BAY MWD Payment Method: CHECK Vendor Number: 1024538</p>
	<p>Settlement Analyst: Kimberly Song Phone: 415-973-5815 Fax: 415-973-9505 Email: K5SW@pge.com</p>	<p>Contact: Steve Marshall Phone: 707-822-2918 Fax: Email: ops@hbmwd.com</p>

Payment Name	Quantity	Unit	Amount
Energy Payment 12/01/2016 - 12/31/2016	<u>978889</u>	978.889 MWh	\$-32,546.86
As-Delivered Capacity Payment	<u>814739</u>	814.739 MWh	\$-2,319.72
<b>Net Total</b>			<b>\$-34,866.58</b>

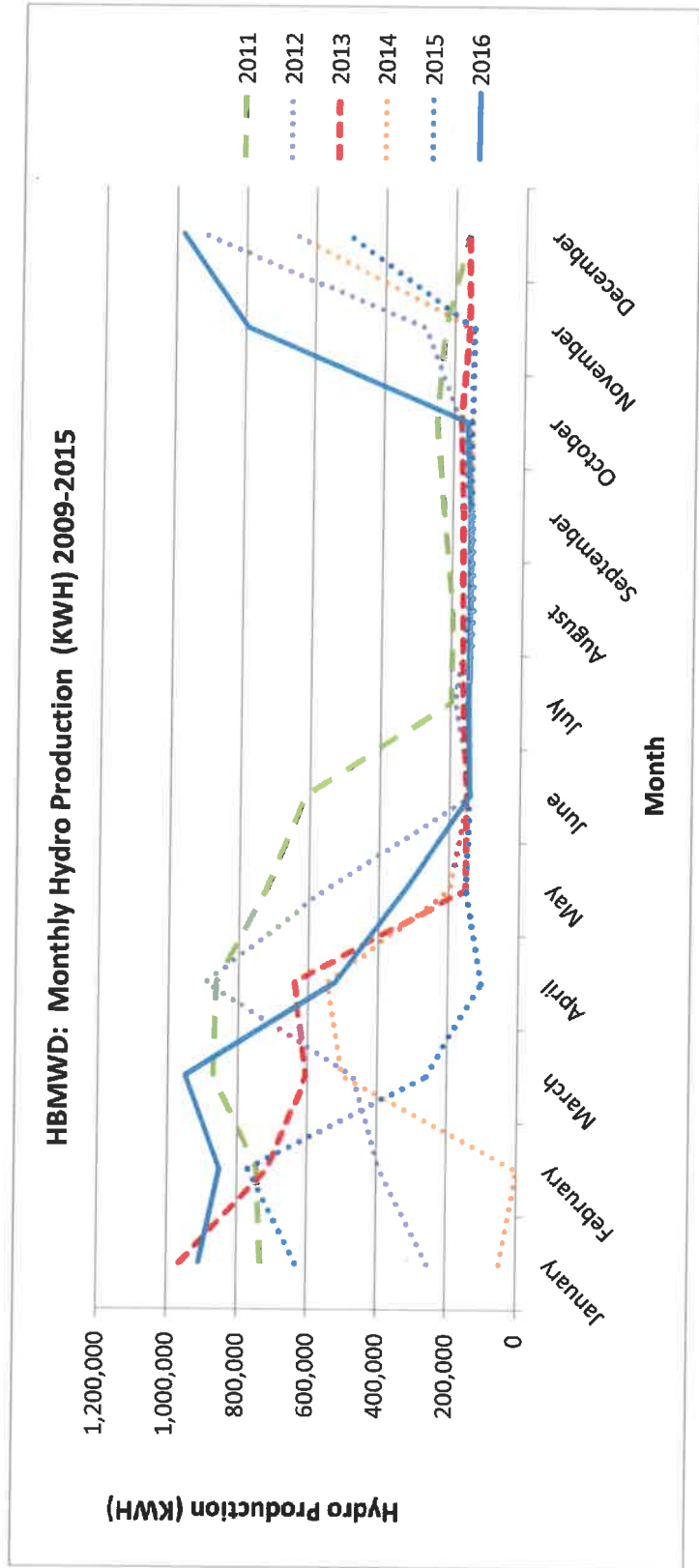
**Total Amount Due to HUMBOLDT BAY MWD on Due Date: 01/30/2017** **USD \$ 34,866.58**

**Historical vs. Actual Cumulative Production  
Gosselin Hydroelectric Plant @ Ruth Lake  
All Data In Kilowatt Hours**



Humboldt Bay Municipal Water District  
 Monthly Hydro Electric Production (KWH) for CY2011 - 2016

Month	2011	2012	2013	2014	2015	2016
January	731,895	255,300	962,724	47,002	632,611	907,103
February	743,385	390,898	713,055	0	769,170	848,575
March	868,396	470,351	605,327	501,812	261,555	950,250
April	862,182	892,452	642,402	545,893	106,258	523,573
May	720,776	553,888	152,795	196,968	151,803	323,636
June	613,500	138,181	152,044	147,630	143,055	142,248
July	197,448	186,027	164,775	149,503	150,599	147,564
August	196,872	151,424	168,428	148,220	140,977	147,531
September	224,463	147,850	169,768	145,020	145,468	148,770
October	249,000	179,706	178,812	148,715	147,574	159,930
November	226,807	282,768	157,195	148,816	145,196	793,097
December	159,636	923,766	160,936	665,823	510,915	978,889
<b>Total Annual</b>	<b>5,794,360</b>	<b>4,572,611</b>	<b>4,228,261</b>	<b>2,845,402</b>	<b>3,305,181</b>	<b>6,071,166</b>





RCEA, RREDC, NCRP



# Redwood Coast Energy Authority

633 3<sup>rd</sup> Street, Eureka, CA 95501

Phone: (707) 269-1700 Toll-Free (800) 931-RCEA Fax: (707) 269-1777

E-mail: [info@redwoodenergy.org](mailto:info@redwoodenergy.org) Web: [www.redwoodenergy.org](http://www.redwoodenergy.org)

## MEETING AGENDA

### NOTE NEW MEETING LOCATION:

**Humboldt Bay Municipal Water District Office  
828 7th St, Eureka, CA 95501**

**January 23, 2017  
Monday, 3:15 p.m.**

Redwood Coast Energy Authority will accommodate those with special needs. Arrangements for people with disabilities who attend RCEA meetings can be made in advance by contacting Barbara Garcia at 269-1700 by noon the day of the meeting.

### **I. ROLL CALL**

### **II. REPORTS FROM MEMBER ENTITIES**

### **III. 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 & written 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.

### **IV. CONSENT CALENDAR**

All matters on the Consent Calendar are considered to be routine by the Board and are enacted on 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.

- A. Approve Minutes of November 21, 2016 Board Meeting.
- B. Approve Minutes of December 12, 2016 Board Meeting.
- C. Approve attached Warrants.
- D. Accept attached Financial Reports.
- E. Approve 2017 Board Meeting Calendar.
- F. Approve Amendment No. 2 to Agreement for Employment of Executive Director.

### **V. REMOVED FROM CONSENT CALENDAR ITEMS**

Items removed from the Consent Calendar will be heard under this section.

### **VI. NEW BUSINESS**

- A. Select RCEA Board Chair and Vice Chair and authorize them as signers on RCEA bank accounts.

### **VII. 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 weighting voting as established in the RCEA joint powers agreement.

### **VIII. NEW CCE BUSINESS**

- A. 2017 Customer Rate Setting

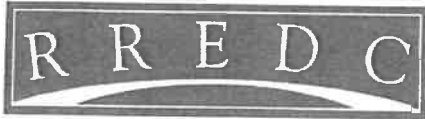
Adopt Resolution 2017-1 Setting Community Choice Energy Program 2017  
Customer Rates.

**B. Outreach and Customer Notifications**

Adopt Community Choice Energy Program Customer Terms and Conditions.

**IX. ADJOURNMENT**

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Redwood Region Economic Development Commission  
Prosperity Center 520 E Street, 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**  
At the Prosperity Center 520 E Street, Eureka, CA  
**January 23, 2017 at 6:30 pm**  
**AGENDA**

- I. **Call to Order & Flag Salute**
- II. **Approval of Agenda and Minutes**
  - A. Approval of Agenda for January 23, 2017
  - B. Approval of Minutes of the Board of Directors for November 28, 2016
- III. **Public Input – for non-agenda items**
- IV. **Program – "Red dot, Green dot! The state of cannabis in Humboldt County"**  
*Guests: Terra Carver, Board member, California Growers Association; Advocate/organizer Humboldt's cannabis industry; and Cody Stross, Cannabis farmer; Founder, Northern Emeralds*
- V. **Consent Calendar**
  - A. Acceptance of Agency-wide Financial Reports: November 30, 2016
- VI. **Reports – No Action Required**
  - A. Loan Portfolio Report: will be presented at February 27, 2016 meeting
  - B. Executive Director's Report: Gregg Foster is on vacation
  - C. Minutes of December 21, 2016 Executive Committee Meeting: information only
- VII. **Old Business**  
None
- VIII. **New Business**
  - A. Election of Board Officers and Executive Committee Members
- IX. **Member Reports**
  - A. New Board Members introduce themselves to the group
- X. **Agenda/Program Requests for future Board of Directors Meetings**
- XI. **Adjourn**

*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