

MINUTES



HUMBOLDT BAY MUNICIPAL WATER DISTRICT
828 7th Street, Eureka



Minutes for Meeting of Board of Directors

November 09, 2017

A. ROLL CALL

President Woo called the meeting to order at 9:00 am. Director Rupp conducted the roll call. Directors Fuller, Hecathorn, Latt, Rupp and Woo were present. General Manager John Friedenbach, Superintendent Dale Davidsen, Business Manager Chris Harris, and Board Secretary Sherrie Sobol were present. Recently retired Dave Deskins and Lee Dedini were present for a portion of the meeting. Pat Kaspari and John Winzler of GHD were present for a portion of the meeting.

B. FLAG SALUTE

President Woo led the flag salute.

C. ACCEPT AGENDA

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

D. MINUTES

Director Hecathorn stated she attended the meeting with ACWA President Kathleen Tiegs and was not listed. On motion by Director Rupp, seconded by Director Fuller, the Board voted 5-0 to approve the minutes as amended.

E. PUBLIC COMMENT

No public comment was received.

F. CONSENT AGENDA

Director Hecathorn pulled items 2 and 6. On motion by Director Fuller, seconded by Director Latt, the Board voted to approve the Consent Agenda, less Items 2 and 6.

2. CSDA e-News: Your District Could Get Saddled with JPA Pension Liability

Director Hecathorn stated she would like to know more about this and the proposed legislation. The article stated that CalPERS staff will recommend their Board of Directors approve sponsoring legislation that would, among other things, attach joint and several liability to new and current Joint Powers Authorities for all unfunded pension liabilities for any public retirement system, not just CalPERS. The CSDA is opposed to this for multiple reasons. Director Rupp noted that we are members of ACWA JPIA and they have paid their pension liability. That money is in a trust account earning a higher interest rate. The JPIA is well managed.

6. North Coast Journal article: Stop Passing Notes!

Director Hecathorn noted the Board discussed this years ago and inquired if the District has a policy regarding this. Mr. Friedenbach stated the District does have a policy. He suggested minimizing phone use and if a personal call needs to be taken, announce it as a personal call and leave the room. Director Rupp noted this is not an issue with our Board and Director Latt stated use of private communication devices are discoverable if there is business related information on them.

On motion by Director Rupp, seconded by Director Hecathorn, the Board voted 5-0 to approve Consent Items 2 and 6.



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G. CORRESPONDENCE

District Letter to Hog Island Oyster re: Stand-by Fire Protection Rates

Mr. Friedenbach shared the letter sent to Hog Island Oyster Company in October regarding their bill for Stand-by Fire Service. He stated he has not heard back from them and the bill remains unpaid. Director Latt inquired what the next step is if the bill remains unpaid. Mr. Friedenbach stated we can't turn off water to be used for fire suppression; however we can put a lien on the property if the bill remains unpaid.

California Department of Transportation (DOT) letter re: Bridge Inspection Report

Mr. Friedenbach shared the cover letter from California DOT regarding the inspection of the R.W. Matthews Dam bridge. The District owns the bridge and is responsible for maintenance and repairs on the bridge. The latest inspection did not require any additional work or repairs. Mr. Davidsen noted that he and his crew continue to monitor the bridge welds and see no issues. Director Fuller inquired if there are any bridge costs in the Capital Improvement Plan (CIP). Mr. Friedenbach replied yes, and the CIP will be discussed next month. He added that the bridge was painted just last year.

H. CONTINUING BUSINESS

Water Resource Planning

There were no updates on the Water Resource Planning process.

Cannabis Grows

Mr. Friedenbach shared the media release and fact sheet from the State Water Resources Control Board (SWRCB) announcing that they adopted environmental standards for Cannabis cultivation. Mr. Friedenbach stated they now have the tools in place to pursue enforcement, however staffing for enforcement is still an issue. Director Rupp requested staff contact SWRCB staff to discuss enforcement in our area.

District Medical Plans/Open Enrollment

Mr. Friedenbach stated during the open enrollment for District medical plans, staff went to Essex to discuss the Consumer Driven Health Plan and associated Health Savings Account as well as other options. Employees had several questions which Ms. Harris was able to address. Ms. Harris stated last year, three employees were enrolled in the CDHP and this year there are nine. Director Rupp thanked staff for investing time and educating employees about the CDHP. Director Hecathorn added the CDHP is good for many employees (but not all) and the District too.

Reservoir Conditions

Mr. Friedenbach shared the California Department of Water Resources reservoir conditions. He also shared the Ruth Lake conditions and noted that it is at 92% of the ten-year average. Director Rupp noted the Oroville Reservoir level is being kept down at 35% of capacity.



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I. NEW BUSINESS

Resolution 2017-13 Dave Deskins Retirement and Resolution 2017-14 Lee Dedini Retirement
Director Rupp read Resolution 2017-13 Recognizing and Honoring the Outstanding Service and Achievements of Dave Deskins. On motion by Director Rupp, seconded by Director Latt, the Board voted 5-0 to approve Resolution 2017-13.

Director Rupp read Resolution 2017-14 Recognizing and Honoring the Outstanding Service and Achievements of Lee Dedini. On motion by Director Rupp, seconded by Director Latt, the Board voted 5-0 to approve Resolution 2017-14.

President Woo presented both retirees with a framed Resolution. Each Board member expressed appreciation for Mr. Deskins' and Mr. Dedini's dedication and work with the District and shared well wishes for their retirement years. Mr. Davidsen echoed these sentiments and also acknowledged the wives and family members as well.

Ruth Lake Water at work

Ms. Harris stated staff received notice from the US Forest Service (USFS) that planes would be departing from Chico headed for Ruth Lake to assist with the Buck Fire during October. The USFS stated their staff would be contacting the Trinity County Sheriff and the Ruth Lake Marina staff to notify them that planes would be scooping water from Ruth Lake. Ms. Harris provided details on the type of aircraft used and the process to avoid the spread of aquatic invasive species when dipping into the lake. She shared photos of the fire and some video of the planes at work in Ruth Lake. She also stated District staff is working with legal counsel Paul Brisso to draft a Memorandum of Understanding between the District and the USFS for accessing Ruth Lake Water.

Per Diem/Travel Advance Policy

Ms. Harris described the current process to reimburse an employee who incurs work related travel expenses. The process is burdensome for both the traveling employee and the office staff. In an effort to remedy this, staff reviewed the current travel policy and practices and contacted other local agencies regarding their policies. These were shared with the Board. Ms. Harris then outlined three options: 1) Maintain current practice; 2) Issue a travel advance check of a flat amount to be reconciled upon return from the business trip; or 3) Issue a per diem/travel advance check, based on destination zip code and meal requirements. The zip code based per diem amount is calculated and provided by the Government Services Administration and is available online. This option would eliminate potentially all out of pocket costs for the traveling employee and the check could be issued to the employee up to two weeks prior to travel. Staff recommends the Board adopt Option 3 and after discussion with Eureka office staff, developed a preliminary procedure for Option 3. Director Rupp inquired if the motivation for this change is consistency and a simpler process, do the employees see this as a simpler process. Ms. Harris stated, yes, she discussed this with the supervisors in advance and received feedback from the employees. Director Fuller stated she has used both systems and the Option 3 is more fair and equitable. Mr. Friedenbach clarified this is for employees only, the Directors are governed by the Board Governance Manual. On motion by Director Rupp, seconded by Director Hecathorn, the Board voted 5-0 to adopt Option 3 Per Diem & Travel Advance Policy.



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Draft Employee Handbook

Mr. Friedenbach stated the Employee Handbook was last updated in 2012. Since that time, there have been Board policy changes adopted and employment law changes that need to be incorporated into the handbook. Staff has met with the Board Policy and Evaluations Committee (Directors Woo and Rupp) and discussed the draft update. He highlighted the sections being updated and requested feedback on those as well as any other section. Staff will include changes discussed and bring the Employee Handbook back in December for final adoption. He noted that the ACWA/JPIA handbook served as a model for several sections of the District Employee Handbook. Also, legal counsel will be reviewing the Employee Handbook as well. Director Rupp requested the Retirement and Sick Leave portion of the handbook be reconsidered at the next budget cycle. He understands this is a common policy with other agencies as well, however he feels this is a poor policy in that it adds to the District's retirement liability. Director Latt stated he is supportive of staff looking at alternative options.

Statewide Mercury Control Program for Reservoirs

Ms. Harris stated she, Mr. Friedenbach and Ms. Ryan participated in a webinar on the Statewide Mercury Control Program for Reservoirs. The State Water Resources Control Board is working to find a solution to address the issue of mercury levels in reservoirs. There will likely be future regulations for reservoir owners.

J. REPORTS (from Staff)

1. Engineering

Sheriff's Cove Dredging

Mr. Kaspari stated the project is complete and went very well. There was one change order to allow the use of the GRS Cat 330 DL Excavator instead of the District's long-reach excavator. Although the change order increased the contract by \$9,779.03 it saved the District approximately \$20,000 since there was much more material to excavate than originally anticipated. Mr. Kaspari pointed out that even with the change order increase; the total cost was still lower than the second lowest bidder. Mr. Friedenbach added that the District received FEMA Disaster grant funding so the District covers twenty-five percent of the costs and grant funding covers the remaining seventy-five percent.

Spillway Assessment

Mr. Davidsen reported out on the spillway assessment. He explained the steps taken to strengthen and reinforce the spillway. He noted there were some challenges along the way but he is very pleased with the outcome. Director Rupp stated someone with less quality concerns would have left the spillway as is and commended Mr. Davidsen and his staff for their quality assurance and persistence in doing the job right. Mr. Davidsen thanked him and stated it is very important that the job is done right and looks good.

Collector Mainline Hazard Mitigation Grant Application

Mr. Kaspari stated the grant for the collector mainline project was submitted. The project has a high benefit to cost ratio which is good. A project must have a minimum ration of 1 and this project is at a BCA of 11.14.



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

Mr. Kaspari stated he is still waiting on the Geotech report and hopes to have it next week. Staff is scheduled to meet with Randy Sundberg to work out details for a construction easement. He also stated he will request an extension from FEMA given the delays in the project and doesn't anticipate any problems.

1 MG Reservoir Roof Replacement/Painting

Mr. Kaspari stated the project is almost done and the tank should be back in service soon. The project is overdue and has cost him extra time on the job. He believes liquidated damages should be charged and discussion with staff needs to occur.

Surge Tower Replacement/12kV Replacement

Mr. Kaspari stated FEMA is almost done the NEPA process for both grant projects. The former CalOES representative who was assigned to our projects has retired and now there are three CalOES representatives, one for each of our projects. They will be in town November 30 to conduct site visits at the Surge Tower, 12kV and Blue Lake Fieldbrook Water Line Replacement projects.

2. Financial

Analysis of Overtime Expenses

Overtime expenses for the prior month are included in the Board packet each month. Ms. Harris provided an analysis of overtime trends for the past ten years and shared the results in graph form. She was able to identify specific events or projects that contributed to the spikes in overtime.

CalPERS Unfunded Pension Liability

Ms. Harris provided information on the CalPERS unfunded liability. She defined "unfunded liabilities" and provided background on how the CalPERS unfunded liability occurred. The most recent GASB 68 report from July 2016, calculates the HBMWD CalPERS unfunded liability at \$2,002,310.00. She noted that all government agencies that are members of CalPERS are faced with a similar dilemma as to how best to manage their growing CalPERS unfunded liability.

In 2015, Humboldt County had \$220 million in CalPERS unfunded pension liability and began reviewing options to decrease their liability. Options included creating a pension obligation bond or creating a trust fund. After analysis, the Humboldt County Treasurer suggested the trust fund option based on the "inflexible financial commitment" required by the bond obligation. This allows the County to shift funds into a trust account, earning interest at a higher rate. This trust fund is dedicated to reducing the CalPERS unfunded liability.

Public Agency Retirement Services (PARS) is the company Humboldt County selected to manager their trust fund. Staff suggests the Board consider reallocating a portion of general fund reserves currently held in low return investment accounts into a dedicated, higher return pension trust account. To help better understand this, staff also proposes to contact PARS and request a presentation to the Board. Staff requests direction from the Board to begin creating a CalPERS Unfunded Liability Policy, potentially allocating budgetary funds on an ongoing basis. Ms.



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Harris added that both ACWA and CSDA use PARS as well. The Board concurred with staff's suggestions and requested a presentation from PARS.

Financial Report

Ms. Harris provided the October 2017 financial statement and vendor detail report. Director Rupp reviewed the bills and stated there were no issues. He did note that the GHD check was quite large but covered a myriad of projects. He added it is money well spent. Ms. Harris added that approximately sixty-percent of the GHD bill was grant related and will be reimbursed at seventy-five percent. On motion by Director Rupp, seconded by Director Hecathorn, the Board voted 5-0 to approve the October 2017 financial statement and vendor detail report in the amount of \$363,798.99.

3. Operations

Monthly report on projects and operations

Mr. Davidsen provided the October Operational Report. The Turbidity Reduction Facility is now online. Load testing of all District cranes and the man lift have been completed. The testing is required every four years. The ninety-day inspections of larger fleet vehicles were also completed. As noted earlier, spillway work took up a great deal of time but during all this, Mr. Davidsen found time to provide a presentation on the R. W. Matthews Dam for the Blue Lake Disaster Preparedness Meeting. Mr. Davidsen spoke about the District's safety program, maintenance program, regulatory reporting and requirements and answered numerous questions from the public in the audience. He noted that the event was very well attended.

Mr. Friedenbach stated the District has a metal lathe at Essex that is about 40 years old and was not functioning properly. Mr. Davidsen took the fitting home to work with it on his personal lathe. His purpose in sharing this was two-fold: 1) the District will need to purchase a new metal lathe machine; and 2) this is another example of Mr. Davidsen's dedication to the District.

PG&E Statement of Electric Energy Purchased and hydro related summaries

There we no questions.

Surplus PLC/SCADA system components

Mr. Davidsen shared the list of PLC/SCADA system components to be declared surplus. He stated some of the components have value and will likely be sold on eBay. On motion by Director Hecathorn, seconded by Director Rupp, the Board voted 5-0 to declare the list of PLC/SCADA items surplus.

K. DIRECTOR REPORTS & DISCUSSION

1. General

Director Rupp went to the 2017 Flood Coordination Meeting. He stated he learned a lot of interesting information which he shared. He also learned that Humboldt County has a new alert system and encouraged everyone to sign up for it.

2. ACWA – JPIA

Director Rupp participated in an Employee Benefits Committee meeting via phone. The JPIA noticed that doctors were regularly referring patients to out of network facilities. This was mainly a



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problem in southern California and was costing about one million dollars. The Executive Committee decided to cap out of network costs to help reduce their loss.

3. **ACWA**

2018 Membership Dues

Mr. Friedenbach stated the ACWA dues for 2018 is \$14, 0303. We are a water district and ACWA does a lot of great work in many ways. It is important that remain a member of ACWA. Director Rupp concurred, as did the Board.

Letter from Vice-President candidate for 2018-19

Mr. Friedenbach shared the letter from Steven Lamar who is a candidate for ACWA Vice President. Director Rupp stated Mr. Lamar is running unopposed.

News articles

ACWA provided a 2017 Legislative Wrap-Up: An Update on Key Water Related Bills that Mr. Friedenbach shared with the Board.

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

Director Woo stated RCEA continues to be very busy. They are in the process of conducting a review of the Executive Director. The DG Fairhaven biomass portfolio will be discussed at an upcoming meeting.

Director Latt reported out on RREDC. He stated RREDC is not just a loan organization. Many agencies, small and large, participate. The program topic at the October meeting was Economic Development Implications of Sea Level Rise around Humboldt Bay. He also learned that a couple of airlines wanted to provide direct flights to Los Angeles, however there is a pilot shortage which prevented this.

Mr. Friedenbach stated that local ballot Measure Z passed to allow formation of the Peninsula CSD. This will have an effect on the Humboldt Bay retail customer base and the retail staff in the Eureka office.

ADJOURNMENT

The meeting adjourned at 2:50 pm.

Attest:

Sheri Woo, President

J. Bruce Rupp, Secretary/Treasurer

CONSENT



Dunes Climate Ready Grant Update

August - October
2017

Ninth Quarterly Update

The Dunes Climate Ready Grant (Coastal Vulnerability and Adaptation Study) is funded in part by the State Coastal Conservancy's Climate Ready Program. It is designed to further our understanding of how climate change will impact Humboldt's coastal dunes and test the effectiveness of different adaptation strategies. We expect our coastal dunes to be affected by sea level rise as they are forced to adapt and move east, away from the encroaching ocean. As part of the education and outreach component of the grant, quarterly email updates are sent to email subscribers keeping them up to date on the progress of the grant. To learn more about the project, previous updates can be found [here](#).

Summer 2017 Survey

The summer 2017 survey wrapped up successfully, data has been cleaned and entered, and graphs of results from the first two years of the study have been sent to landowners and managers.

Lanphere Adaptation Site

Arizona State University Professor Ian Walker and Laboratory Coordinator Craig Turner returned in October and carried out a scan of the adaptation site. Kite aerial mapping was completed at the end of September by RA Candace Reynolds and refuge staff member Ryan Aresenault. *Ammophila* resprouts during this period were sparse, and were pulled by refuge staff. ASU will be carrying out the analysis of changes to the geomorphology of the site that have occurred since the conclusion of Alana Rader's thesis, and will return in May for another scan.



Eelgrass wrack on the beach after the November high tides near Mad River Beach

Eel River Adaptation Site

The Coastal Conservancy will be funding an augmentation of the Climate Ready grant to cover an additional project at the Eel River adaptation site. Based on the poor performance of passive methods of foredune rebuilding, an experimental foredune building project will take place to evaluate the potential for this method to increase resiliency. The Wildlands Conservancy is leading this project and has been carrying out CEQA and permitting steps. Baseline monitoring of the site will be conducted in May by ASU and will consist of Terrestrial LiDAR scanning. In addition, RAs will carry out kite or pole aerial mapping in November. Heavy equipment will be used to move sand from the existing washover fan to rebuild the foredune. Pre-project monitoring of sand grain size distribution is being carried out by Humboldt State University student Steven LaPointe through an internship with Friends of the Dunes. The project will also utilize large wood and sand fencing to anchor the foredune and reduce sand movement on the new foredune in the first summer. Scattered dune mat species (especially *Ambrosia chamissonis*) now growing on the washover fan will be scraped prior to grading, then the seed and vegetative debris will be spread over the surface of the new foredune to promote native vegetation growth. Heavy equipment work is scheduled for spring 2018.



The foredune breach and overwash, site of the proposed foredune rebuilding at Eel River Estuary Preserve.

HSU students Elizabeth Nguyen, Sean Thull, and Steven LaPointe wrapped up the field and greenhouse studies of *Elymus mollis* they carried out under the direction of HSU Botany professor Erik Jules. The students measured growth of *Elymus* harvested from the Lanphere Dunes and transplanted to the Eel River overwash site as well as to the Ma-le'l Dunes. In addition they grew *Elymus* transplants in the greenhouse planted in sand from both sites. The goal of the study was to determine whether sand from the Eel River site might be limiting growth of *Elymus*,

given that transplants to the adaptation site performed so poorly. The students found that in the field, the plants had fewer but longer leaves at the Ma-le'l site. In the greenhouse, plants grew better on Eel River sand, exhibiting greater total dry weight, above-ground weight, and below ground weight. Together these results suggest that plants are not limited by substrate at the Eel River site. Observations of herbivory and the leaf number/length response support a conclusion that herbivory is the most limiting factor at the Eel River site. A similar herbivory response was observed at the first *Elymus* propagation site at the Friends of the Dunes property, which was surrounded on three sides by *Ammophila*. Dense *Ammophila* provides protective cover for herbivores, and the small areas planted at the Eel River site and Friends of the Dunes site may

have concentrated herbivore pressure. This level of herbivory has not been seen when Elymus was planted in the past at the Lanphere and Ma-le'l Dunes, which have less Ammophila and large areas of Elymus. Mortality and severe pressure from herbivory was not observed even when Elymus was planted directly adjacent to unrestored Ammophila dunes at the new BLM propagation site. In this case, the Elymus was planted at the south end of an extensive existing stand, suggesting that a larger planting might dilute the effects of herbivory.



Experimental Elymus transplants at Eel River (left, mostly dead) and Ma-le'l (right) at end of summer.

BLM Elymus Propagation Site

The BLM propagation site was monitored for survival by refuge staff in September. Additional planting is scheduled to occur this winter.

Historic Shoreline Mapping

The report for the northern portion of the littoral cell was finalized by Research Associate Kelsey McDonald and has been transmitted to collaborators. The analysis concluded that most of the sandy shorelines around then northern littoral cell (Little River to Table Bluff) are stable to prograding (advancing towards the ocean), with the exception of the North Jetty area. The beach at the North Jetty has been eroding rapidly since 1939 at a rate of approximately 2 m/year. The North Spit from Samoa to Mad River Beach has been stable to gradually accreting with rates of less than 1m/year. The Clam Beach to Little River shoreline stretch has shown high accretion (2.6 m/year), while the South Spit has shown moderate accretion of approximately 1.3 m/year. The analysis of the south portion of the littoral cell has been completed by GHD, and is currently undergoing review.

Vulnerability assessment

Work on the vulnerability assessment has begun and is currently in the data gathering stage. We will be using an approach modeled after USGS protocols. The assessment will include sensitive

cultural and ecological resources as well as infrastructure.

Although the Coastal Conservancy funded portion of the Dunes Climate Ready project is near completion, work continues through the BLM match. We will continue to provide quarterly updates through Friends of the Dunes.



South Spit from Table Bluff showing restored dunes



For additional background information visit the following websites:

- * [Humboldt Bay National Wildlife Refuge](#)
- * [State Coastal Conservancy](#)
- * [Friends of the Dunes](#)

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Letters + Opinion > Views

November 16, 2017

I Passed Notes

A former planning commissioner opens up about texting talking points, 'following orders' and the *Journal's* lawsuit

BY LEE ULANSEY

I believe that the *Journal* has raised a couple very important points in its lawsuit and accompanying editorial ("Stop Passing Notes!," Nov. 2). The first involves the transmittal of otherwise personal communication during an official's "public" working hours. On this subject I believe the *Journal* is incorrect in its assertion that these communications are disclosable under the Public Records Act.



I think this can be best exemplified by the example of the spouse of a public official texting the results of a family member's medical test. Clearly this information would fall well outside the public's right to know and would constitute an equally clear invasion of the privacy of non-elected members of the official's family. Just because something happens during business hours does not make it a matter of business. Most of us receive calls or texts at work for personal matters. How we deal with them might be subject to our employers' rules but the content of such correspondence would not. I believe this applies to the question of the quantity of correspondence as well. If an official has an important family matter or just a self-absorbed teenager who sends a text every half hour, private is still private. Of course, these examples could and perhaps should be subject to rules determined by the boards and councils themselves.

As to the matter of "... responding to constituent emails that can be handled later during a public meeting, when their attention should be on the topics at hand and the speakers addressing them." On this I would strongly agree with the *Journal*. A public official should be singularly focused on what the public is saying during public meetings.

With respect to the second issue raised by the *Journal's* suit, that of communications that do include subjects of public interest, the *Journal* is unquestionably correct in arguing that they are disclosable.

Years ago during public meetings on the General Plan, I personally sent many texts to two members of our Board of Supervisors and did so at the request of at least one of them. At the time, I held no public office and was acting as an advocate for certain policies, so I saw no conflict in my doing so. These particular officials were not able to understand the implications and ramifications of the language they were voting on, despite many hours of meetings beforehand, and, in some cases, due to their not having

read the materials. As a result, as certain topics came up for a vote or discussion, I would text information I felt relevant to their decisions from the audience. The supervisor might text a follow up question or ask how to best phrase an argument to support a particular position.

Without question, this kind of communication is and should be disclosable to the public. As an aside, around the same time, members of the Board of Supervisors also had a regular practice of actually passing notes during meetings. I believe that it was then County Counsel Wendy Chaiten and Supervisor Mark Lovelace who correctly called it out and put a stop to it. Finally, while serving on the Planning Commission, I regularly observed another commissioner receive texts and emails from interested persons. I don't recall if I said something about it but it was definitely distracting during particularly heated meetings. During a Planning Commission meeting recess, I also recall another commissioner, rather pompously, informing me that he had received a message during the meeting from a supervisor "encouraging" a particular outcome. I found this particularly disturbing in that I disagreed with the position. I ultimately voted against the supervisor's wishes and was later severely chastised for not following orders.

I feel the need to note that I have deliberately not included the names of any specific official. I believe the *Journal* and its suit is intended to address the practices of our elected and appointed officials, not to "out" any particular individuals. I believe that pointing a finger would distract from the more important matter of affecting public policy. I will add that, in my experience, the practices I address are more or less equally carried out across the political spectrum and based more on an individual's proclivities than orientation.

An important issue addressed by the *Journal* is whether these kinds of communications between elected officials and staff or members of the public are appropriate at all.

On this I have mixed feelings. On the one hand, the public should have the right to know who our officials are interacting with and on what subjects. On the other, outside of public meetings our elected officials meet with hundreds of people to gain information, perspectives and other insights without reporting those meetings unless asked. This is an important and expected part of their job.

I believe that much of the problem lies with the way our public meetings are conducted. Generally, the members of the public are limited to a three-minute statement on any agenda item and there is no back and forth discussion. This practice is arguably necessary to keep meetings to a reasonable length. But unless an official engages a speaker, there is no opportunity for a knowledgeable person to say, "Wait a minute. You're misunderstanding something."

This is compounded by the deathly fear most elected officials have of looking or saying something stupid. The result of all this is that the public can't provide much needed assistance and decision makers are afraid to ask for desperately needed help.

As if that isn't enough, the problem is even further exacerbated by the fact that staff members are allowed to speak as much as they like at these meetings. Naturally in this typical scenario officials tend to rely heavily on their staff and do so even more than on the input from those most affected by their decisions, the public. Is it really any wonder our public policies are actually decided in closed rooms by staff members with their own agendas and biases?

A last concern, and the one that should most concern us all, lies with the few officials who lack the strength of character to actually form their own opinions and rely instead

on a finger in the air. This often creates the worst-case scenario where a decision is based on nothing more than what an elected official was told by the last person he or she interacted with. The general public would be shocked to learn just how prevalent this is. Those who deal with this type of official are well aware of how effective it is to be the last appointment or call before a meeting and will jockey for the position accordingly. I, for one, would far prefer an official with whom I occasionally disagree but who can at least understand and articulate our differences to one who's vote is dependent only on a breeze.

Lee Ulansey is a former Freshwater School Board president, Humboldt County planning commissioner, a founder of the Humboldt Coalition for Property Rights and the Blue Angel Village. A longtime artist and Kneeland resident, he now lives on Kauai, surrounded by Mai Tais and beachgoers, and is very, very happily retired from the dysfunction of Humboldt County politics.

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Lee Ulansey

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Sat 11/11/2017

HUMBOLDT COUNTY

Supes, auditor clash on staffing

Auditor staff say understaffing undermining public accountability

By Will Houston
whouston@times-standard.com
@Will_S_Houston on Twitter

Some Humboldt County supervisors said Friday that they were surprised when Assistant Auditor-Controller Karen Paz Dominguez came before them Tuesday relaying an urgent need to increase staffing lest the county risk undermining public trust. Paz Dominguez was frank with her concerns, saying that the department is not equipped to perform its role of preventing and eradicating unethical and fraudulent financial activity.

"Currently, the accounting staff tasked with auditing, maintain-

ing and overseeing the financial activity for 40 county departments and subdivisions, 50 school districts and special districts and 150 trust funds consists of just eight staff members, one of whom has been on medical leave for two months," Paz Dominguez said.

SUPES PAGE 5

Humboldt County Auditor-Controller Joe Meillett speaks to the Board of Supervisors at its May 10, 2016, meeting.



ACCESS HUMBOLDT - SCREENSHOT

Supes

FROM PAGE 1

"... Allocating only eight positions to the entire auditing function of this county is poor management and can lend to the judgment that transparency and accountability for public funds is not a top priority," she continued.

First District Supervisor Rex Bohn said that Auditor-Controller Joe Mellett has not directly reached out to him about staffing concerns, and Bohn said he was disappointed that Mellett did not come speak to the board personally about his concerns.

"If we're going to address all staffing needs through the press, needless to say then I am more than disappointed. I think the innuendos he's claiming, I think, are fairly baseless," Bohn said Friday afternoon. "... To send staff to the board was something I hadn't seen before. I thought he as the department head would come. I kind of wonder why he was elected."

An auditor's concerns

In an interview with the Times-Standard on Friday morning, Auditor-Controller Joe Mellett estimated his department would need about 20 staff members to perform its role to both oversee the daily financial activities in the county and to conduct internal investigations into county departments, which he said are now essentially nonexistent. Mellett said they currently have about 12.5 positions filled with a budget of \$1.3 million.

"We're barely able to stay ahead of paying the bills and paying the employees," Mellett said.

When the county Public Administrator's Office came under investigation earlier this year for selling the estate items of deceased residents to current and former county employees, Mellett

said his office did not have any staff available to look into these allegations.

"A strong Auditor-Controller's Office keeps the county straight," Mellett said. "A weak one cannot."

Mellett said he feels like it's an unofficial policy of the county to underfund the auditor-controller's office.

"I know that the practical effect of this unofficial policy is the public isn't getting the services that it deserves," he said.

To further his argument, Mellett provided the Times-Standard data from 2013 on staffing and funding for other auditor-controller departments in nearby counties.

While Humboldt County has a population of about 137,000, according to Mellett's data, Shasta County — which has about 40,000 more residents than Humboldt County — has an auditing staff of 24 with a budget of \$3.1 million. Siskiyou County, which has about 93,000 fewer residents than Humboldt County, has 14 auditing staff with a budget of about \$1.4 million, according to Mellett's data.

Supes respond

Following Paz Dominguez's comments at Tuesday's board meeting, county Administrative Officer Amy Nilsen said there is no funding available currently to provide ongoing increased staffing at the auditor's office.

She also said the county had previously provided funding in recent years to increase the office's staffing through Measure Z sales tax revenue and other sources, in part because of the new duties the office would have to oversee Measure Z spending.

The number of positions allocated to the Auditor-Controller's Office each year since 2008 has been about 14 positions, according to county budget reports, with fluctuating numbers of temporary positions be-

ing added.

Bohn said that the auditor's office was down to just 8.5 full-time employees in 2008 and that staffing has been increasing since. Bohn said they will have to evaluate whether the office's staffing request is a "want or a need" and will have to weigh it against other financial priorities such as court-mandated disability access upgrades at county buildings and other understaffed departments, such as Human Resources.

Board Chairwoman and 4th District Supervisor Virginia Bass said she thinks the concerns raised on Tuesday are valid and appreciates that they were brought up. Bass said they were discussing one-time funding during Tuesday's meeting that could only be used to temporarily fund a position, but had no promise that the position could remain funded.

"If the funding isn't there yet, let's figure out how we get through this year," Bass said Friday. "We start the [2018-19] budget process in April. For me that is the more likely time that something could be funded using ongoing funds."

Fifth District Supervisor Ryan Sundberg was not at Tuesday's meeting as he was traveling to Bodega Bay to attend the California Coastal Commission meeting as the North Coast representative. Sundberg said Friday that Mellett had not contacted him about the staffing concerns nor had he requested more staffing for the 2017-18 budget.

"You would think he would do it through the budget process like everyone else and they didn't do that," Sundberg said.

Sundberg said he guesses the issues the auditor's office is facing are more due to management issues than staffing issues.

Bohn and Sundberg said the auditor-controller staff concerns are exactly why the board proposed to

merge the office with the Treasurer-Tax Collector's Office to create a Finance Department.

"We think they can be more efficiently run," Sundberg said.

Voters cast down that proposal, known as Measure Q, in the November 2016 general election with 54 percent of the vote.

Mellett said the merger proposal would not have changed staffing levels at all, and that there was never any cost analysis done by the county on how much the merger would cost. Mellett said the merger proposal was "all about getting control of the Auditor-Controller's Office and being able to hire and fire somebody to the liking of the board and the [county administrative officer]."

Another November 2016 ballot measure, Measure R, asked voters whether the new Finance Director position that would have been created in Measure Q passed would be an elected position or one appointed by the board of supervisors. About 52 percent of voters favored a non-elected position.

Third District Supervisor Mike Wilson was unavailable for comment on Friday. This reporter's attempts to contact 2nd District Supervisor Estelle Fennell were not returned by Friday afternoon.

Mellett said some of the supervisors' responses are exactly what he would have expected.

"Staffing is way too low. It's going to need to be addressed over time. I don't think that this board is really going to take the issue very seriously as long as they have got somebody they can blame," Mellett said. "I do the best I can with what I've got. I've had supervisors tell me privately that I'm never getting any more staff and I should quit asking."

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

Times Standard
11/8/2017

MEASURE Z

Services district formation pulls ahead

Preliminary results show 78 percent approval

By Hunter Cresswell

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Information on the Humboldt County Elections website shows Measure Z ahead in the polls. The final unofficial report showed 77.92 percent of votes counted so far are in favor of the measure with all precincts reporting in as of 10:24 p.m. Tuesday. The measure requires a simple majority to pass.

Measure Z would dissolve the current Samoa Peninsula Fire Protection District and reorganize it into the Peninsula Community Services District, which would provide fire protection, water, sewer, street and storm drainage services to the communities of Samoa, Finnetowne and Fairhaven on the Samoa Peninsula south of Manila. It would also offer parks, recreation, trails and open spaces services and public area landscaping.

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Measure Z

FROM PAGE 1

The Samoa Peninsula Fire Protection District initiated this proposal by resolution but district board president Troy Nicolini previously told the Times-Standard that this change been in the works for eight years.

Ahead of the first preliminary results being posted, Nicolini said he was "cautiously optimistic" about the chances of the measure passing.

He retained that cautious optimism even after hearing the second report. "We sure hope so. The entire district is absent-

tee ballots so there could be a bunch of ballots post-marked today at the post office... I don't want to jinx it," Nicolini said.

He said the district only has about 200 registered voters.

"I'm really proud of the community for having a pretty good turnout," Nicolini said.

Preliminary results hint that the measure has the community support it needs.

"We are 100 percent behind it," Zerlang & Zerlang Marine Services owner Leroy Zerlang said Tuesday.

He described the fire department as a "great asset." "I'm also very interested in water, I'm also very interested in sewer and I'm

very interested in development on the peninsula," Zerlang said.

Fairhaven resident Chuck DeWitt said having a community services district rather than just a fire protection district will open up opportunities to apply for more grant funding.

"I'm absolutely in favor of it," he said of Measure Z. DeWitt, who said he used to be a part of the fire protection district, said he's also heard about the opening of a water treatment plant on the peninsula.

"There's a lot of pluses with a community services district that we didn't have with just a fire department," he said.

This measure doesn't in-

crease taxes but that may be in the future, Nicolini said.

"The fire department on the peninsula needs a community services district but it also needs to increase its fire fee," he said.

Households pay \$40 every year to the fire district while households in adjacent district pay over \$100 every year, Nicolini said. Any future increase in fire fees would need to be approved by voters.

More district information is available at samoa-fire.org. Up to date results are available at humboldt.gov.org/Archive.aspx?ADID=1188.

Hunter Cresswell can be reached at 707-441-0506.

Manila seeks new plan

Jack Durham

MAD RIVER UNION

MANILA – The Manila Community Services District may find out next month whether it will be awarded grant funds to update its Strategic Plan and map out the future of services in the small peninsula town.

The district has applied for a \$5,000 grant from the Humboldt Area Foundation's Technical Assistance Program. If the grant is awarded, the district would hire Heather Equinoss to hold a series of community meetings and surveys over the coming months to assist the update of the 12-year-old plan.

As the grant application points out, a lot has changed in the sandy outpost since the old Strategic Plan was approved in 2005. Although the district manages local park facilities, it no longer offers recreation programs as it once did. The district now leases a large part of the Manila Community Center to Redwood Coast Montessori, a public charter school.

Like other unincorporated towns, Manila struggles with how to deal with community issues outside the district's legal authority. The district's powers are limited to sewer, water and recreation, but community members have concerns about public safety, traffic, roads, lighting, homelessness, health and other issues.

How, or even if, the district should be involved in other issues would be addressed during the strategic planning process.

"Undergoing a strategic planning process that involves community stakeholders and community members in addressing these issues will help build board and community agreements needed to move forward and make effective change that benefits the well-being of residents," states the grant application.

If the district obtains the grant, it would have the goal of completing the plan by July of next year.

At a special board meeting Nov. 7, Director Dendra Dengler said she hoped the planning process would not resemble Manila's "visioning session" that took place in 2015.

The highly contentious "visioning" sessions involved public meetings and were centered on the future of the Manila Community Center and the McKinleyville Family Resource Center. The process consumed the board for much of the year, with highly contentious meetings and lots of finger pointing and crying.

Eventually, a divided board voted to hand over management of the resource center to Redwood Coast Montessori.

Water Deeply October 24, 2017

Toxic Ashes and Charred Forests Threaten Water After North Bay Fires

The fires that burned wildlands and urban areas in Northern California this month now pose a threat to water quality, humans and wildlife as crews work to contain unstable hillsides and keep toxic debris from entering waterways.

WRITTEN BY Alastair Bland

PUBLISHED ON Oct. 24, 2017

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In some urban areas, such as this part of Santa Rosa hit by the wildfire on October 13, 2017, ashes are knee deep and contain remains of paint, plastics and rubber. Tayfun Coskun/Anadolu Agency/Getty Images

FOR MANY HOMEOWNERS in Sonoma and Napa counties, nothing could have been more welcome than the splashing of rain that fell on Northern California last Thursday – the first significant precipitation in about five months. The rain helped put an end to the fires burning in the area, which first ignited on October 8, and have wreaked hellish destruction on Santa Rosa and other communities.

However, the recent rain – and the precipitation to come in the months ahead – will bring considerable environmental impacts of their own, especially to the waterways, and even water treatment plants, downstream of destroyed forests and incinerated neighborhoods.

More than 245,000 acres burned during California's most disastrous firestorm, turning around 8,400 structures into ash heaps and killing at least 42 people. Now, in

the immediate aftermath, numerous agencies, nonprofits and volunteers are collaborating to assess the scope and intensity of the damage and identify areas most vulnerable to post-fire erosion.

“We’re concerned about landslides, debris flows and ash-laden runoff,” said Jay Jasperse, chief engineer and director of groundwater management with the Sonoma County Water Agency.

Impacts will vary from one burned acre to the next, and urban and wildland areas face different threats to water quality.

“In some of these areas, the fires did what fire is supposed to do,” said Brock Dolman, a watershed ecologist with the Occidental Arts and Ecology Center in Sonoma County. That is, the fires burned at relatively low temperatures, leaving adult trees alive while clearing underbrush from fuel-loaded woodlands and cracking seedpods of certain fire-adapted plants, which will allow them to germinate. “So next year we’ll see mushrooms and wildflower blooms,” Dolman added.

In fact, most of the burned wildlands were hardly devastated, according to Caitlin Cornwall, the research program manager at the Sonoma Ecology Center.

“It appears that in a lot of the mixed forests the fires burned mostly in the understory,” said Cornwall, whose organization helps communities manage the health of the Sonoma Valley’s wildlands and watersheds.

But in some locations, the fires were hot and destructive, driven by powerful winds and destroying almost every bit of vegetation in their paths. Adult trees burned away from roots to canopy, along with shrubby undergrowth and grasses. With the root networks that help hold soil together incinerated, the risk of mudslides will increase when heavy rains fall.

The watershed of Mark West Creek, one of the Russian River’s most important Coho salmon spawning tributaries, was hit especially hard as the Tubbs Fire swept across the pocket of hills several miles northeast of Santa Rosa. Here, rainfall could wash vast amounts of debris into creeks and smother the gravel beds where the endangered salmon lay and fertilize their eggs each winter.

Waterways in the valleys to the east will be similarly impacted – especially Sonoma Creek, where a remnant population of endangered steelhead trout still spawns, and the Napa River, habitat for several salmonids, including Chinook salmon, according to Matt St. John, an executive officer of the North Coast Regional Water Quality Control Board.

He says soil erosion doesn’t just affect streambeds. “Especially when they contain ash of burnt vegetation, soils have high levels of nutrients, both nitrogen and

phosphorus,” St. John noted. “The increased nutrient load in the water can cause blooms of blue-green algae that produce cyanotoxins.”

The fallout from the urban destruction will be of a different nature. In the burned-out ruins of some Santa Rosa neighborhoods, for example, the knee-deep ashes contain remnants of paint, solvents, pesticides, plastics and rubber. Heavy metals and hydrocarbons will pose serious and direct threats to people and wildlife for months to come.



Smoke and flames shoot up as a wildfire surges through the Santa Rosa area on October 10, 2017. (Tayfun Coskun/Anadolu Agency/Getty Images)

“After these fires, it’s almost like a toxic waste dump,” said Richard Halsey, director of the California Chaparral Institute, in Escondido, California. “Just think of all the materials in a house being burned. When those contaminants get into watersheds and out into the ocean, it becomes a major pollution event.”

Dolman calls the contaminated ashes from the urban fires “enemy-number-one right now.”

“We need to control erosion and keep that toxic ash from being delivered into creeks, especially in areas like Mark West with Coho and steelhead spawning habitat,” he said.

Research has shown that smoke from inland fires can even have negative impacts on ocean chemistry and marine life when it settles offshore.

Officials with the California Department of Forestry and Fire Protection, the California Office of Emergency Services, the Federal Emergency Management Agency, the United States Army Corps of Engineers and other agencies, as well as local organizations and conservation districts, have been collaborating in the response to the fires. They are placing sandbags, straw bales and wattles alongside creeks and below impacted slopes to control erosion.

St. John says his agency, and staff from others, will likely place filtration systems in small waterways, and create small settling ponds to collect fine debris. Street sweepers, he says, are working urban roadways to collect ash and particulates. Crews specializing in toxic waste cleanup will spend months sifting through the ruins in Santa Rosa and other towns, sorting and separating refuse that can be sent to conventional landfills and hazardous materials that must be handled carefully and disposed of by more elaborate means. Sewer lines from each home will be closed off to keep ash and charred waste from entering sewer mains and municipal water treatment systems.

Private property represents an added level of complexity in upland watersheds. Cornwall says a great deal of the burned wildlands are privately owned, which she says will make it difficult to assess damage and respond accordingly. She warns against dispersing non-native grass seeds across scorched acreage – which she says is a common response among landowners hoping to regreen burned properties.

“We want to stabilize the soil but without just throwing out seeds that will become the fuel for next year’s fires,” she said.

Cornwall recommends that owners of burned properties with streams on their land line the banks with downed wood and logs, sandbags or coir, or coconut fiber and netting. She says most conventional straw usually contains seeds from grasses – generally non-natives. She suggests rice straw as a safe alternative.

As for rain, Cornwall is eager to see it arrive – but not all at once.

“Ideally, we’ll get many small rains,” she said. “We want seeds to germinate and put roots in the ground as soon as possible so we can stabilize the soils.”

Trump's environmental rollbacks hit California hard, despite Sacramento's resistance

By EVAN HALPER

NOV 16, 2017 | 3:00 AM

| WASHINGTON

When 50,000 acre-feet of water went gushing out of the Sacramento River last month, it fast became a test of California's ability to protect its environmental policies from an increasingly hostile Trump administration. The episode proved humbling. Heeding the calls of big agriculture interests and area congressional Republicans, the administration pumped federally controlled water to Central Valley farms despite protest from the state that the move imperiled the endangered delta smelt. All California could do was temporarily shut its own pumps, which came at the expense of the state's mostly urban water customers.

It was perceived by some in California as the kind of big agriculture water grab that the state had not seen in years. And it flouted a longstanding water-management partnership between California and Washington, D.C.

"This has never happened before," Doug Obegi, an attorney at the Natural Resources Defense Council, said of the pumping. "It has created a huge mess, and a lot of uncertainty." The incident was a jolting reminder of California's limited ability to counteract the environmental retreat in Washington. Even in the state where resistance is the mantra, leaders can't keep up with the pace of Trump's environmental rollbacks.

The risk of exposure to toxic substances escaping from industrial facilities has been heightened by the suspension of federal safety rules. Climate change action is getting undercut by easing of restrictions on heavily polluting vehicles. Federal waterways protections that state officials were relying on to save sensitive vernal pools and boost fisheries are gone. A dangerous pesticide that field workers expected would be banned remains widely sprayed. Even the authority of officials at the state's national parks to prohibit plastic water bottles has been stripped.

So many rules and regulations have been rolled back that lawmakers can scarcely keep up. "I have lost track," said Rep. Jared Huffman (D-San Rafael), who sits on the House Natural Resources Committee. "It is dizzying."

The Californian who ran the EPA division encompassing the state and others in the Southwest during the Obama administration is particularly concerned about the state's exposure to toxic chemicals. "No one knows: Is this being covered? Who is covering it and how?" said Jared Blumenfeld, former EPA Region 9 administrator.

While the state has moved aggressively to implement tough restrictions at oil refineries in recent years, there are other categories of facilities where the federal government had been taking the lead. The EPA was imposing new requirements enabling regulators to keep track of what chemicals are stored where,

and requiring plant owners to take proactive measures to prevent dangerous releases into the community. But the Trump administration suspended them.

EPA Administrator Scott Pruitt said the move was made in the interest of being "responsive to concerns raised by stakeholders regarding regulations so facility owners and operators know what is expected of them."

The rules would have boosted safety provisions at plants such as the South San Francisco salami factory, which in 2009 released a plume of 217 pounds of poisonous ammonia, sending 17 people in the nearby community to the hospital, one of them for four days.

In many cases, California's backstop is local fire departments. Some have experienced hazardous chemical experts on staff. Others don't.

A tiny volunteer fire department in Humboldt County was in over its head a few years ago when the Chinese owners of a pulp mill abandoned the place, leaving behind thousands of gallons of highly acidic liquids leaching from improperly built tanks susceptible to crumbling in an earthquake.

"It looked like Chernobyl," Blumenfeld said of the 70-acre facility on the shore of Humboldt Bay when the EPA arrived on site. "Any seismic activity would have led to an unbelievable environmental catastrophe." Trump's plan to cut deep into the EPA budget would diminish the agency's ability to monitor such facilities, and his plan to eliminate the U.S. Chemical Safety Board would deprive California regulators of a crucial partner in bulking up its own protections.

The state leaned heavily on the expertise of the board following the 2012 Chevron refinery explosion that drove 15,000 people in the Bay Area to seek medical treatment for issues such as breathing problems. Nineteen refinery workers narrowly escaped the ignition of a flammable vapor cloud that engulfed the facility. It was board investigators who discovered Chevron's engineers had written a half-dozen reports pinpointing the corrosion that put it at risk for the type of disaster that unfolded.

"We never would have known about those reports if it were not for the Chemical Safety Board," said Mike Wilson, director for occupational and environmental health at the Blue Green Alliance, a national coalition of labor and conservation groups.

The state was also looking to Washington to take the lead on protecting farmworkers against the dangers of chlorpyrifos, a widely used pesticide in California's fields that EPA scientists warned should be banned. Studies find it inhibits childhood brain development.

When the EPA's deadline to decide on a ban came in March, Pruitt declared the science is unsettled. He put off action until 2022.

State regulators are now in the midst of their own proceedings. They are conducting a separate review, which began over the summer and will extend at least into December — prolonging the time California agriculture communities are exposed to the pesticide, even if the state ultimately imposes its own ban. The fight over the pesticide is another case highlighting the extent to which state regulators rely on a robust EPA to pursue California's regulatory agenda. The army of scientists, attorneys, data crunchers

and other regulatory experts may operate largely in the background, but they are a backbone of environmental protection in California. They are not easily replaced.

A legislative effort championed by state Senate Leader Kevin de Leon (D-Los Angeles) that would obligate the state to backfill Trump retreats on clean air and clean water has hit roadblocks. Industry

groups have so far persuaded a Democrat-dominated Legislature that the lift would be too big and too complicated.

Even without it, Trump is still hitting big barriers imposing his agenda in California. Restrictions on methane releases at oil and gas drilling facilities were preserved by a lawsuit that California and other states filed, and other such legal challenges will likely blunt other air quality, water quality and public lands rollbacks. The state's aggressive pursuit of climate action will go a long way in helping the United States meet the obligations under the Paris climate accord on global warming that Trump has spurned. "Where we can, we will do everything in our power to hold this administration accountable," said state Atty. Gen. Xavier Becerra. "That's exactly what we've been doing, and we've already been successful numerous times. And where we can't, California will continue to lead on its own path as we have done in the past."

Some things, though, can be out of the state's reach, even if they are happening in its backyard. A federal plan aimed at protecting endangered sea turtles and whales from drifting sword fishing nets off the West Coast was canceled. More of California's federal land is being opened to oil and gas drilling, and the administration is signaling it may move to open its waters up, too. The EPA is moving to repeal new restrictions on a type of heavily-polluting truck California was relying on to meet its climate and air quality goals.

After California sued to stop the cancellation of another highway program aimed at tracking greenhouse gas emissions, the administration appeared to back off. Then it moved to cancel the program again. John McManus is watching it all with dismay from his office in Northern California. The executive director of the Golden Gate Salmon Assn. worries the state has only so much power to stop the federal government from pumping water out of California's rivers that he says could kill off the fishery. "The federal bureaucrats making these decisions have a new boss," McManus said. "We got a glimpse in October of how they might act. If they can do this to the smelt today, they can do it to the salmon tomorrow."

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Updated 6:25 p.m. Monday - 11/27/17

Federal regulators have asked the officials who operate Oroville Dam — and who are in charge of the \$500 million-plus effort to rebuild and reinforce the facility's compromised spillways — to explain small cracks that have appeared in recently rebuilt sections of the dam's massive concrete flood-control chute.

In a previously undisclosed October letter, the Federal Energy Regulatory Commission told the state Department of Water Resources to document the extent of tiny cracks that have showed up in some of the spillway's brand-new concrete slabs. FERC also asked DWR what, if any, steps might be required to address the issue.

In early November, DWR told the dam's federal overseers in a cover letter to a classified memorandum that steps taken to build a stronger spillway — such as an added layer of steel reinforcement — caused the hairline cracks.

The letter said the agency found “the hairline cracks are a result of some of the design elements included to restrain the slabs and produce a robust and durable structure.”

The letter added that the cracking “was anticipated and is not expected to affect the integrity of the slabs.”

FERC did not respond Monday to requests for further details on the extent of the cracks or on whether it was satisfied with the Department of Water Resources' explanation of the cracking.

DWR spokesperson Erin Mellon said in an email Monday evening that hairline cracks are “something you expect to see” in concrete slabs as massive as the those in the rebuilt spillway, which measure 30 feet by 37.5 feet. “These cracks are not abnormal, nor do they cause a concern,” she said.

Mellon said DWR will continue to monitor the concrete and that the agency, along with the spillway contractors and outside experts, is looking at a refinement to the concrete mixture to minimize cracking.

“However, considering these hairline cracks do not cause a concern, the mixture may remain the same going forward,” she said. “We anticipate that hairline cracks would still form even with a refined mixture.”

DWR’s Nov. 7 letter to FERC mentions a technical memorandum that the department classified as critical electrical infrastructure information, or CEII. Under post-9/11 federal law, CEII documents can be viewed by members of the public or media only if they agree to sign nondisclosure agreements — a provision that effectively places them beyond public view.



The California Department of Water Resources says extensive steel reinforcement and other measures intended to make Oroville Dam’s rebuilt spillway stronger have resulted in cracking of the spillway concrete. DWR says the small cracks should not affect the spillway’s integrity. *(Ken James/ California Department of Water Resources)*

The upshot is that the evidence for and reasoning behind DWR’s statements about the cause of the cracking is not available for independent assessment.

Robert Bea, a professor emeritus of civil engineering at UC Berkeley and a veteran analyst of structure failures, said that DWR’s letter leaves “a lot of uncertainties regarding the implications of the reported micro-cracking.”

Bea, who heads a Berkeley-affiliated group that has issued several reports this year highly critical of DWR’s management of the Oroville facility, added that cracks in the concrete surface are potentially serious and require urgent attention.

“Cracking in high-strength reinforced concrete structures is never ‘to be expected,’ ” Bea said in an email. Even small cracks could increase stresses in the concrete when it is under “service loading” — for instance, when large volumes of water hurtle down the structure at speeds approaching 90 mph.

The cracking also “develops paths for water to reach the steel elements embedded in the concrete and accelerate corrosion,” Bea said. “Such corrosion was responsible for the degradation and ultimate failure of the steel reinforcing in parts of the original gated spillway.”

DWR inspection and repair records going back to the 1970s documented widespread cracking of the 3,000-foot-long spillway chute — largely because of the thinness of the concrete covering the drainage system below the concrete slab. On at least two occasions, sections of the steel rebar inside the slab were found to be corroded and in need of replacement. After the spillway failed last February, some of the steel rods intended to anchor the slab to underlying rock were also found to be corroded.

The new spillway design aims to prevent those extensive concrete problems with by introducing a series of now-standard spillway design elements. In addition to more careful foundation preparation than the 1960s original, the chute features much thicker concrete, increased steel reinforcement, improved slab anchoring, interlocking slabs, waterstops to block the flow of water beneath the slabs, a redesigned sub-slab drainage system and electronic instrumentation to monitor the intrusion of water beneath the concrete chute.

The failure of the spillway and the subsequent severe erosion in an adjacent hillside used as an emergency spillway triggered the evacuation of about 180,000 people along the Feather River. Rebuilding the main spillway and reinforcing the adjacent emergency spillway will cost at least \$500 million, DWR says.

The cost of the emergency response to the crisis — including removal of 1.7 million cubic yards of debris, rock and mud that blocked river channel below the shattered spillway — will top \$100 million. State officials have said they will ask the Federal Emergency Management Agency to pick up 75 percent of the cost of the total costs of response and reconstruction.

This post was updated to include a Department of Water Resources response to federal regulators questions about the Oroville spillway concrete.

Supervisors sign letter to keep Scott Dam

By Zack Jordan, zjordan@record-bee.com

Monday, November 27, 2017

LAKEPORT >> The Board of Supervisors is pushing back against the potential removal of the Scott Dam located in Lake Pillsbury. They plan to send a letter defending the preservation of this and other dams to the members of Congress representing Northern California, Jared Huffman, Mike Thompson and John Garamendi.

The Scott Dam sits downstream from Lake Pillsbury along the Eel River. It is first in line, followed by the Cape Horn Dam and helps to form Lake Van Arsdale. The structures create energy for a generator and divert water through a tunnel to the Russian River. However, there is concern at the federal level that the dams interfere with fish and wildlife.

Environmentalists have argued that removing the dams would help restore passage of fish to spawning waters.

“The potential for removal of the two PG&E Dams in order to remove impediments to fish migration because, in the view of some, they don’t need the power generation because solar energy could replace that,” said District 3 Supervisor Jim Steele. “They could have 12 acres of solar panels and replace those two dams,” Steele said.

But the Supervisors consider dams critical for water storage, aiding agriculture, recharging groundwater and muting the impact of winter storms.

Lake Pillsbury, as a headwater, benefits the community as a destination for recreation in an economically disadvantaged area, attracts large herds of rare Tule Elk and — during fire season — is a source of water for fire crews.

District 2 Supervisor Jeff Smith said he is in support of getting this letter moved and notifying the three Congressmen of the county’s opinion.

“I definitely want to make sure that they know we don’t want this dam removed and trying to get a dam put back in is ridiculous,” Smith said.

The three Congressmen have indicated they are willing to consider opposition to the plan. Removal has thus far only been discussed in informal reports generated by a series of hearings.

“They said they would love to have a letter stating our interest in protecting Scott Dam so they can track the hearings,” Steele reported.

URL: <http://www.record-bee.com/general-news/20171127/supervisors-sign-letter-to-keep-scott-dam>

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December 6, 2017

Groundwater Pumping Fees Are Not Taxes, California Court Says

From Environment & Energy Report

By Carolyn Whetzel

A decision by California's highest court could give a boost to local water agencies grappling with how to implement the state's landmark groundwater management law.

The California Supreme Court ruled that the charges Ventura, Calif., must pay to a local water district for groundwater conservation activities aren't taxes or fees that require approval by property owners or voters.

Because the United Water Conservation District's charges aren't for property-related services, they don't require approval either by property owners or two-thirds of area voters, the court said, affirming a 2015 lower court ruling.

This "decision is significant because it provided needed and timely guidance to local groundwater management agencies, groundwater users and state officials as to how groundwater fees should be assessed prospectively," Richard M. Frank, director of the California Environmental Law & Policy Center at the University of California, Davis, told Bloomberg Environment in a Dec. 5 email.

The state's high court rejected the city's claims the charges violate Proposition 218 and Proposition 26, voter-approved measures that made it more difficult for government agencies and utilities to impose or increase certain taxes or fees.

Such fees will be a critical component of the plans local agencies must complete and administer under the 2014 Sustainable Groundwater Management Act over the next several years, Frank said.

Groundwater, which is water found underground, typically provides about 40 percent of the state's water supply but much more in dry years.

The groundwater law requires the formation of local groundwater sustainability agencies to manage their groundwater resources within the next several years, along with the development plans designed to bring basins into balanced levels of pumping and recharge by 2050. Should local entities fail to enforce the law, the state will then intervene.

‘Reasoned, Fair, Practical’

“The justices ably worked through the morass of Lilliputian tax principles that California voters have placed in the California Constitution—and the relevant facts—to reach a reasoned, fair and practical result,” Frank said.

Article XIII C of the California Constitution, as amended by Proposition 26, “supplies the proper framework for evaluating the constitutionality of the groundwater charges at issue in this case,” the court said in a Dec. 4 opinion.

The case now heads back to the Second Appellate District to answer the city’s question as to whether the water district’s charges are fair or reasonable under Proposition 26, Jane Ellison Usher, United Water’s attorney at Musick, Peeler & Garrett in Los Angeles, told Bloomberg Environment Dec. 5.

“The California Supreme Court found the appeals court didn’t adequately consider that second prong of the case,” she said.

Ventura alleged it pays a disproportionate share of the district’s charges.

Under state water code, groundwater pumping charges for non-agricultural uses must be three times those levied for agricultural uses. The justices intimated that the Water Code section 75594 is unconstitutional under Proposition 26,” Frank said.

The water district manages all or part of eight groundwater basins in central Ventura County.

This case is (City of San Buenaventura v. United Water Conservation Dist., 2017 BL 432760, Cal., No. S226036, 12/4/17).

CORRESPONDENCE

Sherrie Sobol

From: Daniel Edrich <daniel@reninet.com>
Sent: Sunday, November 19, 2017 1:37 PM
To: Sherrie Sobol
Cc: John Friedenbach
Subject: Re: The 540 Rule

Dear Sherrie, would you please distribute this note to the Board?

HBMWD

Dear Board of Directors and
 General Manager John Friedenbach

This is the argument, of many, of why removing vegetation off the coastline is harmful and illegal. We know that when dunes are de-vegetated they deflate, why would HBMWD allow deflation on the primary dune that stands as a lonely sentinel between the Pacific Ocean and HBMWD's own coastal pipeline? This will invite Salt-Water Intrusion into the fresh-water marshes that secure your pipes.

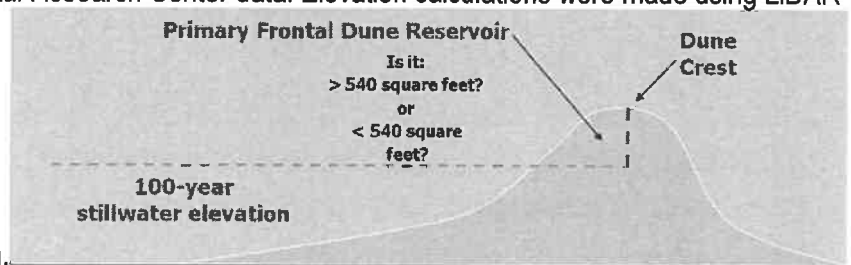
Please join in getting repairs to topography and stability from illegal and non-Permitted vegetation removal.

In essence, if you take the cross-section of the primary dune, above Base Flood Elevation, divide by 2 and if not at least 540 sq. ft. FEMA does not consider it a structure " Primary frontal dunes will not be considered effective barriers to base flood storm surges and associated wave action where the cross-sectional area of the primary frontal dune , as measured perpendicularly to the shoreline above the 100 year still water flood elevation and seaward to the dune crest, is equal to, or less than 540 sq. ft".. Reasonable coastal engineers were pushing for the 1080 Rule.

Susceptibility Results:

Dune System FEMA 540-Rule Evaluation

LiDAR-2000 data were used to derive the FEMA 540-rule for each of the spatial analysis bins. The FEMA 540-rule definition states: "primary frontal dunes will not be considered as effective barriers to base flood storm surges and associated wave action where the cross-sectional area of the primary frontal dune, as measured perpendicular to the shoreline and above the 100-year stillwater flood elevation and seaward of the dune crest, is equal to, or less than, 540 square feet." A generalized sand reservoir to determine dune failure potential was calculated on a per-bin basis for the dune system. The calculation was performed by determining: (1) the 100-year stillwater flood level (estimated to be 10 feet NAVD88), (2) the average width of the dune system from stillwater elevation to landward-most crest line, (3) the average dune system landward-most crest height above stillwater flood elevation, and (4) calculating the area of a triangular sand reservoir defined by these dimensions. For a simple dune system, with one primary frontal dune, a triangular sand reservoir of 540 square feet is considered by FEMA to be an effective barrier to base flood storm surges and associated wave action during a 100-year storm event. Stillwater elevation was derived from USACE beach nourishment feasibility studies, FEMA HAZUS data, and Coastal Research Center data. Elevation calculations were made using LiDAR



point spot-elevations proximal to the dune system.

CONTINUING BUSINESS

John Friedenbach

From: ERICO <erico.tavares@sinclairlimited.com>
Sent: Tuesday, November 21, 2017 2:13 PM
To: John Friedenbach
Subject: Water supply

John
It was a pleasure speaking with you just now. I will be following before Christmas.
In the meantime I will also look at the information on your website.
Very best,
Erico
(718) 313-2258



Dana L. Friehauf, P.E.
Water Resources Manager

4677 Overland Avenue • San Diego, California 92123
(858) 522-6749 FAX (858) 268-7881 Cell (858) 967-2820
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dhailey@fresnoirrigation.com

Governors push federal fight against invasive mussels

The Associated Press Published 12:01 p.m. PT Nov. 5, 2017

BOISE - Governors of 19 Western states are pressing the federal government to do more to prevent the spread of damage-causing invasive mussels from infected federally managed waterways.

The Western Governors' Association on Thursday sent a letter urging Interior Secretary Ryan Zinke to put in place by spring 2018 controls to prevent the spread of zebra and quagga mussels.

A quagga mussel infestation was discovered in recent years at Lake Piru in Ventura County.

The governors are also asking that federal agencies conduct mandatory inspections and decontamination of boats leaving infected water bodies. The mussels can attach to boats and trailers and travel long distances, clogging water pipes, damaging boat motors and affecting other aquatic life.

"Given the significant risks that quagga and zebra mussels pose to uninfested waterbodies, it is critical to implement effective control policies in a timely manner," the letter states.

The governors say they're particularly concerned about the mussels reaching the Columbia River Basin, Lake Tahoe, and the Colorado River Basin above Lake Powell.

The Interior Department has said that hydroelectric projects infested with the mussels might require an additional \$500,000 in annual maintenance. The Pacific Northwest gets much of its power from hydro projects, so an infestation could increase the cost of electricity.

Many states have spent millions and continue to do so to keep the mussels out. Some have set up mandatory checkpoints near borders to intercept boats for inspections, including Idaho, which is spending more than \$3 million annually.

"Idaho and our neighbors in the West are acting individually and collaboratively to address the challenge of these invasive species," Idaho Gov. C.L. "Butch" Otter said in a statement to The Associated Press on Friday. "Now our federal partners must step up to help us stop further infestations."

Heather Swift, Interior Department spokeswoman, said in an email to The Associated Press on Friday that Zinke hadn't seen the letter and couldn't comment specifically.

"Stopping the spread of invasive species is a big concern of the Department and the Secretary," she said, noting a June 26 news release outlining some of the agency's collaborative efforts with states and tribal agencies.

The governors' letter on Thursday is the second they've sent this year about invasive mussels to Zinke. A letter sent June 22 also pressed for watercraft inspection and decontamination.

The Interior Department responded Sept. 15 with a two-page letter agreeing with the severity of the problem. The most recent letter by the governors' included "clarifying questions."

Specifically, the governors want to know what timeline has been set for the National Park Service to complete an assessment of mussel containment and monitoring programs at Lake Mead National Recreation Area in southeastern Nevada and northwestern Arizona, and the Glen Canyon National Recreation Area in southern Utah and northern Arizona.

The governors are also interested in knowing if similar timelines are being set for other Interior Department agencies, including the Bureau of Land Management and Bureau of Reclamation.

The governors also asked if federal agencies have the authority to require mandatory boat checks and, if not, what authority would be needed.

"Western states need adequate measures to ensure these invaders do not spread to uninfested waters," the governors said.

November 2, 2017

Honorable Ryan Zinke
Secretary of the Interior
U.S. Department of the Interior
1849 C Street N.W.
Washington, D.C. 20240

Dear Secretary Zinke:

We are writing to thank the Department of the Interior (DOI) for its recent response to a June 22, 2017 [letter](#) from the Western Governors Association (WGA), in which Governors requested that DOI work with western states to prevent the spread of quagga and zebra mussels from infested federal waters into uninfested waterbodies. In the letter, Governors requested that:

- 1) DOI engage with WGA in an ongoing effort to identify resources, policy recommendations, and technical tools that states and federal agencies can use in efforts to combat aquatic invasive species in the West, and;
- 2) DOI, through the National Park Service (NPS), the Bureau of Land Management (BLM), the Bureau of Reclamation (BOR), and other agencies, require the implementation of mandatory inspections and decontamination of watercraft before they leave federal and inter-jurisdictional waters known to be infested with quagga and zebra mussels, including waters on the lower Colorado River. Such inspections and decontamination should be conducted by federal agency staff in accordance with the [Quagga-Zebra Mussel Action Plan for Western U.S. Water \(QZAP\)](#), and the [NPS Quagga/Zebra Mussel Infestation Prevention and Response Planning Guide \(2007\)](#).

We appreciate DOI's September 15, 2017 reply to this letter, which articulates DOI's commitment to partner with WGA and western states to address invasive mussels and other invasive species. In the response letter, DOI states that, "the National Park Service (NPS) is maintaining containment and monitoring programs at Lake Mead and Glen Canyon National Recreation Areas, and is assessing options to strengthen those programs in the future. Also, NPS is reviewing its inspection and decontamination policy to determine if it protects NPS resources and meets state and tribal needs."

Western Governors have some clarifying questions regarding this assessment and review:

- Given the significant risks that quagga and zebra mussels pose to uninfested waterbodies, it is critical to implement effective control policies in a timely manner. What is the timeline for NPS to complete this management assessment and policy review? Are similar timelines being established for actions at BLM, BOR, and other DOI agencies?

Honorable Ryan Zinke
November 2, 2017
Page 2


- While the review will determine if NPS resources are protected during its review of inspection and decontamination policy, how will NPS assess and incorporate threats to state resources during the review? What steps will NPS take to cooperatively engage states and Tribes in the review?
- Do DOI agencies have the authority to implement mandatory inspections and decontamination of watercraft before they leave federal and inter-jurisdictional waters known to be infested with quagga and zebra mussels? If not, what authority do they need?

The presence of invasive dreissenid mussels in federal waters presents a risk to all communities in the West. Western states need adequate measures to ensure that these invaders do not spread to uninfested waters. We also request that DOI agencies establish timelines for completion of these reviews and implementation of control policies as soon as practicable, preferably before the spring of 2018, when movement of watercraft across state lines and between bodies of water will begin to ramp up again.

We commend DOI's commitment to work with western states and review federal agency policies to address these risks, but ask that the review involve meaningful consultation with states and be conducted on a timeline that respects the urgency of the issue.

Sincerely,


Dennis Daugaard
Governor of South Dakota
Chair, WGA


David Ige
Governor of Hawaii
Vice Chair, WGA



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

SEP 15 2017

The Honorable Steve Bullock
Governor of Montana
Helena, Montana 59620

The Honorable Dennis Daugaard
Governor of South Dakota
Pierre, South Dakota 57501

Dear Governor Bullock and Governor Daugaard:

Thank you for your letter dated June 22, 2017, on behalf of the Western Governors' Association (WGA) to Secretary Zinke, about the urgent need to prevent the spread of invasive mussels in the Columbia River Basin, Lake Tahoe, the Colorado River Basin above Lake Powell, and other waterbodies across the West. Secretary Zinke asked that I respond to you on his behalf.

Like the Secretary, I am deeply concerned about the serious impacts that invasive mussels can cause, particularly to hydropower, water delivery, recreational activities, endangered and sensitive species, and local economies in the West. We also share Western governors' concern about the impact of invasive species on forest health and rangeland management.

The Secretary addressed invasive mussels at your recent WGA summer meeting in Whitefish, Montana, and on June 26, announced a set of actions that Interior Department bureaus are leading in coordination with WGA, states, and tribes. This spring, Interior staff worked closely with WGA, states, and tribes to identify what the federal government can do to improve efforts to address invasive quagga and zebra mussels in the Columbia River Basin specifically, and the West more generally. We worked cooperatively with more than 70 federal, state, and tribal representatives and identified more than three dozen actions that we are now pursuing. This includes actions to support watercraft inspection and decontamination stations, increase monitoring programs, improve detection tools and techniques, and convene experts to share best management practices on reducing impacts to infrastructure and facilities, among other actions.

This recent initiative complements strong state-federal collaborations already in place through the leadership of the Aquatic Nuisance Species Task Force and its Western Regional Panel as well as other regional networks, such as the 100th Meridian Initiative's Columbia River and Missouri River Basin Teams. Your letter references WGA's support for the model policies and protocols developed by the Western Regional Panel and partners. These efforts have been funded or coordinated through the U.S. Fish and Wildlife Service for a decade, demonstrating our long-standing commitment to this issue.

I understand your concern about the need to improve how we can help keep invasive mussels from leaving federally managed waters. We are committed to working with affected states on how best to implement watercraft decontamination programs. To this end, the National Park Service (NPS) is maintaining containment and monitoring programs at Lake Mead and Glen Canyon National Recreation Areas, and is assessing options to strengthen those programs in the future. Also, NPS is reviewing its inspection and decontamination policy to determine if it protects NPS resources and meets state and tribal needs. In addition to Lake Mead and Lake Powell, Lake Havasu is another infested waterbody of concern

in the Lower Colorado River Basin. To help bolster the containment program there and downstream, the Bureau of Land Management is convening partners to develop an interjurisdictional containment strategy.

I agree that we need to enhance partnerships with WGA and invasive species coordinating groups to strengthen intergovernmental cooperation. We are exploring options with WGA to enhance policy level coordination among federal and state leaders on a variety of invasive species issues, including invasive mussels. We also are working with WGA to identify ways to enhance that coordination, such as through a Memorandum of Understanding, side meetings in connection with WGA meetings, or some other means.

States have significantly increased funding and activities to address invasive mussels and other invasive species. At the federal level, we are committed to partnering with you in this effort. The Department of the Interior's bureaus collectively spend about \$8 million each year to prevent, contain, and control invasive mussels. In the current fiscal year, we increased that spending by \$1 million through the Bureau of Reclamation. In Fiscal Year 2018, the President's budget requested an increase of \$4.4 million for Reclamation to enhance work in collaboration with states to protect the West from these invasive species.

In addition, the National Invasive Species Council Secretariat contracted with the State of Montana to foster federal, state, and local government cooperation to address invasive mussels. This includes evaluating lessons learned from Montana's early detection and rapid response program with a view toward building a regional/national program and assessing what the cost of "no-action" would have been to the State.

Thank you for your continued leadership, both within WGA and within your respective states, on invasive species. We are committed to working with you and other governors to address this important issue.

Sincerely,



Scott J. Cameron
Principal Deputy Assistant Secretary
Policy, Management and Budget

California's State Water Board recently passed new policies that will regulate water impacts from marijuana growing operations. Erin Ragazzi and Scott Couch of the Water Board discuss the challenges.

WRITTEN BY: Ian Evans

PUBLISHED ON: Nov. 7, 2017

READ TIME: Approx. 6 minutes

As the legalization of recreational marijuana in California looms, so do concerns over how the new industry will use the state's limited water. LARS HAGBERG/AFP/Getty Images

On October 17, the California State Water Resources Control Board adopted new environmental policies to regulate how marijuana growing operations will impact California's already limited water resources. The new regulations are in response to voters' approval of Proposition 64 in 2016 to legalize recreational marijuana.

Cannabis cultivation can impact local water by reducing flows in streams and creeks or polluting waterways with pesticides and other agricultural chemicals. Even the construction of roads and buildings for cannabis farming causes sediment runoff and erosion that damages nearby streams and rivers. Until recently, this was difficult to address because many growing operations were illegal.

The new rules will be implemented through five regulatory programs, which will require certain permits depending on the size of the operation. Among other things, the new policies limit how much water needs to be flowing through a channel before water can be diverted for marijuana growth, how many acres of land an operation can disturb, how growers should dispose of their waste and how the new permits will be enforced through cooperation with local, state and federal law enforcement.

Water Deeply Recently spoke with Erin Ragazzi, an assistant deputy director for the State Water Board's Division of Water Rights and Water Quality Certification and Scott Couch, section chief of groundwater protection at the State Water Board, about developing the new policy.

Water Deeply: What damage can cannabis farming do to water quality? And what kind of damage are you hoping to reduce with this regulation?

Erin Ragazzi is an assistant deputy director for the Water Board's Division of Water Rights and Water Quality Certification. (Courtesy of George Kostyrko/SWRCB)

Erin Ragazzi: There's a variety of different types of damage that can occur, depending on where the cannabis cultivation activities are taking place, and the measures that are put in place to protect the environment. Our focus here is mainly on surface water and groundwater protection, and the beneficial uses associated with them.

Scott Couch is the section chief for groundwater protection at the State Water Board. (George Kostyrko/SWRCB)

Scott Couch: I just wanted to also add that we're seeing the types of things on the cultivation side, like waste – just trash, human waste, waste from fertilizer, pesticide containers, things like that. We don't want that stuff in the water.

Water Deeply: Even just building roads to these sites can be damaging. Is that something that you are paying attention to as well?

Ragazzi: That's definitely something that the policy in general order addresses. We have specific conditions related to sediment controls, targeted specifically at land, then the roads. So, in the policy, we really direct people to make sure that they're meeting the requirements in the road [building], and then having appropriate best management practices in place to control sediment runoff.

That wouldn't be a problem in many cases, except that we've got cannabis cultivation in areas of the state that aren't highway-developed, and these rural areas, in order to gain access there is a lot of road building that wouldn't occur with traditional agriculture.

Couch: Yeah, we're seeing a lot of damage in the North Coast, in particular, for road-building activities that are contributing to sediment and damaging streams and habitat.

Water Deeply: A lot of these impacts have been in remote parts of the North Coast, but there is also a lot of new industry growth happening in Southern California in an entirely different landscape. When it comes to things like building roads, or other policies, how have you tried to shape the new policies to adapt them to Southern California?

Ragazzi: What we did was develop a statewide policy that looked at the various impacts associated with cannabis cultivation. It's not that it's targeted at Southern California or Northern California, but when we're looking at cultivation activities, what requirements are necessary to protect water quality and the associated water habitat, you're going to have the potential for less impact if you have an indoor grow in general than you will with an outdoor grow that is right adjacent to a stream system.

But we do take that into account, and all commercial cannabis grows that are going to the California Department of Food and Agriculture will need to register with the State Water Board to determine what coverage they need under the Waste Discharge Requirements that the board recently adopted.

Water Deeply: Is it difficult to balance growing in Southern California, an industry that'll be mostly indoors I imagine, versus say the North Coast, which is mostly outdoors and therefore might have more of an environmental impact?

Couch: Well, we tried to cover both of those areas, and we have requirements for both indoor and outdoor cultivation.

The thing about the indoor – we've heard of warehouses being converted in Southern California, or old IKEA stores and things like that – that they may want to grow inside, and you think, "Well, there won't be a discharge," but even there ... If they have to discharge their wastewater, and if it goes into a community sewer system, it won't be covered by this permit that we have. So, they have to have a permit from the sewer system to be able to discharge their waste down the sewer.

Water Deeply: Up until this point, cannabis growing has mostly been on the black market in California. In some of our previous coverage, Scott Greacen, at the Friends of the Eel River, mentioned that many growers – who are already using the black market – might just continue to do so to avoid regulations. Do you think there is a risk that these further regulations are going to push more growers to take that route, or discourage people who are already using the black market to start growing legally?

Ragazzi: Well, I think that we are cognizant of the need to develop requirements that we think are protective of water quality, but also create an environment in which people want to come in to the regulated community, because they have been in the black market for so long. What will be your carrots and sticks?

One key component of that is doing the education outreach to make the folks aware of what we're requiring, why we're requiring it, but then also having the enforcement arm necessary to facilitate folks knowing that they can't hide in the black market, but that we are going to be taking enforcement actions against folks that are not registered and enrolled in our program.

I think there are incentives already as part of the legislation that incentivize people to come into the process earlier rather than later. There's the potential to have a limited number of plant identifiers and licenses issued by the various entities, and so those folks that come forward earlier are going to be in a better position than folks that may stand on the sidelines and wait for a while.

There are those carrots in terms of the early adopters, and the board has an enforcement policy that is very focused on education as one of its first pillars, before you move directly to further enforcement.

We don't directly inform the other agencies for purposes of eradication. Typically, to my knowledge, what occurs is the State Water Board staff will go out with California Department of Fish and Wildlife staff and their warden, and as part of those joint inspections there may be an eradication process that takes place, depending upon the unique circumstances of that specific site.

Water Deeply: Thank you for taking the time to speak with us. Is there anything else that you would like to say?

Ragazzi: Well, I think one of the things that's important to point out is that the policy creates a comprehensive mechanism to regulate cannabis cultivation, and it includes both those water supply, water rights side and water quality components. Specifically, I think it's important to note we have a lot of important requirements to address individual and cumulative impacts that can occur in watersheds, and that's been a big concern for a lot of folks, in terms of not just the site-specific impacts but the broader cumulative impacts in a watershed.

To that end, that policy includes requirements establishing maximum diversion rate, a forbearance period when no diversions can occur and instream flow requirements so that even when you're in the season of diversion, you can always divert when flows are above that instream flow requirement. So there's a pretty comprehensive look at ensuring that we're not seeing the impacts associated with diversion and use of water, while at the same time allowing folks a pathway to get a storage water right, which often would take a very long period of time.

Cannabis cultivators now will have access to a small irrigation use registration that will give them the ability to store water during the wet season for use during the dry season, and it's really a step forward to be able to offer that streamlined process within a short period of time.

« McK DUI MURDER TRIAL: Judge Denies Defendant's Request to Leave Jail to Move Motor Home (/2017/nov/22/mck-dui-murder-trial-judge-denies-defendants-reque/)

JOHN ROSS FERRARA (/AUTHOR/JOHN-ROSS-FERRARA) / TODAY (/2017/nov/22/) @ 12:48 P.M. / GOVERNMENT (/CATEGORIES/GOVERNMENT/), NATURE (/CATEGORIES/NATURE/)

Department of Fish and Wildlife Awards \$1.3 Million in Grants to Restore Humboldt County Watersheds Affected by Cannabis Cultivation



Looking upstream on the Main Eel River at Dyerville on September 4, 2015. Outpost fie photo (<https://lostcoastoutpost.com/2015/sep/16/eel-river-drought/>) by Pat Higgins.

CDFW press release from Monday:

The California Department of Fish and Wildlife (CDFW (<http://www.wildlife.ca.gov/>)) today announced the selection of four projects to receive funding for habitat restoration projects within California's Northern Coastal watersheds most impacted by unregulated cannabis cultivation.

The awards, totaling \$1.3 million, were made under CDFW's Cannabis Restoration Grant Program, and will support cleanup and habitat restoration at inactive cannabis cultivation sites.



"These grants mark an important step forward in our efforts to address the extensive damage to habitat and toxic chemicals threatening a host of wild species," CDFW Director Charlton H. Bonham said. "Providing a resource to address the impacts of reckless cannabis cultivation adds an important piece to the complex puzzle of our existing watershed restoration work."

Projects approved for funding through the Cannabis Restoration Grant Program include:

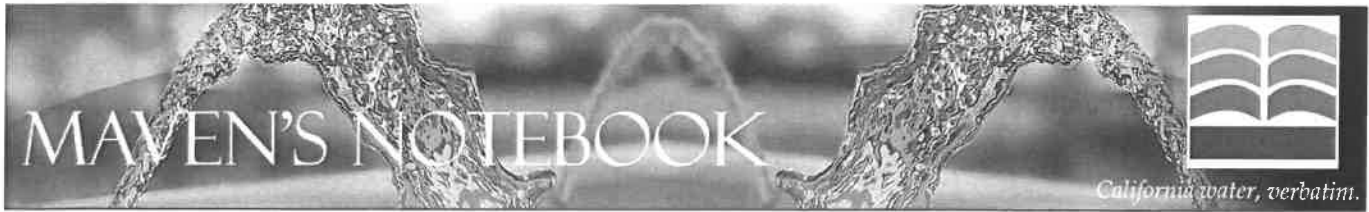
- Reclaiming our Public Lands and Watersheds from the Environmental Threats of Trespass Cannabis Cultivation (\$1,068,415 to Integral Ecology Research Center);
- Bull Creek Cannabis Recovery Project (\$94,510 to Eel River Watershed Improvement Group);
- SF Usal Creek Headwaters – Trash and Toxin Cleanup (\$83,840 to Eel River Watershed Improvement Group); and
- Whitethorn Grove Clean Up (\$64,831 to Sanctuary Forest, Inc.).

Projects funded under the 2017 Cannabis Restoration Program are scheduled to commence in early 2018.

The Cannabis Restoration Grant Program was established by CDFW in 2017 in response to legislation aimed at regulating the burgeoning legal cannabis industry. In his signing message to Assembly Bill 243 (Wood, Medical Marijuana), Governor Brown directed, "the Natural Resources Agency to identify projects to begin the restoration of our most impacted areas in the state."

"I have seen firsthand the devastation to the watersheds caused by these rogue cannabis growers," said Assemblymember Jim Wood, the author of AB 243. "They divert water, use prohibited herbicides and leave behind hundreds of butane canisters and chemical ponds that pollute our waterways affecting the salmon and trout populations. I am thankful that Governor Brown allocated \$1.5 million this year to kick off this very targeted restoration program for the North Coast area and look forward to the state identifying future funds so we can continue this critical work."

General information about CDFW's Cannabis Restoration Grant Program can be found at www.wildlife.ca.gov/Conservation/Watersheds/Cannabis-Restoration-Grant (<http://www.wildlife.ca.gov/Conservation/Watersheds/Cannabis-Restoration-Grant>).


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ANNOUNCEMENT: Cannabis Cultivation Regulatory Program Workshops to be held in December

[November 24, 2017](#)
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From the State Water Resources Control Board:

Come learn about the State Water Resources Control Board's (State Water Board's) Cannabis Cultivation Regulatory Program. On October 17, 2017, the State Water Board adopted a *Cannabis Cultivation Policy – Principles and Guidelines for Cannabis Cultivation* (Policy) and

General Waste Discharge Requirements and Waiver of Waste Discharge Requirements for Discharges of Waste Associated with Cannabis Cultivation Activities (Cannabis General Order). State Water Board staff will hold seven workshops throughout California in December 2017 to share information related to the State Water Board's Cannabis Cultivation Regulatory Program.

At the workshops, staff will provide an overview of the: (1) Cannabis Policy, which establishes the requirements for the Cannabis Cultivation Regulatory Program; (2) Cannabis General Order, which implements the Cannabis Policy requirements; (3) Cannabis Small Irrigation Use Registration Program, which provides a streamlined option to obtain an appropriative water right to divert surface water to irrigate commercial cannabis crops; and (4) online application portal for enrollment under the Cannabis General Order or to obtain a Small Irrigation Use Registration certificate. Please see the attached flyer for details. Please note that several venues are in the process of being confirmed and updates to the flyer will be released as necessary. For additional information, please visit the State Water Board's website at Cannabis Cultivation web portal at: <https://www.waterboards.ca.gov/cannabis/>



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Enter your search term here to search all posts:

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For more information on the workshops including locations, click here.

If you have questions regarding these workshops, please contact the Cannabis Registration Unit at (916)-319-9427 or by email at CannabisReg@waterboards.ca.gov.

Click here to view all posted announcements.

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State Water Resources Control Board Cannabis Cultivation Regulatory Program Workshops

WORKSHOPS

Each workshop is scheduled to run from
10:00 a.m. – 4:00 p.m.

December 1, 2017

Central Coast Regional Water Board Office
Watershed Room
895 Aerovista Place, Suite 101
San Luis Obispo, CA 93401

December 6, 2017 – UPDATED

Ukiah Valley Conference Center
Cabernet Room
200 South School Street
Ukiah, CA 95482

December 8, 2017*

CalEPA Headquarters Building
Bryon Sher Auditorium
1001 I Street, 2nd Floor
Sacramento, CA 95814

December 13, 2017

Redding Regional Water Board Office
Gregory Cash Conference Room
364 Knollcrest Drive, #205
Redding, CA 96002

December 15, 2017 – UPDATED

Adorni Center
Gymnasium
1011 Waterfront Drive
Eureka, CA 95501

December 19, 2017

Fresno Regional Water Board Office
Kings, Kern, and Tulare Conference Rooms
1685 E Street
Fresno, CA 93706

DATE TBD**

Location TBD**
San Diego, CA

* The Sacramento meeting will be webcast.
Information regarding the webcast will be available on
our website at: www.waterboards.ca.gov/cannabis

** Date and/or venue are to be determined (TBD).
Updated information will be posted to the State Water
Board's Cannabis Cultivation webpage (see bottom of
flyer) and sent to the "Cannabis Cultivators" Email
Subscription List (see back page).

BACKGROUND

On October 17, 2017, the State Water Resources Control Board (State Water Board) adopted the *Cannabis Cultivation Policy* (Cannabis Policy) and *General Waste Discharge Requirements and Waiver of Waste Discharge Requirements for Discharges of Waste Associated with Cannabis Cultivation Activities* (Cannabis General Order). The Cannabis Policy and Cannabis General Order include requirements to reduce impacts of waste discharges and surface water diversions associated with cannabis cultivation. Cannabis cultivators will be able to enroll under the Cannabis General Order and obtain water rights under the Cannabis Small Irrigation Use Registration (SIUR) Program, if needed, using the online Cannabis General Order and SIUR Application Portal. The Cannabis SIUR Program is a streamlined option to obtain an appropriate water right to divert surface water to irrigate commercial cannabis crops.

PURPOSE OF WORKSHOPS

To provide information on:

- Cannabis Policy;
- Cannabis General Order; and
- Cannabis Small Irrigation Use Registration Program

AGENDA

- **Policy Overview** 10:00 a.m. – 12:00 (noon)
- **Break for Lunch** (*on your own*) 12:00 (noon) – 1:00 p.m.
- **Overview of Statewide Cannabis General Order** 1:00 – 1:30 p.m.
- **Overview of Cannabis SIUR Program** 1:30 – 2:00 p.m.
- **Online Cannabis General Order/SIUR Application Portal** 2:00 – 4:00 p.m.

PARTNER AGENCIES



For more information, please visit our website at: www.waterboards.ca.gov/cannabis

State Water Resources Control Board Cannabis Cultivation Regulatory Program Workshops

Who Should Attend?

Cannabis cultivators and other interested parties.

Additional Resources

The following websites have information regarding ongoing agency efforts related to commercial cannabis cultivation:

State Water Board, Cannabis Programs – General information regarding State Water Board Cannabis Programs. Website: <http://www.waterboards.ca.gov/cannabis/>

State Water Board, Division of Water Rights – Responsible for administering water rights for all surface water diversions, as well as diversions from groundwater and all springs for the purpose of commercial cannabis cultivation. Website: https://www.waterboards.ca.gov/water_issues/programs/cannabis/cannabis_water_rights.shtml

State Water Board, Division of Water Quality and the Regional Water Quality Control Boards – Responsible for addressing potential water quality impacts from cannabis cultivation and associated activities on private property.

Division of Water Quality: https://www.waterboards.ca.gov/water_issues/programs/cannabis/cannabis_water_quality.shtml

Regional Boards Map: https://www.waterboards.ca.gov/waterboards_map.html

California Department of Fish and Wildlife – Responsible for ensuring cannabis cultivators operate in a manner that is protective of fish and wildlife resources. Website: <https://www.wildlife.ca.gov/Conservation/Cannabis>

Bureau of Cannabis Control – Responsible for issuing cannabis licenses for distributors, dispensaries, transporters, and testing laboratories. Website: <http://www.bcc.ca.gov/>

California Department of Food and Agriculture – Responsible for licensing cannabis cultivators and establishing a track and trace program. Website: <http://calcannabis.cdafa.ca.gov/>

California Department of Public Health – Responsible for licensing manufacturers of cannabis products, such as edibles. Website: <https://www.cdph.ca.gov/Programs/CEH/DFDCS/Pages/MCSB.aspx>

California Department of Pesticide Regulation – Responsible for regulating pesticide use in commercial cannabis cultivation. Website: <http://www.cdpr.ca.gov/docs/cannabis/index.htm>

How to Sign Up for State Water Board's Email Subscription

To receive additional information about the State Water Board's efforts related to commercial cannabis cultivation, please subscribe to the State Water Board's "Cannabis Cultivators" email list under "Water Rights" or "Water Quality" on the following webpage:

http://www.waterboards.ca.gov/resources/email_subscriptions/swrcb_subscribe.shtml

Questions

If you have questions regarding these workshops, please contact the Cannabis Registration Unit by email at CannabisReg@waterboards.ca.gov or by phone at (916) 319-9427.



Employee Handbook

Humboldt Bay Municipal Water District



Adopted by Board of Directors March 14, 2002
Re-Issued August 2004 with Minor Amendments
Re-Issued September 2008 with Amendments
Full Revision January 1, 2018

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Chapter 1

GENERAL PROVISIONS

1000 Introduction

This Employee Handbook, which we ask you to read and retain for future reference, was prepared with you in mind. The Handbook is a guide to the policies, practices and benefits relating to your employment at the Humboldt Bay Municipal Water District (District). The policies, procedures and benefits presented herein outline the obligations, rights, privileges, benefits, and prohibitions which are placed on all employees of the District.

Communication is the most important aspect of our employment relationship. This Handbook is designed as part of our effort to improve your understanding of what the District expects of you. It also outlines what we offer you in return.

The Superintendent, General Manager, or Business Manager will be happy to answer any questions you may have regarding your employment or the contents of this Handbook. Furthermore, the Superintendent, General Manager, and Business Manager have an "open door" policy, and as such, are open to questions, concerns, and any suggestions you have for improving the District.

1001 Overview of District

The District was organized in 1956 under California's Municipal Water District Act. The major function of the District is to provide wholesale municipal and industrial water to the greater Humboldt Bay area. The District also has authority to operate parks and to produce hydroelectric energy. Two authorities not currently being exercised under the Act include fire protection and sewage treatment.

Current operations include the R.W. Matthews Dam/Ruth Reservoir and Gosselin Power House near Ruth in Southern Trinity County; the John R. Winzler Operations and Control Center and the Lloyd L. Hecathorn Turbidity Reduction Facility, both located northeast of Arcata in Humboldt County; and various pipelines and appurtenances around the Humboldt Bay area. Present water delivery capabilities total 75 million gallons per day, much of which is contracted to municipal customers. The District also provides maintenance and billing services to the Fieldbrook Glendale Community Services District.

The District has defined geographic boundaries and is subdivided into five divisions. The District is governed by a five-person Board of Directors. The Board members are elected to four-year terms by the voters of the division in which they reside. The Board periodically elects a President and Vice President and is the appointing authority for the General Manager, Attorney, Secretary/Treasurer and Auditor. The General Manager is the Chief Executive Officer and is responsible for the hiring of competent personnel to carry out the various functions and responsibilities of the District. Appendix A is an organization chart reflecting this structure.

1002 District's Mission

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

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

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

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

1003 Positions Covered

The policies and procedures contained in this Handbook shall pertain to all District employees, but they shall not apply to independent contractors working for the District.

The District employs full-time, part-time and temporary employees, as defined below. Full-time employees are paid a basic monthly salary, which is adjusted to reflect actual hours worked, credited time off, or overtime worked. Part-time and temporary employees are paid in accordance with an hourly-wage scale established by the General Manager consistent with the approved budget. Full-time employees are entitled to all the benefits described in this Handbook, subject to modification by the Board.

Regular Full Time - A position which is a regularly established or planned position in the District and works a regular forty-hour work week. Unless otherwise specified, the benefits described in this Handbook apply only to regular full-time employees.

Regular Part Time - A position which is a regularly established or planned position, but works less than a full-time basis. Part-time employees are not eligible for benefits described in this Handbook, except as specifically noted.

Temporary - A position having duties assigned to it that are not expected to become a regular part of the workload and who are employed for a temporary period of time. Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by the General Manager. Summer employees are considered temporary employees. Temporary employees are not eligible for benefits described in this Handbook, except as specifically noted.

In addition to the above, Employees whose jobs are governed by the Fair Labor Standards Act (FLSA) are either "exempt" or "non-exempt". "Non-exempt employees are entitled to overtime pay. Exempt employees are not. Most employees covered by the FLSA are non-exempt. Some jobs are classified as exempt by definition. For most employees, however, whether they are exempt or non-exempt depends on (a) how much they are paid, (b) how they are paid, and (c) what kind of work they do.

The requirements to determine this status are outlined in the FLSA Regulations (promulgated by the U.S. Department of Labor). See the Business Manager if you have any questions.

1004 At-Will Employment Status

The personnel policies and procedures contained in this Handbook are not a contract guaranteeing employment for any District employee for any specific duration. Employment at the District is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the District. Although we hope that your relationship with us will be long-term, either you or the District may terminate this relationship at any time, for any reason, with or without cause or notice.

Nothing in this Handbook or in any document or statement shall limit the right to terminate employment at-will, and nothing in this Handbook or in any other personnel document, creates or is intended to create a promise or representation of continued employment for any employee. No supervisor, or any other employee of the District, has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will.

1005 Equal Employment Opportunity

It is the continuing policy of the District to provide equal, employment opportunities for all individuals who have the necessary qualifications with respect to recruitment, hiring, performance appraisal, promotion, training, termination, compensation, or other personnel-related activities regardless of the actual or perceived ancestry, race, color, religion, sex, gender, gender identification, gender expression, national origin, disability, medical condition, marital status, age, genetic information, sexual orientation preference,

or veteran/military status. All employee decisions will be based upon policies and practices that further the principles of equal employment opportunity.

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

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

If you believe you have been subjected to any form of unlawful discrimination, ~~provide a written complaint to please~~ **provide a written complaint to please** notify your supervisor, or the Superintendent, Business Manager or General Manager. Supervisors must immediately refer all discrimination complaints to the General Manager. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. The District will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation. If the District determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. The District will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your co-workers.

1006 Unlawful Harassment

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

This policy prohibits discrimination in any form, including:

- Verbal harassment such as epithets, jokes, derogatory comments or slurs based on the person's race, sex, religious creed, color, national origin, ancestry, age (over 40), marital status, sexual orientation, or physical or mental disability;
- Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based on one of the categories above; and
- Visual harassment such as derogatory posters, cartoons, or drawings based on one of the categories above. Also included are emails or text messages that may be inappropriate, offensive, harassing, and/or creating a hostile work environment.

If you believe you have been or are being subjected to this kind of discrimination, and are unable to resolve (or uncomfortable attempting to address) the problem with the individual, you should promptly report it to your supervisor, Superintendent, Business Manager, or General Manager. All such claims will be investigated in a manner designed to protect the privacy and confidentiality of all involved and appropriate action will be taken. When appropriate, the District may seek to resolve the matter informally. Any employee found to have discriminated against anyone in or from the District's work environment, based on one of the categories above will be disciplined, from verbal reprimand to dismissal, based on the circumstances.

1. Sexual Harassment

Sexual harassment of the District employees, by any person in or from the work environment, is strictly prohibited. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, evaluation, assigned duties, or any other condition of employment or career development.

Sexual harassment also includes any act of retaliation against an employee for reports of violation of this policy or for participating in the investigation of a sexual harassment complaint.

Other examples of sexual harassment include unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; and the display in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations.

2. Guidelines for the Employee

If you think you are being sexually harassed:

- Say NO! Make it clear to the offender that the behavior is unacceptable to you. The harasser may not realize the advances or behavior are offensive. Sometimes a simple confrontation will end the situation.
- Don't let confusion and self-doubt stop you from speaking out.
- Keep a record of dates, times, places, witnesses and nature of harassment. Such records will be very helpful if you find it necessary to pursue a formal grievance.
- If you feel that you have been or are being sexually harassed or are aware of or suspect the occurrence of sexual harassment, or you desire counseling on coping with sexual harassment, you should immediately contact your supervisor, any other supervisor, a Director or the General Manager.
- Maintain strict confidentiality ensuring the privacy of all parties concerned.

This procedure is your exclusive remedy for prevention and resolution of any issues of harassment at the District.

The District encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency.

In addition to notifying the District about harassment or retaliation complaints, affected employees may also direct their complaints to the California Department of Fair Employment and Housing ("DFEH"), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and attempts to resolve the dispute fail, the DFEH may seek an administrative hearing

before the California Fair Employment and Housing Commission ("FEHC") or file a lawsuit in court. Both the FEHC and the courts have the authority to award monetary and nonmonetary relief in meritorious cases. Employees can contact the nearest DFEH office or the FEHC at the locations listed in the District DFEH poster or by checking the State Government listings in the local telephone directory.

3. Disciplinary and/or Corrective Action

Any employee found to have sexually harassed anyone in or from the work environment will be disciplined, from verbal reprimand to dismissal, based on the circumstances.

A District representative will advise all parties concerned of the results of the investigation. The District will not retaliate against you for filing a complaint and will not tolerate nor permit retaliation by management employees or your co-workers.

1007 Integration Clause, Right to Revise, and Severability

This Employee Handbook contains the employment policies and practices of the District in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded. This Handbook sets forth the entire agreement between you and the District as to the duration of employment and the circumstances under which employment may be terminated. No oral statements or representations can in any way change or alter the provisions of this Handbook.

The District reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this Handbook. No one other than the Board of Directors may add to or modify any of policies contained in the Handbook. Any written changes to this Handbook will be distributed to all employees so that you will be aware of the new policies or procedures. **This Handbook will be interpreted consistent with current law.**

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only the subject provision.

Chapter 2

EMPLOYMENT POLICIES AND PRACTICES

2000 Classification Plan

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

The Classification Plan consists of the following: (1) a grouping of positions into classes, similar with respect to duties, responsibilities, authority, character of work, and which require substantially the same qualifications for employment, (2) position descriptions for each class which describe areas of responsibility, typical duties, and other requirements, and (3) a listing of positions showing the class title and name of employees assigned to that position. Included in Appendix B is a list of the District's current position classes and associated position descriptions.

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

2001 Hiring Procedure

When a vacancy occurs in a regular position, and the District is not able to promote a qualified person from within, the District shall prepare and advertise a job announcement. The job announcement shall specify the classification title, the nature of the work to be performed, the pay range for the position, the minimum or desirable qualifications, and the period of time for the filing of applications. The General Manager may include additional information as he/she deems necessary. Applications for employment shall be made on forms provided by the District.

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

2002 Conditions of Employment

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

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

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

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

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

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

Any District employee that drives a District vehicle, or is authorized to drive their own vehicle in the course of their employment, shall be required to have a valid California driver's license of the appropriate class. If they are authorized to drive their own vehicle they shall also be required to provide proof of insurance. The employees' driving record must be free of multiple or serious traffic violations or accidents, and will be taken into consideration as a factor in the selection process and continued employment with the District.

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

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

2003 Appointment

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

2004 Promotions

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

2005 Compensation Plan

The Compensation Plan is intended to provide fair and competitive compensation for all positions at the District. The pay range for each position class at the District shall be approved by the Board of Directors. The Board of Directors may from time to time authorize changes in the pay range considering factors such as the cost of living index and other labor market data. The current pay range for each position class is included in Appendix C.

Individual steps within the pay range for each class have been established to recognize varying experience levels of employees upon initial hire to the District, and to provide incentives and rewards to employees who gain experience and perform satisfactorily. Step increases are generally granted at one-year intervals, subject to satisfactory performance (see Section 2007, Merit, below).

The District recognizes the value of qualified employees, who by virtue of working for the District for an extended period of time, gain valuable experience and technical expertise on the regional water system and/or other aspects of the District's business. The District wishes to promote longer-term service, and therefore, has instituted

“longevity pay”. Full-time employees will receive the following increase in base pay, subject to satisfactory performance, as follows:

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

2006 Performance Evaluations

In order to provide an effective means of evaluating individual employee performance, and to substantiate and justify the recommendation and approval of a merit pay increase, all employees will receive periodic performance evaluations. Performance evaluations shall be prepared on a form approved by the General Manager. A sample evaluation form is contained in Appendix D.

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

The evaluation will be conducted by your supervisor who will discuss the results with you. After the review you will be required to sign the evaluation report to acknowledge that it has been discussed with you by your supervisor, and that you are aware of its contents. All evaluations will be filed in your personnel file and a copy provided to you after the discussion with your supervisor.

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

2007 Merit and Longevity Increases

A one-step merit increase will be considered annually on or about the anniversary date of employment or promotion with the District, subject to a favorable performance review. Upon the recommendation of an employee’s supervisor, and with the General Manager's approval, an employee may be considered for a special merit review at any time if performance or other conditions so warrant. Longevity increases will also be granted,

subject to satisfactory performance, at specified times as described in Section 2005 (Compensation Plan). Any and all changes in pay will become effective on the pay period closest to the scheduled anniversary date. The granting of merit and/or longevity increases in pay do not extend any guarantee or right of continued employment to an employee granted such increase.

2008 Work Schedules

The workweek begins on Monday at 12:01 a.m. and ends the following Sunday at Midnight.

The regular work schedules are generally as follows:

- Eureka office staff: 8:00 a.m. to 5:00 p.m.
- Essex supervisory, Maintenance & Electrical staff: 7:00 a.m. to 3:30 p.m.
- Essex Operations staff Alternative Work Schedule: 8 hrs, two 10 hrs, 12 hrs rotational shifts.*
- Essex Operations staff (if on regular schedule): day shift 8:00 a.m. to 4:00 p.m.; swing shift 4:00 p.m. to midnight; graveyard midnight to 8:00 a.m.

Your working hours or regular schedule may change from time to time depending on business needs. Under such circumstances, the District will provide you as much notice as possible.

*HBMWD Operation and Maintenance Technicians requested, and were granted, an alternative work schedule which has certain conditions attached to it. Primarily that each O&M Tech understands that the District, at its sole discretion, and at any time, may revoke the alternative work schedule and return all O&M Techs to a regular 8-hour per day shift rotation schedule.

Due to the seasonal nature of the District's Turbidity Reduction Facility (TRF), most O&M Techs work part of the year in the Operations Department and part of the year in the Maintenance Department. While in Maintenance, O&M Techs work standard eight-hour shifts.

The Alternative Work Schedule is as follows:

- Comprised of a series of eight, ten and twelve hour days.
- Employees are scheduled to work four days each work week (on 8, 10 or 12 hour shifts) which together total 40 hours, with three scheduled days off.

You will be provided one-half hour for lunch. Your lunch will be scheduled by your supervisor at approximately the middle of a work shift to the extent possible. Lunch periods are not considered to be time worked. You should also take two ten-minute rest periods each day which will generally be scheduled at 10:00 a.m. and 2:30 p.m.

2009 Pay and Paydays

The District processes payroll twice per month. Pay for time worked from the first thru the fifteenth of the month (1st - 15th) will be paid no later than the 22nd of the month. Pay for time worked from the sixteenth thru the last day of the month (16 - last day of month) will be paid no later than the 7th of the following month. The District offers direct deposit as a convenience to employees. For those employees who prefer paper checks, they will be available for employees on the 7th or the 22nd of the month at the Eureka office after 3:30p.m.

Full-time employees are paid a monthly salary which is adjusted to provide compensation based on actual hours worked or, in the event of paid leave, on the basis of credits due to the individual employee. Hourly rates and overtime rates for full-time employees will be calculated, per provisions of the Fair Labor Standards Act as it applies to public agencies, using the monthly salary level for a given individual. Overtime worked or time off will be credited or deducted in one-quarter hour increments.

2009.1 Paycheck Direct Deposit- The implementation of direct deposit of paychecks is provided as a convenience for employees. Each employee who would like to participate in direct deposit must complete a Direct Deposit Employee Authorization Form and provide a voided check or a copy of the portion of their bank statement that verifies the bank routing number and account number.

2010 Overtime Pay and Procedures

The District pays overtime to non-exempt employees according to applicable state and federal laws. Overtime hours will be paid at 1.5 or 2.0 times the regular hourly rate, in accordance with applicable law.

It is your responsibility to plan and carry out assigned duties within the work schedule assigned by your supervisor. If your assigned work cannot be accomplished within your scheduled work hours, you must so inform your supervisor. Any additional hours of work required must be approved in advance by your supervisor, or the Superintendent, Business Manager or General Manager.

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

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

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

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

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

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

2011 Holiday, On-Call, Call-Back, Shift Differential and Meeting Pay

Holiday: Time worked on a holiday will be paid at twice the regular hourly rate.

On-Call: If you are required to be on-call to provide telephone or radio support to on-duty staff, or for possible recall to work, you will be paid at 25% of your regular hourly wage for all hours on-call. When on-call, you must be reachable either via telephone or radio at all times. Any time spent actually responding to on-call situations shall be counted as hours worked, and you shall be paid at your regular or overtime hourly rate for such hours, whichever is applicable.

Call-Back: The District will compensate you a minimum two hours of pay if you are required to report to work on a day other than your normally scheduled workday, or if you are called back to work after your regular shift has terminated. This two-hour minimum shall not apply to on-call situations.

Shift Differential: If you work the swing and/or graveyard shift between the hours of 4:00 p.m. and 8 a.m., you will be paid an additional hourly rate. This is based on 5% of your regular hourly rate (i.e. regular hourly rate \$15.00 x 5% = \$.75 per hour). Eligible

hours are considered hours worked during the swing and graveyard shifts. Employees will not be paid shift differential for holiday, overtime or standby hours. Premium pay is already paid in these circumstances. Eligible hours subject to shift differential pay will be determined and reported on the employee's individual timesheets by the Supervisor. An employee must work to be paid shift differential. This means when an employee takes either: vacation/sick/bereavement/floating holiday time off on a day that was schedule as shift differential hours, shift differential pay will not be paid. This will appear on your pay stub as a Shift Differential.

Meetings: You will be paid for your time while attending meetings, lectures and training programs if they are mandatory or directly related to your job. Any overtime hours, including travel time, will be paid in accordance with state and federal law at the appropriate overtime rate.

2012 Time Records

Your time sheet is used to determine the number of hours for which you will be paid for a given pay period, and to keep track of your paid time off or other leaves. Therefore, it is essential that you keep an accurate record of hours worked, sick leave, vacation, or other absences. As noted previously, all overtime requires prior approval. Essex and Ruth based employees time sheets are completed by your supervisor, and reviewed by the Superintendent. Eureka employees complete their timesheets and submit them to their supervisors for approval.

2013 Personal Records

The District wants to be sure that your paycheck reflects the proper deductions and that your dependents are covered by all appropriate benefits. Therefore, to ensure the personal data in your file is accurate and up-to-date, please notify the Accounting and HR Specialist of any changes in your personal status as soon as possible. Important information includes:

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

2014 Personnel File

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

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

2015 Discipline

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

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

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

2016 Issue Resolution

At some time during your employment with the District, you may have an issue, problem or complaint about your job, your working conditions or the treatment you are receiving. Such issues, problems, or complaints are of interest to the District. To facilitate discussion and resolution, we ask that you take the following steps:

- Bring the problem to the attention of your immediate supervisor in a timely manner. Your supervisor will investigate and provide a solution or explanation.
- If your supervisor does not adequately address the problem, or if it persists, bring the problem to the attention of the Superintendent, Business Manager or the General Manager. It is recommended that you do this as soon as possible after you believe your supervisor has failed to resolve it. The Superintendent, Business Manager or General Manager will then investigate and provide a solution or explanation.

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

2017 Termination

You may voluntarily terminate employment with the District by:

- Voluntarily resigning
- Failing to report to work for 3 consecutively scheduled workdays without notice to or approval by your supervisor, upon voluntary termination, you will be paid any accrued wages and accrued vacation, and potentially a portion of your accrued sick leave (pursuant to the formula in Section 4001.5).

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

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

2018 Employment Verification

All requests for employment verification should be directed to the Accounting and HR Specialist. No other District employee is authorized to release employment verification or reference information for current or former employees. The District's policy is to only disclose dates of employment, and titles of positions held. If you authorize disclosure in writing, the District will also provide a prospective employer with information regarding the salary or wage last earned. Requests for any additional reference information shall be directed to the General Manager. As a matter of policy, the District will not provide letters of reference.

2019 Off-Duty Conduct/Other Employment

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

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

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

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

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

Chapter 3

DISTRICT REQUIREMENTS and STANDARDS

3000 Standards of Conduct

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

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

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

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

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

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

3000.1 Dress Code Standards - While the District has no formal dress code, it is expected that you will dress in a manner consistent with good business practices. The basic rule is "Nothing too short, tight, ragged or dirty. If in doubt, don't wear it." Employees at the Essex location, for safety purposes, are not permitted to wear open-toed shoes, slipper style or clog shoes or other shoes not appropriate for the work environment. Please ask the Superintendent for additional clarification if needed.

3001 Alcohol-Drug-Free Work Place

The District recognizes that behavior resulting from the use of alcohol and/or drugs may detrimentally affect the safety and work performance of its work force and can present a risk to the health and welfare of its employees and members.

In recognition of the District's responsibility to maintain a safe work environment and your responsibility to perform safely, the District will act to eliminate any substance abuse, which increases the risk of injuries, accidents, or substandard performance. For the purpose of this policy, substance abuse includes the use or possession of illegal drugs, alcohol or, abuse of prescription drugs, which could impair your work performance and/or ability to perform your job safely. It is expected that:

- You shall not be at work, drive a vehicle on District business, or operate the District's equipment with any amount of alcohol or illegal drugs in your system which would result in a confirmed positive test; shall not use alcohol, possess open containers of alcohol, or use or possess illegal drugs while on duty; and shall not manufacture, distribute, dispense, sell or provide illegal drugs to any person while on duty.
- If the use of a prescription drug combined with the duties of the required job creates an unsafe working condition, this fact shall be reported to your supervisor or General Manager prior to reporting to work. Employees whose job performance is so restricted may be subject to reassignment, medical examination, or other actions specified by applicable statutes and regulations.

Reasonable Suspicion Testing

Employees may be subject to drug and alcohol testing when there is reasonable suspicion that the employee has violated the rules expressed above. In addition, when any employee has previously been found in violation of these rules, or by the employee's own admission, the employee may be required to submit to periodic substance testing as a condition of remaining in or return to District employment.

3001.1. Fitness-For-Duty & Return-To-Work Evaluations -The purpose of this policy is to determine an employee's ability to safely perform the essential job tasks of his/her job with or without reasonable accommodation. This policy is not designed or intended to supersede employer requirements under any state or federal law or regulation and will be utilized in accordance with the law.

General guidelines:

- Each employee is responsible for maintaining his/her health in such a way that the employee can perform the essential functions of his/her job with or without reasonable accommodations. If a supervisor has reason to question the ability of an employee to perform the essential job functions, a Fitness-for-Duty or Return-to-Work Evaluation may be requested.
- To determine the appropriateness of a Fitness-for-Duty or Return-to-Work Evaluation request, supervisors must consult and receive approval from the General Manager.
- Time required by the employee to complete the Fitness-for-Duty / Return-to-Work Evaluation is considered work time and may require an administrative leave. Time off for prescribed treatment (after the evaluation), mandatory or otherwise, will be charged to accrued sick leave and/or compensatory time.
- Results of the evaluation will be maintained confidentially and separate from the employee's personnel record.
- If a Fitness-for-Duty / Return-to-Work evaluation is necessary, the employee will be required to be examined by a treating, personal physician or specialist selected by the District.
- Failure to attend a Fitness-for-Duty or Return-to-Work Evaluation may lead to disciplinary action, up to and including, termination.

Any employee who has questions concerning this policy or wants information on the dangers of drug abuse in the workplace, or is interested in available assistance programs, is encouraged to discuss this matter with the General Manager.

Any District employee convicted of any criminal drug statute for a violation occurring

in the workplace, shall notify the District, in writing, no later than five calendar days after such conviction. The District upon receiving such notification will notify any federal or state agency from which it receives funds as required, within ten days.

The Federal Highway Administration of the Department of Transportation (DOT) has mandated urine drug testing and breathalyzer alcohol testing for safety-sensitive positions, and prevents performance of safety-sensitive functions when there is a positive test result. In addition, DOT requires the establishment of drug free workplace policies and the reporting of certain drug-related offenses.

Appendix F contains the District's DOT Substance Abuse Policy, the purpose of which is to assure fitness for duty and to protect our employees and the public from risks posed by alcohol and controlled substance use. This, in conjunction with the Drug-Free Work Place policy above, is intended to comply with applicable Federal regulations governing workplace anti-drug programs in the transportation industry.

3002 Punctuality and Attendance

You are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your supervisor and your fellow employees. An unscheduled absence causes your workload to fall on others, just as you must assume the workload of others who are absent.

Excessive (3 per month) absenteeism or tardiness without legitimate reasons will not be tolerated. If you are unable to report for work on any day, you must call your supervisor (or if unavailable the Superintendent, Business Manager or General Manager) before the time you are scheduled to begin working that day. In all cases of absence or tardiness, you must provide your supervisor with an honest reason or explanation and the expected duration.

If you fail to report for work without notifying your supervisor (or if unavailable the Superintendent, Business Manager or General Manager) and your absence continues for a period of three days, the District will consider that you have abandoned your job and have voluntarily terminated your employment.

3003 Emergency Response

District operations involve supplying potable water to the District's wholesale municipal and retail customers. Any interruptions of these services can pose significant public health problems to the communities we serve. All regular full-time employees shall be subject to emergency call outs. All employees that are subject to emergency calls are required to have working telephones in operation at all times in their places of residence. Employees subject to emergency call-outs are required to report changes in residence or phone number to the Superintendent within five working days.

3004 Certification

California's Health and Safety Code specifies requirements for Water Treatment and Distribution Certification. The following summarizes the State requirements:

If an operator has been designated by the water supplier as the Chief Operator or Shift Operator, the operator must be certified at the level specified below:		
HBMWD Facility Classification	Minimum Certification of Chief Operator	Minimum Certification of Shift Operator
Treatment 4 (T4)	T4	T3
Distribution 4 (D4)	D4	D3

The State regulations further state that water systems shall utilize only certified distribution operators to make decisions regarding the following operational activities:

- install, tap, re-line, disinfect, test and connect water mains and appurtenances
- shutdown, repair, disinfect and test broken water mains
- oversee flushing, cleaning, and pigging of existing water mains
- pull, reset, rehabilitate, disinfect and test domestic water wells
- stand-by emergency response duties for after-hours distribution system emergencies
- drain, clean, disinfect and maintain distribution reservoirs.

And water systems shall utilize either certified distribution operators or treatment operators to make decisions regarding the following operational activities:

- operate pumps and related flow and pressure control and storage facilities
- maintain or adjust system flow and pressure requirements to meet consumer demands
- determine and control proper chemical dosage rates for well head disinfection and distribution residual maintenance
- investigate water quality problems in the distribution system

Based on the state's requirements, and the operational decision-making needs of the District, the following requirements have been established for each position class:

Position Class	Treatment Certification Required	Distribution Certification Required
District Superintendent	T4 (desired) T2 (if State will not recognize job duties and experience to obtain T3/T4 certification) **	D4
Water Operations Supervisor (Chief Operator)	T4	D4
Assistant Water Operations Supervisor	T4	D4
Maintenance & Electrical Supervisor	T4 (desired) T2 (if State will not recognize job duties and experience to obtain T3/T4 certification) **	D4
Assistant Maintenance & Electrical Supervisor	T2	D4
Water Operations Specialist	T4	D4
O&M Technicians (Shift Operators)	T3	D3
Operations & Customer Service Specialist	T3	D3
Maintenance Mechanic	T2	D2
Electrician & Instrument Technician	T2	D2
Ruth Hydro Operator	T2	D2
Maintenance Worker	T1	D1

** Note - State regulations require that our Chief Operator (Operations Supervisor) be certified at the T4/D4 level. As a matter of District policy, we wanted all of our supervisory positions at Essex to have the highest level of Treatment and Distribution Certification possible. Thus, all three Essex supervisory positions were originally required to be T4/D4. However, the State employs a very narrow definition of "treatment experience" which is required for all treatment certification levels beyond T2. Therefore, the required certification levels for the Superintendent, Maintenance Supervisor and Assistant Water Operations Supervisor have been changed to reflect the realities of State decision making.

If an employee, upon initial hire to the District or promotion within the District, does not possess the required certification, the District will allow a specified period of time for that employee to achieve the required certification. The specific amount of time

allowed to achieve the required certification shall be specified in the employee's hire/promotion letter from the District. The employee must meet the certification requirements within that specified period of time as a condition of employment. Under extenuating circumstances, a one-time extension may be granted to the employee to meet the certifications requirements, upon approval by the General Manager. The District will support employees through the certification process to the greatest extent possible. The District will pay the following costs associated with the certification process: examination fees, certification fees, renewal fees, and authorized books/courses to allow the employee to prepare for the exams, and costs associated with continuing education requirements. The District will also allow a specified amount of time during the paid work week for the employee to prepare for the exams. The amount of preparatory time, and when an employee may take it, shall be specified by the Superintendent.

Although not required, employees in the Maintenance Mechanic, Electrician, Maintenance Worker and Hydro Operator position classes are encouraged to achieve higher certification levels so as to maximize their training and potential career progression.

In addition, the District has several vehicles that require a Commercial Class A License for operation. Medical evaluation and certification is also required for this license. The medical evaluation is provided at the District's designated medical care facility. The District will reimburse for Commercial license renewal fees for those employees with a job classification requiring a Commercial Class A License.

3005 Release of District Information and Media Contacts

Improper use or disclosure of District information may result in liability for you and the District. If you have any doubt as to whether you should release information to anyone who does not have a clear right to that information, please refer the matter to the Superintendent, Business Manager or General Manager.

Since the events of September 11th, the District has instituted a new policy regarding release of District information to members of the public, or other "outside" parties. A person interested in information about the District, and especially our facilities, must first complete a Request for Information form. The General Manager or Superintendent must approve release of the information, prior to any information being provided to the "outside" party. Finally, the District employee who actually provides the information must document exactly what was provided (using Part 3 of Request for Information form). The completed form shall be submitted to the Accounting and HR Specialist for filing.

At times, you may be approached for interviews or comments by the news media. If approached, refrain from making any comment. You must refer all media questions to

the General Manager or Superintendent. This policy enables the District to coordinate replies to the news media.

3006 Conflicts of Interest

All employees are to avoid conflicts of interest. Conflicts occur when your individual interest interferes with your responsibilities at the District, or when your personal relationship (e.g. with a supplier, customer, subordinate) impairs your ability to exercise good judgment on behalf of the District. Furthermore, you should not accept loans, excessive entertainment or gifts, or anything constituting personal gain from a supplier, customer, or other party doing business with the District. If you are involved in any actual or potential conflict of interest, you should immediately disclose the relevant circumstances to your supervisor, or the Superintendent, Business Manager or General Manager. If an actual conflict is determined, the District may take appropriate corrective action.

3007 Property

District Property: You are expected to use and handle with care District property (e.g. equipment, supplies, tools, furniture, software, documents). District property, including the shops and tools, are not to be used for personal purposes, nor removed from the District, without prior approval of the Superintendent or General Manager.

Ruth-area: Due to the unique location and nature of work at Ruth, an arrangement is in place whereby the District's tools and shop may occasionally be used for personal purposes by the Ruth-Area Representative, in exchange the Ruth-Area Representative uses some of his personal tools to perform District work.

Surplus Property: Occasionally, the District will declare as surplus property it no longer needs. The District's policy regarding sale of surplus property is as follows:

- the General Manager and Superintendent are not eligible to buy surplus property;
- other employees may purchase surplus property if, at the sole discretion of the District, they have no "insider information" about the surplus goods;
- a process must be used that allows all potential buyers to have an equal opportunity to examine the property and an equal chance to obtain it (e.g. a sealed-bid process).

Personal Property: The District is not responsible for your personal property. You should not leave valuable personal belongings in the workplace.

3008 Smoking/Tobacco Policy

Smoking tobacco or marijuana is not allowed in District buildings or any other enclosed area or facility. Chewing and spitting tobacco is not allowed in or around any District building or facility. Vaping and use of e-cigarettes are not permitted in or around District buildings.

3009 Use of Telephone

You are entitled to use the District telephone for personal calls in case of emergency. It is also recognized that occasionally personal calls may have to be made or taken during scheduled working hours. These calls must be kept to a minimum and should be interrupted to handle incoming calls or other District business. If you make a toll call for personal business, you must reimburse the District for the cost of such calls in accordance with the established procedure.

3010 Use of Computers, E-mail, Internet, Voicemail, and FAX

Computers, E-mail, Internet (including social networks), voicemail and FAX machines are provided to District employees for the purpose of conducting District business and are not intended for personal use. Limited personal use is allowed, provided it meets the following guidelines.

No use of the District's computers, E-mail, Internet (including social networks), voicemail and FAX machines shall impair the District's business or the employee's performance, commit any illegal act, violate the District's anti-harassment policy, or result in private gain or advantage for the employee (such as conducting business related to economic interests outside of District employment).

Each employee with access to the District's computers, E-mail, Internet (including social networks), voicemail, and FAX machines is responsible for understanding and following these guidelines. Unauthorized or improper use of the District's computers, E-mail, Internet, voicemail or FAX machines may result in terminating access to it; and depending upon the severity of the outcome of unauthorized or improper use, may result in disciplinary action, up to and including termination.

Employees may have a uniquely assigned user name and password for security purposes. While this cannot guarantee privacy, confidentiality or data security, it is an important component of the District's overall system protection. Employees are responsible for all computer and Internet use under their user name, and shall maintain the confidentiality of their password.

All electronic storage media, data files, logs and programs used on District owned computer or telephone equipment is the property of the District and is subject to inspection by the General Manager, Business Manager or Superintendent. No employee has a personal right to, or any rights of privacy to any information stored or created on the District's computer or telephone systems.

3011 Health and Safety

The District is committed to maintaining a safe and healthy workplace for all employees, and intends to fully comply with all laws regarding worker and workplace safety. The District has a comprehensive Workplace Illness and Injury Prevention Program (WIIP) as well as a number of other safety policies, procedures and practices. A copy of the WIIP is included in Appendix E for your information and use. Additionally, a complete copy of the District's Safety Manual and ongoing safety training schedule is available for your information and review at Essex and the Eureka office.

Employees are expected to work safely and obey all safety-related rules and regulations on the job at all times. If you sustain an injury or occupational illness at work, you must immediately notify your supervisor, the Superintendent, Business Manager or the General Manager. Additionally, please report any accidents or "near misses" even if they do not result in injury, thereby helping sustain a safe environment.

3011.1 Safety Incentive Award -The District has instituted a safety incentive/reward program for full-time regular employees. HBMWD believes that providing a positive safety incentive program encourages employees to report injuries, illnesses and near misses and recognizes, encourages and rewards their involvement in our District's safety management program and will assist in achieving these goals.

Incentive: Specific eligibility requirements are as follows: 1) applies to full time employees only; 2) the employee must have been employed with the District for at least six months in the calendar year for which the award applies; and 3) the employee is still employed by the District at the time the safety drawing is conducted. The award is \$200 per employee per calendar year and \$500 (including the \$200) for one employee whose name is randomly drawn from the list of \$200 incentive recipients.

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
year

If employee fails to achieve any one of the three criteria listed above, they will be ineligible for the annual award.

The employee must still be employed with the District at the time of the drawing. It is very important that the safety award program not inhibit or deter employees from addressing or reporting any injury sustained at work. Employees are once again reminded that you must immediately notify your supervisor, the Superintendent, Business Manager or General Manager if you sustain an injury or occupational illness at work.

3012 Workplace Security and Workplace Violence

3012.1 Visitors - Visitors who are at District facilities are to be met in the office area and accompanied by an employee at all times while on the premises. Only employees and authorized consultants, suppliers or vendors are allowed on District property unaccompanied.

3012.2 Monitoring and Vigilance - Employees should always pay attention to their surroundings, and be on the look out for any abnormal or suspicious behavior or situation in and around the workplace, or at any District facility. Any abnormal or suspicious behavior or situation should immediately be reported to your supervisor, the Superintendent, Business Manager or the General Manager.

3012.3 Workplace Violence - The District is committed to providing a safe and violence-free workplace and strictly prohibits employees, consultants, customers, or visitors from behaving in a violent or threatening manner. The District seeks to prevent workplace violence before it begins, and reserves the right to deal with behavior that suggests a propensity toward violence even prior to any violent behavior occurring. The District believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs, and has established procedures for reporting and investigating the possibility of violence.

Workplace violence includes but is not limited to:

1. Threats of any kind, or threatening, aggressive, or violent behavior;
2. Other behavior that suggests an inclination or propensity toward violence. This could include belligerent speech, aggressive arguing or swearing, sabotage or threats of sabotage, or a pattern of refusing to follow policies and procedures;
3. Defacing property or causing physical damage; or
4. Bringing weapons or firearms on District premises, in District vehicles, or while conducting District business (other than that expressly allowed in Section 3016).

Any employee who observes or becomes aware of any of the above-listed actions, or similar behavior, by an employee, customer, consultant, contractor, or visitor should notify their supervisor, Superintendent, Business Manager or General Manager

immediately. Further, employees should notify and provide a copy of any restraining order that is in effect. Employees must also notify their supervisor, the Superintendent, Business Manager or General Manager of any potentially violent non-work-related situation that could result in violence in the workplace (for example a domestic dispute). All reports of workplace violence or threats of such violence will be taken seriously and will be investigated promptly and thoroughly. The District will not tolerate retaliation against any employee who reports workplace violence.

If the District determines that workplace violence or threat of violence has occurred, the District will take appropriate corrective action and will impose discipline on the offending employee. While the nature of discipline will depend on the circumstances involved, the District reserves the right to take other appropriate action, as it deems appropriate, in its sole discretion, including without limitation initiation of civil and/or criminal proceedings. If the violent behavior is that of a non-employee, the District will take appropriate action in an attempt to ensure that such behavior is not repeated.

3013 Staff Expense Reimbursement Guide /Travel

All business travel must be authorized in advance by the General Manager, Superintendent, or Business Manager.

3013.1 Per Diem and Travel Advance Procedures - To reduce/eliminate out-of-pocket costs for employees when travelling for District business, an advance per diem/travel check will be provided up to two weeks prior to travel. Once travel needs are known, the employee will complete the top portion of the Per Diem/Travel Advance Request Form and forward to the Eureka office. The check will not be issued more than two weeks in advance of the travel event.

Once the check is issued to the employee, the employee will not be required to keep receipts for meals and incidentals (per diem). If travel plans change or are cancelled, any and all advance funds are due back to the District immediately. Failure to do so may be grounds for termination.

The use of per diem and advance payment is required. Any exception must be approved by the General Manager, Superintendent or Business Manager. An employee who does NOT receive an advance per diem/travel check, or who incurs additional expenses while traveling that are not covered by the advance travel check, must claim reimbursement for travel expenses using the Expense Reimbursement form and attach detailed receipts (see 3013.2, Employee Incurred Expenses, below). Advance per diem/travel checks are not available after-the-fact.

Please refer to the "Per Diem & Travel Advance Policy" as well as the "Per Diem and Travel Advance Procedures" for additional detail.

3013.2 Employee Incurred Travel Expenses - Reimbursement for travel expenses not covered by the per diem/advance travel check must be claimed using the Expense Reimbursement Form and include submission of acceptable detailed receipts. Alcohol is not reimbursable. Use of a personal vehicle for authorized District travel will be reimbursed at the IRS-approved mileage reimbursement rate.

Any accompaniment by non-district personnel, whether the travel is by private car, common carrier, or District vehicle, must be approved in advance by the General Manager. No expenses associated with travel of the non-employee shall be reimbursed by the District.

3013.3 District Issued Credit Card - Credit cards will be issued to Managers and Supervisors who have the need to frequently purchase supplies or services. Credit cards should be used only for legitimate, approved business of the District, subject to the following regulations. These cards should be used for all approved expenses as authorized in this section.

- No personal items may be charged on the business credit card;
- All charges must be in line with travel guidelines or as approved by management; and
- Receipts must be signed by a manager and submitted to the administrative office within two weeks of making the charge.

3014 District/Personal Automobiles

Use of District-owned vehicles is limited strictly to work-related assignments, and only District employees are authorized to operate District-owned vehicles. Employees with assigned District vehicles may drive the vehicle from their home to the assigned work location and from work back home each work day. Use of District vehicles for personal business is strictly prohibited. Any employee driving a District vehicle must have an appropriate un-expired driver's license. Gas purchased for District vehicles (if not pumped from District storage or filled at a "card-lock" station) must have a documented receipt listing why the gas was purchased, the vehicle mileage, and the purpose of the trip.

Use of personal vehicles on District business must be approved in advance except in emergencies. Such use will be reimbursed per the travel policy outlined above.

All employees who drive a District vehicle or use a personal vehicle on District business shall attend or take online an approved Defensive Driver Training Course at least once every four years. Drivers may include temporary employees, seasonal employees, part-time employees and volunteers.

3015 Cellular Phone Safety Policy

Consistent with California law, the use of cellular phones without a hands-free device while driving on District business is prohibited. If you keep your cell phone on while driving, you must use a hands-free device. If you do not have a hands-free device, you must safely pull off the road to use your cellular phone. Under no circumstances, may a driver initiate a cellular phone call or text message while driving a vehicle during the course of business.

3016 District Cabin

Any employee of the District is eligible to use the Cabin/Bunkhouse at Ruth for personal trips, as long as such use does not interfere with official District uses. The cabin is available on a first-come, first-served basis, and use must be scheduled with the Administrative Office. Use of the cabin costs \$15.00 per night.

3017 Gun and Pepper Spray Policy

As discussed previously, bringing dangerous or unauthorized materials, such as explosives, firearms, hazardous materials or other similar items, on District property or in District vehicles is strictly prohibited except as follows:

- ❑ Employees living at HBMWD's Ruth Lake Headquarters will be allowed to keep rifles/guns at the leased residence for personal use.
- ❑ Employees assigned to maintenance duty at Ruth Lake may, with the prior approval of the Superintendent, transport guns/rifles to the Ruth area for recreational use during non-duty hours. It will be the responsibility of the Superintendent to make sure such weapons are transported in a lawful manner.
- ❑ Full-time employees are allowed, but not required, to carry pepper spray for personal protection against people or animals. -

Chapter 4

EMPLOYEE BENEFITS

4000 Introduction

The benefits outlined below include certain benefits required by law, and others provided at the discretion of the District to meet employee needs. All benefits are reviewed annually and budgeted as part of the Salary and Employee Benefits Budget.

As the Board approves and changes benefits, the Employee Handbook will be updated. All Board approved changes are applicable, regardless of whether they are listed in the Employee Handbook.

Temporary employees are covered by Social Security, Worker's Compensation, SDI and Unemployment Insurance. No other benefits apply.

Full-time employees are covered by all of the benefits described below. It should be noted though that not all benefits begin immediately upon hire - there may be a waiting period before certain benefits commence. There are additional details associated with some of the benefits outlined below. Please contact your supervisor or the Accounting and HR Specialist to inquire about specific benefit details as necessary.

4001 Paid Time Off Benefits

4001.1 Vacation - Full-time employees begin accumulating ten (10) vacation days (at a rate of 6 hours, 40 minutes per month) immediately upon hire. After four years of service (on your anniversary date), you will be given five (5) additional vacation days and begin accumulating fifteen (15) vacation days per year the following month (at a rate of 1 day, 2 hours per month). After ten (10) years of service (on your anniversary date), you will be given five (5) additional vacation days and begin accumulating twenty (20) vacation days per year the following month (at a rate of 1 day, 5 hours, 20 minutes per month). Between fifteen (15) and twenty (20) years of service (on your anniversary date), you will be given one additional day per year based on the following schedule, and you will accumulate vacation at a higher rate each year commensurate with the total days below:

- o 16th year - 21 days
- o 17th year - 22 days
- o 18th year - 23 days
- o 19th year - 24 days
- o 20th year - 25 days

All vacation leave must be scheduled and approved in advance by your supervisor and will be evaluated on the basis of projected manpower needs, seniority, and extenuating circumstances.

Vacation generally should be taken in the year in which it is earned.

No employee shall be allowed to accumulate more than 20 days (160 hours) of vacation during the first five years of employment and no more than 30 days (240 hours) thereafter.

Vacation days in excess of the above will be paid out by the District at the end of the calendar year in which the accumulation limit is exceeded. In extenuating circumstances, the General Manager may make an exception.

Employees, at their discretion, will be allowed to cash-in up to five days of earned vacation in any one calendar year. This will be paid at their regular base salary.

4001.2 Holidays - Full-time employees are entitled to the following eleven paid regular holidays:

1. New Year's Day	January 1
2. Martin Luther King Day	3 rd Monday in January
3. Presidents' Day	3 rd Monday in February
4. Memorial Day	Last Monday in May
5. Independence Day	July 4 th
6. Labor Day	1 st Monday in September
7. Veterans' Day	November 11
8. Thanksgiving	4 th Thursday in November
9. Day after Thanksgiving	4 th Friday in November
10. Christmas Eve	December 24 th
11. Christmas	December 25 th

When a paid holiday falls on a Saturday, the District will recognize the preceding Friday as the holiday. When a paid holiday falls on a Sunday, the District will recognize the following Monday as the holiday.

Should a paid holiday fall on your regular day off, your Floating Holiday Bank balance will be increased by 8 hours. Floating Holiday banked hours are *always* use/loose, (cannot be accrued or cashed in, see 4001.3 for details) with the exception of additions made for the Christmas Eve or Christmas Day holidays. Floating Holiday Bank hours granted for either of those two holidays will expire February 28th of the following year.

4001.3 Floating Holiday Bank - Full-time employees are granted three Floating Holidays (24 hours) per year. At the beginning of each calendar year employees will receive 24 hours posted to their Floating Holiday Bank. New hires are granted one (1) hour for the first pay period in which they started work (regardless of the start date) and one (1) hour per pay period through the end of the calendar year. These hours will be calculated and posted to their Floating Holiday Bank within the first month of hire. Floating Holiday hours cannot be accrued or cashed-in. Employees are encouraged to use them prior to the calendar year-end. The *only* exception is regarding banked hours related to regular paid holidays (see 4001.2 for details). The use of Floating Holiday hours must be scheduled and approved in advance with your supervisor. These requests will be evaluated on the basis of projected manpower needs, seniority, and extenuating circumstances.

If you wish to observe a religious holiday, you may Floating Holiday hours, accrued vacation, or take time off without pay. Such days off must be scheduled in advance with your supervisor.

4001.4 Management Leave - Management employees are exempt from overtime compensation under the Fair Labor Standards Act (FLSA). In lieu of paid overtime, management employees are granted management leave hours. These hours are posted to the employees Management Leave Bank at the beginning of each calendar year.

- District Superintendent 4 days (32 hours)
- Business Manager 4 days (32 hours)
- Maintenance/Electrical Supervisor 3 days (24 hours)
- Water Operations Supervisor 3 days (24 hours)
- Asst. Maint./Electrical Supervisor 2 days (16 hours)
- Asst. Water Operations Supervisor 2 days (16 hours)

Management Leave hours cannot be accrued or cashed-in. Employees are encouraged to use them prior to calendar year-end

4001.5 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 **of three days is available for part-time employees at the beginning of each twelve-month period. There is no carryover of sick leave for part-time employees. For full-time employees, sick leave** is accumulated at the rate of one day (8 hours) 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 (1040 hours). Sick leave is

used in increments of no less than one-quarter 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, **and when reasonably possible**, 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 (Section 4001.7) and with State Disability Insurance (SDI) (Section 4002.1). If you receive Worker's Comp or SDI payments, you must report them in writing 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 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 any employee share to continue the benefit coverage.

4001.5a Kin Care Leave - Full-time employees may use a portion of their accrued sick leave as Kin Care Leave to care for immediate family members who are sick. You may use up to half of the sick time accrued per calendar year (up to 6 days) to care for a sick family member, regardless of the seriousness of the illness. Family members covered include parents, children and spouses. Kin Care Leave will not accumulate from year to year. You must provide as much notice as possible to request Kin Care Leave. If the leave exceeds one day your supervisor must be kept informed.

4001.5b Termination and Sick Leave - You will not receive days off in lieu of sick leave when terminating from 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 accumulated sick leave x 35% x most recent hourly wage.

4001.5c Retirement and Sick Leave - Retiring employees who have worked for the District for ten or more years may choose in writing at least 30 days prior to employment end date, one of three options:

- 1) Cash in an amount equal to the total accumulated sick leave hours x 35% x most recent hourly wage
- 2) Conversion of 100% of accumulated sick leave hours to additional service credit for retirement purposes (subject to the District's CalPERS contract and any other requirements imposed by CalPERS)

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 be any percentage up to 35% (for example 20% cash and 80% service credit). The cash portion may not exceed 35% of the total accumulated hours of sick leave times the most recent hourly wage.

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

4001.6 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. For this purpose, immediate family includes the following individuals for the employee, the employees spouse, or the employees domestic partner: mother, father, grandmother, grandfather, or a grandchild, son, son-in-law, daughter, daughter-in-law, niece, nephew, brother, or sister.

4001.7 Worker's Compensation: Work-Related Injury - Workers' compensation insurance is paid by the District and protects you if you are injured while performing assigned duties on the job. All employees are covered by the District's Worker's Compensation Insurance. You must report any work-related injury or illness immediately to your supervisor. Work-related illness or injury will be treated in the manner prescribed by the Worker's Compensation Insurance carried by the District. This includes immediate diagnosis and treatment at a hospital or emergency room if necessary, and follow-up care with appropriate physicians.

You will be placed on a Workers' Compensation Leave if temporarily and completely disabled from work for more than five days. A doctor's written certificate of disability is required. While on Workers' Compensation leave, you are required to provide periodic updates on your medical condition to the Superintendent or General Manager. Prior to returning to work, you must provide a written release from your doctor that permits you to return to work and indicates any restrictions to full duty. As discussed above, Worker's Comp benefits will be coordinated with the District's sick leave benefits (see Section 4001.5).

4001.7a Return to Work Policy - In an effort to minimize serious disability due to on-the-job injuries and illnesses and to reduce Workers' Compensation costs, the District has developed a Return To Work Program with its insurance provider. The program will be implemented by a team comprised of your supervisor, the District's claims representative (from ACWA JPIA), the medical provider, the injured employee, and the General Manager. All team members will be asked to take an active role in returning the injured/ill employee to a productive status.

Supervisors will assist by directing the employee to appropriate care and assisting in proper reporting of the injury or illness while maintaining a positive and frequent flow of communication with the injured worker. They will also assist in reducing lost production time by arranging work meeting "light duty" restrictions, as needed. The Supervisors and General Manager will work with the JPIA claims representative to assist with the assessment of the employee's ability to return to work. Together they will encourage the treating physician to release the injured employee to work as soon as possible, with appropriate work limitations and restrictions. By this joint effort, the District will help the injured/ill worker recover at a more rapid rate, gain production for wages paid, minimize the employee's wage loss, and reduce workers' compensation costs.

If you are injured and subject to this policy, you will have certain responsibilities. **You must engage in the interactive process.** After your first appointment with a physician, a Return to Work Recommendations Record (or other documents provided by the physician) should be provided to your supervisor. Whenever possible, the District will provide you with work within your restrictions, if any. Once you are released to light duty, you should report to work immediately.

Once you are back at work, you are responsible for:

- o Working within the physical limitations set by the physician at all times and performing only those temporary duties assigned to you by your supervisor;
- o Letting your supervisor know if you are having any difficulties performing your assigned tasks;
- o Telling your supervisor in advance if you must miss work for a medical appointment; and
- o Ensuring that your supervisor knows of any changes in your work restrictions you learn from your doctor.

If you do not report to work (light duty or regular work) when you are released, you may not be eligible for temporary disability payments or wages.

4002 Disability Insurance, Leaves and Leave Donation

4002.1 State Disability Insurance (SDI) - The District is a member of the State Disability Insurance program which provides short-term weekly benefits in the event

an employee is unable to work due to non work- related illness or injury. All employees are covered by SDI. The monthly premium is deducted in total from the employee's paycheck. As discussed above, SDI benefits will be coordinated with the District's sick leave benefits (see Section 4001.5).

4002.2 Long-Term Disability (LTD) - All full-time employees are covered by Long-Term Disability Insurance. The District pays the entire premium for this coverage. If you become disabled (as defined in the LTD policy), you are eligible to receive LTD insurance benefits up to 60% of your monthly pay after the qualifying period. For additional details, benefit coordination restrictions and any exclusions please consult the policy statement provided by the insurance provider.

4002.3 Pregnancy Disability Leave - If you are disabled by pregnancy, childbirth or related medical condition, you are eligible to take a pregnancy disability leave (PDL). The PDL is for any period of actual disability caused by your pregnancy, childbirth or related medical condition up to four months per pregnancy. You may be required to provide certification from your health care provider outlining the details of your disability.

You may elect to substitute accrued sick leave or accrued vacation before taking the remainder as an unpaid leave. You may also be eligible for State Disability Insurance for the unpaid portion of your leave. For the duration of the authorized leave, the District shall maintain your health, dental and life insurance coverage consistent with the District's existing policy. Upon return, the District will reinstate you to your original or equivalent position.

4002.4 Paid Family Leave Insurance Program - You are eligible to receive paid Family Leave to care for a seriously ill child, spouse, parent, domestic partner, or to bond with a new child. This benefit is another form of disability compensation, provided by the State, and is funded by employee payroll deductions. Under the Family Temporary Disability Insurance Program, an employee may take up to six weeks of wage replacement benefits during a twelve-month period. As with other disability compensation, employees will receive only a portion of their wages during their absence. There are a number of program details and certain restrictions. This benefit is administered by the State's Employment Development Department (EDD).

4002.5 Family Care and Medical Leave - The District shall grant eligible employees leave in accordance with the Family and Medical Leave Act (FMLA), the California Family Relief Act (CFRA), and the New Parent Leave Act (NPLA). If you have more than 12 months of service with the District, and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may take up to 12 weeks of unpaid leave in a calendar year for the following reasons:

- o To care for and bond with your child after birth, or placement for adoption or foster care

- To care for your spouse, parent, or son/ daughter with a serious health condition
- For a serious health condition that makes you unable to perform your job

The District may require medical certifications supporting the need for leave due to a serious health condition affecting you or your immediate family member.

You must provide the District with a written request for family care or medical leave. Foreseeable or planned events and pre-scheduled medical treatments require at least 30 days advance written notice of your requested leave. For other events, you must provide as much notice as possible.

Both District policy and employee choice shall govern whether paid time off is substituted for otherwise unpaid leave. To care for your child after birth, or placement for adoption/foster care, you may elect to substitute accrued paid vacation for unpaid leave. For your own serious health condition, or to care for an immediate family member who has a serious health condition, you must first use your accrued paid sick leave, after your accrued paid sick leave is exhausted, you may also elect to substitute accrued paid vacation before taking the remainder as an unpaid leave. For the duration of the authorized leave, the District shall maintain your health, dental and life insurance coverage consistent with the District's existing policy. Upon return, the District will reinstate you to your original or equivalent position.

4002.6 Organ/Bone Marrow Leave Program - You are eligible to receive a paid leave of absence for the purpose of donating an organ to another person. This paid leave is not to exceed 30 business days in a one-year period.

You are eligible to receive a paid leave of absence for the purpose of donating bone marrow to another person. This paid leave is not to exceed 5 business days in any one-year period.

In both instances, the one-year period is measured from the date the employee's leave begins and consists of the subsequent twelve consecutive months.

4002.7 Unpaid Leave of Absence - Except as otherwise herein provided, leaves of absence without pay up to a maximum of three months, that are in the best interest of the District, may be granted by approval of the General Manager. Requests for leaves of absence without pay shall be submitted in writing by the employee to their supervisor who shall consider such requests on their individual merits and circumstances and shall forward his/her recommendation to the General Manager for approval. When an employee is on an unpaid leave of absence they shall not accrue sick leave, vacation or holiday benefits. The General Manager may determine that an employee's anniversary date, for the purposes of merit increase qualification and vacation accrual rate determination, has changed if the unpaid leave of absence exceeds ten (10) working days.

4003 Leave Donation for Critical Illness/Injury

As a means for employees to support fellow employees in need during a critical or acute illness/injury, the General Manager (or designee) may approve donations from full-time employee's accrued leave balances. These donations would assist an eligible employee who is required to be absent from work for personal medical reasons and has exhausted his/her applicable paid-leave balances.

There are specific eligibility criteria and requirements to receive donated leave. Additionally, there are conditions for the actual donation of leave. Please refer to the Critical Illness/Injury Leave Donation Policy and required Donation Form which are provided in Appendix J.

4004 Health Insurance

All full-time employees of the District and their dependents are covered by a group health plan. The District makes available several medical plans from which the employees can choose. The District provides a monthly medical premium benefit in the amount of the insurance premium cost of the Family Classic PPO plan. If you choose a medical plan with a monthly premium in excess of this amount, you will be required to pay the portion of the premium above this amount.

The District currently contracts for group health insurance through ACWA/JPIA. There are a variety of plans available. These plan options include HMO and PPO plans. One of the PPO plans is a Consumer Driven Health Plan (CDHP), which is a high deductible plan and is Health Savings Account (HSA) compatible. The District will pay the annual deductible for the Consumer Driven Health Plan via deposit to the employee's HSA, as long as the total cost of the premium plus deductible is less than the monthly premium cost of the Family Classic PPO medical plan up to the CDHP annual deductible amount. The current deductible amount is \$1,500 for an individual and \$3,000 for a family. In addition to this annual benefit for the CDHP medical plan, the District provides an additional incentive of \$1,000 per year for the first four (4) years that an employee switches to the CDHP. This additional incentive is deposited in two equal installments of \$500 in January and April. Employees are solely responsible for their HSA account investments. An employee may change between available plans annually during the open enrollment period. The open enrollment period is usually October/November with the change becoming effective in January of the following year.

Under certain circumstances, retirees will be eligible for District-paid health benefits. To be eligible for District-paid retiree health benefits, an employee must : 1) retire *from the District*, 2) be eligible for PERS retirement benefits upon retirement from the District (in accordance with the District's PERS contract), and 3) have a minimum of ten years of service at the District prior to retirement.

The duration of retiree health benefits provided by the District, subject to the requirements above, depends on the date an employee was hired by the District.

- For all full-time regular employees hired by the District *prior to July 8, 2004*, the District will pay the medical cost premium during retirement, subject to a maximum of \$640 per month, without a specific time limitation as to how long this benefit will be provided during a retiree's retirement.
- For all full-time regular employees hired by the District *after July 8, 2004*, the District will pay 100% of the medical cost premium during retirement, subject to a maximum of \$640 per month, for a maximum of 10 years or until the retiree reaches age 65, whichever comes first. In other words, if an employee retires at age 55, the District will pay up to \$640/month in retiree health benefits for 10 years, after which time no more retiree health benefits will be paid by the District. If an employee retires at age 60, the District will pay up to \$640/month in retiree health benefits for five years (e.g. when the retiree reaches age 65), after which time no more retiree health benefits will be paid by the District. The District's health insurance plan shall be made available, if allowed by the plan provider, to retirees after age 65 if the entire premium is paid by the retiree.

4005 Dental and Vision Insurance

All full-time employees of the District and their dependents are covered by a group dental policy. This coverage is entirely paid by the District. All full-time employees and their dependents are also covered by a group vision plan. The premium is paid entirely by the District.

4006 Employee Assistance Program (EAP)

This program is entirely paid by the District. The EAP offers employee assistance to overcome emotional, family and other personal problems, offers guidance on financial and legal issues, improve your health and wellness. Contact the EAP provider for benefit details and limitations

4007 Life Insurance

All full-time employees of the District are covered under a group term-life insurance program. The premium for this coverage is paid entirely by the District. This policy provides coverage up to \$50,000 for each employee, \$12,500 coverage for spouse and \$2,000 for children and an additional \$50,000 coverage for employee in the event of accidental death. Additional life and accidental death insurance for employee and their dependents may be available for employees to purchase via payroll deduction. For additional details and exclusions, if any, please consult the policy statement provided by the insurance provider.

4008 Retirement

All employees are covered by Social Security (SS). The District pays the SS employer share and deducts the SS employee's share from your paycheck. All regular full-time employees are also covered by the California Public Employees Retirement System (CalPERS). The District's contract with CalPERS changes over time. Employees are encouraged to contact CalPERS for the latest benefits available under the District contract. A summary of the major benefits are listed below. For specific details, contact CalPERS or the Accounting & HR Specialist or the General Manager. **Due to changes in the law, effective January 1, 2013, (PEPRA), the District will have two tiers of employees:** 1) Those employed before January 1, 2013, including those new employees eligible due to carryover within six months (as provided in PEPRA) "Classic Employees"; and 2) Those employed on or after January 1, 2013 "PEPRA Employees".

1. **Persons Eligible:** Regular full-time employees, part-time employees reaching minimum hour requirement, and employees already CalPERS member.
2. **Waiting Period:** Eligible from the first day of employment.
3. **Employee Contribution: Tier 1 (2% at 55-Classic).** Tier 1 employee contribution is paid by the District. **Tier 2 (2% at 62-PEPRA).** Tier 2 employee contribution is paid by the employee. PEPRA rules prohibit the District from paying employee's share.
4. **Employer Contribution:** Varies according to experience rating of the District.
5. **Vesting Provisions:** You become vested after completion of five years of public service, be it with the District or another public employer who participated in CalPERS. Vesting means funds may be left on deposit for future retirement. Should you leave the District and wish to withdraw your contributions, you may request a refund from CalPERS. The employer contributions are only paid upon retirement.
6. **Benefits Provided:** You will be eligible to retire when you have five years of service credit and have attained age 50 (Tier 1 / Classic) or age 52 (Tier 2 / PEPRA). Your retirement date can be any date you choose; however, the amount of the monthly allowance can be affected. Your age determines your benefit factor used in the retirement formula. So, you may decide to retire on your birthday or at a completed quarter year of age to increase the benefit factor. CalPERS will calculate the retirement benefits based on three factors: (1) years of service, (2) a percentage factor determined by your age at retirement, and (3) either **Tier 1:** the final average monthly pay rate for the highest 12 consecutive months of work; or **Tier 2:** the final average monthly

pay rate for the highest 36 consecutive months. There is no mandatory retirement age.

7. **CalPERS Options:** The District contract includes options and benefits for its employees, briefly described below. For more detailed information and a complete list of CalPERS options and benefits available under our District's CalPERS contract, refer to the "CalPERS" website or see the Accounting & HR Specialist.
 - 7.1 **2% @ 55 (Tier 1 / Classic)** - This formula provides to local miscellaneous members 2% of pay at age 55 for each year of service credited with that employer. For members who retire earlier, the percentage is reduced. See Contract.
 - 7.2 **2% @ 62 (Tier 2 / PEPR)** - This formula provides local miscellaneous members 2% of pay at age 62 for each year of service credited with that employer. For members who retire earlier, the percentage is reduced. See Contract.
 - 7.3 **Salary Cap** - The Public Employee Pension Reform Act (PEPRA) of 2013 included compensation limits for CalPERS retirement salary calculations (GC 7522.10) Subject to change annually. For any employee hired after January 1, 2013, the salary cap provided for the current year will be utilized (for 2017 the PEPRA cap is \$118,775). For any Classic employee hired after 1996 and before 2013, there is also a cap (for 2017 the cap is \$270,000).
 - 7.4 **One-Year Final Compensation (Tier 1 / Classic)** - The period for determining the average monthly pay rate when calculating retirement benefits would be for the 12 highest paid consecutive months.
 - 7.5 **Three-Year Final Compensation (Tier 2 / PEPR)** - The period for determining the average monthly pay rate when calculating retirement benefits would be for the 36 highest paid consecutive months (3 years).
 - 7.6 **Unused sick leave** may be converted to additional service credits, see Section 4001.5c for description of available options.
 - 7.7 **Pre-Retirement Optional Settlement 2 Death Benefit**- This benefit is a monthly allowance equal to the Service Retirement benefit that the member would have received had the member

retired on the date of his or her death and elected Optional Settlement 2. (A retiree who elected Optional Settlement 2 receives an allowance that has been reduced so that it will continue to be paid after his or her death to a surviving beneficiary.) The allowance is payable as long as the surviving spouse lives. There is a guarantee that the total amount paid will be at least equal to the basic Death Benefit.

7.8 Military Service Credit - Military Service Credit as Public Service: A member may elect to purchase up to four years of service credit for any continuous active military or merchant marine service prior to employment. The member must contribute an amount equal to the contribution for current and prior service that the employee and the employer would have made with respect to that period of service.

Military Service Credit for Retired Persons: The retired person must contribute an amount to the contributions for current and prior service that the employee and the employer would have made with respect to that period of service. The retiree must not receive credit for the same military service with another publicly funded retirement system. The retired person's allowance would be increased only with respect to the allowance on or after the effective date of the election to purchase the service credit.

Employees nearing retirement are urged to avail themselves of the retirement pre-counseling and planning available to them by CalPERS. CalPERS requires at least 90 days' notice in advance of planned retirement (as does Social Security). However, the District strongly urges employees anticipating retirement to make their inquiries at least six months to one year in advance to avoid any unnecessary delays. The Business Manager or Accounting & HR Specialist can provide you with names and phone numbers of personnel at CalPERS who can assist you in your retirement planning.

4009 Deferred Compensation

All regular full-time employees are eligible to participate in the District-sponsored Deferred Compensation Plans. This allows employees to set aside a portion of their paycheck in a deferred compensation account which shelters both the principal and interest from taxes until it is actually withdrawn by the employee - presumably at retirement when their tax bracket is lower. Participation in the deferred compensation

plan is entirely voluntary, and the District does not endorse nor guarantee the particular investments made by the employee.

The District will contribute \$50.00 per month for each employee who does not participate in the deferred compensation program.

The District will provide a contribution match of up to \$100.00 per month for employees who do participate in the deferred compensation plan.

4010 Unemployment Insurance

All employees of the District are covered by the State Unemployment Insurance Program. The District pays all costs of this coverage, which is available in the event of unemployment, by applying to the State Employment Development Department.

4011 COBRA

At your expense, you and your dependents may be eligible for continuation of health, dental and vision insurance coverage in the event you lose District coverage due to termination of employment, reduction in work hours or certain other qualifying events.

4012 Expense Reimbursement

4012.1 Certification - All costs incurred by full-time District employees in applying for the required State Operator Certification will be reimbursed by the District. The District will also pay for training classes taken to maintain or upgrade an operator certificate, or comply with the continuing education requirements. Where deemed necessary and appropriate, the operator training and certification for temporary employees may be paid for by the District. This determination must be made in advance by the Superintendent and approved by the General Manager.

4012.2 Uniforms and Safety Gear - The District will make available raingear and all safety gear needed by employees in the course of work (e.g. safety glasses, ear protection, hardhats). The District will pay the difference in cost between normal prescription lenses and safety prescription lenses. The District will also furnish coveralls to each full-time employee either via purchase or a uniform service. Additionally, as part of the safety program, the District will pay the cost of safety shoes once per year (which include insulated steel toed rubber boots for maintenance and operations/maintenance tech employees ~~and fulltime Ruth employee~~) appropriate to the position (up to a maximum amount established by the Superintendent). **If the position is in the shop/field, safety toe shoes are required.** The District will pay the cost of safety shoes when needed by the employee, but no more than once per year. The District will also reimburse temporary employees a portion of the costs of safety shoes up to \$50 per year.

Upon approval of the Superintendent, employees may be reimbursed the cost of replacing or repairing personal property such as eyeglasses, clothing, or other items worn or carried by the employee, when such item is damaged or destroyed in the line of duty without fault of the employee.

4012.3 Safety Apparel Allowance - Permanent employees receive an annual allowance of \$100.00 to be used for the purchase of HBMWD logo safety T-shirts and sweatshirts. The intent of this allowance is to provide safety apparel in highly visible colors to employees. This apparel must be ordered through the Eureka office. The selection of available styles and color options is managed through the Eureka Office. Please contact office staff for additional details.

4012.4 Educational Assistance - All reasonable expenses related to attending workshops or seminars which you are requested to attend by the District will be paid for by the District in accordance with the travel policy outlined herein. Under certain circumstances and with advance approval by the General Manager, the District may provide tuition reimbursement for classes, seminars or workshops which enhance your ability to do your job. Overtime and travel costs are not eligible for tuition reimbursement. Upon completion of such class, seminar or workshop, you must submit evidence of satisfactory completion and a brief report to your supervisor.

4012.5 Meals - If you are asked to remain at work or are called back to work generally for a minimum of four hours, the District will provide a meal if you are unable to provide one yourself. Under such circumstances, the District will either provide the meal or reimburse you for the reasonable cost of the meal upon submission of proper documentation.

4012.6 Ruth Assignment - At times, you may be assigned to work at Ruth Lake for more than a normal work day. Any stay in excess of a normal work day must be approved in advance. With respect to meals, breakfast and lunch on the date of arrival are your responsibility. Thereafter, the District will either arrange for meals to be provided, or will reimburse you for the actual and reasonable cost of up to three meals per day in accordance with the travel policy outlined herein. The District will also reimburse you for actual and reasonable lodging expenses if District facilities are not available or other extenuating circumstances apply.

4012.7 Miscellaneous - An employee authorized to incur a miscellaneous expense not covered by a regular purchase order (e.g. petty cash expense) must provide proper documentation of the purchase, cost and need for the expense.

Use of District-issued credit cards is limited to the General Manager, Superintendent, Business Manager, Operations Supervisor, and Maintenance Supervisor, who shall maintain proper records of the expenses and reasons therefore of any credit card use. Gasoline credit cards shall be used only for expenses related to District vehicles.

4013 Miscellaneous Time Off

4013.1 Jury Duty - All employees should willingly accept ordered jury duty as one of the obligations of citizenship. If summoned for jury duty, you must immediately report to your supervisor when your jury service begins and when it ends. Given the size of the District, if it is determined that jury duty would significantly impact the proper operation of the District, you should notify the jury officials to request a postponement. Any full-time employee on jury duty will receive regular compensation less any amount of compensation received from the court, not including mileage. Generally, use of District vehicles for jury duty is prohibited.

4013.2 Voting - The District encourages its employees to take an active role in the federal, state and local election process. If you are a registered voter, you may take up to two hours of paid time off to vote if you do not have sufficient time outside of working hours to vote. Time off for voting shall be taken at the beginning or end of your regular work shift, whichever accommodates the most time for voting and the least time off from work. You must provide your supervisor with at least two days' notice that time off is needed.

4013.3 Service as an Election Official - You are eligible to take time off to serve as an election officer on election day. You will not be paid during this time off, unless you elect to use accrued vacation. You must provide your supervisor with at least two days' notice that this time off is needed.

4013.4 Volunteer Firefighters - You are eligible to take time off to perform emergency duty as a volunteer firefighter. You will not be paid during this time off, unless you elect to use accrued vacation. You must provide your supervisor with as much notice as possible that time off is needed.

4013.5 School Visits - You are eligible to take time off to appear at school for suspended children or dependents. The District will also allow you to take up to 4 hours for school conferences each year per child or dependent. You will not be paid during this time off, unless you elect to use accrued vacation. You must provide your supervisor with at least two days' notice that this time off is needed.

4013.6 Military Leave - You are eligible for a leave of absence to meet your military obligations. With respect to Reserve Duty, the District will pay the difference between your full salary and your military pay, for up to two weeks each year. Any additional time will be unpaid. With respect to Active Duty, you may take a leave of absence without pay to meet your active duty responsibilities. A copy of the military orders shall be provided to your supervisor at least five days prior to reporting for duty.

To be eligible for reinstatement to employment, you must return to work in accordance with the provisions of the Universal Military and Service Act. Your leave of absence will expire if you do not return within the time limits set by the Act.

Acknowledgment of Receipt of Handbook and At-Will Agreement

After you have read this Handbook and have clarified any issues with your Supervisors, please complete and sign both copies of the following statement. Two copies are provided, one for your records and one for the District's records. Detach one copy and return it to the Accounting & HR Specialist within five days.

District Employee Handbook Receipt (employee copy)

I have received my copy of the District's employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with and follow the policies and procedures contained in the Handbook.

I understand that, except for employment at-will status, any and all policies or practices can be changed at any time by the District. I understand and agree that, other than the General Manager of the District, no manager, supervisor or representative of the District has authority to enter into any agreement, expressed or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the General Manager has the authority to make any such agreement and then only in writing, signed by the General Manager.

My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the District and me concerning the duration of my employment. It supersedes all prior agreements, understandings, and representations concerning the duration of my employment.

Employee's Signature _____ Date _____

Sign, date, and keep this copy for your records.

Acknowledgment of Receipt of Handbook and At-Will Agreement

After you have read this Handbook and have clarified any issues with your Supervisors, please complete and sign both copies of the following statement. Two copies are provided, one for your records and one for the District's records. Detach one copy and return it to the Accounting & HR Specialist within five days.

District Employee Handbook Receipt (employer copy)

I have received my copy of the District's employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with and follow the policies and procedures contained in the Handbook.

I understand that, except for employment at-will status, any and all policies or practices can be changed at any time by the District. I understand and agree that, other than the General Manager of the District, no manager, supervisor or representative of the District has authority to enter into any agreement, expressed or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the General Manager has the authority to make any such agreement and then only in writing, signed by the General Manager.

My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the District and me concerning the duration of my employment. It supersedes all prior agreements, understandings, and representations concerning the duration of my employment.

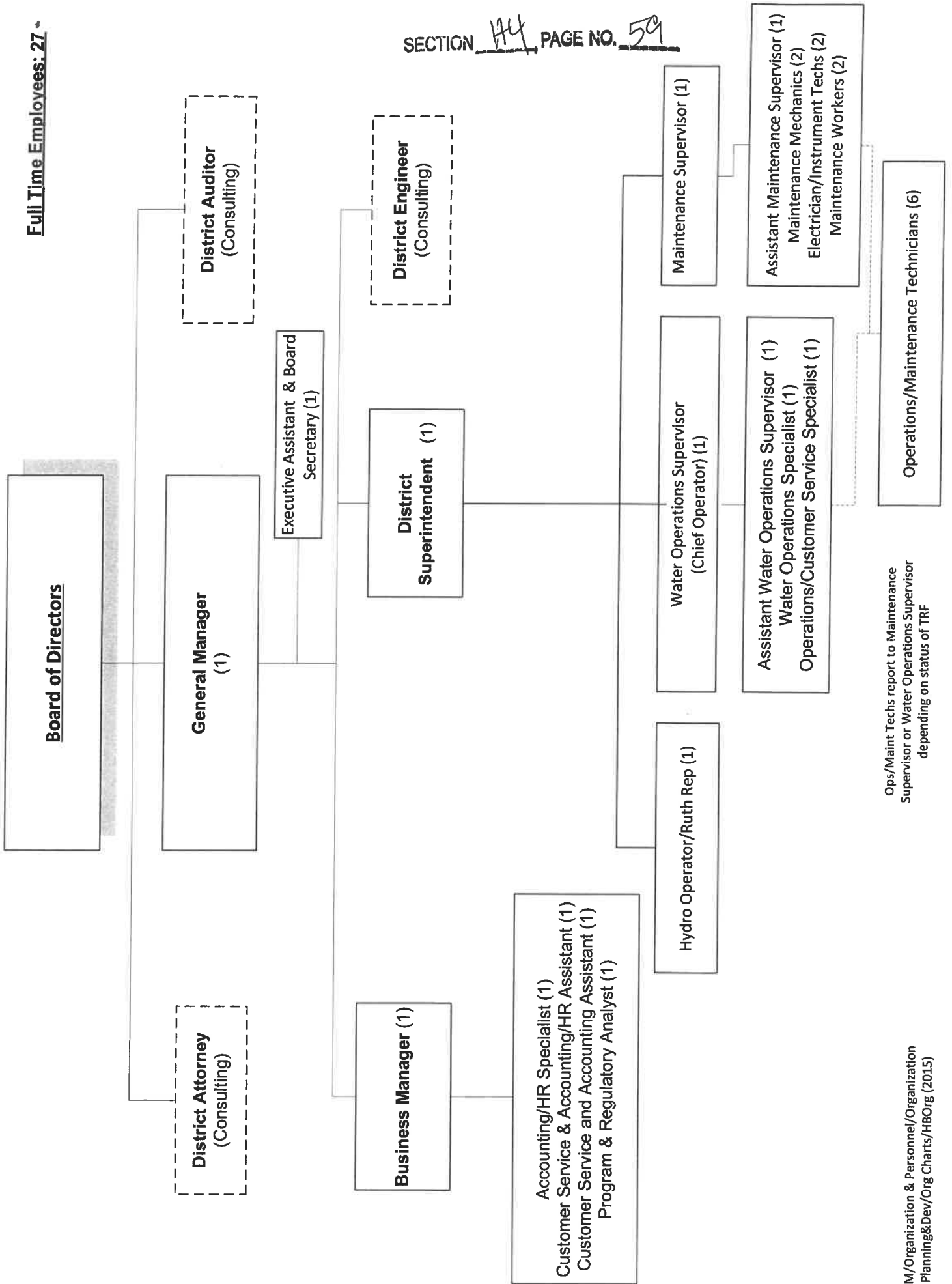
Employee's Signature _____ Date _____

Sign, date, and return this copy to the Accounting and HR Specialist.

Appendix A

Humboldt Bay Municipal Water District

Full Time Employees: 27



Appendix B

Humboldt Bay Municipal Water District

Classification Plan (Chapter 2, §2000) - All Positions within the District

Appendix B - Employee Handbook

SECTION 44, PAGE NO. 61

POSITION TITLE	POSITION CLASSIFICATION	POSITION BASED
General Manager	M1	Eureka
District Superintendent	M2	Essex
Business Manager	M3	Eureka
Maintenance/Electrical Supervisor	M4	Essex
Water Operations Supervisor (Chief Operator)	M5	Essex
Assistant Maintenance / Electrical Supervisor	M6	Essex
Assistant Water Operations Supervisor (Back-Up Chief Operator)	M7	Essex
Water Operations Specialist	OM1	Essex
Electrician/Instrument Tech	OM2	Essex
Operation & Maint Technicians (Shift Operator)	OM3	Essex
Maintenance Mechanics, Operations/Customer Svc Spec., Hydro Operator/Ruth Representative		Essex Ruth
Maintenance Worker	OM4	Essex
Senior Regulatory Analyst*	A1	Eureka
Accounting and Human Resources Specialist	A2	Eureka
Regulatory Analyst		Eureka
Executive Assistant and Board Secretary	A3	Eureka
Accounting and Human Resources Assistant	A4	Eureka
Customer Service and Accounting Assistant	A5	Eureka

M = Management Classification

OM = Operations & Maintenance Classification

A = Administration Classification

* At any given time, there is only one Analyst Position

Humboldt Bay Municipal Water District**GENERAL MANAGER - M1**
Position Description**GENERAL PURPOSE**

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

ESSENTIAL FUNCTIONS AND DUTIES

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

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

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

REQUIRED TRAINING AND EXPERIENCE:

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

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

SPECIAL REQUIREMENTS

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

ESSENTIAL PHYSICAL ABILITIES

~~Individuals~~~~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:

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

Humboldt Bay Municipal Water District**DISTRICT SUPERINTENDENT – M2****GENERAL PURPOSE**

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

ESSENTIAL FUNCTIONS AND DUTIES

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

- 13) Represents the District in meetings with customers, representatives of governmental and regulatory agencies, professional and community groups and the public.
- 14) Prepares and presents required reports. Attends and participates in Board of Directors meetings and provides operational report.
- 15) Fosters a positive work environment for employees. Demonstrates and instills teamwork and communication throughout the organization. Trains, develops, and evaluates employees to support long-term productivity and growth. Recommends and implements disciplinary action if necessary.
- 16) Acts as an advisor to GM on strategic issues and performs other duties as assigned by General Manager or Board of Directors.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Operation of water pumping, treatment and distribution systems
- ii. Operation of hydro-electric facilities
- iii. State and Federal safe drinking water regulations, standards, and practices
- iv. Water supply planning
- v. Repair and maintenance of water pumping, treatment and distribution facilities, and hydro-electric facilities
- vi. Environmental regulations, including handling and disposal of hazardous and toxic materials and waste
- vii. Project planning, budgeting, cost estimating, and record keeping
- viii. Principles of organization and management, and of supervision, training, and effective personnel management
- ix. Safety programs and safe work practices
- x. Operation of computers, and other office equipment, using both standard and specialized application software

TRAINING AND EXPERIENCE:

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

- i. High school diploma or GED
- ii. College, technical or professional-level classes or coursework in areas applicable to this position highly desirable.
- iii. Ten-to-fifteen years of increasingly responsible experience in the operation and maintenance of water pumping, treatment and distribution systems, including three-to-five years in a supervisory capacity. Experience with water treatment plants and hydroelectric generation is highly desirable.
- iv. Grade IV Treatment and/or Distribution certificates (if candidate does not possess, must be willing to pursue)

SPECIAL REQUIREMENTS

- 1) Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- 2) May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- 3) ~~Must be clean-shaven~~ in order to wear respiratory protection or other safety equipment. facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
- 3)4) Must be able to participate in confined space operations.
- 4)5) Must possess and maintain a Grade IV Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 5)6) Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

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

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
 - a. Perform visual inspections
 - b. Hear normal versus abnormal noises
 - c. View and respond to operational control screens (including alarms)
 - d. Think critically
- ii. Sit for extended periods of time;
- iii. Operate a variety of office equipment (computer, copy machine, fax, etc.);
- iv. Operate motor vehicles and other equipment;
- v. Operate a variety of hand and electric tools;
- vi. Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- vii. Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;

vii-viii. wWear a respirator and other personal protective equipment;

viii-ix. uUnderstand and carry out oral and written directions;

ix-x. eCommunicate well with others, both verbally and in writing;

x. wWork cooperatively and get along well with other people;

~~xi. investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.~~

Humboldt Bay Municipal Water District
Business Manager – M3

SECTION H4, PAGE NO. 69

OVERVIEW

This position is responsible for managing, directing and supporting the District's financial, accounting, human resource, risk management, and regulatory compliance functions.

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

ESSENTIAL FUNCTIONS AND DUTIES

Leadership and Supervision:

1. Supervises financial, accounting, human resource, customer service and regulatory staff
2. Develops goals and objectives for the work unit, and work plans to accomplish them
3. Sets high expectations and leads by example
4. Trains, develops and consistently supports staff

Financial

5. **Budget** - Responsible for preparing the annual budget for operational and administrative expenses, pProjects, and revenues of the District.
6. **Capital Improvement Plan (CIP)** – Responsible for developing mechanisms to link CIP to annual budget. Responsible for developing financing needs and options, and working with financial advisors and counsel to secure financing. Responsible for pursuing grants to fund CIP projects and administering grants if received.

7. Accounting: Responsible for:

(1) Responsible for accounting functions including:

- i. mMaintenance of general and subsidiary ledgers and, general journal entries
- ii. eCash and other account reconciliations
- iii. accounts receivable and, accounts payable
- iv. ivestment and reserve accounts, and
- i.v. eCapital, depreciation and inventory schedules.

- (1) **Responsible for e**stablishing system of internal controls in accordance with generally accepted accounting standards and in accordance with recommendations from the District's auditor, and - **E**nsuring compliance with same system of internal controls.
- (2) Acts as principle liaison with the District's auditor during the annual financial audit process

8.7. Retail Water Business – Responsible for:

- (1) ~~Responsible for e~~Overseeing the retail business function (establishing accounts, meter reading, billing, accounts receivable and customer service) in accordance with approved Ordinance
- (2) ~~Responsible for d~~Developing retail rate studies, proposing and justifying rate increases and implementing Proposition 218 requirements

~~9.8.~~ **Process Improvements** – Responsible for analyzing, making recommendations and implementing improvements in District's payroll, accounting and utility billing systems, as necessary.

~~10.9.~~ **Human Resource/ Risk Management: - Responsible for:**

- (1) ~~Responsible for District's H~~human ~~R~~resources functions, including hiring, payroll, benefit administration and employee claims management.
- (2) ~~Responsible for the District's r~~Risk management and risk transfer including insurance programs, and contracting procedures, and claims processing.

~~11.10.~~ **Regulatory Program and Compliance** - Responsible for overseeing regulatory compliance and reporting (with the District's Program and Regulatory Analyst)

~~12.11.~~ **Computer and Administrative Systems – Responsible for:**

- (1) ~~Responsible for m~~Maintaining ~~District's~~ administrative computer system and network in Eureka
- (2) ~~Responsible for d~~Developing and maintaining District's Records Retention Policy, and for maintaining filing system in accordance with the policy
- (3) ~~Responsible for i~~Investigating electronic filing and record retrieval system, and an electronic work scheduling/follow-up system, and for implementing approved projects.

Other Duties as Assigned:

- ~~13.12.~~ May provide back-up and perform duties of the General Manager when necessary
- ~~14.13.~~ May perform special projects and assignments with the Superintendent and General Manager
- ~~15.14.~~ Required to participate in Emergency Operations Center (EOC) activities during emergencies

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Strong written communication skills including the use of proper English, spelling, grammar and punctuation. Ability to compose complex and detailed correspondence and reports accurately.
- ii. Strong verbal communication and presentation skills
- iii. Ability to deal tactfully and courteously with customers, District staff, and the Board of Directors
- iv. Strong organizational skills
- v. Ability to work well and collaboratively with others
- vi. Ability to complete complex analyses (e.g. define objective, conduct research, collect data, analyze data, derive results, and formulate conclusions and recommendations)
- vii. Office methods and procedures, including filing, record keeping and reporting systems

- viii. Strong working knowledge of desktop computers and systems, including particular intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook). Knowledge of QuickBooks and/or ESRI's GIS software is desirable.
- ix. Subject matter expertise in accounting (especially governmental accounting) business, economics, finance or human resources is highly desirable

REQUIRED TRAINING AND EXPERIENCE:

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

- i. Bachelors Degree (required) and Masters Degree (preferred) from an accredited university or college with an emphasis in business, accounting, public administration, or finance
- ii. Seven-to-ten years of increasingly responsible experience in business, public administration, accounting, or finance sufficient to demonstrate the ability to perform the required duties

SPECIAL REQUIREMENTS

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be able to qualify for fiduciary bonding.
- iii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

~~Individuals~~**Persons** selected for appointment to this position must pass a pre-employment medical examination which the District pays for. ~~Because this position is not considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening.~~ The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. ~~e~~**O**perate a variety of office equipment (computer, copy machine, etc.) ;
- ii. ~~u~~**U**nderstand and carry out oral and written directions;
- iii. ~~e~~**C**ommunicate well with others, verbally and in writing;
- iv. ~~w~~**W**ork cooperatively and get along well with the Board, District staff, customers and the public;
- v. ~~T~~**H**ink critically to address complex business and accounting assignments;
- vi. ~~w~~**W**ork independently and take initiative;
- vii. ~~s~~**S**it for extended periods of time;
- viii. ~~p~~**P**erform minor physical activities which involve bending, lifting and reaching;

ix. eOperate a motor vehicle.

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Humboldt Bay Municipal Water District
Business Manager – M3

OVERVIEW

This position is responsible for managing, directing and supporting the District's financial, accounting, human resource, risk management, and regulatory compliance functions.

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

ESSENTIAL FUNCTIONS AND DUTIES

Leadership and Supervision:

1. Supervises financial, accounting, human resource, customer service and regulatory staff
2. Develops goals and objectives for the work unit, and work plans to accomplish them
3. Sets high expectations and leads by example
4. Trains, develops and consistently supports staff

Financial

5. **Budget** - Responsible for preparing the annual budget for operational and administrative expenses, pProjects, and revenues of the District.
6. **Capital Improvement Plan (CIP)** – Responsible for developing mechanisms to link CIP to annual budget. Responsible for developing financing needs and options, and working with financial advisors and counsel to secure financing. Responsible for pursuing grants to fund CIP projects and administering grants if received.

7. Accounting: Responsible for:

(1) Responsible for a accounting functions including:

- i. mMaintenance of general and subsidiary ledgers and, general journal entries
- ii. eCash and other account reconciliations
- iii. aAccounts receivable and, accounts payable
- iv. iInvestment and reserve accounts, and
- v. eCapital, depreciation and inventory schedules.

- (1) **Responsible for e**Establishing system of internal controls in accordance with generally accepted accounting standards and in accordance with recommendations from the District's auditor, and; **E**nsuring es compliance with ssame system of internal controls.
- (2) Acts as principle liaison with the District's auditor during the annual financial audit process

8.7. Retail Water Business – Responsible for:

- (1) ~~Responsible for e~~Overseeing the retail business function (establishing accounts, meter reading, billing, accounts receivable and customer service) in accordance with approved Ordinance
- (2) ~~Responsible for e~~Developing retail rate studies, proposing and justifying rate increases and implementing Proposition 218 requirements

~~9.8.~~ **Process Improvements** – Responsible for analyzing, making recommendations and implementing improvements in District's payroll, accounting and utility billing systems, as necessary.

~~10.9.~~ **Human Resource/ Risk Management - Responsible for:**

- (1) ~~Responsible for District's H~~human ~~R~~resources functions, including hiring, payroll, benefit administration and employee claims management.
- (2) ~~Responsible for the District's r~~Risk management and risk transfer including insurance programs, and contracting procedures, and claims processing.

~~11.10.~~ **Regulatory Program and Compliance** - Responsible for overseeing regulatory compliance and reporting (with the District's Program and Regulatory Analyst)

~~12.11.~~ **Computer and Administrative Systems – Responsible for:**

- (1) ~~Responsible for m~~Maintaining ~~District's~~ administrative computer system and network in Eureka
- (2) ~~Responsible for e~~Developing and maintaining District's Records Retention Policy, and for maintaining filing system in accordance with the policy
- (3) ~~Responsible for i~~Investigating electronic filing and record retrieval system, and an electronic work scheduling/follow-up system, and for implementing approved projects.

Other Duties as Assigned:

~~13.12.~~ May provide back-up and perform duties of the General Manager when necessary

~~14.13.~~ May perform special projects and assignments with the Superintendent and General Manager

~~15.14.~~ Required to participate in Emergency Operations Center (EOC) activities during emergencies

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Strong written communication skills including the use of proper English, spelling, grammar and punctuation. Ability to compose complex and detailed correspondence and reports accurately.
- ii. Strong verbal communication and presentation skills
- iii. Ability to deal tactfully and courteously with customers, District staff, and the Board of Directors
- iv. Strong organizational skills
- v. Ability to work well and collaboratively with others
- vi. Ability to complete complex analyses (e.g. define objective, conduct research, collect data, analyze data, derive results, and formulate conclusions and recommendations)
- vii. Office methods and procedures, including filing, record keeping and reporting systems

- viii. Strong working knowledge of desktop computers and systems, ~~including particular~~ intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook). Knowledge of QuickBooks and/or ESRI's GIS software is desirable.
- ix. Subject matter expertise in accounting (especially governmental accounting) business, economics, finance or human resources is highly desirable

REQUIRED TRAINING AND EXPERIENCE:

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

- i. Bachelors Degree (required) and Masters Degree (preferred) from an accredited university or college with an emphasis in business, accounting, public administration, or finance
- ii. Seven-to-ten years of increasingly responsible experience in business, public administration, accounting, or finance sufficient to demonstrate the ability to perform the required duties

SPECIAL REQUIREMENTS

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be able to qualify for fiduciary bonding.
- iii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

~~Individuals~~ ~~Persons~~ selected for appointment to this position must pass a pre-employment medical examination which the District pays for. ~~Because this position is not considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening.~~ The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. ~~e~~Operate a variety of office equipment (computer, copy machine, etc.);
- ii. ~~u~~Understand and carry out oral and written directions;
- iii. ~~e~~Communicate well with others, verbally and in writing;
- iv. ~~w~~Work cooperatively and get along well with the Board, District staff, customers and the public;
- v. ~~t~~Think critically to address complex business and accounting assignments;
- vi. ~~w~~Work independently and take initiative;
- vii. ~~s~~Sit for extended periods of time;
- viii. ~~p~~Perform minor physical activities which involve bending, lifting and reaching;

ix. ~~e~~Operate a motor vehicle.

SECTION 44, PAGE NO. 76

MAINTENANCE AND ELECTRICAL SUPERVISOR – M4

GENERAL PURPOSE

Under direction, supervises and participates in the work of staff responsible for the construction, repair, calibration, and maintenance of District pumping, water treatment, distribution, storage, hydroelectric, communications, electrical, electronic, and other facilities. May coordinate and oversee the work of contract construction and maintenance employees. Performs other related work as required.

ESSENTIAL FUNCTIONS AND DUTIES

- 1) Supervises and participates in the work of staff responsible for the construction, repair, calibration, and maintenance of District pumping, water treatment, distribution, storage, hydroelectric, communications, electrical, and electronic facilities and related appurtenances.
- 2) Identifies and plans capital, maintenance, and repair projects. Prepares cost estimates and specifications. Provides input to the budget process.
- 3) Supervises and participates in capital, maintenance, and repair projects. Determines personnel and materials requirements; receives work orders; makes decisions on personnel and priorities; prepares requisitions for materials; develops plans, sketches, cost estimates, specifications, and work schedules. Assists in the coordination of construction, maintenance, and electrical work performed by outside contractors
- 4) Assists in solving technical problems, and provides technical advice and support.
- 5) Assists in developing and implementing comprehensive programs for preventive maintenance, work safety, and energy conservation.
- 6) Ensures adherence to safety requirements; plans and conducts in-service training programs; prepares incident reports and conducts accident investigations. Conducts periodic inspections of District equipment and facilities; also inspects for fire, safety, and health hazards.
- 7) Reads and interprets manuals, blueprints, and schematic drawings; maintains records and reports of work performed; prepares schematic drawings and updates blueprints to reflect as-built conditions.
- 8) Prepares various reports; directs departmental record keeping activities.
- 9) Prepares ~~estimates~~~~cost quotes~~ for new meter installations using information provided by Operations Supervisor ~~for as-to~~ size and location of ~~new requested~~ meter ~~service~~. Turns in ~~estimates~~ to Main Office for final cost quote.
- 10) Performs supervisory functions. Assures that subordinate staff acquire and maintain all necessary licenses, certifications, and training. Plans and conducts in-service training programs. Prepares periodic evaluations of employees. Assists in the selection of new maintenance and electrical staff.
- 11) May perform duties of Operations and Maintenance Technician, and may act as District Superintendent.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Repair and maintenance of water pumping, treatment and distribution systems, and hydro-electric plant

- ii. Procedures, materials, equipment and tools used in maintenance and construction of water system facilities, electrical/electronic systems, hydroelectric facilities, and in particular: industrial motors, engines, pumps, compressors, hydraulic systems, valves, gas and diesel engines, and buildings
- iii. Regulations relating to water treatment and distribution. Electrical codes and industrial safety orders
- iv. Principles and methods of procurement and storage of construction, electrical, electronic, and water treatment equipment, tools, supplies, and materials
- v. Fabrication of equipment, basic shop trades practices, and welding
- vi. Preventative maintenance programs
- vii. Interpreting repair manuals, schematic diagrams, and blueprints
- viii. Operation of a variety of vehicles and power-driven equipment
- ix. Cost estimation to repair, alter, and maintain facilities, and prepare accurate budget estimates
- x. Rules and regulations pertaining to handling and storage of hazardous and toxic materials
- xi. Safety program and safe work practices
- xii. Supervision and staff training
- xiii. Operation of computers, and other office equipment, using both standard and specialized application software
- xiv. Familiar with CAD software and use
- xv. **Develop** Cooperative working relationships. **Use** Teamwork to solve practical problems and coordinate work among a small, close-knit workforce

TRAINING AND EXPERIENCE:

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

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position beneficial. Completion of an apprenticeship or other equivalent training and education involving industrial plant maintenance and repair desirable
- iii. Five-to-ten years of increasingly responsible experience in the construction and maintenance field, preferably involving water treatment and distribution systems equipment and facilities. Supervisory experience beneficial
- iv. Grade IV Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

- i. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. (Class A, Combination vehicle, with Haz-Mat endorsement) Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- ii. Job incumbents will be required to attain and maintain an NCCCO Crane Operator certification for telescopic boom fixed cab, boom truck fixed cab, and service truck cranes. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certifications through the established certification cycle for District Crane Operators. (every 5yrs)

- iii. Job incumbents will be required to be certified as a competent Rigging and Signal Person for lifting operations
- iv. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- v. Must be clean-shaven-~~i~~ in order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble, beard growth, beard, mustache or sideburns).
- vi. Must be able to participate in confined space operations.
- vii. Must possess and maintain a Grade IV Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- viii. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

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

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
 - a. Perform visual inspections
 - b. Hear normal versus abnormal noises
 - c. View and respond to operational control screens (including alarms)
 - d. Think critically
- ii. sit for extended periods of time;
- iii. eoperate a desktop computer;
- iv. eoperate motor vehicles and other equipment;
- v. eoperate a variety of hand and electric tools;
- vi. perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, climbing, and manual dexterity;
- vii. perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- viii. wear a respirator and other personal protective equipment;

- viii-ix. understand and carry out oral and written directions;
- ix-x. eCommunicate well with others, verbally and in writing;
- x-xi. work cooperatively and get along well with other people;
- *xi-xii. ~~investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.~~

*Humboldt Bay Municipal Water District***WATER OPERATIONS SUPERVISOR – M5**
(Chief Operator)**GENERAL PURPOSE**

Under direction, supervises and participates in the work of staff responsible for the water pumping, distribution, and treatment systems; oversees and participates in work involving meter reading, water service connection, backflow compliance, and customer services; and performs other related work as required.

Serves as the District's Chief Operator pursuant to California safe drinking water regulations.

ESSENTIAL FUNCTIONS AND DUTIES

- 1) Responsible for overseeing and leading operations of the District's water pumping, treatment and distribution system. Also responsible for operation of the District's Supervisory Control and Data Acquisition System (SCADA) used to monitor and control the water system. Supervises and participates in all aspects of District operations to carry out this responsibility. ~~Operations includes:~~
 - 1)2) ~~Monitoring and controlling the operation of water pumping, treatment and distribution facilities to achieve proper processing and distribution of water within mandated operating requirements;~~
 - 2)3) ~~Starting and controlling plant processes and chemical systems to treat water in accordance with DHS' Permit and other operating requirements;~~
 - 3)4) ~~Assisting in handling and storage of water treatment chemicals;~~
 - 4)5) ~~Performing water sample collection and various laboratory testing and analytical procedures;~~
 - 5)6) ~~Monitoring, starting and controlling power generation equipment in a safe manner;~~
 - 6)7) ~~Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions.~~
- 2)8) ~~Supervises and participates in meter reading, service connection, backflow device installation and testing, and customer services.~~
- 3)9) ~~Conducts periodic inspections of equipment and facilities to ensure proper operation, and to identify and plan for repairs and maintenance.~~
- 4)10) ~~Assists with the implementation of a comprehensive work safety program. Ensures adherence to safety requirements, conducts inspections for hazards, conducts accident investigations, and prepares incident reports.~~
- 5)11) ~~Designs and implements energy conservation programs.~~
- 6)12) ~~Assists in the identification, planning and prioritization of operations and maintenance projects, including the determination of personnel & materials requirements, and personnel assignments.~~
- 7)13) ~~Works with Ccontractor and/or Ccustomer to properly size and locate new meter service requests.~~
- 8)14) ~~Provides input on budget and cost proposals for maintenance and operations.~~
- 9)15) ~~Directs departmental record keeping activities; prepares requisitions; prepares a variety of reports.~~

- 40)16) _____ Handles customer inquiries and complaints. Keeps records of all complains per State regulations.
- 44)17) _____ Performs supervisory functions. Assures that subordinate staff acquire and maintain all necessary licenses, certifications, and training; plans and conducts in-service training programs; prepares periodic evaluations of employees; assists in the selection of new water operations staff.
- 42)18) _____ Performs duties of an Operations and Maintenance Technician as needed, and may act as District Superintendent

REQUIRED KNOWLEDGE, SKILLS, and ABILIITES

- i. Principles, practices and operation of water pumping, treatment and distribution;
- ii. Federal and State regulations relating to water quality, treatment, and distribution;
- ii. Collecting water samples and performing laboratory testing procedures;
- v. Reading meters and accurately recording water usage;
- v. Budgeting and project planning, and cost estimation for service installations;
- vi. Safety regulations, programs and safe work practices;
- vii. Interpretation of user manuals, repair manuals, schematic diagrams and blueprints;
- vii. Operating a variety of vehicles and power-driven equipment;
- x. Dealing tactfully and courteously with customers. Handling customer inquiries and complaints;
- x. Develop ~~C~~ooperative working relationships. Use ~~T~~eamwork to solve practical problems, and to plan and coordinate workload among a small, close-knit workforce;
- xi. Strong working knowledge of computers using both standard (Microsoft Office) and specialized application software (Allan Bradley Ladder Logic, MMI languages; SCADA, ESRI ArcGIS/GPS)
- xii. Strong written and oral communication skills;
- xii. Ability to compose routine correspondence and reports;
- xiv. Strong arithmetic and basic mathematics skills.

TRAINING AND EXPERIENCE:

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

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position beneficial
- iii. Five-to-ten years of increasingly responsible experience in the operation and maintenance of water pumping, treatment and distribution system and facilities. Supervisory experience beneficial and desirable. Experience with Supervisory Control and Data Acquisition Systems also beneficial and desirable
- iv. Grade IV Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
3. ~~Must be clean-shaven~~ in order to wear respiratory protection or other safety equipment: facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
- 3.4. Must be able to participate in confined space operations.
- 4.5. Must possess and maintain a Grade IV Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 5.6. Must possess and maintain Backflow Certification pursuant to State drinking water regulations. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certification.
- 6.7. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

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

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
 - a. Perform visual inspections
 - b. Hear normal versus abnormal noises
 - c. View and respond to operational control screens (including alarms)
 - d. Think critically
- i.ii. s Sit for extended periods of time;
- ii.iii. e Operate a variety of office equipment (computer, copy machine, fax, etc.);
- iii.iv. e Operate motor vehicles and other equipment;
- iv.v. e Operate a variety of hand and electric tools;
- v.vi. p Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, climbing, and manual dexterity;
- vi.vii. p Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- vii.viii. w Wear a respirator and other personal protective equipment;

- viii. ix. uUnderstand and carry out oral and written directions;
- x. eCommunicate well with others, verbally and in writing;
- xi. work cooperatively and get along well with other people;
- xii. ~~investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.~~

Humboldt Bay Municipal Water District**ASSISTANT MAINTENANCE and ELECTRICAL SUPERVISOR – M6****GENERAL PURPOSE**

Under general supervision, directly assist and support the Maintenance and Electrical Supervisor, and participate in the work of staff responsible for the construction, repair, calibration, and maintenance of District pumping, water treatment, distribution, storage, hydroelectric, communications, electrical, electronic, and other facilities. May coordinate and oversee the work of contract construction and maintenance employees. Coordinates and facilitates the District Safety program and Regulatory Safety Compliance program. Performs other related work as required.

ESSENTIAL FUNCTIONS AND DUTIES

- 0)1) _____ Directly assist and support the Maintenance and Electrical Supervisor and participate in the work of staff responsible for the construction, repair, calibration, and maintenance of District pumping, water treatment, distribution, storage, hydroelectric, communications, electrical, and electronic facilities and related appurtenances.
- 0)2) _____ Assists Maintenance and Electrical Supervisor in identifying and planning capital, maintenance, and repair projects. Prepares cost estimates and specifications. Provides input to the budget process.
- 0)3) _____ In the absence of Maintenance and Electrical Supervisor, provides field supervision and participates in capital, maintenance, and repair projects. Determines personnel and materials requirements; receives work orders; makes decisions on personnel and priorities; prepares requisitions for materials; develops CAD plans and sketches, cost estimates, specifications, and work schedules. Assists in the coordination of construction, maintenance, and electrical work performed by outside contractors as needed.
- 0)4) _____ Under direction of Maintenance and Electrical Supervisor, facilitates work safety programs,
- 0)5) _____ such as Schedule and coordinate Monthly Safety meetings and prepare literature and visual aids. Document and keep records as required.
- 0)6) _____ Coordinate and take minutes for Quarterly safety committee meeting. Prepare and distribute minutes and agendas.
- 0)7) _____ On an ongoing as required basis – develop methods to assure safety compliance with regulatory agencies.
- 0)8) _____ Coordinates and facilitates the District Safety program and Regulatory Safety Compliance program. Implements of comprehensive work safety program. Such as: reads and understands safety rules and regulations; develops safety program in compliance with safety rules and regulations; conducts employee safety training; conducts inspections for hazards, conducts accident investigations, and prepares incident reports. Conducts periodic inspections of District equipment and facilities; also inspects for fire, safety, and health hazards.
- 0)9) _____ Plans and facilitates in-service training programs and record keeping.
- 0)10) _____ Assist Maintenance and Electrical Supervisor with inventory management duties.
- 0)11) _____ Reads and interprets manuals, blueprints, and schematic drawings; maintains records and reports of work performed; prepares schematic drawings and updates blueprints to reflect as-built conditions.

- 0)12) _____ Prepares various reports as directed; assists in departmental record keeping activities.
- 0)13) _____ Performs supervisory functions as needed.
- 0)14) _____ May perform duties of Operations and Maintenance Technician
- 0)15) _____ May provide full back-up and perform duties of the Maintenance and Electrical Supervisor.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. _____ Repair and maintenance of water pumping, treatment and distribution systems, and hydro-electric plant.
- ii. _____ Procedures, materials, equipment and tools used in maintenance and construction of water system facilities, electrical/electronic systems, hydroelectric facilities, and in particular: industrial motors, engines, pumps, compressors, hydraulic systems, valves, gas and diesel engines, and buildings.
- iii. _____ Regulations relating to water treatment and distribution. Electrical codes and industrial safety orders.
- iv. _____ Principles and methods of procurement and storage of construction, electrical, electronic, and water treatment equipment, tools, supplies, and materials.
- v. _____ Fabrication of equipment, basic shop trades practices, and welding.
- vi. _____ Preventative maintenance programs.
- vii. _____ Interpreting repair manuals, schematic diagrams, and blueprints.
- viii. _____ Operation of a variety of vehicles and power-driven equipment.
- ix. _____ Cost estimation to repair, alter, and maintain facilities, and prepare accurate budget estimates.
- x. _____ Rules and regulations pertaining to handling and storage of hazardous and toxic materials.
- xi. _____ Safety program and safe work practices.
- xii. _____ Supervision and staff training.
- xiii. _____ Operation of computers, and other office equipment, using both standard and specialized application software.
- xiv. _____ Familiar with CAD software and use.
- xv. _____ Develop Cooperative working relationships. Use Teamwork to solve practical problems and coordinate work among a small, close-knit workforce.

TRAINING AND EXPERIENCE:

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

- i. _____ High school diploma or GED
- ii. _____ Community College, technical or other course work relevant for this position beneficial. Completion of an apprenticeship or other equivalent training and education involving industrial plant maintenance and repair desirable.
- iii. _____ Three -to-five years of increasingly responsible experience in the construction and maintenance field, preferably involving water treatment and distribution systems equipment and facilities.
- iv. _____ Grade II Treatment and Grade IV Distribution certificates.

SPECIAL REQUIREMENTS

- i. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. (Class A, Combination vehicle, with Haz-Mat endorsement) If an incumbent does not initially possess this license, the District will allow a period of time for the incumbent to obtain the required license. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- ii. Job incumbents will be required to attain and maintain an NCCCO Crane Operator certification for telescopic boom fixed cab, boom truck fixed cab, and service truck cranes. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certifications through the established certification cycle for District Crane Operators. (every 5yrs)
- ii. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- i. Must be clean-shaven-]n order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble, beard growth, beard, mustache or sideburns).
- v. ~~Must be able to participate in confined space operations.~~
- v. Must possess and maintain a Grade II Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- vi. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

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

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
 - a. Perform visual inspections
 - b. Hear normal versus abnormal noises
 - c. View and respond to operational control screens (including alarms)
 - d. Think critically
- i. sit for extended periods of time;
- ii. eOperate a desktop computer;
- ii. eOperate motor vehicles and other equipment;
- v. eOperate a variety of hand and electric tools;

- v. pPerform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, climbing, and manual dexterity;
- vi. pPerform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- vii. wWear a respirator and other personal protective equipment;
- vii. uUnderstand and carry out oral and written directions;
- x. eCommunicate well with others, verbally and in writing;
- x. wWork cooperatively and get along well with other people;
- xi. ~~investigate and solve complex problems which involve ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.~~

Humboldt Bay Municipal Water District**ASSISTANT WATER OPERATIONS SUPERVISOR – M7**
(Back-Up Chief Operator)**GENERAL PURPOSE**

Under general supervision, directly assist and support the Water Operations Supervisor by performing activities related to operations, maintenance and control of the District's water pumping, distribution, treatment, and hydroelectric facilities. Fills operational shifts as the Shift Operator for a portion of the work week. Participates in, and helps oversee, sample collection and basic laboratory testing, meter reading, water service connections, backflow compliance, and other customer service work. Provides primary oversight and development of the District's Geographical Information System / Facility Information System.

Serves as the District's Back-Up Chief Operator.

ESSENTIAL FUNCTIONS AND DUTIES**Operations:**

- 0)1) _____ Directly assist and support the Water Operations Supervisor with all aspects of operations and control of the District's water pumping, distribution, treatment, and hydroelectric facilities.
- 0)2) _____ Perform system operations activities as the District's Shift Operator (generally 16 hours per workweek). Duties include:
 - a. _____ Monitoring and controlling the operation of water pumping, treatment and distribution facilities to achieve proper processing and distribution of water within mandated operating requirements;
 - b. _____ Starting and controlling plant processes and chemical systems to treat water in accordance with DHS' Permit and other operating requirements;
 - c. _____ Assisting in handling and storage of water treatment chemicals;
 - d. _____ Performing water sample collection and various laboratory testing and analytical procedures;
 - e. _____ Monitoring, starting and controlling power generation equipment in a safe manner;
 - f. _____ Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions.
- 0)3) _____ Perform shift scheduling for Operations staff. Complete timesheets and monitor vacation and holidays for Operations and Maintenance staff.
- 0)4) _____ Cross-train with Water Operations Supervisor in river management, Ruth operations, water quality testing program, production of monthly operations reports, oversight of day-to-day operations, oversight and quality assurance on SCADA system development.
- 0)5) _____ May provide full back-up and perform duties of the Water Operations Supervisor position.

Customer Service:

- 6)1) _____ Cross train with District's Operations/Customer Service Specialist on distribution system, backflow program, valve exercising program, and flushing program. Perform Customer Service duties as necessary.
- 7)2) _____ Respond to and document customer inquiries/complaints about water service, water quality and service installation requests in a timely manner.
- 8)3) _____ Develop service quotes for customers. Document and track service installations to ensure completion in a timely manner.

Other:**1) Geographical Information System / Facility Information System**

- a. Oversight of GIS/FIS system for District's system and facility information, rights-of-way, and preventative maintenance program. Develop documentation and user protocols. Interface with ESRI and engineering consultants.
- b. Continue system development and perform ongoing maintenance of the system.
- ~~c. Train staff in its use. Develop documentation and user protocols. Interface with ESRI and engineering consultants.~~
- 10)2) Safety - Conduct certain safety training classes as needed. Periodically serve on District's Safety Committee.
- 11)3) Purchasing / Stocking /Inventory Management – Oversight and support of requisition process, petty cash, and inventory management and reporting. Ensures compliance with the District's system of internal controls for accounting, auditing and fraud prevention purposes.
- 12)4) Special Projects – Research and collect information for special studies, community outreach, ~~and~~ budget, and #CIP development.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Principles, practices and operation of water pumping, treatment and distribution;
- ii. Federal and State regulations relating to water quality, treatment, and distribution;
- iii. Collecting water samples and performing laboratory testing procedures;
- iv. Reading meters and accurately recording water usage;
- v. Budgeting and project planning, and cost estimation for service installations;
- vi. Safety regulations, programs and safe work practices;
- vii. Interpretation of user manuals, repair manuals, schematic diagrams and blueprints;
- viii. Operating a variety of vehicles and power-driven equipment;
- ix. Dealing tactfully and courteously with customers while ~~Hh~~ handling customer inquiries and complaints;

- x. Develop Cooperative working relationships. Use Teamwork to solve practical problems, and to plan and coordinate workload among a small, close-knit workforce;
- xi. Strong working knowledge of computers using both standard (Microsoft Office) and specialized application software (Allan Bradley Ladder Logic, MMI languages; SCADA, ESRI ArcGIS/GPS)
- xii. Strong written and oral communication skills;
- xiii. Ability to compose routine correspondence and reports;
- xiv. Strong arithmetic and basic mathematics skills.

TRAINING AND EXPERIENCE:

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

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position is beneficial
- iii. Three-to-five years of increasingly responsible experience in the operation and maintenance of water pumping, treatment and distribution system and facilities
- iv. Grade IV Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

- 1) Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- 2) May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- 3) Must be clean-shaven in order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
- 3)4) Must be able to participate in confined space operations.
- 4)5) Must possess and maintain a Grade IV Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 5)6) Must possess and maintain Backflow Certification pursuant to State drinking water regulations. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certification.

- 6)7) Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

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

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
 - a. Perform visual inspections
 - b. Hear normal versus abnormal noises
 - c. View and respond to operational control screens (including alarms)
- i. Think critically
- ii. sSit for extended periods of time;
- iii. eOperate a variety of office equipment (computer, copy machine, fax, etc.);
- iv. eOperate motor vehicles and other equipment;
- v. eOperate a variety of hand and electric tools;
- vi. pPerform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- vii. pPerform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- viii. wWear a respirator and other personal protective equipment;
- ix. uUnderstand and carry out oral and written directions;
- x. eCommunicate well with others, both verbally and in writing;
- xi. wWork cooperatively and get along well with other people;
- xii. ~~investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.~~

Humboldt Bay Municipal Water District**WATER OPERATIONS SPECIALIST – OM1****GENERAL PURPOSE**

This position is somewhat unique in that it contains an element of another District position (the Operational and Maintenance Technician), but it also performs and is responsible for a variety of highly technical and specialized work related to the District's network and computer systems, including the District's Supervisory Control and Data Acquisition System (SCADA).

Under general supervision, programs, organizes, administers, and maintains automated process control, data acquisition and software systems, microcomputer networks and related peripheral equipment. Acts as technical resource to other staff on use of automated equipment and software. Performs full range of Operations and Maintenance Technician duties, and other related work as required.

ESSENTIAL FUNCTIONS AND DUTIES

1. Performs water system operations duties and responsibilities of the Operations and Maintenance Technician position. Operational duties include:
 - o Monitoring and controlling the operation of water pumping, treatment and distribution facilities to achieve proper processing and distribution of water within mandated operating requirements;
 - o Starting and controlling plant processes and chemical systems to treat water in accordance with DHS' Permit and other operating requirements;
 - o Assisting in handling and storage of water treatment chemicals;
 - o Performing water sample collection and various laboratory testing and analytical procedures;
 - o Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions.
2. Uses process control, data acquisition, and special application software to meet District operational needs.
3. Responsible for networked systems which includes over 40 computers and multiple peripheral devices. Responsible for the District's Supervisory Control and Data Acquisition System (SCADA). The control system is a local area network of approximately 20 programmable logic controllers (PLCs) linked through ethernet, fiber-optic, DH+, and modems. The administrative system is a network of PC computers linked to each other through an ethernet LAN, and also linked to the control system. Acts as network supervisor for plant operations, and assists electricians with physical maintenance of the control network.
4. Installs and activates sensors and other instrumentation. Assists in the setup and configuration of automated equipment, computers and related peripherals. Adds ladder logic and HMI programming to display and data log these sensors and related SCADA inputs. Performs software upgrades to the PLC and HMI, including sensor calibrations and range programming.
5. Performs daily checks and analyses to maintain complete functionality of computer systems. Performs routine cleaning of computers and printer equipment. Interacts as requested with computer consultants to identify and resolve computer/network problems. In the event of system or network failure, expedites professional trouble-shooting procedures to return the system to full capability.

6. Performs Database Administrator functions. Diagnoses and responds to varying symptoms evidenced in the data that could result in production, water quality and/or environmental concerns. Performs PC archiving and backup duties. Provides data acquisition services and produces special reports and graphs.
7. Utilizes the VBA programming language to improve software and user interfaces. Innovates to introduce new systems and/or processes to improve capability or efficiency of operations.
8. Acts as resource for the entire organization on operation of computers and peripheral equipment. Provides technical assistance and training for personnel in the use of computers, HMI and related hardware and software.
9. Sets up procedures for a variety of office support, record keeping, disc handling and system library tasks.
10. May periodically fill-in and act as Assistant Water Operations Supervisor ~~or~~ Water Operations Specialist and shift operations-
- 10.11. Responsible for both administrative and control system backups. Review and update backup policies and procedures to make sure the eDistrict is protected from new and emerging threats.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Principles and practices of programming
- Standard desktop operating system and Microsoft Office applications (spreadsheet and database).
- Specialized program applications, including Allan Bradley Ladder Logic and HMI languages, SCADA, VB, VBA
- Mathematical and analytical skills necessary for a Network Administrator. Ability to maintain and troubleshoot DH+, fiber-optic, and ethernet/CAT5 LAN systems
- Design and implementation of new systems or procedures for process control automation
- Operation of water pumping, treatment and distribution facilities. Principles and practices of water quality and water treatment.
- Interpreting gauges, recording devices, and other monitoring equipment for plant operations.
- Basic water sample collection and laboratory testing procedures.
- Repair and maintenance of water pumping, treatment and distribution equipment.
- Interpreting repair manuals, schematic diagrams, blueprints, and preventative maintenance programs.
- Safety program and safe work practices
- Cooperative working relationships. Teamwork to solve practical problems and coordinate work among a small, close-knit workforce

TRAINING AND EXPERIENCE:

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

- High school diploma or GED

- Community College, technical or other course work relevant for this position highly desirable. A Bachelors Degree, or equivalent professional-level coursework, in data processing, computer systems analysis, symbolic programming, is beneficial and desirable.
- Five-to-seven years of increasingly responsible experience in the operation of water distribution, treatment, and pumping facilities, with particular experience in process control and data acquisition systems, and related network and computer application software.
- Grade IV Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
3. ~~Must be clean-shaven~~ in order to wear respiratory protection or other safety equipment facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns). Must be able to participate in confined space operations.
4. Must possess and maintain a Grade IV Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
5. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

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

A person employed in this position must be able to:

- a) sit for extended periods of time;
- b) operate a variety of office equipment (computer, copy machine, fax, etc.);
- c) operate motor vehicles and other equipment;
- d) operate a variety of hand and electric tools;
- e) perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;

- f) perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- g) wear a respirator and other personal protective equipment;
- h) understand and carry out oral and written directions;
- i) communicate well with others, verbally and in writing;
- j) work cooperatively and get along well with other people;
- k) investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.

Humboldt Bay Municipal Water District**ELECTRICIAN and INSTRUMENT TECHNICIAN – OM2****GENERAL PURPOSE**

Under general supervision, installs, maintains, troubleshoots, repairs, adjusts, programs and calibrates a variety of electrical, electronic, and electro-mechanical equipment including millivolt systems through high voltage distribution systems, SCADA system equipment, PLC ladder logic programming, wireless communications systems, hydroelectric power generation equipment, water pumps, cranes, and telemetry systems; and performs other related duties as required.

ESSENTIAL FUNCTIONS AND DUTIES

- 0)1) Installs electrical circuits, relays, switch gear, wiring, electronic alarms, and telemetering equipment used in the operation and monitoring of high voltage distribution systems, hydroelectric power generation plant, water pumps, cranes, and telemetry systems.
- 0)2) Troubleshoots, repairs, and calibrates water treatment instrumentation, testing, and monitoring devices.
- 0)3) Troubleshoots, programs, and repairs automated control devices; repairs, adjusts, and replaces electrical relays.
- 0)4) Troubleshoots, repairs, rebuilds, and adjusts electrical and mechanical parts of pumps, motors, and pressure control valves.
- 0)5) Tests and repairs cathodic protection systems.
- 0)6) Performs testing, maintenance, and repair on metering and recording instruments, control apparatus, data logging and display equipment, communications and telemetering systems, and laboratory equipment; performs specialized maintenance and repair on two-way FM base radio stations, repeaters, mobile stations, portable and telemetry stations, antennas, and intercom systems.
- 0)7) Installs, maintains, repairs, and modifies office and shop electrical systems in District office and shop facilities.
- 0)8) Maintains, troubleshoots the District's SCADA system, sensors, communications devices, PLC's, etc.
- 0)9) Collaborates with others and performs PLC ladder logic programming, using Allen Bradley equipment and Rockwell Automation software.
- 0)10) Installs, maintains, troubleshoots wireless radio communications systems
- 0)11) Oversees the work of helpers assisting with repairs.
- 0)12) May order parts, materials, and supplies required for electrical and other repairs.
- 0)13) Reads and interprets manuals, blueprints, and schematic drawings; maintains records and reports of work performed; prepares schematic drawings and updates blueprints to reflect as-built conditions.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Principles and practices of electrical and electronic repair and maintenance.
- ii. Repair, maintenance, and operational adjustment procedures for water pumping, distribution, and treatment plant equipment.

- iii. _____ Methods, materials, tools, and testing equipment used in the installation, maintenance, calibration, and repair of electrical and electronic equipment.
- iv. _____ Measuring, monitoring, and calibration devices used in electrical, mechanical, instrumentation, and relay troubleshooting and repair.

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- v. _____ Repair and calibration of instrumentation and relays.
- vi. _____ Maintenance and repair of electrical generation equipment, and high voltage (12,000 volt) transmission system.
- vii. _____ Experience with the operation, maintenance, and troubleshooting of Supervisory Control and Data Acquisition Systems.
- viii. _____ Experience with the programming of PLC's and HMI's and the associated programming software such as Rockwell Automation's Studio 5000, RSview32, Factory Talk, Logix500, and ControlLogix5000.
- ix. _____ Experience with wired and wireless telemetry technologies and the troubleshooting and maintenance methods employed with them.
- x. _____ Experience with project development, specification and interconnection CAD work associated with the implementation of new equipment and or control technologies.
- xi. _____ Safety laws, regulations, and rules relating to electrical system and electronic maintenance and repair work. Safe work practices including necessary electrical clearances and lockout / tagout procedures.
- xii. _____ Operation of computers, automated equipment and standard applications software
- xiii. _____ Develop Cooperative working relationships. Use Teamwork to effectively solve practical problems, and coordinate work among a small, close-knit workforce.

TRAINING AND EXPERIENCE:

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

- i. _____ High school diploma or GED
- ii. _____ Community College, technical or other course work relevant for this position beneficial
- iii. _____ Three-to-five years of journey-level experience in electrical and electronic construction, repair and maintenance, preferably with some direct experience at a water or wastewater treatment plant, hydro-electric plant, or similar facilities. Completion of a formal apprenticeship or its equivalent in the electrical, electronics, or instrumentation fields are highly desirable.
- iv. _____ Grade II Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

- 1) _____ Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.

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- 2) Job incumbents will be required to attain and maintain an NCCCO Crane Operator certification for telescopic boom fixed cab, boom truck fixed cab, and service truck cranes. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certifications through the established certification cycle for District Crane Operators. (every 5yrs)
- 3) Job incumbents will be required to be certified as a competent Rigging and Signal Person for lifting operations
- 0)4) _____
- 0)5) May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- 6) Must be clean-shaven in order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
- 0)7) Must be able to participate in confined space operations.
- 0)8) Must possess and maintain a Grade II Water Treatment Operator's Certificate and a Grade II Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 0)9) Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

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ESSENTIAL PHYSICAL ABILITIES

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

~~f- The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.~~

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
- Perform visual inspections
 - Hear normal versus abnormal noises
 - View and respond to operational control screens (including alarms)

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- Think critically

- ii. sSit for extended periods of time;
- iii. Operate a desktop computer;
- iv. eOperate motor vehicles and other equipment;
- v. eOperate a variety of hand and electric tools;
- vi. pPerform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- vii. pPerform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- viii. wWear a respirator and other personal protective equipment;
- ix. understand and carry out oral and written directions;
- x. eCommunicate well with others, both verbally and in writing;
- xi. Work cooperatively and get along well with other people;
- xii. ~~investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically;~~
- xiii. ~~r~~Read and under complex electrical diagrams and communicate electrical processes contained is such diagrams;
- xiv. eDraw rudimentary electronic diagrams and communicate electrical processes contained is such diagrams.

Humboldt Bay Municipal Water District**OPERATIONS AND MAINTENANCE TECHNICIAN – OM3**
(Shift Operator)**GENERAL PURPOSE**

Under general supervision, operates, maintains, and controls the District's water pumping, distribution, water treatment, and hydroelectric facilities; performs basic laboratory testing and sample collection; performs preventative maintenance checks and repairs of District water pumping, distribution and treatment facilities, machinery, equipment, structures, and grounds; and performs other duties as required. Serves as the District's Shift Operation pursuant to California safe drinking water regulations.

ESSENTIAL FUNCTIONS AND DUTIES

1. Performs water system operations duties and responsibilities as the District's Shift Operator on an assigned shift schedule. Operational duties include:
 - Monitoring and controlling the operation of water pumping, treatment and distribution facilities to achieve proper processing and distribution of water within mandated operating requirements;
 - Starting and controlling plant processes and chemical systems to treat water in accordance with DHS' Permit and other operating requirements;
 - Assisting in handling and storage of water treatment chemicals;
 - Performing water sample collection and various laboratory testing and analytical procedures;
 - Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions.
2. Monitors, starts and controls power generation equipment in a safe manner.
3. Inspects, maintains and repairs a variety of water control, pumping, distribution, treatment, regulating equipment, and buildings and other related facilities. Assists others with complex machinery and equipment maintenance, repairs and overhauls.
4. Maintains and cleans facilities such as wastewater recovery basins, sludge handling facilities, storage tanks, and related equipment, as well as District buildings and grounds. Keeps machinery, equipment, structures, piping, work areas, and grounds in a clean and orderly condition.
5. Records operation and maintenance actions including flows, chemical dosages, filtration rates, and other information in appropriate log sheets/books. Notes operational or maintenance problems and writes work orders for repairs.
6. Uses personal computers to enter operational data into spreadsheets for calculation of average flows, chemical dosages, CT values and water usage. Prepares a variety of operating and statistical reports. Creates simple graphs using spreadsheet programs such as Microsoft Excel to compare and demonstrate trends and attributes of processes. Produces simple written reports and memoranda.
7. May read customer meters; may assist maintenance staff in installation of water lines and meters as needed.

8. May periodically fill-in and act as Assistant Water Operations Supervisor or Water Operations Specialist.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Operation of water pumping, treatment and distribution facilities
- State and Federal water quality regulations, standards, and practices
- Interpreting gauges, recording devices, and other monitoring equipment for plant and facility operations
- Basic water sample collection and laboratory testing procedures
- Repair and maintenance of water pumping, treatment and distribution equipment
- Interpreting repair manuals, schematic diagrams, blueprints, and preventative maintenance programs
- Time, materials, and labor cost estimating for maintenance and repair projects
- Operation of a variety of vehicles and power-driven equipment
- Safety program and safe work practices
- Operation of computers, and other office equipment, using both standard and specialized application software
- Cooperative working relationships. Teamwork to solve practical problems and coordinate work among a small, close-knit workforce

TRAINING AND EXPERIENCE:

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

- High school diploma or GED
- Community College, technical or other course work relevant for this position beneficial.
- Three-to-five years of increasingly responsible experience in the operation and maintenance of water pumping, treatment and distribution system and facilities;
- Grade III Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
3. Must be clean-shaven in order to wear respiratory protection or other safety equipment <facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns)>.
- 3.4. Must be able to participate in confined space operations.

4.5. Must possess and maintain a Grade III Water Treatment Operator's Certificate and a Grade III Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.

5.6. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

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

A person employed in this position must be able to:

- a) sSit for extended periods of time;
- b) eOperate a variety of office equipment (computer, copy machine, fax, etc.);
- c) eOperate motor vehicles and other equipment;
- d) eOperate a variety of hand and electric tools;
- e) pPerform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- f) pPerform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- g) wWear a respirator and other personal protective equipment;
- h) uUnderstand and carry out oral and written directions;
- i) eCommunicate well with others, verbally and in writing;
- j) wWork cooperatively and get along well with other people;
- k) investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically;

Humboldt Bay Municipal Water District**MAINTENANCE MECHANIC – OM3****GENERAL PURPOSE**

Under direction, ~~supervises and~~ participates in the work of staff responsible for the construction, repair, calibration, and maintenance of District pumping, water treatment, distribution, storage, hydroelectric, communications, electrical, electronic, and other facilities; may coordinate and oversee the work of contract construction and maintenance employees; and performs other related work as required.

ESSENTIAL FUNCTIONS AND DUTIES

- 1) Inspects, operates, and maintains a variety of water control, pumping, distribution, treatment, and regulating equipment, buildings, structures, pipelines, hydroelectric plants, reservoirs, and related facilities.
- 2) Performs repairs and overhauls of gas and diesel engines and large pumps.
- 3) Maintains and repairs specialized water control and treatment equipment.
- 4) Prepares shop designs for the fabrication or modification of parts and equipment.
- 5) Installs, repairs and maintains water meters and pipelines.
- 6) Operates the full range of field and shop repair equipment and tools, including trucks, tractors, forklifts, boomtruck, cranes, portable welders, and paint spraying equipment.
- 7) Maintains and repairs buildings, facilities and equipment including the performance of carpentry, painting, welding, plumbing, and machine shop work.
- 8) Performs pipeline repairs including placement of various types of clamps, grouting and other joining devices.
- 9) Performs plumbing and valve repairs including rebuilding of air relief, blowoff, and butterfly valves.
- 10) Performs hydraulic system maintenance, repair and modifications including piping, cylinders, and pumps.
- 11) Reads and interprets manuals, blueprints, and schematic drawings.
- 12) May periodically perform duties of Operation and Maintenance Technician.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Operation of water pumping, treatment and distribution facilities
- ii. Repair and maintenance of water pumping, treatment and distribution equipment. In particular, procedures, equipment, materials, and tools to maintain and repair: industrial motors, engines, pumps, compressors, hydraulic systems, valves, and gas and diesel engines.
- iii. Basic electrical theory related to pump and motor repair and maintenance
- iv. Fabrication, and gas and electrical welding

- v. Preventative maintenance programs
- vi. Interpreting repair manuals, schematic diagrams, and blueprints
- vii. Time, materials, and labor cost estimating for maintenance and repair projects
- viii. Operation of a variety of vehicles and power-driven equipment
- ix. Safety program and safe work practices
- x. Operation of computers, and other office equipment, using both standard and specialized application software.
- xi. Cooperative working relationships. Teamwork to solve practical problems and coordinate work among a small, close-knit workforce

TRAINING AND EXPERIENCE:

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

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position beneficial. Completion of an apprenticeship or other equivalent training and education involving industrial plant maintenance and repair desirable.
- iii. Three-to-five years of experience in skilled industrial plant mechanical maintenance and repair, preferably with some direct experience at a water or wastewater treatment plant or similar facility. Completion of an apprenticeship or other equivalent training and education involving industrial plant maintenance and repair desirable.
- iv. Grade II Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

- 1) Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. (Class A, Combination vehicle, with Haz-Mat endorsement) Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- 2) Job incumbents will be required to attain and maintain an NCCCO Crane Operator certification for telescopic boom fixed cab, boom truck fixed cab, and service truck cranes. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certifications through the established certification cycle for District Crane Operators. (every 5yrs)
- 3) Job incumbents will be required to be certified as a competent Rigging and Signal Person for lifting operations
- 4) May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- 5) Must be clean-shaven in order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
- 6) Must be able to participate in confined space operations.

- 4)7) Must possess and maintain a Grade II Water Treatment Operator's Certificate and a Grade II Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 0)8) Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

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

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
- Perform visual inspections
 - Hear normal versus abnormal noises
 - View and respond to operational control screens (including alarms)
 - Think critically
- i. sSit for extended periods of time;
- ii. eOperate a desktop computer;
- iii. eOperate motor vehicles and other equipment;
- iv. eOperate a variety of hand and electric tools;
- v. pPerform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- vi. pPerform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- vii. wWear a respirator and other personal protective equipment;
- viii. uUnderstand and carry out oral and written directions;
- ix. eCommunicate well with others, verbally and in writing;
- x. wWork cooperatively and get along well with other people;
- xi. investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.

Humboldt Bay Municipal Water District**OPERATIONS and CUSTOMER SERVICE SPECIALIST – OM3****GENERAL PURPOSE**

This position is somewhat unique in that it contains elements of other District positions (the Operational and Maintenance Technician and the Water Operations Specialist), and it also performs a variety of water quality and retail-level distribution and customer service work.

Under general supervision, this position performs the duties of the Operations and Maintenance Technician position, and also performs retail customer service and distribution system activities such as meter reading, pipeline flushing, backflow device testing, and pipeline locating. Provides assistance and part-time back-up to the Water Operations Specialist.

In general, a greater portion of time will be spent operating and providing support to the Water Operations Specialist when the Turbidity Reduction Facility (TRF) is operational, and conversely, a greater portion of time will be spent performing retail customer service functions when the TRF is not operational.

ESSENTIAL FUNCTIONS AND DUTIES

1. Performs water system operations duties and responsibilities of the Operations and Maintenance Technician position. Operational duties include:
 - Monitoring and controlling the operation of water pumping, treatment and distribution facilities to achieve proper processing and distribution of water within mandated operating requirements;
 - Starting and controlling plant processes and chemical systems to treat water in accordance with DHS' Permit and other operating requirements;
 - Assisting in handling and storage of water treatment chemicals;
 - Performing water sample collection and various laboratory testing and analytical procedures;
 - Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions.
2. May monitor, start and control power generation equipment in a safe manner.
3. Records operation actions including flows, chemical dosages, filtration rates, and other information in appropriate log sheets/books. Notes operational or maintenance problems and writes work orders for repairs.
4. Reads water meters following an established schedule, and checks for inoperative, defaced, or bypassed meters. Makes minor adjustments or repairs to meters/appurtenances. Turns water service on/off and handles inquiries with respect to retail service.
5. ~~Flushes pipeline system~~ Responsible for valve exercising and system flushing programs according to prescribed procedures.
6. Determines need for backflow and cross-connection equipment and tests all backflow devices for compliance with regulations at specified interval.
7. Locates and identifies District equipment and pipelines for customers, contractors, and other public agencies.

8. Maintains a variety of records and reports relating to water service customers and equipment.
9. May assists in the repair and maintenance of District equipment and facilities; may assist maintenance staff in the installation, repair, and maintenance of meters, pipelines, and other water distribution equipment.
10. Use personal computers to enter operational data into spreadsheets for calculation of average flows, chemical dosages, CT values and water usage, and prepares a variety of operating and statistical reports. Produce simple written reports and memoranda.
11. Support and provide back-up capability to the Water Operations Specialist with respect to maintenance and operation of the District's process control, data acquisition, and special application software.
12. May periodically fill-in and act as Assistant Water Operations Supervisor ~~of~~ Water Operations Specialist and shift operations.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Operation of water pumping, treatment and distribution facilities
- Principles, practices and regulations of water quality, water treatment and distribution
- Interpreting gauges, recording devices, and other monitoring equipment for plant and facility operations
- Collecting water samples and performing laboratory-testing procedures
- Reading meters and accurately recording usage
- Performing backflow testing and line flushing procedures
- Dealing tactfully with customers, contractors and others encountered in the course of work
- Operating a variety of vehicles and power-driven equipment
- Safety program and safe work practices
- Operation of computers using both standard applications (e.g. Office-based), and specialized applications including Allan Bradley Ladder Logic and MMI languages, SCADA, VB, VBA
- Principles and practices of programming
- Cooperative working relationships. Teamwork to solve practical problems and coordinate work among a small, close-knit workforce

TRAINING AND EXPERIENCE:

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

- High school diploma or GED
- Community College, technical or other course work relevant for this position beneficial.
- Two-to-three years of increasingly responsible experience in the operation of water distribution, treatment, and pumping facilities; and/or distribution system activities such as backflow testing, meter reading, and customer service. Backflow certification also desirable.
- Grade III Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
3. ~~Must be clean-shaven in~~ order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
- 3-4. Must be able to participate in confined space operations.
- 4-5. Must possess and maintain a Grade III Water Treatment Operator's Certificate and a Grade III Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 5-6. Must possess and maintain Backflow Certification pursuant to State drinking water regulations. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certification.
- 6-7. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

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

A person employed in this position must be able to:

- a) sit for extended periods of time;
- b) eoperate a variety of office equipment (computer, copy machine, fax, etc.);
- c) eoperate motor vehicles and other equipment;
- d) eoperate a variety of hand and electric tools;
- e) perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- f) perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;

- g) wWear a respirator and other personal protective equipment;
- h) uUnderstand and carry out oral and written directions;
- i) eCommunicate well with others, verbally and in writing;
- j) wWork cooperatively and get along well with other people;
- k) investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically;

Humboldt Bay Municipal Water District**HYDROELECTRIC OPERATOR/RUTH-AREA REPRESENTATIVE – OM3****GENERAL PURPOSE**

Under general supervision, operates, maintains, and controls the District's hydroelectric generating facilities, R.W. Matthews Dam and reservoir equipment, and Ruth Lake facilities; acts as District's on-site Ruth area representative; and performs other related duties as required.

ESSENTIAL FUNCTIONS AND DUTIES

1. Controls the operation of hydroelectric generation, R.W. Matthews Dam, reservoir, and water release equipment and facilities at Ruth Lake using established operating parameters.
2. Reads and records voltage level and kilowatt hour production of hydroelectric plant; reads gauges and flow meters to determine and record water levels and flow rates; reports data and plant conditions to other staff.
3. Stops and starts power plant following established procedures; checks annunciators, gauges, and dials to assess plant conditions; checks equipment for malfunctions of maintenance needs.
4. Performs needed maintenance and repair on District facilities; keeps machinery, equipment, structures, piping, work areas, grounds, and landscaped areas in a clean and orderly condition; assists others with complex machinery and equipment maintenance, repair, and overhaul.
5. Inspects control equipment, facilities, and grounds for needed maintenance and repairs and unusual operating conditions.
6. Operates vehicles and equipment; prepares a variety of operating reports; makes rounds of District property to secure facilities and ensure safety.
7. Oversee the work of other staff assigned to assist in the operation and maintenance of District equipment, R.W. Matthews Dam, and facilities at Ruth Lake.
8. Acts as District representative to public agencies, lessees of District properties, and the general public; assures that the development and usage of District real property complies with District requirements.
9. Responds to hydroelectric plant alarms and emergencies; performs powerhouse and R.W. Matthews Dam inspections in the event of an earthquake; coordinates the Emergency Action Plan activities at Ruth Lake.
- 9-10. [Make visual observations of dDam, aAbutments and surrounding geology per our Dam Safety and Surveillance Monitoring Plan \(DSSMP\).](#)

REQUIRED KNOWLEDGE, SKILLS, and ABILIITES

- Principles and practices of dams, penstocks, and hydroelectric plants, including electrical generators, turbines, high voltage breakers, transformers, compressors, valves, pumps
- Hydro-electric facility operations, including monitoring, controlling and adjusting operations and output
- Reservoir capacity, water flow, and electric generation calculations
- Repair and maintenance procedures for hydroelectric plants, dams, and related equipment

- Planning and overseeing construction and maintenance work conducted by third-party contractors
- Basic water sample collection and laboratory testing procedures
- Basic operation of computers, automated equipment, and standard applications software
- Safe work practices and safety regulations
- Public and media relations
- Cooperative working relationships. Teamwork to solve practical problems and coordinate work among a small, close-knit workforce.

TRAINING AND EXPERIENCE:

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

- High school diploma or GED
- Community College, technical or other course work relevant for this position beneficial
- Three-to-five years of increasingly responsible experience in the operation and maintenance of hydroelectric generation, dams, and reservoir facilities; or three-to-five years of experience in skilled industrial plant mechanical maintenance and repair, preferably with some direct experience at a water facility.
- Grade II Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, and high water events, and chlorine leaks.
3. Must be clean-shaven in order to wear respiratory protection or other safety equipment. facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface. (such as stubble beard growth, beard, mustache or sideburns).
- 3-4. Must be able to participate in confined space operations.
- 4-5. Must possess and maintain a Grade II Water Treatment Operator's Certificate and a Grade II Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 5-6. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

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

A person employed in this position must be able to:

- a) sSit for extended periods of time;
- b) eOperate a desktop computer;
- c) eOperate motor vehicles and other equipment;
- d) eOperate a variety of hand and electric tools;
- e) pPerform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- f) pPerform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- g) wWear a respirator and other personal protective equipment;
- h) uUnderstand and carry out oral and written directions;
- i) eCommunicate well with others, verbally and in writing;
- j) wWork cooperatively and get along well with other people;
- k) iInvestigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.

Humboldt Bay Municipal Water District

SENIOR PROGRAM AND REGULATORY ANALYST - A1

GENERAL PURPOSE

Under general supervision, performs a wide variety of substantive and complex analytical, business, program, and regulatory work. Considerable leeway is granted for the exercise of independent judgment and initiative.

DISTINGUISHING FEATURES

This position is distinguished from the Analyst position by the broader scope of responsibility involved in the analytical work requiring additional years of experience to perform.

ESSENTIAL FUNCTIONS AND DUTIES

1. **Analytical** - Performs complex analyses and studies regarding the District's water supply, water use, cost-of-service, infrastructure financing, water rates, and other business, operational, or technical matters. Provides analytical support to the budget and Capital Improvement Plan processes. Presents results, conclusions, and recommendations from the analyses and studies concisely and accurately.
2. **Communication** - Prepares routine and complex correspondence, reports and regulatory filings. Prepares and writes grant applications. Prepares presentation material to communicate to the District's wholesale customers, the Board of Directors, and other audiences.
3. **Regulatory** - Stays abreast of, researches, and determines impacts regarding existing or proposed regulations of interest to the District. Prepares **all** required regulatory reports, **filings, and applications.** Meets and confers with regulatory agency personnel. ~~Prepares permit applications.~~
4. **Safety** - Participates on District's Safety Committee and supports the Superintendent with OSHA compliance and delivery of the District's safety program.
5. **Business Information Systems** - Develops and maintains spreadsheets, databases, and other computer tools to input and retrieve data, and to support a variety of business and operational needs. Assist with the planning and implementation of a Graphical Information System and Facility Records System (GIS/FIS) to support and optimize operations and records management.
6. **Planning** - Supports the General Manager, Superintendent and Business Manager with long-range planning matters. Supports implementation of the District's Capital Improvement Plan.
7. **Other:**
 - i. May provide back-up and perform the duties of the Business Manager or General Manager.
 - ii. May perform special projects for the Superintendent or General Manager as time permits.
 - iii. Assists the General Manager and Superintendent in Emergency Operations Center (EOC) activities or other emergency events.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Strong written communication skills including the use of proper English, spelling, grammar and punctuation. Ability to compose complex and detailed correspondence and reports accurately.
- ii. Strong verbal communication and presentation skills
- iii. Ability to work well and collaboratively with others
- iv. Ability to meet deadlines, plan ahead, and adhere to a work plan
- v. Ability to prioritize and manage time effectively, and able to realign priorities as needed
- vi. Ability to complete complex analyses and studies in an independent manner (e.g. define objective, conduct research, collect data, analyze data, derive results, and formulate conclusions and recommendations)
- vii. Subject matter expertise in business, economics, engineering economics, planning (especially water resources planning), or regulations related to the water industry.
- viii. Strong working knowledge of desktop computers, in particular intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook). Knowledge of Microsoft Access and ESRI's GIS software highly desirable.

REQUIRED TRAINING AND EXPERIENCE:

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

- i. Bachelors Degree (required), Master Degree (beneficial), from an accredited university or college with an emphasis in business, economics, engineering economics, planning, water resources, or management information systems.
- ii. Five-to-ten years of increasingly responsible experience in business, the water industry, or at another governmental agency, sufficient to demonstrate the ability to perform the required duties in an independent manner.

SPECIAL REQUIREMENTS

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

Persons-Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is not considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Operate a variety of office equipment, especially ~~desktop~~ computers;;
- ii. Understand and carry out oral and written directions;
- iii. Communicate well with others, verbally and in writing;
- iv. Work cooperatively and get along well with others, the Board, District staff, customers and the public;
- v. Think critically to address complex business and accounting assignments;
- vi. Sit for extended periods of time;
- vii. Perform minor physical activities which involve bending, lifting and reaching;
- viii. Operate a motor vehicle.

ⁱ Only one of the two Program and Regulatory Analyst positions will be filled at any given time.

Humboldt Bay Municipal Water District**ACCOUNTING AND HUMAN RESOURCES SPECIALIST - A2****GENERAL PURPOSE**

Under general supervision performs financial accounting, bookkeeping and reporting functions of the District, performs risk management functions, and performs payroll and other human resources functions.

ESSENTIAL FUNCTIONS AND DUTIES**Accounting Area:**

- 0)1) Performs the District's accounting functions for revenues, expenditures, capital, and reserves. Maintains cash receipts, cash disbursements journal, and the general ledger. Tracks the District's checking account and investment account activities.
- 0)2) Maintains the District's automated accounting system (currently in QuickBooks) in accordance with approved accounting standards, policies and procedures. Assists in the design, installation and update of the District's accounting systems, as necessary.
- 0)3) Accounts Receivable - Prepares accurate and timely billings to the District's wholesale municipal and industrial customers, and the District's retail customers in accordance with approved District Ordinances and contracts.
- 0)4) Accounts Payable - Prepares and processes payments to District creditors in accordance with approved policies and procedures.
- 0)5) Performs purchasing and contract functions including: a) preparing and processing requisitions, purchase orders, and JPIA-approved model contracts, b) administering the competitive bidding process, c) ensuring required insurance and risk management provisions are fully satisfied, d) maintaining systems to ensure products/services are received, e) maintaining supply inventories, and f) properly tracking, reporting and accounting for purchases and contract services.
- ~~6) Develops internal tracking and reporting systems (e.g. special jobs, time tracking) to ensure costs are properly accounted for.~~
- 0)6) Prepares monthly financial reports which track actual revenues and expenditures versus the approved annual budget.
- 0)7) Assists in the preparation of the annual budget.
- 0)8) Provides information and support to the District's auditor during the annual financial audit process.
- 0)9) Maintains a system of internal controls in accordance with generally accepted accounting standards and in accordance with recommendations from the District's auditors.
- 0)10) Develops and maintains a procedure manual for accounting and financial reporting functions.
- 0)11) Responds to customer inquiries regarding water services and billings, and vendor/consultant inquiries in a timely manner.

Human Resource Area:

- 1) Performs or oversees the District's payroll functions, including:
 - i) ~~a)~~ reviewing time cards;
 - ii) ~~b)~~ verifying payroll;
 - iii) ~~e)~~ preparing payroll and benefit checks, ~~and~~
 - ~~iv)~~ ~~d)~~ preparing payroll-related reports to PERS and state and federal taxing agencies.
- 14)2) Provides information and routine support to employees regarding District-paid benefits.
- 15)3) Handles District response to human resource-related claims (disability, workers' compensation etc.)
- 16)4) Trains District personnel in time and job accounting methods and human resources areas.

Other:

- ~~17) May provide back-up and perform duties of the Executive Assistant/Board Secretary position;~~
- 1) Provides general administrative support, including:
 - a. ~~a)~~ ~~R~~researching, gathering, and organizing information from District records or other sources;
 - b. ~~b)~~ ~~p~~reparing and composing District correspondence and routine reports, ~~and e)~~
 - ~~c.~~ ~~p~~Performing routine analyses.
 - 19)2) Participates in the planning and implementation of a comprehensive electronic filing and record retrieval system for the District.
 - 20)3) Assists the General Manager and Superintendent in Emergency Operations Center (EOC) activities or other emergency events;
 - 24)4) Operates a variety of office equipment including, ~~desk-top~~ computer, ~~photo~~copier, ~~fax~~ ~~machines~~ ~~imile~~, ~~document~~ scanner; and document/information management systems;
 - 5) Utilizes computer software such as word processing, database and spreadsheet applications to input and retrieve data, produce letters, reports, graphs and spreadsheets; ~~and~~
 - 22)6) Maintains District's Records Retention Policy and ensures filing and retention protocols are consistent with that policy.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- 1) Strong written communication skills including the use of proper English, spelling, grammar and punctuation, and an ability to compose correspondence and reports
- 2) Strong verbal communication skills
- 3) Ability to deal intelligently, tactfully, and courteously with customers, District staff, and the Board of Directors
- 4) Strong organizational skills
- 5) Strong arithmetic ~~and basic math~~ skills
- 6) Bookkeeping and/or accounting experience, especially with governmental accounting principles and QuickBooks accounting software

- 7) Office methods and procedures, including filing, record keeping and reporting systems.
- 8) Strong working knowledge of ~~desktop~~ computers, including ~~particular~~ intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook). Experience with Microsoft Access and/or ESRI's GIS software beneficial.

REQUIRED TRAINING AND EXPERIENCE:

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

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position is beneficial
- iii. Five-to-ten years of increasingly responsible experience in office administration, accounting, and/or human resources functions sufficient to demonstrate the ability to perform the required duties and work in an independent manner

SPECIAL REQUIREMENTS

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be able to qualify for fiduciary bonding.
- iii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

Persons/Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is **not** considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

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

Humboldt Bay Municipal Water District**PROGRAM AND REGULATORY ANALYST – A2****GENERAL PURPOSE**

Under direct supervision, performs a wide variety of analytical, business, program, and regulatory work. Some leeway is granted for the exercise of independent judgment and initiative as the incumbent demonstrates proficiency.

DISTINGUISHING FEATURES

For promotion to the Senior Analyst position, an Analyst incumbent must successfully complete at least two years of work; obtaining and demonstrating the required knowledge, skills, abilities, and experience; and meeting criteria for promotion to the Senior position.

ESSENTIAL FUNCTIONS AND DUTIES

1. **Analytical** - Performs complex analyses and studies regarding the District's water supply, water use, cost-of-service, infrastructure financing, water rates, and other business, operational, or technical matters. Provides analytical support to the budget and Capital Improvement Plan processes. Presents results, conclusions, and recommendations from the analyses and studies concisely and accurately.
2. **Communication** - Prepares routine and complex correspondence, reports and regulatory filings. Prepares and writes grant applications. Prepares presentation material to communicate to the District's wholesale customers, the Board of Directors, and other audiences.
3. **Regulatory** – Stays abreast of, researches, and determines impacts regarding existing or proposed regulations of interest to the District. Prepares required **all** regulatory reports, **filings, and applications**. Meets and confers with regulatory agency personnel. ~~Prepares permit applications.~~
4. **Safety** – Participates on District's Safety Committee and supports the Superintendent with OSHA compliance and delivery of the District's safety program.
5. **Business Information Systems** – Develops and maintains spreadsheets, databases, and other computer tools to input and retrieve data, and to support a variety of business and operational needs. Assist with the planning and implementation of a Graphical Information System and Facility Records System (GIS/FIS) to support and optimize operations and records management.
6. **Planning** – Supports the General Manager, Superintendent and Business Manager with long-range planning matters. Supports implementation of the District's Capital Improvement Plan.
7. **Other:**
 - i. May provide back-up and perform the duties of the Business Manager.
 - ii. May perform special projects for the Superintendent or General Manager as time permits.
 - iii. Assists the General Manager and Superintendent in Emergency Operations Center (EOC) activities or other emergency events.
 - iv. Acts as Water Conservation Coordinator per UWMP requirements.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Strong written communication skills including the use of proper English, spelling, grammar and punctuation. Ability to compose complex and detailed correspondence and reports accurately.
- ii. Strong verbal communication and presentation skills
- iii. Ability to work well and collaboratively with others
- iv. Ability to meet deadlines, plan ahead, and adhere to a work plan
- iii.v. Ability to prioritize and manage time effectively, and able to realign priorities as needed
- iv.vi. Ability to complete complex analyses and studies in an independent manner (e.g. define objective, conduct research, collect data, analyze data, derive results, and formulate conclusions and recommendations)
- v.vii. Subject matter expertise in business, economics, engineering economics, planning (especially water resources planning), or regulations related to the water industry.
- vi.viii. Strong working knowledge of desktop computers, in particular intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook). Knowledge of Microsoft Access and ESRI's GIS software highly desirable.

REQUIRED TRAINING AND EXPERIENCE:

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

- i. Bachelors Degree (required), from an accredited university or college with an emphasis in business, economics, engineering economics, planning, water resources, or management information systems.
- ii. Two years of increasingly responsible experience in business, the water industry, or at another governmental agency, sufficient to demonstrate the ability to perform the required duties in an independent manner.

SPECIAL REQUIREMENTS

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

Persons/Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is not considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug

screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Operate a variety of office equipment, especially desktop computers;;
- ii. Understand and carry out oral and written directions;
- iii. Communicate well with others, verbally and in writing;
- iv. Work cooperatively and get along well with others, the Board, District staff, customers and the public;
- v. Think critically to address complex business and accounting assignments;
- vi. Sit for extended periods of time;
- vii. Perform minor physical activities which involve bending, lifting and reaching;
- viii. Operate a motor vehicle.

ⁱ Only one of the two Program and Regulatory Analyst positions will be filled at any given time.

Humboldt Bay Municipal Water District**EXECUTIVE ASSISTANT AND BOARD SECRETARY – A3****GENERAL PURPOSE**

Under general supervision, provides varied, complex, and at times confidential, administrative and secretarial support to the General Manager and the Board of Directors.

ESSENTIAL FUNCTIONS AND DUTIES**Board Secretary:**

1. Organizes, produces, and distributes the Board of Directors meeting agenda and package.
2. Attends Board of Directors and Board-level committee meetings. Takes notes at Board meetings, and certain committee meetings, and produces clear, concise minutes for consideration and approval by the Board of Directors.
3. Provides administrative support to the Board of Directors as necessary.
4. Makes travel arrangements for Directors for authorized District business trips.

Executive Assistant:

5. Provides professional-level administrative and secretarial support to the General Manager and his/her direct reports including:
 - i. Handling confidential information
 - ii. Responding to questions and comments from the public in a courteous and timely manner;
 - iii. Providing information to public inquiries on routine questions, and directing more complex questions/requests to appropriate staff;
 - iv. Scheduling meetings and maintaining an appointment calendar for the General Manager and direct reports;
 - v. Researching, gathering, and organizing information from District records or other sources;
 - vi. Preparing and composing District correspondence and routine reports;
 - vii. Proof-reading District correspondence and reports to ensure accuracy, proper use of the English language, and consistency with District policies and standards;
 - viii. Performing routine analyses (generally using Excel);
 - ix. Coordinating and overseeing certain programs and implementation of District policies;
 - x. Communicating effectively with the General Manager and his/her direct reports;
 - xi. Performing other administrative duties as assigned.

6. Assists the General Manager and Superintendent in Emergency Operations Center (EOC) activities or other emergency events;
7. Operates a variety of office equipment including, ~~desk-top~~ computer, ~~phote~~copier, fax ~~machines~~imile, document scanner; and document/information management systems;
8. Utilizes computer software such as word processing, database and spreadsheet applications to input and retrieve data, produce letters, reports, graphs and spreadsheets; ~~and~~

Records Management:

9. Maintains a variety of files, indexes, and document retrieval systems for District ordinances, resolutions, agreements, and District correspondence and project files;

~~10. Maintains District's Records Retention Policy and ensures filing and retention protocols are consistent with that policy;~~ Becky does this

- ~~11.~~ 10. Participates in, and possibly leads, the planning and implementation of a comprehensive electronic filing and record retrieval system for the District.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Strong written communication skills including the use of proper English, spelling, grammar and punctuation, and an ability to compose correspondence and reports
- ii. Strong verbal communication skills
- iii. Ability to deal tactfully and courteously with the public, District staff, and the Board of Directors
- iv. Strong organizational skills
- v. Basic arithmetic and analytical skills
- vi. Office management operations and procedures
- vii. Office filing and record keeping systems
- viii. Standard office machines and equipment. Strong working knowledge of ~~desktop~~ computers, ~~in-particular~~, intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook). Experience with ESRI's GIS software beneficial.
- ix. General knowledge of legal requirements which govern retention of public records

REQUIRED TRAINING AND EXPERIENCE:

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

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position beneficial
- iii. Five-to-ten years of increasingly responsible experience in office administration or other office experience sufficient to demonstrate the ability to perform the required duties and work in an independent manner.

SPECIAL REQUIREMENTS

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be able to qualify for fiduciary bonding.
- iii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

~~Individuals~~**Persons** selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is not considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. ~~T~~**t**ake and transcribe notes and minutes at an acceptable rate and accuracy;
- ii. ~~T~~**t**ype at 55 words per minute;
- iii. ~~e~~**O**perate a variety of office equipment (computer, copy machine, fax, etc.);
- iv. ~~u~~**U**nderstand and carry out oral and written directions;
- v. ~~t~~**T**hink critically to complete complex administrative tasks;
- vi. ~~e~~**C**ommunicate well with others, verbally and in writing;
- vii. ~~w~~**W**ork cooperatively and get along well with the Board, District staff and the public;
- viii. ~~s~~**S**it for extended periods of time;
- ix. ~~p~~**P**erform minor physical activities which involve bending, lifting and reaching;
- x. ~~e~~**O**perate a motor vehicle.

Humboldt Bay Municipal Water District**CUSTOMER SERVICE AND ACCOUNTING AND HUMAN RESOURCES ASSISTANT – A4****GENERAL PURPOSE**

~~Under general supervision, performs a variety of duties related to retail customer service and billing functions.~~
Under general supervision ~~also~~ provides administrative, bookkeeping and Human Resource support.

Under general supervision provides back-up support for the Customer Service & Accounting Assistant

ESSENTIAL FUNCTIONS AND DUTIES**Customer Service Area:**

~~1) Greets the public and provides information on routine questions and directs complex or technical questions to appropriate staff members. Takes and relays messages.~~

~~2)1) Serves as Customer Service Representative for the District's retail water function. Serves as back up to Processes account services such as meter turn-ons and turn-offs. Generates retail bills, and accepts and posts payments to accounts in an accurate, timely manner. Prepares bank deposits. Responds to customer inquiries and performs analyses of water use and account activities as requested. Works closely with the customer service field representative.~~

Accounting and Human Resources Support:

~~3)2) Supports and provides back-up to the Accounting and Human Resources Specialist position in the following areas.~~

~~i) payroll function, including:~~

~~(1) a) reviewing time cards,~~

~~(2) b) verifying payroll,~~

~~(3) c) preparing payroll and benefit checks, and~~

~~(4) d) preparing payroll-related reports to PERS, and state and federal taxing agencies;~~

~~ii) Assists with response to human resource-related claims (disability, workers' compensation etc.);~~

~~iii) accounting/bookkeeping functions using the District's automated accounting system (QuickBooks) in for revenues, expenditures, capital, and reserves;~~

~~iii)iv) Reconciles monthly retail water billing for Humboldt Bay and Fieldbrook Glendale retail water accounts~~

~~iv)v) accounts receivable function – preparing accurate and timely billings to the District's wholesale municipal and industrial customers in accordance with approved Ordinances and contracts;~~

v)vi) aAccounts payable function – preparing and processing payments to District creditors in accordance with approved policies and procedures;

v)vii) pProviding information and support to the auditor during the annual financial audit process.

3) Performs purchasing and routine contract functions including:

i) a) preparing and processing requisitions, purchase orders, and JPIA-approved model contracts;

ii) b) maintaining systems to ensure products/services are received, ~~e~~

iii) - maintaining supply inventories, ~~and d~~)

iv) properly tracking, reporting and accounting for purchases.

4) Develops internal tracking and reporting systems (e.g. special jobs, time tracking) to ensure costs are properly accounted for.

Customer Service Back-up:

5) Provides back-up for all aspects of Retail Customer Service including:

i) Greeting the public, answering routine questions, accepting payments

ii) Account services such as meters on/off and analysis of water use

iii) Generating retail bills

iv) Preparing bank deposits.

Other:

6) Provides general administrative support, including: ~~a~~

i) rResearching, gathering, and organizing information from District records or other sources, ~~b~~

ii) pPreparing routine correspondence and reports, ~~e~~

iii) mMaintaining and ordering office supplies ~~and e~~

~~iv) a~~Assisting with filing systems, including transition to new electronic system.

~~6~~7) Assists the General Manager and Superintendent in Emergency Operations Center (EOC) activities or other emergency events;

~~7~~8) Operates a variety of office equipment including, ~~desk-top~~ computer, ~~photo~~copier, fax ~~machines~~ ~~simile~~, ~~document~~ scanner; and document/information management systems;

9) Utilizes computer software such as word processing, database and spreadsheet applications to input and retrieve data, produce letters, reports, graphs and spreadsheets.

10) May provide back-up and perform duties of the Executive Assistant/Board Secretary position:

~~8~~11) _____

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Ability to deal intelligently, tactfully, and courteously with customers, the public and District staff
- ii. Strong verbal communication skills, including reception and telephone skills
- iii. Written communication skills including the use of proper English, spelling, grammar and punctuation, and an ability to compose routine correspondence

- iv. Basic arithmetic skills
- v. Utility billing system or related experience.
- vi. Basic bookkeeping and/or accounting experience
- vii. Office methods and procedures, including filing, record keeping and reporting systems
- viii. Working knowledge of ~~desktop~~ computers, ~~including particular~~ intermediate proficiency in Microsoft Office applications (Word, Excel, Access, PowerPoint and Outlook)

REQUIRED TRAINING AND EXPERIENCE:

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

- i. ~~High school diploma or GED~~
- ii. Community College, technical or other course work relevant for position beneficial
- iii. ~~Two-to-three years of experience in customer service, office administration or accounting/human resources support functions sufficient to demonstrate the ability to perform the required duties and work in an independent manner~~

SPECIAL REQUIREMENTS

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be able to qualify for fiduciary bonding
- iii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

~~Persons/Individuals~~ selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is not considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. ~~Operate~~ a variety of office equipment (telephone, computer, copier, faxy machine, postage machine, fax, etc.);
- ii. ~~Understand~~ and carry out oral and written directions;

- iii. ~~Think~~ critically to address human resource and customer service and accounting administrative support tasks;
- iv. ~~Communicate~~ well with others, both verbally and in writing;
- v. ~~Work~~ cooperatively and get along well with customers, members of the public, and District staff;
- vi. ~~Sit~~ for extended periods of time;
- vii. ~~Perform~~ minor physical activities which involve bending, lifting and reaching;
- viii. ~~Operate~~ a motor vehicle.

Humboldt Bay Municipal Water District**CUSTOMER SERVICE AND ACCOUNTING ASSISTANT – A5****GENERAL PURPOSE**

Under general supervision, performs a variety of duties related to retail customer service and billing functions. Under general supervision also provides administrative, bookkeeping, payroll and accounts payable support.

ESSENTIAL FUNCTIONS AND DUTIES**Customer Service Area:**

- 1) Answers telephone and greets the public and provides information on routine questions and directs complex or technical questions to appropriate staff members.
- 1)2) Takes and relays messages.
- 3) Serves as Customer Service Representative for the District's retail water function.
 - i) Processes account services such as meter ~~turn-ons and turn-offs~~.
 - ii) Generates and mails retail bills
 - iii) ~~Responds to customer inquiries and performs analyses of water use and account activities as requested~~
 - iv) ~~Works closely with the customer service field representative.~~
 - v) ~~and a~~ Accepts and posts payments to accounts in an accurate, timely manner.
- i) ~~Prepares bank deposits. Responds to customer inquiries and performs analyses of water use and account activities as requested. Works closely with the customer service field representative.~~

Accounting/Bookkeeping Support:

- 2)4) Supports and provides back-up to the Accounting and Human Resources positions in the following areas.
 - i) ~~p~~ Payroll ~~function~~, including:
 - (1) ~~a) r~~ Reviewing time cards, ~~b)~~
 - (2) ~~v~~ Verifying payroll, ~~e)~~
 - (3) ~~p~~ Preparing payroll and benefit checks, ~~and d)~~
 - (1)4) ~~p~~ Preparing payroll-related reports to PERS, and state and federal taxing agencies;
 - ii) ~~a~~ Accounting/bookkeeping functions using the District's automated accounting system (QuickBooks) in accordance with approved accounting policies and procedures for revenues, expenditures, capital, and reserves;

- iii) ~~a~~Accounts payable function – preparing and processing payments to District creditors in accordance with approved policies and procedures;
- iv) ~~p~~Providing information and support to the auditor during the annual financial audit process.
- 3)5) Performs purchasing and routine contract functions including: ~~a~~) preparing and processing requisitions, and purchase orders.

Other:

- 6) Provides general administrative support, including ~~a~~)
 - i) ~~r~~Researching, gathering, and organizing information from District records or other sources, ~~b~~)
 - ii) ~~p~~Preparing routine correspondence and reports, ~~and e~~)
 - iii) ~~a~~Assisting with filing systems.
- 4)7) Assists the General Manager and Superintendent in Emergency Operations Center (EOC) activities or other emergency events;
- 5)8) Operates a variety of office equipment including: ~~desk-top~~ computer, ~~photo~~copier, ~~fax~~ machine, ~~simile~~, document scanner; and document/information management systems;
- 6)9) Utilizes computer software such as word processing, database and spreadsheet applications to input and retrieve data, produce letters, reports, graphs and spreadsheets.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- 1) Ability to deal intelligently, tactfully and courteously with customers, the public, and District staff
- 2) Strong verbal communication skills, including reception and telephone skills
- 3) Written communication skills including the use of proper English, spelling, grammar and punctuation, and an ability to compose routine correspondence
- 4) Basic arithmetic skills
- 5) Utility billing system or related experience
- 6) Basic bookkeeping and/or accounting experience
- 7) Office methods and procedures, including filing, record keeping and reporting systems
- 8) Working knowledge of ~~desktop~~ computers, including ~~particular~~ intermediate proficiency in Microsoft Office applications (Word, Excel, Access, PowerPoint and Outlook)

REQUIRED TRAINING AND EXPERIENCE:

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

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for position beneficial
- iii. Two-to-three years of experience in customer service, office administration or accounting and bookkeeping support functions sufficient to demonstrate the ability to perform the required duties and work in an independent manner

SPECIAL REQUIREMENTS

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be able to qualify for fiduciary bonding.
- iii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

Individuals selected for appointment to this position must pass a pre-employment medical examination paid for by the District. Because this position is **not** considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. **O**perate a variety of office equipment (telephone, computer, cop**ier**-**machine**, fax **machine**, postage machine, etc.);
- ii. **U**nderstand and carry out oral and written directions;
- iii. **T**hink critically to address customer service, accounting and administrative support tasks;
- iv. **C**ommunicate well with others **both**, verbally and in writing;
- v. **W**ork cooperatively and get along well with customers, members of the public, and District staff;
- vi. **S**it for extended periods of time;
- vii. **P**erform minor physical activities which involve bending, lifting and reaching;
- viii. **O**perate a motor vehicle.

Appendix C

Humboldt Bay Municipal Water District

Compensation Plan (Chapter 2, §2005)

SECTION 114 PAGE NO. 134

Appendix C - Employee Handbook - Effective 7/1/2017

POSITION TITLE	CLASS.	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
General Manager	M1	Based on Employment Contract				
District Superintendent	M2	7,346.81	7,714.15	8,099.85	8,504.85	8,930.09
Business Manager	M3	6,664.17	6,997.38	7,347.25	7,714.61	8,100.34
Maintenance/Electrical Supervisor	M4	6,073.12	6,376.78	6,695.62	7,030.40	7,381.92
Water Operations Supervisor (Chief Operator)	M5	5,958.54	6,256.46	6,569.29	6,897.75	7,242.64
Assistant Maintenance / Electrical Supervisor	M6	5,783.51	6,072.68	6,376.32	6,695.14	7,029.89
Assistant Water Operations Supervisor (back-up Chief Operator)	M7	5,674.39	5,958.11	6,256.01	6,568.81	6,897.25
Water Operations Specialist	OM1	5,325.83	5,592.12	5,871.73	6,165.31	6,473.58
Electrician/Instrument Tech	OM2	5,071.24	5,324.80	5,591.04	5,870.59	6,164.12
Operation & Maint Technicians (Shift Operator) Maintenance Mechanics, Operations/Customer Svc Spec., Hydro Operator/Ruth Representative	OM3	4,382.62	4,601.76	4,831.84	5,073.44	5,327.11
Maintenance Worker	OM4	2,884.68	3,028.92	3,180.36	3,339.38	3,506.35
Senior Regulatory Analyst	A1	5,325.83	5,592.12	5,871.73	6,165.31	6,473.58
Accounting and Human Resources Specialist	A2	4,382.62	4,601.76	4,831.84	5,073.44	5,327.11
Regulatory Analyst		4,382.62	4,601.76	4,831.84	5,073.44	5,327.11
Executive Assistant and Board Secretary	A3	3,974.06	4,172.77	4,381.41	4,600.48	4,830.50
Accounting and Human Resources Assistant	A4	3,784.94	3,974.19	4,172.90	4,381.54	4,600.62
Customer Service and Accounting Assistant Retail Clerk and Accounts Payable	A5	2,884.53	3,028.76	3,180.20	3,339.21	3,506.17

* At any given time, there is only one Analyst Position and either an Accounting Assistant or a Retail Clerk Position

Appendix D



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

Website: www.hbmwd.com

BOARD OF DIRECTORS

SHERI WOO, PRESIDENT

NEAL LATT, VICE-PRESIDENT

J. BRUCE RUPP, SECRETARY-TREASURER

BARBARA HECATHORN, DIRECTOR

MICHELLE FULLER, DIRECTOR

GENERAL MANAGER

JOHN FRIEDENBACH

OVERTIME/COMP TIME BANK AGREEMENT

-ALL NON-MANAGEMENT EMPLOYEES-

The HBMWD Budget approved by the Board of Directors July 2017 expanded the prior Comp Time Policy. The District is now pleased to offer non-exempt employees the choice of when to receive compensation for overtime hours worked. Employees can either be compensated on the paycheck when the overtime is earned or at a later date by the use of a Compensatory Time Off Bank (Comp Time Bank). Under the new policy, employees may opt to bank worked overtime into a Comp Time Bank (up to 40 hours). This Comp Time Bank can be used the following ways:

- 1) Paid time off (with Supervisor approval)
- 2) Cashed out once during a calendar year

The option to use the Comp Time Bank is entirely voluntary. By completing and signing the form below, the employee agrees to bank overtime hours into a Comp Time Bank at a rate of 1.5 hours per 1 hour of earned overtime. When the maximum bank (40 hours) is reached, the employee will automatically be switched to monetary compensation for additional overtime hours worked.

I, _____, hereby request to use a **Comp Time Bank** in lieu of paid overtime
(Employee Printed Name)

compensation. I understand that this agreement will remain in place until I notify the Eureka Office of my desire to change back to standard paid overtime compensation. I also understand that I may opt-in or out only once during any given calendar year. To opt-out of the Comp Time Bank, I must notify the Eureka Office in writing at least 30-days in advance of the change. This agreement is governed by California Labor Code 204.3. A copy can be provided upon request.

Employee Signature: _____

Date: _____

Supervisor/Manager Signature: _____

Date: _____

Appendix E



HUMBOLDT BAY MUNICIPAL WATER DISTRICT PERFORMANCE EVALUATION

Name: _____ Type: Annual
 Position: _____ Interim
 Period: From: _____ To: _____

unsatisfactory	Continued Development	satisfactory	Rate only those factors that apply to this position. Immediate Supervisor must check each appropriate factor in the proper columns. Additional factors may be added as appropriate to the position.	not rated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Observance of work hours	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Attendance	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Public Contacts	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Employee Contacts	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Communication with others	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Knowledge of work	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Work judgments	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Planning and organizing	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Job skill level	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Quality of work	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Acceptable work volume	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Meeting deadlines	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Accepts responsibility	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Accepts direction	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Operation & care of equip.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Initiative and creativity	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Learning ability	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Work station appearance	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Safety practices	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Accepts change	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Effectiveness under stress	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ADDITIONS:	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Any unsatisfactory rating must be explained in Section C.				
For employees who supervise others:				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Planning and organizing	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Scheduling & coordinating	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Training and instructing	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Productivity	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. Evaluating subordinates	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31. Judgments & decisions	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32. Leadership skills	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33. Operational economy	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34. Supervisory control	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35. Compliance with affirmative action rules	<input type="checkbox"/>

A. General Comments: This section may be used to clarify factor ratings, make general observations about the employee's performance and outline further

B. Outstanding Accomplishments or Superior Performance Incidents:

C. Suggested Development

Supervisor: _____ Date: _____
 Employee: _____ Date: _____
 Reviewer's Initials:
 Supt. _____ GM _____

C. Suggested Development (Continued)

[Empty box for suggested development]

D. Employee Comments

[Empty box for employee comments]

Appendix F

Humboldt Bay Municipal Water District
Workplace Illness and Injury Prevention Program

General Philosophy

The Humboldt Bay Municipal Water District (HBMWD) is committed to providing a safe and healthful working environment for all of its employees. The desired results of such efforts are: 1) to minimize the risks of industrial illness or injury to District employees, 2) to maintain a productive work force; and, 3) to foster an atmosphere of adherence to safety practices.

This plan has been prepared to respond to the requirements of SB 198 and regulations adopted to implement the legislation. It is not intended to be a comprehensive safety document. Rather, it is a framework plan to be used in conjunction with other safety resources to promote a healthful and safe working environment.

Program Outline

The District's Workplace Illness and Injury Prevention Program (WIIPP) is made up of the following key elements, each of which is described in detail below:

1. Safety Organization
2. Workplace Safety Inspections and Hazard Elimination
3. Employee Training / Training Records
4. Management - Employee Communication
5. Safety Policies / Procedures
6. Employee Safety Responsibility / Discipline
7. Protective Gear / Devices
8. Accident Investigations
9. Recognition of Outstanding Safety Performance

Safety Organization

The General Manager is responsible for establishing, maintaining and controlling an effective safety program in accordance with the "General Philosophy" stated above and which meets the requirements of State law, specifically SB198 .

The District Superintendent is responsible to the General Manager for implementing the District's WIIPP, including the following specific responsibilities:

- Chair the employer/employee Safety Committee.
- Implement periodic safety inspections.
- Implement required employee safety training.
- Perform or review all accident investigations
- Recommend amendments to the WIIPP.
- Recommend outstanding safety recognitions.
- Recommend discipline for safety violations.

Supervisors are responsible to the District Superintendent for implementing the District's WIIPP, including the following specific responsibilities:

- Serve on the Employer/Employee Safety Committee as required.
- Assist in safety inspections as required.
- Perform accident investigations involving employees under their supervision.
- Enforce the District's safety policies.
- Assure availability of needed safety equipment and protective devices.
- Train employees in safe work practices and hazard avoidance.
- Know the rules of safety that apply to their areas of responsibility.

The Business Manager is responsible to the General Manager for implementing the WIIPP with the administrative staff at the Eureka office.

Employees are required to follow the District's safety policies and to stay aware of and immediately report workplace hazards. Specific employee responsibilities include:

- Know the District's safety rules and implement them.
- Perform work in a manner that insures their own safety as well as that of their fellow employees.
- Work free of the influence of alcohol, drugs or medicines that affect safe performance of work duties.
- Participate in scheduled safety meetings and training sessions.
- Make use of all protective devices and equipment supplied by the District to make work safer.
- Avoid horseplay or any act that adversely affects the safety of others.
- Report accidents, or unsafe working conditions, equipment or practices promptly to their supervisor or other responsible person.

The Safety Committee's responsibilities include the following:

- Review and make recommendations about the content of in-house employee safety training.
- Review the results of periodic work site inspections.
- Review the District's WIIPP and recommend changes.
- Review and evaluate employee safety suggestions.
- Review investigations of workplace accidents and hazardous conditions reports and, where appropriate, submit suggestions to management for prevention of future incidents.
- Verify compliance with OSHA abatement actions if requested to do so by OSHA officials.

The Safety Committee will meet at least quarterly and is composed of employer and employee representatives. It will be chaired by the District Superintendent, and will include:

- One Supervisor and two employees, from different operating units, appointed by the Committee Chair for a period of one year. The appointment will be rotated among all supervisors and employees in subsequent years.

The Committee Chair will cause minutes to be kept of all Safety Committee meetings. These minutes will be posted for thirty days on the employee bulletin board, and will be kept in master files at Essex and in the District's Eureka Office.

Workplace Safety Inspections and Hazard Elimination

The basic purpose of the District's periodic safety inspections is to identify workplace hazards such as unsafe work conditions or work practices. The inspection should also include an evaluation of the seriousness of the hazards and, provide alternatives to eliminate them, including employee safety training where indicated.

Workplace hazards are to be corrected as soon as possible after they are identified. In the event the hazard cannot be eliminated immediately, a plan and target date for correction will be developed and implemented. Until the hazard is eliminated, employees exposed to the hazard will be provided with interim notice, protection or training as may be appropriate. The District, recognizing that preventive maintenance of its tools, machinery and equipment can reduce workplace hazards; will conduct such preventive maintenance as appropriate. Safety inspections will include at least one overall annual review of the District's facilities and safety practices using the self-inspection checklist included in the Safety Policies Procedures Manual. The chlorine facilities must be inspected by at least one person knowledgeable in the District's chlorination system and process.

Additional safety inspections will be scheduled as needed. Specific triggers to additional safety inspections are:

- Whenever new substances, processes, procedures, or equipment are introduced into the workplace.
- Whenever new or previously unrecognized hazards arise or are discovered.

These types of specialized inspections will have as their primary object the development of new or amendment of existing safety practices to assure employee protection. All safety inspections will be reviewed by the Safety Committee to aid optimum follow up actions.

Employee Training / Training Records

Employees hired by the District are expected to follow basic safe work practices. If unsure about safety practices related to a specific work assignment, they are to seek clarification or explanation of safe work practices before proceeding with such assignment

In addition, the District will conduct periodic training designed to help employees recognize, avoid and deal with hazards likely to be encountered while working for the District. Training is an on-going activity, but will be specifically provided to new employees or employees given a new assignment, or when new hazards, procedures, processes, or equipment are discovered in or introduced to the workplace.

Training will be provided on the basis of an assessment of the employee's need for training and may be in the form of written safety material or formal classroom or on-the-job training sessions. The following policies will be reviewed in a formal safety session at least once per year:

- Confined spaces policies' procedures and equipment.
- Hazardous substances policy, including use of SDS's.
- Respirator safety, including medical evaluation where needed.

Chlorine safety and leak response training sessions will be held quarterly - in conjunction with other local qualified emergency responders when possible. These sessions will focus on the emergency notification procedures to be activated in the event of a serious chlorine emergency such as a chlorine line leak or tank rupture; and proper use and fit of SCBA's and protective uniforms. The object of the training is to assure that all Essex employees understand how to activate the County's Hazardous Material Incident Plan and the District's role in that plan; how to notify other appropriate emergency responders that a chlorine emergency requires their response; how to assist others; and, how to deal with and repair a chlorine leak.

First Aid and CPR training will be provided on a regular basis to assure certification of all field and operations' personnel.

Defensive Driver training will be provided at least every four years or more frequently on an as needed basis. These are formal classes usually set up via the District's insurance carrier and the California Department of Motor vehicles. In addition, "tailgate" sessions will be held as needed to provide training in general safe work practices such as lifting procedures, trenching protocols, and fire protection procedures.

Qualified persons will provide training. If done on an in-house basis, the qualifications of the trainer will be reviewed and, if necessary, supplemented with training needed to become qualified. All training will be logged in the employee's personnel file and a record of each session, including subject, speaker, date, and attendees kept in the safety training files at Essex and the District's Office.

Cellular Phone Safety Policy

Consistent with California law, the use of cellular phones without a hands-free device while driving on District business is prohibited. If you keep your cell phone on while driving, you must use a hands-free device. If you do not have a hands-free device, you must safely pull off the road to use your cellular phone. Under no circumstances may a driver initiate a cellular phone call while driving a vehicle during the course of business. Texting while driving is strictly prohibited.

Management - Employee Communication

Several avenues of communication between management and staff have already been discussed above. Specifically, the formal training sessions, "tailgate" meetings, posted Safety Committee minutes and interim hazard notices are all crucial elements of the District's safety communication program.

The Safety Policies and Procedures Manual, discussed below, is the other formal link in the process. This manual will be available to all employees at various locations including the office of the employee's supervisor, the District Superintendent's office, the Hydro plant Office at Ruth Lake, the headquarters building at Ruth Lake, the District Eureka Office, a reference copy at the counter in the Operations Office at Essex and at the Turbidity Reduction Facility (TRF).

A final reference document is Title 8 of the California Code of Regulations. This material is available online at www.dir.ca.gov/counters/t8index.htm, for reference purposes, to any employee of the District.

Safety Policies / Procedures

A manual outlining the District's safety policies and procedures will be available to all employees. It outlines the general safe work practices which employees are expected to observe while carrying out District work assignments.

The manual will be updated as needed. The General Manager will formalize the updates, with revision notices sent by the Business Manager to the following:

- The District Superintendent who is responsible for incorporating the updates into his manual.
- Each Supervisor who is responsible for updating his copy of the manual. The Water Operations Supervisor will also be responsible for updating the reference copy at Essex and at the TRF.
- The Hydro plant Operator who is responsible for updating the copies of the manual at the Hydro plant and headquarters building at Ruth Lake.
- The Business Manager at the District's Eureka Office who is responsible for updating the manual at the Eureka Office.

Employee Safety Responsibility / Discipline

Although the law places primary responsibility for occupational safety and health on the employer, certain responsibilities are also placed on employees. These responsibilities include:

- Obeying all occupational safety and health standards, rules and orders issued according to the law.
- Not removing, displacing, damaging, destroying, tampering with or carrying off safety devices, safeguards, notices or warnings.
- Using equipment (e.g. hard-hat, safety belt), safety devices (e.g. machine guards), methods or procedures which have been adopted for employee protection.

Employees who willfully disobey safety rules and procedures will be disciplined as circumstances may dictate.

Protective Gear / Devices

The District's policy of participating in the purchase of steel-toed shoes and prescription safety glasses is documented in the District's Employee Handbook. In addition, the District will supply all necessary protective gear including safety belts, lifelines, hard hats, respirators, boots, gloves, chlorine gas protective uniforms, self contained breathing apparatus (SCBA), ear plugs, eye protectors, face shields, high visibility vests, eye washes, and first aid supplies. Any employee lacking such items or any other required PPE will bring the matter to the attention of his supervisor before proceeding with any project requiring any such gear.

Accident Investigation

All accidents and near misses involving District personnel or equipment will be investigated, whether or not employee or third party injury is involved. The purpose of the accident investigation is twofold: 1) to provide proper reporting to: a) insurance carriers (i.e. worker's compensation, property, liability) to allow expeditious processing of claims and b) regulatory agencies; and, 2) to provide data that will allow action to be taken to minimize recurrences.

Accident investigation and analysis of the data gained from investigations can provide useful information such as:

1. Machines, tools, locations or type of assignment producing job injuries.
2. Revision of job practices producing job injuries.
3. Evaluation of effectiveness of District safety program.

The facts which need to be identified in an accident include who was involved, what happened, when did the accident occur, where did the accident occur and why did it happen? The "Supervisor's Report of Accident" must be filled out for any workers comp accident. This form is available from the District's worker's compensation insurance carrier.

The "Vehicle Accident Reporting Kit" should be used for reporting vehicle accidents. It is available through the ACWA/JPIA, and copies are kept in each vehicle owned by the District.

The responsibilities for accident investigation are outlined in the section of this WIIPP entitled "Safety Organization". In addition to the specific forms noted above, the accident investigator should use the "Supervisor's Investigation Report", included in the Safety Policies & Procedures Manual, to the extent necessary to provide sufficient facts about the accident.

Recognition of Outstanding Safety Performance

In February or March of each calendar year, the District will recognize each employee of the District who has not had a "reportable injury", as defined by OSHA and reported on OSHA Form 300 and 300a. The District will award one grand prize, based on a drawing of all eligible employees. The grand prize winner will be honored at the February or March meeting of the Board of Directors with a certificate of recognition and a check of \$400. All other eligible employees will receive a certificate of recognition and a check for \$200 in recognition of their safe work habits.

Summary

This plan has been prepared to respond to the requirements of SB 198 and regulations adopted to implement the legislation. It is not intended to be a comprehensive safety document. Rather, it is a framework plan to be used in conjunction with other safety resources to promote a healthful and safe working environment.

I HAVE RECEIVED A COPY OF THIS DOCUMENT AND AGREE TO COMPLY WITH ITS CONTENT.

DATE

NAME

Appendix G

HUMBOLDT BAY MUNICIPAL WATER DISTRICT DOT Substance Abuse Policy

I. Introduction

The purpose of this policy is to assure worker fitness for duty and to protect our employees and the public from risks posed by the use of alcohol and controlled substances. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transportation industry. The Federal Highway Administration (FHWA) of the Department of Transportation has enacted 49 CFR Part 382 that mandate urine drug testing and breathalyzer alcohol testing for safety-sensitive positions and prevents performance of safety-sensitive functions when there is a positive test result. The Department of Transportation has also enacted 49 CFR Part 40 that sets standards for the collection and testing of urine and breath specimens. In addition, the Department of Transportation has enacted 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which requires the establishment of drug free workplace policies and the reporting of certain drug-related offenses to the Department of Transportation. The policy incorporates those requirements of safety-sensitive employees and others when so noted.

The District recognizes that the use of alcohol and/or controlled substances in the workplace is not conducive to safe working conditions. In order to promote a safe, healthy and productive work environment for all employees, it is the objective of the District to have a work force that is free from the influence of alcohol and controlled substances.

The District is dedicated to assuring fair and equitable application of this Substance Abuse Policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to his/her subordinates shall be subject to disciplinary action, up to and including termination.

II. Safety Sensitive Employees

This policy applies to all safety-sensitive employees and contractors when they are on District property or when performing any District related business. It applies to off-site lunch periods and breaks when a safety-sensitive employee is scheduled to return to work. Visitors, vendors, and contracted employees are governed by this policy while on District premises, and they will not be permitted to conduct business if found to be in violation of this policy.

A safety-sensitive position is defined as any position requiring the use of a Class "A" or Class "B" commercial drivers license. The following positions are considered District safety-sensitive employee (function and/or position) classifications: Hydroelectric Operator, Maintenance Mechanic, Maintenance Supervisor, and Superintendent. A safety sensitive function during any period in which that employee is actually

performing, ready to perform or immediately available to perform any safety-sensitive functions.

III. Prohibited Substances

"Prohibited substances" addressed by this policy include the following: Drugs: Marijuana, amphetamines, opiates, phencyclidine (PCP) and cocaine. Alcohol: This use of beverages or substances, including any medication, containing alcohol such that it is present in the body at a level in excess of that stated in Department of Transportation guidelines while actually performing, ready to perform, or immediately available to perform any District business is prohibited. "Alcohol" is defined as: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl or isopropyl alcohol.

IV. Prohibited Conduct

Manufacture, Trafficking, Possession, and Use Any safety-sensitive employee engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol on District premises, in District vehicles or while conducting District business off the premises is absolutely prohibited. Violation will result in removal from safety-sensitive duty and referral to a Substance Abuse Professional (SAP).

Impaired/Not Fit for Duty Any safety-sensitive employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or not fit for duty shall be removed from safety-sensitive job duties and be required to undergo a reasonable suspicion controlled substance or alcohol test. Employees failing to pass this reasonable suspicion controlled substance or alcohol test shall remain off duty and be referred to a Substance Abuse Professional (SAP). A controlled substance or alcohol test is considered positive (failed) if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in the Department of Transportation guidelines.

Alcohol Use No safety-sensitive employee may report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.04 or greater. No safety-sensitive employee shall use alcohol while on duty or while performing safety-sensitive functions. Violation of this provision is prohibited and will subject the employee to removal from safety-sensitive duty and referral to a Substance Abuse Professional (SAP).

Compliance with Testing Requirements All safety-sensitive employees are subject to controlled substance testing and breath alcohol testing. Any safety-sensitive employee who refuses to comply with a request for testing, who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately and be referred to a Substance Abuse Professional (SAP). Refusal to submit to a test can include an inability to provide a urine specimen or breath sample without a valid medical

explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.

Treatment/Rehabilitation Program An employee with a controlled substance and/or alcohol problem will be afforded an opportunity for treatment in accordance with the following provisions:

- A Rehabilitation Program is available for safety-sensitive employees who have tested positive for a prohibited substance on a one time basis only. Employee will be immediately terminated on the occurrence of a second verified positive test result. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the safety-sensitive employee. When recommended by the Substance Abuse Professional (SAP), participation and completion of the rehabilitation program is mandatory. Failure of a safety-sensitive employee to attend and/or complete a prescribed program will result in termination from employment. Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to and sign a Return-To-Duty Agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one year or longer than five years.
- All employees who feel they have a problem with controlled substances and/or alcohol may request voluntary admission to a rehabilitation program. Requests must be submitted to the General Manager or his/her designee for review. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the safety-sensitive employee. An employee failing to complete the program will be subject to termination from employment. An employee completing a rehabilitation program must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up testing for 36 months following return to duty. A positive result on the return-to-duty test or on the unannounced follow-up tests within a 36 month period will result in termination from employment.
- Participants in the rehabilitation program may use accumulated sick leave and vacation, if any.

V. Testing for Prohibited Substances

Analytical urine controlled substance testing and breath testing for alcohol will be conducted as required under Department of Transportation guidelines. All safety-sensitive employees shall be subject to testing prior to employment, randomly, for reasonable suspicion, and following an accident, as defined in the Department of Transportation guidelines. In addition, all safety-sensitive employees will be tested prior to returning to duty after failing a controlled substance and/or alcohol test. Employees

who have returned to duty will be subject to unannounced follow-up tests for up to five years, as determined by a Substance Abuse Professional (SAP). Safety-sensitive employees who perform safety-sensitive functions as defined in the Department of Transportation guidelines shall also be subject to testing on randomly selected, unannounced basis.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in the Department of Transportation guidelines.

The controlled substances that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). An initial controlled substance screen will be conducted on each specimen. For those specimens that are positive, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the controlled substance levels present are above the minimum thresholds established in the Department of Transportation guidelines.

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). If the initial test indicated an alcohol concentration of 0.02 or greater, a confirmation test will be performed to confirm the result of the initial test. An employee who has a confirmed alcohol concentration of 0.02 but less than 0.04 will be removed from his/her position for at least twenty-four hours unless a retest results in an alcohol concentration 0.02 or less. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of Department of Transportation guidelines and this policy.

Any safety-sensitive employee who has a confirmed positive controlled substance or alcohol test will be removed from his/her position, informed of educational and rehabilitation program available, and evaluated by a Substance Abuse Professional (SAP).

The District affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process.

Employees in Safety-sensitive positions may be tested under any of the following circumstances:

- Pre-Employment Testing All applicants for safety-sensitive classifications shall undergo urine controlled substance testing prior to employment. Receipt of a satisfactory test result is required prior to employment and failure of a controlled substance test will disqualify the applicant from further consideration for employment. Pre-Employment testing requirements will be conducted in compliance with current law. All existing safety-sensitive employees who have been on an unpaid leave of absence and during that period were removed from the random testing pool, shall be subject to

undergo urine controlled substance testing prior to reinstatement to their regular duties.

- Reasonable Suspicion Testing All safety-sensitive employees will be subject to urine and/or breath testing when there is a reasons to believe that controlled substances or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances which are consistent with the effects of substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:
 1. Adequate documentation of unsatisfactory work performance or on-the-job behavior.
 2. Physical signs and symptoms consistent with prohibited substance use.
 3. Occurrence of a serious or potentially serious accident that may have been caused by human error.
 4. Fights (to mean physical contact), assaults and flagrant disregard or violations of established safety, security, or other operation procedures.

Reasonable suspicion determinations will be made by a supervisor who is trained to detect the signs and symptoms of controlled substance and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to prohibited substance abuse or misuse.

- Post-Accident Testing Safety-sensitive employees will be required to undergo controlled substance and/or breath alcohol testing if they are involved in an accident with a District vehicle that results in a fatality. This includes all safety-sensitive employees who are on duty in the vehicles and any other whose performance could have contributed to the accident. In addition, a post-accident test will be conducted if an accident results in injuries requiring transportation to a medical treatment facility; or where one or more vehicles incurs disabling damage that requires towing from the site; and the safety-sensitive employee receives a citation under State of local law for a moving traffic violation arising from the accident.

Following an accident, the safety-sensitive employee will be tested as soon as possible, but not to exceed eight hours for alcohol and 32 hours for controlled substances. Any employee who leaves the scene of the accident without appropriate authorization prior to submission to controlled substance and alcohol testing will be considered to have refused the test and subject to termination. Post-accident testing of safety-sensitive employees will include not only the operation personnel, but any other covered employees whose performance could have contributed to the accident.

- Random Testing Employees working in safety-sensitive classifications will be subjected to randomly selected, unannounced testing. The random

selection will be by a scientifically valid method. Each safety-sensitive employee will have an equal chance of being tested each time selections are made. Safety-sensitive employees will be tested either just before departure, or during duty, or just after the safety-sensitive employee has ceased performing his/her duty.

- Return-to-Duty Testing All safety-sensitive employees who previously tested positive on a controlled substance or alcohol test must test negative and be evaluated and released to duty by the Substance Abuse Professional (SAP) before returning to duty. Employees will be required to undergo unannounced follow-up controlled substance and/or alcohol breath testing following returning to duty. The duration and frequency will be determined by the SAP. However, it shall not be less than 6 tests during the first 12 months, nor longer than 60 months in total, following return to duty.
- Employee Requested Testing Any safety-sensitive employee who questions the result of a required controlled substance test under Department of Transportation guidelines may request that an additional test be conducted. This additional test may be conducted at the same laboratory or at a different DHHS certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee unless the second test invalidated the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in the Department of Transportation guidelines. The safety-sensitive employee's request for a retest must be made to the MRO within 72 hours of notice of the initial test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

VI. Employee Assessment

Any safety-sensitive employee who tests positive for the presence of controlled substances or whose breath alcohol concentration is above the minimum thresholds set forth in the Department of Transportation guidelines will be assessed by a Substance Abuse Professional (SAP). A SAP is a licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinically experienced in the diagnosis and treatment of alcohol related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse.

If a safety-sensitive employee is returned to duty following rehabilitation, he/she must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up tests for a period of one to five years, as determined by the SAP. The cost of any rehabilitation and subsequent controlled substance and/or alcohol testing is borne by the safety-sensitive

employee and is on a one time basis only. Employee will be immediately terminated on the occurrence of a second verified positive test result. Employees may use accumulated sick leave, and vacation, if any, to participate in the prescribed rehabilitation program.

VII. Procedures

• Procedures for Reasonable Suspicion Testing

A safety-sensitive employee who may possibly be under the influence of alcohol and/or controlled substances is observed by a supervisor. Any employee may identify someone suspected of alcohol and/or controlled substance to any supervisor. Employees should realize, however, that it is against District policy to make false or malicious statements about other employees and doing so can result in disciplinary action being taken against the offending employee. However, the supervisor must witness first hand the safety-sensitive employee's signs and symptoms.

The supervisor is then obligated to insure that the matter is immediately investigated. If possible, two supervisors determine (independently or together) that the safety-sensitive employee in question may indeed be under the influence of alcohol and/or controlled substances.

When the supervisor(s) suspect and believe that the safety-sensitive employee may be under the influence of alcohol and/or controlled substances, the safety-sensitive employee is then immediately suspended from duty (with pay) and driven by District staff (or others designated) to the District specified collection site. Because of a testing facility requirement, the safety-sensitive employee in question must show proof of identification, such as a photo drivers license or state-issued photo identification card.

Whenever practical, the Superintendent or General Manager should be notified in advance of the employee being taken to the collection site.

At the collection site, the safety-sensitive employee will be required to submit a urine sample in the event that controlled substances are suspected or a breath sample in the event that alcohol intoxication is suspected to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.

The District will take precautions to prevent the safety-sensitive employee being tested from going back to work and driving their own car home. Instead, the safety-sensitive employee will be given assistance in obtaining a ride home from the collection site.

The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be reinstated. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but

less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol will be referred to a District specified outside Substance Abuse Professional (SAP) who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

The safety-sensitive employee whose controlled substance test results are verified negative will be reinstated. The safety-sensitive employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified outside Substance Abuse Professional who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

- **Procedures - Random Testing**

The compliance company notifies the supervisor to send the safety-sensitive employee to the collection site for alcohol and/or controlled substance testing.

The supervisor notifies the safety-sensitive employee to go to the collection site for alcohol and/or controlled substance testing immediately. Because of a testing facility requirement, the safety-sensitive employee in question must have proof of identification, such as a photo drivers license or state-issued photo identification card.

At the collection site, the safety-sensitive employee will be required to submit a urine sample in the event that controlled substances are to be tested for, or a breath sample in the event that alcohol is being tested for to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.

The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be reinstated. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol will be referred to a District specified outside Substance Abuse Professional (SAP) who will assess the safety-sensitive

employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

The safety-sensitive employee whose controlled substance test results are verified negative will be reinstated. The safety-sensitive employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified outside Substance Abuse Professional who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

- **Procedures Post Accident**

The safety-sensitive employee notifies a supervisor that an accident has occurred.

The supervisor determines that the circumstances of the accident warrant a post-accident test when a citation was issued or a fatality occurred. Thereafter, the supervisor directs the safety-sensitive employee to immediately go to the collection site for alcohol and controlled substance testing. Because of a testing facility requirement, the safety-sensitive employee in question must have proof of identification, such as a photo drivers license or state-issued photo identification card.

At the collection site, the safety-sensitive employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.

The California Highway Patrol will be notified that an accident has occurred and that the safety-sensitive employee was instructed to go to the collection site.

The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be reinstated. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04, will not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol will be referred to a District specified outside Substance Abuse Professional (SAP) who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if

accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

The safety-sensitive employee whose controlled substance test results are verified negative will be reinstated. The safety-sensitive employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified outside Substance Abuse Professional who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

- **Procedures for Return to Duty and Follow-up**

The compliance company notifies the District to send the safety-sensitive employee to the collection site for alcohol and controlled substance testing.

The supervisor notifies the safety-sensitive employee to immediately go to the collection site for alcohol and controlled substance testing. Because of a testing facility requirement, the safety-sensitive employee in question must have proof of identification, such as a photo drivers license or state-issued photo identification card.

At the collection site, the safety-sensitive employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.

The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 or whose controlled substance test is verified positive will be terminated.

- **Procedures for Chain of Custody for Controlled Substance Specimens**

At the time a specimen is collected, the safety-sensitive employee will be given a copy of the specimen collection procedures. Urine will be in a wide-mouthed clinic specimen container which will remain in full view of the safety-sensitive employee until split, transferred to, sealed and initialed in two tamper-resistant urine bottles.

Immediately after the specimens are collected, the urine bottles will, in the presence of the safety-sensitive employee, be labeled and then initialed by the

employee. If the sample must be collected at the site other than the controlled substance and/or alcohol testing laboratory, the specimens will then be placed in the transportation container. The container will be sealed in the safety-sensitive employee's presence and the safety-sensitive employee will be asked to initial or sign the container. The container will be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method.

A chain of custody form will be completed by the on-duty technician during the specimen collection process and attached to and mailed with the specimen.

- **Procedures for Specimen Collection of Strange and/or Unrecognizable Substances**

A safety-sensitive employee is observed with a strange and/or unrecognizable substance.

The supervisor, in the presence of a witness, places the strange and/or unrecognizable substance into a clear plastic bag. The bag is sealed, labeled and signed by both the supervisor and a witness.

An incident report is made and signed by both the supervisor and a witness. The plastic bag containing the specimen and a copy of the incident report is taken to the collection site for transportation to the laboratory for analysis.

- **Procedures for Alcohol Concentrations**

The safety-sensitive employee and the on duty Breath Alcohol Technician (BAT) complete the alcohol testing form to ensure that the results are properly recorded.

After an explanation of how the breathalyzer works, an initial breath sample is taken.

If the results of the initial test show an alcohol concentration of 0.02 or greater a second or confirmation test must be conducted. The confirmation test must not be conducted less than 15 minutes after, nor more than 20 minutes after the screening test.

The confirmation test will utilize Evidential Breath Testing devices that prints out the results, date and time, a sequential test number, and the name and serial number of the Evidential Breath Testing device to ensure the reliability of the results.

Appendix H

Appendix I



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

SECTION H4 PAGE NO. 161

828 7TH STREET • EUREKA, CALIFORNIA 95501

PHONE 707-443-5018 • FAX 707-443-5731

PERSONNEL RECORDS REQUEST

Date: _____

Employee (Current/Former) Name: _____

- I request to inspect/receive a copy of (circle one or both) my personnel records.

- I authorize _____ (authorized representative) to inspect/receive a copy of the (circle one or both) my personnel records.

I understand that if I have requested a copy of these records, I will be charged the actual cost of reproduction. (Former employees requesting receipt by mail may also be charged the actual postal expenses.) I understand that it may take 30 days for copies to be produced.

I further understand that only those records required by law will be made available to inspect/copy.

Employee Signature

Date

EMPLOYER RESPONSE TO REQUEST TO REVIEW PERSONNEL RECORDS

Date: _____

Employee Name: _____

In response to your request to review/copy personnel records:

- You/Your representative (circle one) is scheduled for an appointment with _____
Name
on _____ at _____ for the purpose of reviewing your personnel records.
Date Time

Note that during the inspection, nothing may be removed from or added to your personnel records.

- A copy of your personnel records will be made available to you/your representative (circle one). Contact _____ to make arrangements for receipt of the copy.

You will be responsible for copying cost at the rate of \$.50 cents per page.

If you are a former employee requesting personnel records, you may receive a copy of these records by mail only if you reimburse Humboldt Bay Municipal Water District for actual postal expenses. (Humboldt Bay Municipal Water District has the right to make alternative arrangements for inspection of personnel records by former employees who have been terminated for harassment or workplace violence.)

PERSONNEL RECORDS REQUEST

- You/Your representative's (circle one) request to inspect/receive a copy of your personnel records has been denied for the following reason(s):
 - Humboldt Bay Municipal Water District is only required to comply with one request per year by a former employee to inspect or receive a copy of his her personnel records.
 - Humboldt Bay Municipal Water District is not required to comply with more than fifty (50) requests to inspect or receive personnel records filed by an employee representative(s) in one calendar month.
 - Humboldt Bay Municipal Water District is not required to comply with a request to inspect a copy of personnel records while you have a pending lawsuit against the District relating to a personnel matter.
 - Your records are no longer available. The Humboldt Bay Municipal Water District is not required to maintain personnel records for a period longer than three years after termination of employment.

Appendix J

Humboldt Bay Municipal Water District Critical Illness/Injury Leave Donation Policy

Introduction

The General Manager, or designee, may authorize donations from a full-time employee's accrued leave balances, pursuant to the conditions as outlined in this policy, to an eligible employee who has exhausted his/her applicable paid-leave balances and who is required to be absent from work for personal medical reasons.

This policy does not entitle an employee to extra leave or guarantee the availability of leave donations. This policy does not supplement current employee-leave benefits as defined in the District's Employee Handbook. It does not commit the District to leave extensions beyond that which are required by federal and state family and medical leave laws (such as FMLA/CFRA). Rather, this policy is intended to institute consistent procedures for interested employees to support a fellow employee in need during a critical or acute illness/injury.

Critical Illness/Injury Leave shall not apply to industrial injuries/illnesses which are covered by Workers' Compensation benefits, or for any other non-illness work situation.

Request for Donated Leave - Eligibility and Conditions

1. To be eligible for donations of leave time, the recipient employee must:
 - a. have completed three (3) months of District employment;
 - b. have exhausted all accrued personal leave time (e.g. floating holidays, vacation and sick time);
2. To request a donation, the employee must:
 - a. have exhausted most of his/her personal accrued leave (e.g. floating holidays, vacation and sick);
 - b. submit a Critical Illness/Injury Leave Donation Request Form to the District;
 - c. when requesting a donation, the employee should take into consideration other forms of pay he/she will receive as a result of the illness (e.g. short or long-term disability payments).
3. Approval for critical illness/injury leave will be on a "going forward" basis, and not retroactive.
4. The requesting employee may be required to submit a doctor's written statement certifying the employee's need to be absent from work, including the expected duration.
5. The maximum amount of donated leave a recipient employee may receive is 480 hours (60 days) within a twelve (12) month period. Exceptions to this provision may be approved by

the General Manager on a case-by-case basis based on a doctor's written statement as to the employee's need to be absent for additional recovery/recuperation.

6. Donations will be exchanged on an hour-for-hour basis. Donated leave shall be used as time is taken. It shall be paid out at the receiving employee's normal pay rate and is subject to normal payroll deductions. The recipient employee has sole responsibility for assessing any potential impact on his/her taxes and benefits.
7. By participating in Critical Illness/Injury Leave, the recipient employee agrees to forfeit any unused donation ""bank"" upon returning to work and/or no longer being eligible.
8. If the recipient employee separates from the District for any reason, donated hours may not be converted to PERS service credit or cash ("cashed out").
9. The time off in which the employee receives donated hours shall be excluded from the time necessary to be considered for a step increase or any other benefit dependent upon time of employment (e.g. longevity pay).
10. In regards to sick leave and vacation accrual, any pay period in which the recipient employee uses 40 or more hours of donated leave, the employee shall be considered in an ~~unpaid leave status and not entitled to sick leave and vacation accrual.~~

Donation of Leave - Eligibility and Conditions

When an employee has been deemed eligible to participate in Critical Illness/Injury Leave, the District will notify other employees of the opportunity to voluntarily donate, and provide the necessary donation form and any other applicable information.

1. The following leaves are eligible to be donated:
 - a. Vacation Leave;
 - b. Sick Leave.
2. To be eligible to donate, the giving employee must:
 - a. have worked for the District for at least twenty four (24) months;
 - b. retain at least 40 hours of accrued Vacation Leave; and
 - c. retain at least 192 hours of accrued Sick Leave (24 days, twice the annual accrual) for his/her own use.
3. The maximum amount of Vacation Leave, Sick Leave, or combination thereof that an employee may donate is 40 hours per calendar year.
4. Donations must be a minimum of 4 hours.
5. Donations are solely voluntary and employees are not to feel pressured to participate. Requests and/or overt persuasion of fellow employees to donate are not allowed.
6. The donating employee must submit a Critical Illness/Injury Leave Donation Form to the District. The names of employees donating and donation amounts will be confidential.

7. Leave transferred under this policy is not considered wages for the employee making the donation, and therefore, will not be included in gross income or subject to withholding.
8. Donations are irrevocable and will be deducted the first reasonable pay period following the donation and put into a donation leave "bank" for the recipient employee. Should the leave "bank" become depleted and the recipient employee is still eligible to receive donated time, the District will notify employees that additional donations are being accepted.
9. Once the recipient employee no longer needs or is not eligible for the donation "bank", the percentage remaining of the total hours donated will be determined and the donating employees will receive back that percentage of what was originally donated.

Following is a simplified example:

Employee Donating	Hours Donated
A	16
B	24
C	32
D	40
Total Donated	112

Upon end of the critical illness leave, the recipient used a total of 84 hours of the 112 hour donation "bank". There are 28 hours remaining, or 25% of the 112 hours donated. Each of the donors would receive back 25% of the hours donated as follows:

Employee Donating	Hours Donated	Remaining %	Hours credited back
A	16	25	4
B	24	25	6
C	32	25	8
D	40	25	10

Humboldt Bay Municipal Water District

To: Board of Directors

From: John Friedenbach

Date: December 7, 2017

Re: MOU with US Forest Service for Drawing Water from Ruth Lake

Discussion

During this past fire season, the US Forest Service has requested and withdrawn water from Ruth Lake for fire suppression purposes. The Board directed staff to draft a memorandum of understanding for this activity at Ruth Lake with the US Forest Service.

Staff consulted with the ACWA-JPIA risk management staff regarding any possible liability coverage for the District under these circumstances. Their response was:

“Aviation only applies if we are the ones flying the planes which we are not, the Forest Service has this responsibility as part of their fire operations. John, I do not have an issue with them taking water out of the lake, it has to be done in event of fires and this arrangement could be part of an mutual aid agreement. “

Staff has contacted Daren Borgen, Super Scooper Manager, at the US Forest Service and is awaiting to hear who the appropriate staff is at US Forest Service for review and acceptance of our proposed agreement.

District Counsel has prepared the attached draft MOU for your review and consideration.

Recommendation and Action

Staff recommends approval of the attached MOU with the US Forest Service and requests that you direct the General Manager to consummate the agreement with the Forest Service.

[FIRST DRAFT]

Dated: December 14, 2017

The Humboldt Bay Municipal Water District, hereinafter referred to as "District," a California public entity, and the United States Forest Service, an agency of the United States Federal Government, hereinafter referred to as "Forest Service," hereby agree as follows:

District is the owner of the Ruth Lake dam, property surrounding the Ruth Lake area, and water rights related to the dam, lake and Mad River located in Trinity County, California. District has delegated some management of areas owned by District surrounding the lake to the Ruth Lake Community Services District, also a California public entity.

A component of the mission of Forest Service is to provide fire suppression services, including areas in the vicinity of Ruth Lake.

In the course of fire suppression services, Forest Service is in need of water sources in the Ruth Lake area. In some instances this need is on an emergency basis and it may be impractical for Forest Service to provide advance notice of its need for water.

District, for public safety and welfare, is willing to grant Forest Service and its contractors the right to remove water from Ruth Lake for fire suppression services as reasonably necessary.

District grants to Forest Service the right to remove such water from Ruth Lake as reasonably necessary for fire suppression services by way of direct pumping from the lake into tanker trucks or similar equipment, or by helicopter or fixed wing aircraft for aerial operations.

Forest Service shall be responsible for obtaining any state or federal permits necessary for the taking of water or for aerial operations. Forest Service shall operate in accordance with all applicable Federal, State, and local laws, ordinances and regulations, including but not limited to those regulating the operation of aircraft, as applicable. Except as to permission to take water that is subject to District's water rights,

the permission of District shall not be construed as the acceptance of responsibility or approval of Forest Service operations.

To the fullest extent permitted by law, Forest Service agrees to be solely responsible for any and all injuries, damages, and claims to persons or property arising out of its operations to remove water from Ruth Lake pursuant to this Agreement. Forest Service agrees to immediately defend, indemnify and hold harmless District, the Ruth Lake Community Services District, and their respective directors, officers, employees or authorized volunteers against any and all such injuries, damages and claims.

Forest Service shall notify District prior to the taking of water pursuant to this Agreement if practical. If an emergency exists and advance notice cannot be provided, Forest Service shall give District notice within three business days after the taking of water, or the commencement of operations requiring the taking of water. Forest Service shall also notify District when the operations cease.

Within 30 days after any operations involving the taking of water pursuant to this Agreement, Forest Service shall provide to District a written report setting forth the dates of operation and its best estimate of the volume of water taken (measured by gallons or cubic feet).

Notice and reports required by this Agreement shall be provided by Forest Service to District at Humboldt Bay Municipal Water District; Attention General Manager; 828 Seventh Street; Eureka, CA 95501; 707-443-5018.

Because both District and Forest Service are public entities and this Agreement is designed to promote public safety and welfare, no monetary consideration is required pursuant to this Agreement.

District may revoke the permission granted pursuant to this Agreement at any time with 30 days written notice to Forest Service.

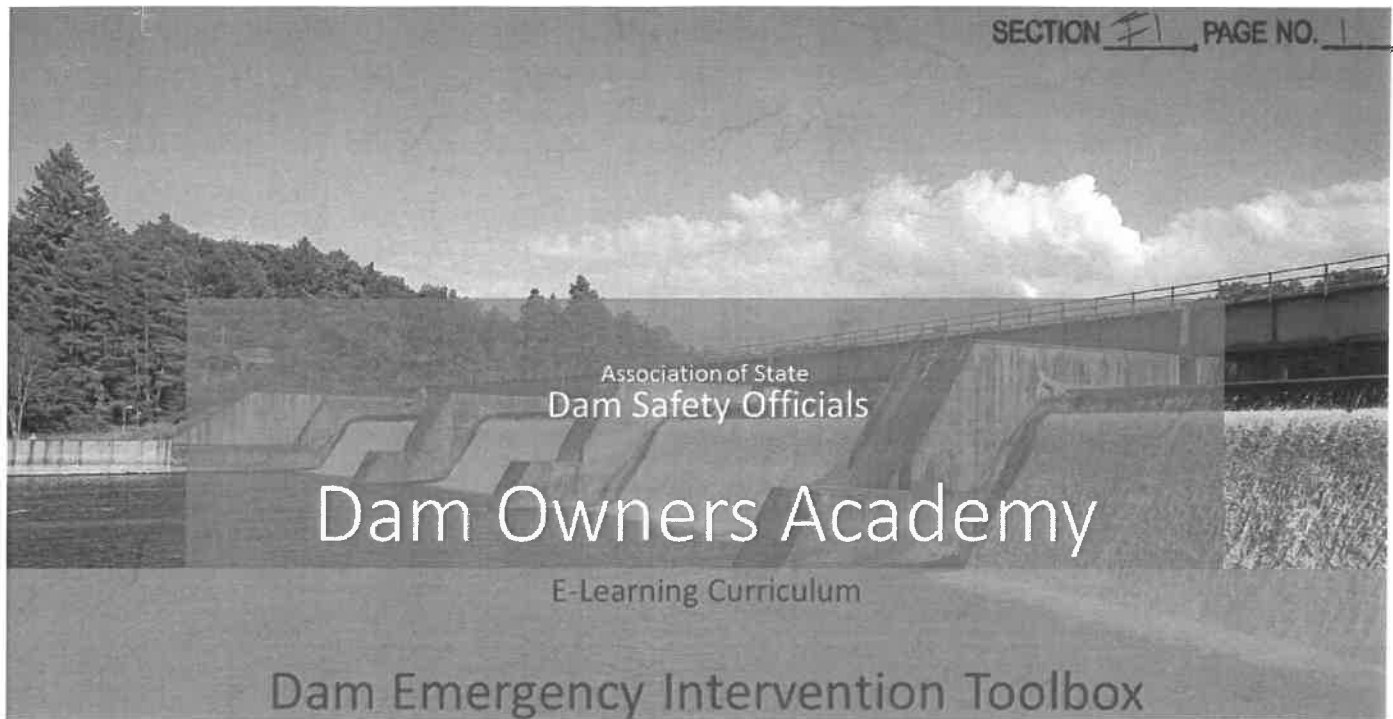
HUMBOLDT BAY MUNICIPAL
WATER DISTRICT

U.S. FOREST SERVICE

By: John Friedenbach, General Manager

By: _____

NEW BUSINESS



Join us November 28, 2017 at 12:00 p.m. Eastern for the pilot webinar of the ASDSO Dam Owner Academy webinar series.

This webinar will introduce and encourage the use of the Dam Owner Emergency Intervention Toolbox that was developed in 2016. The Dam Emergency Intervention Toolbox is currently available as an interactive electronic PDF document and contains the recommended procedures to prepare for, identify, and respond to emergency conditions at embankment dams. Through case study descriptions, photographs, videos, and reference to best practice documents, in addition to summarizing the content of the document, the webinar will present detailed instructions on how and when to use the document as well as emphasize its benefits when used properly.

Five takeaways attendees will receive from this course:

- Awareness of the importance of emergency intervention at dams.
- Instructions for obtaining the Dam Owner Emergency Intervention Toolbox.
- Knowledge of the Dam Emergency Intervention Toolbox contents.
- Suggestions for incorporation of the Dam Emergency Intervention Toolbox into existing dam safety documents and/or programs.
- Detailed understanding of how to use the Dam Owner Emergency Intervention Toolbox to prepare for and respond to emergency situations at dams.

The course instructors are Paul Schweiger, P.E., CFM, Vice President and Manager of the Dams and Hydraulics Section and Kate Aulenbach, E.I.T., CFM, Hydraulic and Hydrologic Designer, Dams and Hydraulics Section, Gannett Fleming, Inc.

This course was made possible by the Montana Department of Natural Resources & Conservation and Wyoming State Engineer's Office through a generous grant from the National Dam Safety Program.

To register for this free webinar or learn more visit www.DamSafety.org/DamOwnerAcademyEIT.



Association of State Dam Safety Officials

www.DamSafety.org | (859) 550-2788 | info@damsafety.org

Humboldt Bay Municipal Water District

To: Board of Directors

From: John Friedenbach

Date: December 4, 2017

Re: SB 623 Water Tax bill, AB 1668 and SB 606 Water Management Planning bills

Background

Earlier this year, SB 623 (Monning) Water Tax, AB 1668 (Friedman) and SB 606 (Skinner/Hertzberg) companion Water Management Planning bills were introduced. These bills were discussed with the Board and the District sent letters opposing the Water Tax Bill and opposing the Water Management Planning bills unless amended in accordance with the recommendations of ACWA. A large majority of urban water suppliers, local governments and business groups voiced their opposition as well.

While our District agrees that safe drinking water and proper water management is needed, the District and other stakeholder entities do not agree that the above referenced bills are the way to achieve this since they are unnecessarily complicated and costly. SB 623 the Water Tax bills places an unjust burden on all consumers of water to fund a small percentage of non-performing water districts. AB 1668 and SB 606 do not provide legislative oversight of standards setting process, and also fail to address the extremely expensive methodology proposed to be required to define water budgets for every individual parcel. That cost will be imposed on local water agencies under these bills. As a result of the previous opposition to these bills, SB 623, AB 1668 and SB 606 failed passage in the Legislature this year. However, they have become "two-year" bills and will be resolved during the 2018 legislative session.

Water agencies have proposed alternative bills, AB 968 and AB 1654, in regards to water management (AB 1668 and SB 606). These would continue multiple pathways to meet efficiency standards and would also maintain responsibility for drought planning at the local level.

Recent Activity

ACWA continues its lobbying efforts on behalf of all water districts opposing SB 623, AB 1668, and SB 606. The proponents of these bills are also continuing their support efforts. When the state legislature resumes in January 2018, both sides will renew their efforts with vigor.

Staff Recommendation

Staff recommends the Board authorize the General Manager to issue appropriate correspondence as needed opposing SB 623, AB 1668 and SB 606 and supporting AB 968 and AB 1654 during the 2018 legislative session.

To: Board of Directors
From: John Friedenbach
Date: December 5, 2017
Re: CSDA Special District Leadership Foundation Programs

Background

The California Special Districts Association offers programs through the Special District Leadership Foundation (SDLF) to promote good governance. The SDLF was formed in 1999 to provide educational opportunities to special district officials and employees to enhance service to the public. The SDLF currently offers a total of four programs:

- Special District Administrator Certification (for management staff)
- Recognition in Special District Governance (for Board members)
- District Transparency Certificate of Excellence (Special Districts)
- District of Distinction Accreditation (Special Districts)

The first two programs are for individuals to achieve certification. The last two are District certifications. If any of you are interested in the Recognition in Special District Governance, please let me know and I will provide you with the specifics of certification.

As a District, I would like us to pursue the District Transparency Certificate of Excellence and possibly the District of Distinction Accreditation. The District Transparency Certificate of Excellence must be completed in order to achieve the District of Distinction. We already meet most of the requirements for the District Transparency Certificate and it will not require much staff time to complete the application. One of the requirements for the District Transparency Certificate of Excellence that we currently do not do is post on the District website the training compliance with AB 1234 Ethics Training and AB 1825 Harassment Prevention Training for the General Manager, Management Staff and Board of Directors. This training is required to be renewed every two years.

There is no fee for the District Transparency Certificate of Excellence. The District of Distinction will require additional training for Board and Management staff and an accreditation fee of \$250. Both programs, once completed, are recognized for two years. At the end of the two years, the District would need to submit renewal paperwork and for the District of Distinction, pay the fee again for re-accreditation. We have checked with local Special Districts and at this time, McKinleyville CSD is the only one with certifications. They have a District Transparency Certificate of Excellence, District of Distinction Accreditation and 4 of their current Board/staff received Recognition in Special District Governance. Staff would like your feedback regarding pursuing the District certifications.

Attachments

SDLF Programs
Districts of Distinction Accreditation
District Transparency Certificate of Excellence

SDLF Programs

Home (<http://www.csda.net/>) » Professional Development (<http://www.csda.net/professional-development/>) » **SDLF Programs**

Programs promoting good governance.



In 1999, the Special District Leadership Foundation, a 501(c)(3) organization, was formed to provide educational opportunities to special district officials and employees to enhance service to the public.

It is dedicated to excellence in local government. To date, SDLF has designed and implemented the following programs :

- Special District Administrator Certification (<http://www.sdlf.org/#!sda-certification/ctzx>) *Individual Administrator*
- Recognition in Special District Governance (<http://www.sdlf.org/#!recognitions/c309>) *Board Members / Trustees*
- District of Distinction (<http://www.sdlf.org/#!district-of-distinction/c230e>)
- District Transparency Certificate of Excellence (<http://www.sdlf.org/#!transparency/cl0u>) } *District*

The SDA Certification is for management staff of the district, the Recognition is for the governing board members or trustees, District of Distinction is for all special districts as well as the District Transparency Certificate of Excellence.

SDLF Scholarships and Allowance Fund Information

Education Allowance Fund

The Special District Leadership Foundation has created the Educational Allowance Fund, designed to provide funding assistance to special district staff and elected officials who are first-time attendees at select events and/or programs.

Dr. James Kohnen Scholarship

This scholarship is for registration fees for all four modules of the Special District Leadership Academy or the Special District Leadership Academy Conference and is open to elected/appointed special district board members from districts with budgets of districts with limited budgets., who have not previously completed the Special District Leadership Academy.

John Yeakley Scholarship

This scholarship is for registration fees for continuing education related to special district governance and operations for general managers and executive staff of districts with budgets of districts with limited budgets. Applicants must be currently pursuing their Special District Administrator (SDA) designation.

If you are interested in more information on the Foundation, or would like to download a scholarship application, contact us at 916.231.2939 or visit us online (<http://www.sdlf.org>).

Showcase Your Commitment to Transparency

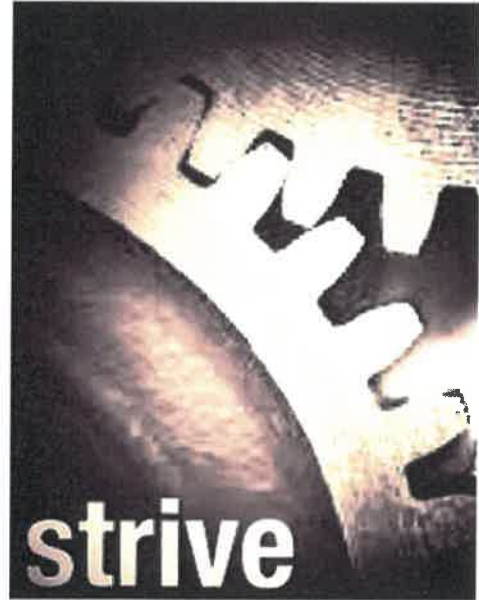


District Transparency Certificate of Excellence

This program was created by the Special District Leadership Foundation (SDLF) in an effort to promote transparency in the operations and governance of special districts to the public and to provide special districts with an opportunity to showcase their efforts in transparency. There are no fees for this certificate and districts will be recognized for two full years. Three main subject areas include:

- Basic Transparency Requirements
- Website Requirements
- Outreach Requirements

These are only a sampling of all the requirements needed to complete the transparency certificate. While it takes time to compile these requirements, being able to shine a light on all of the efforts your district has taken to be transparent is invaluable to the public..



Why Earn It?

1. The certificate covers all general, website, and outreach best practices and requirements regarding transparency for special districts.
2. Earning the certificate is a tangible acknowledgement of your transparency efforts.
3. Demonstrate to your constituents and other stakeholders your district's commitment to being open and accessible to them.
4. Earning the certificate demonstrates a commitment to engaging the public and creating greater awareness of your district's activities.

Earning the certificate is a tangible acknowledgement of transparency efforts. Demonstrate to your constituents and other stakeholders your district's commitment to being open and accessible to them.

Sample Policies

Included for your review are sample policies similar to those requested in the application. These are samples that can be used as a starting point for policy/document development. SDLF always recommends you seek legal review prior to adopting district policy to ensure full compliance with any applicable laws and/or regulations.

- [Brown Act Compliance 1](#)
- [Brown Act Compliance 2](#)
- [Public Records Act Requests 1](#)
- [Public Records Act Requests 2](#)
- [Reimbursement Policy 1](#)
- [Reimbursement Policy 2](#)
- [Annual Disclosure 1](#)
- [Annual Disclosure 2](#)
- [Conflict of Interest Policy 1](#)
- [Conflict of Interest Policy 2](#)
- [Code of Ethics Policy 1](#)
- [Code of Ethics Policy 2](#)
- [Financial Reserves Policy 1](#)
- [Financial Reserves Policy 2](#)
- [Board Vacancy Announcement 1](#)
- [Board Vacancy Announcement 2](#)
- [Public Budget Hearing 1](#)
- [Public Budget Hearing 2](#)

Application

1. Complete the application
2. Send application and all supporting materials to SDLF.
3. Approval process review performed by SDLF staff
4. Receive your certificate and recognition

[Download the application today.](#)

Certificate Holders

See a current list of special district leaders who have accomplished these goals and have been recognized.



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Purpose

To promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

Duration

2 Years

Application Cost

FREE

District Receives

- Certificate for display (covering 2 years)
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in social media, letter to the editor of local media outlet, and the CSDA eNews
- Window cling

Basic Requirements

Current Ethics Training For All Board Members (*Government Code Section 53235*)

- Provide copies of training certificates along with date completed

Compliance With the Ralph M. Brown Act (*Government Code Section 54950 et. al*)

- Provide copy of current policy related to Brown Act compliance
- Provide copy of a current meeting agenda (including opportunity for public comment)

Adoption of Policy Related to Handling Public Records Act Requests

- Provide copy of current policy

Adoption of Reimbursement Policy, If District Provides Any Reimbursement of Actual and Necessary Expenses

(*Government Code Section 53232.2 (b)*)

- Provide copy of current policy

Annual Disclosure of Board Member Or Employee Reimbursements For Individual Charges Over \$100 For Services Or Products. This Information Is To Be Made Available For Public Inspection. "Individual Charge" Includes, But Is Not Limited To: One Meal, Lodging For One Day, Or Transportation. (*Government Code Section 53065.5*)

- Provide copy of the most recent document and how it is accessible.

Timely Filing of State Controller's Special Districts Financial Transactions Report - Includes Compensation Disclosure. (*Government Code Section 53891*)

- Provide copy of most recent filing.

SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'

Conduct Audits As Required By Law (*Government Code Section 26909 and 12410.6*)

- Provide copy of most recent audit, management letter, and a description of how/ where documents were made available to the public

Other Policies – Have Current Policies Addressing the Following Areas

Provide copies of each:

- Conflict of Interest
- Provide copies of Form 700 cover sheet for board members and general manager
- Code of Ethics/Values/Norms or Board Conduct
- Financial Reserves Policy



Website Requirements

Maintain a district website with the following items Required. (provide website link) - Required items available to the public:

- Names of board members and their full terms of office to include start and end date
- Name of general manager and key staff along with contact information
- Election/appointment procedure and deadlines
- Board meeting schedule
(Regular meeting agendas must be posted 72 hours in advance pursuant to Government Code Section 54954.2 (a)(1) and Government Code Section 54956 (a))
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute/Enabling Act (Principle Act or Special Act)
- Current District budget
- Most recent financial audit
- Archive of Board meeting minutes for at least the last 6 months
- Link to State Controller's webpages for district's reported board member and staff compensation (Government Code Section 53908)
- Link to State Controller's webpages for district's reported Financial Transaction Report (Government Code Section 53891 (a))
- Reimbursement and Compensation Policy
- Home page link to agendas/board packets (Government Code Section 54957.5)
- SB 272 compliance-enterprise catalogs (Government Code Section 6270.5)

Additional items – website also must include at least 4 of the following items:

- Post board member ethics training certificates
- Picture, biography and e-mail address of board members
- Last (3) years of audits
- Financial Reserves Policy
- Online/downloadable public records act request form
- Audio or video recordings of board meetings
- Map of district boundaries/service area
- Link to California Special Districts Association mapping program
- Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)
- Link to www.districtsmakethedifference.org site or a general description of what a special district is
- Link most recently filed to FPPC forms
- Machine readable/searchable agendas (required in 2019)

Outreach/Best Practices Requirements - (Must complete at least 2 of the following items)

Regular District Newsletter Or Communication (Printed And/Or Electronic) That Keeps The Public, Constituents And Elected Officials Up-To-Date On District Activities (at least twice annually)

- Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom.

Community Notification Through Press Release To Local Media Outlet Announcing Upcoming Filing Deadline For Election Or Appointment And Process For Seeking A Position On The District Board, Prior To That Election (Or Prior To The Most Recent Deadline For Consideration Of New Appointments For Those Districts With Board Members Appointed To Fixed-Terms).

- Provide copy of the press release (and the printed article if available)

Complete Salary Comparison/Benchmarking For District Staff Positions Using A Reputable Salary Survey (At Least Every 5 Years)

- Provide brief description of the survey and process used as well as the general results

Special Community Engagement Project

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

- Submit an overview of the community engagement project reviewing the process undertaken and results achieved

Hold Annual Informational Public Budget Hearings That Engage The Public (Outreach, Workshops, Etc.) Prior To Adopting The Budget

- Provide copy of most recent public budget hearing notice and agenda.

Community Transparency Review

The district would be required to obtain a completed overview checklist from at least 2 of the following individuals (the district may choose to conduct the overview with these individuals simultaneously or separately):

- Chair of the County Civil Grand Jury
- Editor of a reputable local print newspaper (only one may count toward requirement)
- LAFCO Executive Officer
- County Auditor-Controller
- Local Legislator (only one may count toward requirement)
- Executive Director or President of local Chamber of Commerce
- General Manager of a peer agency (special district, city, county, neighborhood association, community organization or county administrative officer)
 - Provide proof of completion signed by individuals completing Community Transparency Review

DISTRICT TRANSPARENCY CERTIFICATE OF EXCELLENCE APPLICATION



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence**Submit Application***Submit this application along with all required documentation to:*

SPECIAL DISTRICT LEADERSHIP FOUNDATION

1112 I Street, Suite 200

Sacramento, CA 95814

Phone: 916-231-2939 • Fax: 916-442-7889

DISTRICT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:		
CONTACT TITLE:		
PHONE:	FAX:	
EMAIL:	WEBSITE:	
ASSEMBLY MEMBER(S)*:		
SENATOR*:		
LOCAL NEWSPAPER(S):		
I CERTIFY THAT THE INFORMATION SUBMITTED IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.	SIGNATURE:	

**include all state legislators representing the district's area of operation*

Showcase Your Commitment to Excellence



Districts of Distinction Accreditation

In a time where proper fiscal management and responsibility in public agencies is paramount and the task of governing these agencies has become even more complex, regulated and costly, it has become increasingly important to demonstrate to constituents that districts have sound fiscal management policies and practices in place among other areas of importance in district operations.

This accreditation is designed as a way for districts to highlight their prudent fiscal practices along with other areas important to effectively operate and govern a special district.



Why Earn It?

- The accreditation criterion gets to the heart of best practices in public agencies. Demonstrate that your district:
- Understands and respects the responsibilities inherent in providing essential public services.
- Has clean financial audits and operates in a fiscally responsible and transparent manner.
- Is conscious of the ever-changing operating environment by having current and relevant policies and procedures in place that conform to all statutes and regulations under state law.
- Places an emphasis on continuing education completed by having each of the district's board members and executive staff in ethics, governance and leadership training.
- Focuses on having sound policies in the areas of governance, board conduct, district finances, transparency and reserves.

Requirements

- They undergo regular financial audits, have no major deficiencies and apply any recommendations to future years.
- Their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual.
- All directors/trustees, general manager and executive staff (as designated by the district) have received training in governance as well as compliance with AB 1234 Ethics Training and AB 1825 Harassment Prevention Training.
- They have completed SDLF's District Transparency Certificate of Excellence.

DOD Seal

Districts of Distinction earn the right to use the program's seal on district materials. The District of Distinction seal is visual proof that your special district stands out from others

Application

1. Complete the application
2. Send application and all supporting materials to SDLF.
3. Approval process review performed by SDLF staff
4. Receive your certificate and recognition

[Download the application today.](#)

Current Districts of Distinction

See a current list of special district leaders who have accomplished these goals and have been recognized.



SHOWCASE YOUR COMMITMENT TO EXCELLENCE

Districts Of Distinction Application

The Districts of Distinction program is an accreditation program that enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures and proof of training received by directors and executive staff.

Requirements:

FINANCIAL AUDITS

Districts must demonstrate they undergo regular financial audits, have no major deficiencies and apply any recommendations to future years.

What to submit:

- Copies of the three most recent district audits, including financial statements and management letters. Each audit, including findings and recommendations, will be reviewed by a member of the Certification & Audit Review Advisory Committee. Committee members are volunteers from the special district community, including district controllers, directors of finance and SDA certified general managers.

POLICIES AND PROCEDURES

Districts must demonstrate that their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual. Policies and procedures should focus on governance, ethics, board conduct, district finances, reserves, reimbursement/compensation, etc.

What to submit:

- Copy of your district's current approved policies and procedures manual.
- Copy of your district's Board minute action adopting and/or having reviewed the policies and procedures manual within the past year.

Training

What to submit:

Documentation showing class attendance, such as certificate of completion for each board member, general manager and other executive staff members (as identified by the board) in the following areas:

- Governance Training:** Six hours of basic governance training within the past five years. Governance Foundations, offered by CSDA's Special District Leadership Academy, satisfies this requirement. Other courses may qualify as well, however will need to be submitted for review by SDLF. Also, Board Member Best Practices (3 hours) plus 2 approved webinars will satisfy that requirement. Approved webinars are: Board Member and District Liability Issues; Must Have Communication Protocols for Board & Staff; and Who Does What? Best Practices in Board Staff Relations.

**Districts with boards larger than 7 need at least a majority of total board members completing this training requirement.*

- Ethics Training:** Documentation verifying completion of AB 1234 ethics compliance training within the last two years.
- Harassment Prevention Training:** Documentation verifying completion of AB 1825 harassment prevention training within the last two years.

Other

Districts must also include the following items with the accreditation/re-accreditation application:

What to submit:

- Board of Directors roster
- List of executive staff, including titles
- Completed application for accreditation/re-accreditation
- Accreditation/re-accreditation application fee
- Completed SDLF District Transparency Certificate of Excellence

Frequently Asked Questions (FAQs)

Who should apply to be a District of Distinction?

Any California special district that wants to demonstrate publicly the effectiveness of its operations. Applying for this designation shows that your district understands and respects the responsibilities inherent to providing essential public services in a fiscally responsible manner.

What does a district receive for completing the program?

Districts of Distinction earn the right to use the program's seal on district materials and a plaque honoring their accomplishment. SDFL will also send a letter to a local publication and notify legislators on a district's behalf. The District will also receive a Legislative Resolution.

How does a district apply?

Districts interested in earning the Districts of Distinction designation must complete the application and submit it along with the required documentation. Applications must also be accompanied by an application fee.

If my district is a member of the Special District Risk Management Authority (SDRMA), will getting a District of Distinction accreditation save me money on my premiums?

Yes. SDRMA offers Credit Incentive Points (CIPs) if your district earns the District of Distinction accreditation which can provide significant premium discounts. For more information, contact SDRMA at 800.537.7790 or visit www.sdrma.org.

RE-ACCREDITATION

For how long is the designation valid?

The Districts of Distinction designation is valid for two years and a district may be re-accredited by submitting the application and all current required documents for review along with the re-accreditation fee.

Fees

The fees are on a sliding scale, based on a district's ability to pay:

INITIAL ACCREDITATION & RE-ACCREDITATION

<i>Annual operating budget</i>	<i>Fee</i>
\$0-299,999	\$125
\$300,000-749,999	\$150
\$750,000-999,999	\$175
\$1,000,000--2,999,999	\$200
\$3,000,000 or more	\$250



Is your district a District of Distinction?

Submit Application

Submit this application along with all required documentation and payment to:

SPECIAL DISTRICT LEADERSHIP FOUNDATION
1112 I Street, Suite 200
Sacramento, CA 95814

Phone: 916-231-2939 • Fax: 916-442-7889 • www.sdlf.org

DISTRICT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:		
CONTACT TITLE:		
PHONE:	FAX:	
EMAIL:	WEBSITE:	
ASSEMBLY MEMBER(S)*:		
SENATOR*:		
LOCAL NEWSPAPER(S):		
I CERTIFY THAT THE INFORMATION SUBMITTED IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.	SIGNATURE:	
PAYMENT		
TOTAL: \$	<input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS	
ACCT. NAME:	ACCT. NUMBER:	
EXPIRATION DATE:	AUTHORIZED SIGNATURE:	

* Include all state legislators representing the district's area of operation.

Is your district a District of Distinction?

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

To: Board of Directors

From: Samantha Ryan

Date: November 27, 2017

Subject: Trinity County Community Alert System – CodeRED

.....

Trinity County OES has a community warning system called CodeRED. This system is a “reverse 911” system that can be used to alert the public to an emergency via landline, cell phone, email, and notifications through the Mobile App. The benefit to signing up with the CodeRED Mobile App, is that if you travel to an area that utilizes CodeRED, you will automatically receive local warnings without having to sign-up with that jurisdiction.

Trinity County OES and the CodeRED program is in the process of switching from the Sheriff’s Office to the Department of Health and Human Services. The attached brochure is the most current brochure Trinity County has for the program; the information about the Mobile App and the website are current, however the phone number to call for more information on the CodeRED program is (530) 623-1265.

CodeRED™ Mobile App

CodeRED has a mobile
application for Android and
iPhone users.

Go to the web:

[https://www.onsolve.com/
solutions/products/CodeRED/
mobile-alert-app/CodeRED-
mobile-apps-download/](https://www.onsolve.com/solutions/products/CodeRED/mobile-alert-app/CodeRED-mobile-apps-download/)

CodeRED™ WEATHER WARNING

CodeRED Mobile App

Or try this QR Code with your QR
Reader:



Trinity County Community Alert System



Trinity County Sheriff's Office—
Office of Emergency Services
530-623-2611

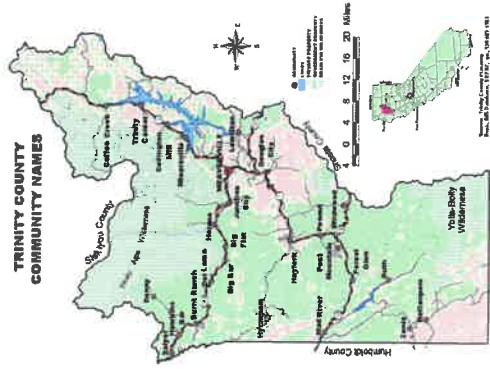
61 Airport Road
Suite B
Weaverville, CA 96093

Phone: 530-623-2611
Fax: 530-623-8180

E-mail: srenten@trinitycountyoas.org

What is CodeRED? How Will Trinity County Use It?

Trinity County Sheriff's Office and the Office of Emergency Services (OES) is implementing a new community warning system called CodeRED. These systems are often called



"reverse 911" systems. Having one of these systems in place allows Dispatchers and other public agencies to reach large numbers of citizens at one time to warn them of important events taking place in their locations. CodeRED uses "Geo-coding" to convert your location to latitude/longitude format so that highly tailored warnings can be delivered accurately.

Some usage examples are: warning citizens of a wildfire, alerting the public to a missing child or adult, informing people of a water system failure, or announcing road closures, parades etc. Of course the type of message that may be sent is unlimited.

Trinity County OES is currently implementing this system, which means that it is collecting data from the landline phone companies doing business in the County. The data has been loaded into the system and have been used so far this year for a missing persons incident and a fire in Lewiston.

How Does CodeRED Work?

CodeRED works in several ways. The first method is to collect data from the phone companies; the data collected is from registered landlines. The phone companies provide us with your telephone number and your service address, i.e. where they think your phone is. With this information the system can plot your location on a map that we use to select streets and landmarks to send warnings.

The second method is for citizens to self register. With this method, we can accumulate cell phone and email data, which increases the ways we can get urgent messages to you. Plus we can get messages thru when your landline isn't working; even if the voice call side of your cell phone is down, because text messages often go thru when voice calls cannot.

The third way CodeRED can be used is when residents sign up for it via the Mobile App, which is



The Mobile App keeps up with you.

After down loading the Mobile App you can sign up to receive notifications. Beyond registering for Trinity County notifications, this method will bring important notices to you from any jurisdiction you are travelling in that uses CodeRED. For example: for a tornado warning in Iowa or contaminated drinking water in New Jersey, when they use CodeRED you will receive the warning, even though you have not signed up in either area.

Lastly, we will be able to send alerts to all cell phones accessing cell towers within Trinity County by contacting the State Warning Center with our message.

How can I sign up?

You can register thru the CodeRED mobile App.

In the near future we will post a link on the County Website that you will be able to follow to register. For now you can type in your browser:

<https://public.CodeREDweb.com/CNE/BF42E95647EB>

Trinity County Sheriff's Office –
Office of Emergency Services
530-623-2611

61 Airport Road
Suite B
Weaverville, CA 96093

Phone: 530-623-2611
Fax: 530-623-8180

E-mail: srenten@trinitycountyoes.org

ENGINEERING

**CHANGE ORDER**PROJECT: Humboldt Bay Municipal Water District
1-MG Tank Roof Replacement and PaintingChange Order No.: 4Date: 11/17/17Page No.: 1 of 5

CONTRACTOR: Paso Robles Tank – Brown-Minneapolis Tank, Inc.

DESCRIPTION OF CHANGE:

This Change Order is a credit to cover the cost for week-end inspection work as well as the cost for the inspector to travel and show up on 10/2, only to have the paint contractor not be on site.

Simpson Sandblast requested to be allowed to work on Saturday, Sept. 23rd and Sunday Sept. 24th. This required the paint inspector, Dana Gaya, to work to inspect the interior sandblasting prep and allow Simpson to begin the interior coating process. The normal inspection rate is \$96/hr. The 8 hours of inspection work on the 23rd was required to be paid at a Premium Rate of \$125/hr. The 8 hours of inspection work on Sunday the 24th was paid at a Double Rate of \$145/hr. Resulting in an increase in inspection of: 8hrs * ((\$125/hr-\$96/hr) + (\$145/hr-\$96/hr)) = \$624. (See attached invoice and hourly time report as backup)

Simpson Sandblast had also told the inspector that they were going to be on site on Monday, 10/2 to be ready to perform spark testing of the interior coating. The inspector traveled and arrived at the site at 7:15 ready to work. He waited around until 9:45 until he was finally able to contact the Simpson foreman and was told the crew would not be working that day. Costs included travel and site time. Cost = 8hrs * \$96/hr = \$768.

Total CO cost = \$624+\$768 = \$1,392

Adjustment of contract sum		Adjustment of contract completion dates	
Original Contract Sum	\$460,837.50	Original Contract Completion Date	Aug. 07, 2017
Prior Adjustments	\$6,965.00	Prior Adjustments in Calendar Days	47
Contract Sum Prior to this Change	\$467,802.50	Adjustment in Calendar Days for this Change Order	0
Adjustment for this Change	-\$1,392.00	Revised Contract Completion Date	Sept. 23, 2017
Revised Contract Sum	\$466,410.50		

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: 11/17/2017

APPROVED BY:

Owner

DATE: _____

ACCEPTED BY:

Contractor

DATE: _____

**CHANGE ORDER**PROJECT: Humboldt Bay Municipal Water District
1-MG Tank Roof Replacement and PaintingChange Order No.: 5Date: 11/17/17Page No.: 1 of 11

CONTRACTOR: Paso Robles Tank – Brown-Minneapolis Tank, Inc.

DESCRIPTION OF CHANGE:

This Change Order is to cover the cost of removing the vent brackets and screens, sandblasting the brackets and coating them, and reinstalling the vents with new screens. See attached labor and material sheets for back-up of costs.

Adjustment of contract sum		Adjustment of contract completion dates	
Original Contract Sum	\$460,837.50	Original Contract Completion Date	Aug. 07, 2017
Prior Adjustments	\$5,573.00	Prior Adjustments in Calendar Days	47
Contract Sum Prior to this Change	\$466,410.50	Adjustment in Calendar Days for this Change Order	5
Adjustment for this Change	\$11,156.95	Revised Contract Completion Date	Sept. 28, 2017
Revised Contract Sum	\$477,567.45		

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

RECOMMENDED BY:

EngineerDATE: 11/17/2017

APPROVED BY:

Owner

DATE: _____

ACCEPTED BY:

Contractor

DATE: _____

**Memorandum**

December 8, 2017

To: John Friedenbach Ref. No.: 11125099

From: Patrick Kaspari, PE  Tel: 707-443-8326

CC: _____

Subject: **Change Orders 6 & 7, 1-MG Reservoir Reroofing Project**

John,

Attached are DRAFT Change Orders 6 and 7 for the 1-MG Reservoir Reroofing and Painting project. Change Order 6 was prepared to cover the removal of the excessive paint on the floor of the reservoir and is in the amount of \$20,663.40. Change Order 7 was prepared to cover the liquidated damages allowed by the contract to cover the extra time the contractor required to complete the project. Change Order 7 was a credit for \$19,000. Paso Robles Tank has suggested that instead of processing these change orders, we simply allow them to offset each other and do not amend the contract price. Staff is in agreement with this approach.





DRAFT

CHANGE ORDER

PROJECT: Humboldt Bay Municipal Water District
1-MG Tank Roof Replacement and Painting

Change Order No.: 6

Date: 11/17/17

Page No.: 1 of 03

CONTRACTOR: Paso Robles Tank – Brown-Minneapolis Tank, Inc.

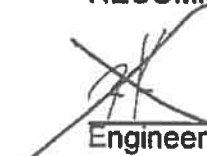
DESCRIPTION OF CHANGE:

This Change Order is to cover the excessive thickness of paint on the interior floor of the tank and extra stripping time and materials to remove it down to white metal. It also covers the cost savings for installing two coats on the interior bathtub ring and floor, to the originally specified thickness instead of the three coats specified. Please see the attached cost detail from Simpson Sandblast.

Adjustment of contract sum		Adjustment of contract completion dates	
Original Contract Sum	\$460,837.50	Original Contract Completion Date	Aug. 07, 2017
Prior Adjustments	\$16,729.95	Prior Adjustments in Calendar Days	52
Contract Sum Prior to this Change	\$477,567.45	Adjustment in Calendar Days for this Change Order	2
Adjustment for this Change	\$20,663.40	Revised Contract Completion Date	Sept. 30, 2017
Revised Contract Sum	\$498,230.85		

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: 11/17/2017

APPROVED BY:

Owner

DATE: _____

ACCEPTED BY:

Contractor

DATE: _____



CA#878060

NV#72342

AZ#255672

October 16, 2017

Desiree Brumley
Paso Robles Tank

Re: Excessive Mills at 1MG Domestic Reservoir
444 Pipeline Road
Arcata, CA 95521

Interior Dimensions are: 70'D x 40'H

Roof: $3.14 \times r^2 = 3,847$ sq. ft.

Shell: Diameter x Height x 3.14 = 8,792 sq. ft.

Per Ring: 8,792 divided by 5 rings = 1,759 sq. ft.

Floor: $3.14 \times r^2 = 3,847$ sq. ft.

Total (bottom ring and floor): 5,606 sq. ft.

Floor:

The floor, on average, has a coating system that is 32 mils. This represents a coating system that is 60% thicker than the 20 mils that is deemed as the industry standard as evidenced by the application of the coating system listed in the specifications. This 60% increase in thickness results in 60% more labor, time for equipment, fuel, sand removal and sand disposal. The total square footage of the floor is 3,847.

The cost per square foot with the 60% adder would bring the cost up to \$10.40/sq. ft. which is an increase of \$3.90 to our base bid price of \$6.50. This increase would apply to the entire area of the floor where the thick coatings are being blasted off, additional equipment and abrasive used, fuel, labor, and additional spent abrasive disposal.

Bottom Ring:

The bottom ring, on average, also has a coating system of 32 mils. This also represents a coating system that is 60% greater than the 20 mils that is deemed as the industry standard. The additional \$3.90 per sq. ft. would only apply to the 1,759 sq. ft. which makes up the bottom ring.

The cost per square foot with the 60% adder would bring the cost up to \$10.40/sq. ft. which is an increase of \$3.90 to our base bid price of \$6.50. This increase would apply to the bottom ring where the thick coatings are being blasted off, additional equipment and abrasive used, fuel, labor, and additional spent abrasive disposal.



CA#878060

NV#72342

AZ#255672

Summary:

These totals represent the exact per square foot price supplied at the time of bid without any additional markup. I am not interested in trying to profit from this unforeseen circumstance but only be made whole as the scope has now changed. I believe the numbers outlined in this letter represent a true and fair account of the calculations and cost that have been incurred on this project due to the excessive mils which total \$21,863.40 (\$3.90 x 5,606 sq. ft.)

Cost Deduction:

The Field Work Directive#7 was suggested to help with the cure time starting 1 day earlier; not suggested to save on cost. The labor time is still the same for mixing the material, and applying the material in two coats rather than three coats. Using two coats instead of three does have a small labor reduction in the set up/ cleanup of the airless spray procedure. Typically the setup and cleanup will take an hour for each task, and with the pulling the guns in & out of the tank that would add another hour. So with a 4 man crew @ the agreed upon rate of \$100 per man per hour, for three hours, the cost of reduction would be \$1,200.00. This can be deducted from the additional proposed cost.

Excessive Mils Cost: \$21,863.40

Cost Reduction: \$1,200.00

TOTAL: **\$20,663.40**

Thank You,

Let me know if there are any questions that you may have.

Rusty Simpson

Project Manager



DRAFT

CHANGE ORDER

PROJECT: Humboldt Bay Municipal Water District
1-MG Tank Roof Replacement and Painting

Change Order No.: 7

Date: 11/17/17

Page No.: 1 of 1

CONTRACTOR: Paso Robles Tank – Brown-Minneapolis Tank, Inc.

DESCRIPTION OF CHANGE:

This Change Order is to cover Liquidated Damages and costs incurred for excessive inspection and project management beyond the contractual completion date. The original contract completion date was August 7, 2017. Fifty four additional days were added by Change Order, resulting in a Contract Completion date of September 30, 2017. The date of actual completion of the substantial work was November 7, 2017, yielding 38 calendar days past the contractual date. At the contractual rate of \$500/day, this yields: 38 days x \$500/day = \$19,000 of liquidated damages.

Adjustment of contract sum		Adjustment of contract completion dates	
Original Contract Sum	\$460,837.50	Original Contract Completion Date	Aug. 07, 2017
Prior Adjustments	\$37,393.35	Prior Adjustments in Calendar Days	54
Contract Sum Prior to this Change	\$498,230.85	Adjustment in Calendar Days for this Change Order	0
Adjustment for this Change	-\$19,000.00	Revised Contract Completion Date	Sept. 30, 2017
Revised Contract Sum	\$479,230.85		

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: 11/17/2017

APPROVED BY:

Owner

DATE: _____

ACCEPTED BY:

Contractor

DATE: _____



November 10, 2017

Mr. John Friedenbach
Humboldt Bay Municipal Water District
828 Seventh Street
Eureka, CA 95501

Re: Submittal of Mad River Cross Sections for 2017

Dear John,

We have enclosed two hardcopies of the 2017 survey of the Mad River Cross Sections at Essex. We have also enclosed a CD with an electronic copy of the drawings in PDF and AutoCAD format.

There is one area of concern with observed changes to the cross sections. The area of potential concern for the past few years has been the channel against the north bank at Sections 2 and 3. The channel on the north bank at Section 3 (between Collector 1 and Pump Station 6) and at Section 2 (downstream of Pump Station 6) has deepened over the past few years. The deepening of the north bank channel suggests that the weir placed just downstream of Section 3 to divert flows back toward Pump Station 6 (PS6), is losing its effectiveness. Failure of the weir, or movement of the main channel thalweg to the north, would prevent the effective operation of the surface water intake at PS6, which is located on the south bank of the river between Sections 2 & 3. However, Dennis Halligan, a fisheries biologist at Stillwater Science, was also out making observations of this reach when the District was clearing the forebay earlier this year. During this inspection, he felt that the main channel thalweg was still along the south bank, near the PS6 intake. As recommended last year, if the Industrial System remains idle in 2018, dredging activities are likely not required. However, if a customer is identified for the Industrial System, it is recommended that the southern channel be deepened by dredging to ensure the effective operation of PS6.

The other sections do not indicate any areas of concern. The cross section of the channel at Section 1, the furthest section downstream of Essex, aggraded or filled in slightly from 2013 to 2014, but it deepened again in 2015. It aggraded very slightly again in 2016 and this year, but the overall cross sectional profile was generally very similar to the 2015 & 2016 profiles.

As stated above, Section 2, downstream of PS6, has filled in fairly significantly on the south side of the channel and deepened on the north channel. The channel depths in the central portion of the channel have not changed significantly over the last few years.

Section 3, just downstream of Collectors 1/1A and upstream of PS6, has changed as noted in the paragraph above. The central portion of the channel has deepened slightly since 2015 & 2016, but the channel on the north bank has moved further to the north.

The channel on the north bank of Section 4 (between Collectors 1 and 2) has filled in since 2016. It had deepened over 2.5-feet between 2014 and 2016, so it is not surprising that it has aggregated a bit in the last year.

Section 5 is just upstream of Collector 2. The profile at this section has changed very little in the past several years, but it filled in slightly this year, again this is not surprising since it had deepened slightly in the last few years.

There is not much overall change in the channel cross section at Section 6, just downstream of Collector 3. It has deepened slightly in some areas and filled in slightly in others, in such a way that it should not impact District operations.

The main channel at Section 7, immediately downstream of Collector 4, has seen the channel move away from the north bank and towards the center of the channel. The area of the sand bar built up around Collector 4 had largely washed away between 2015 and 2016 and further eroded this year. This is not of major concern for the operation of the Collector, but the area will have to be built up again if the boom truck or a crane are required to perform maintenance on the collector.

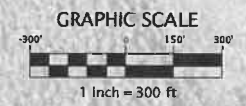
There is actually a fairly dramatic change in the channel cross section at Section 8, just downstream of Collector 5. The main channel has moved away from the south bank towards the central part of the main channel. The area along the south bank has filled in and the area across the entire rest of the main channel has deepened by several feet. This should not affect District operations.

As always, we appreciate the opportunity to assist you on this project. Please do not hesitate to call me if you have any questions.

Sincerely,
GHD



Patrick Kaspari, P.E.
District Engineer



POINTS WEST SURVEYING CO.
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707-840-9510 • Phone 707-840-9542 • Fax

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T 1 707 444 8326 F 1 707 444 8330
W www.ghd.com



BAR IS ONE INCH ON ORIGINAL DRAWING
0 1"

MARK	DATE	DESCRIPTION	ISSUE

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
SURVEY DATE: SEPTEMBER 12, 2017
MAD RIVER ESSEX - 2017
CROSS SECTION INDEX

PROJ NO: 11146483
DRWN: WJP CHKD: DAC

SHEET 1 OF 3



**BASIS OF BEARINGS
CALIFORNIA COORDINATE SYSTEM – ZONE 1 (NAD 27)**

	Point	Northing	Easting	Elev.	Description
SECTION 1	101	580490.27	1430941.72	27.83	HELD FOUND 1" IP "CONTROL POINT WK"
	199	580897.25	1431098.28	40.86	FOUND 1" IP "CSC CTRL PT"
SECTION 2	201	579885.63	1431632.04	47.70	FOUND 1" IP "CONTROL POINT WK"
	299	580493.34	1431680.02	35.13	HELD FOUND 1" IP "CONTROL POINT WK"
SECTION 3	301	580175.31	1432640.64	39.59	HELD FOUND OPEN 1" IP, SET TAG "CSC CTRL PT"
	399	580537.47	1432397.23	40.02	FOUND 1" IP "CONTROL POINT WK"
SECTION 4	401	580314.39	1433486.47	38.61	HELD FOUND 1" IP "CONTROL POINT WK"
	499	580725.19	1433425.83	24.98	NO MONUMENT FOUND OR RESET. POSITION CALCULATED FROM OLD SURVEY DATA
SECTION 5	501	579903.95	1434279.72	36.01	FOUND 1" IP "CONTROL POINT WK"
	599	580140.54	1434614.96	84.48	HELD 1" IP "CONTROL POINT WK"
SECTION 6	601	578898.74	1435765.94	40.73	HELD FOUND 1" IP "CONTROL POINT WK"
	699	579359.22	1435702.74	48.29	FOUND 1" IP "CONTROL POINT WK"
SECTION 7	701	578916.78	1436643.30	47.77	HELD 1" IP TAGGED "CSC CONTROL"
	799	579406.72	1436739.01	60.81	FOUND 1" IP "CONTROL POINT WK"
SECTION 8	801	578486.94	1437754.23	68.50	FOUND 1" IP "CONTROL POINT WK"
	899	579199.47	1438012.41	67.02	HELD FOUND 1" IP "CONTROL POINT WK"

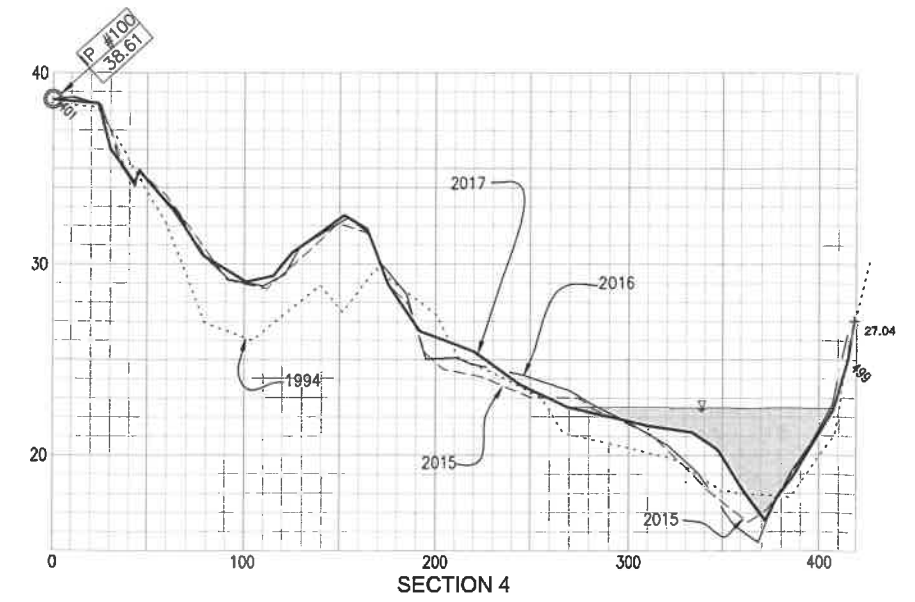
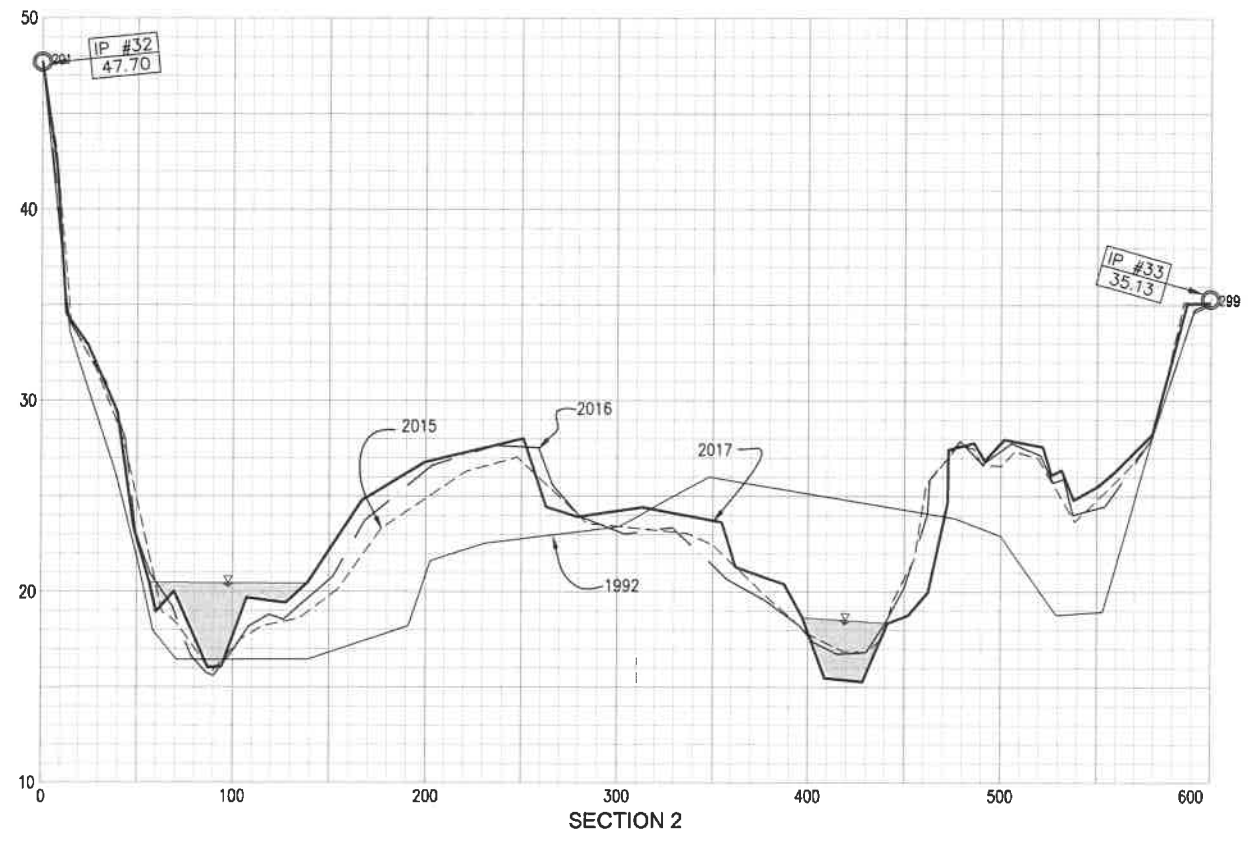
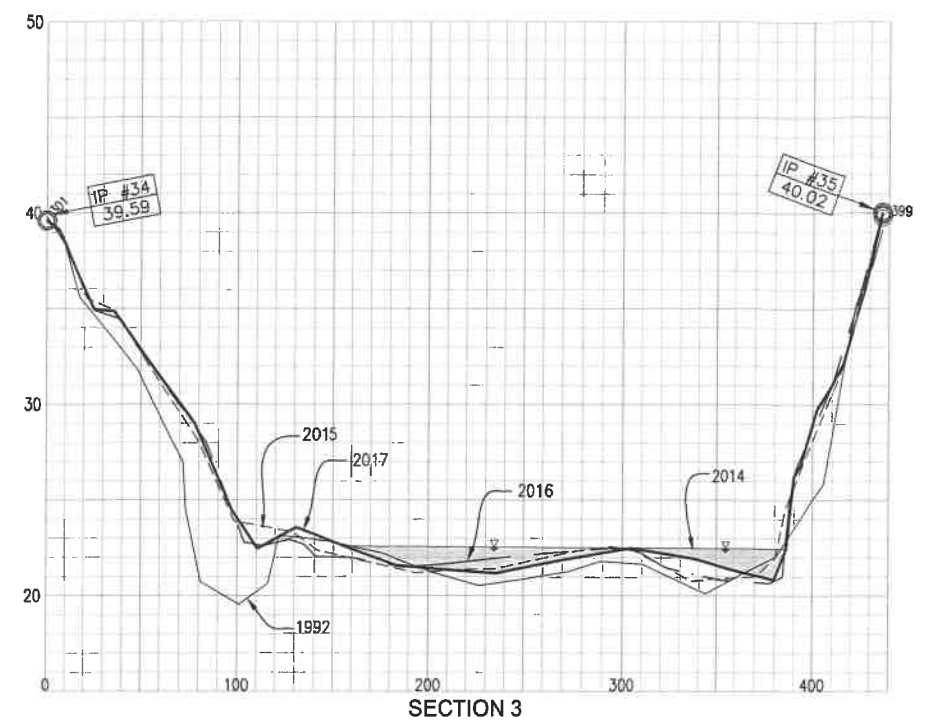
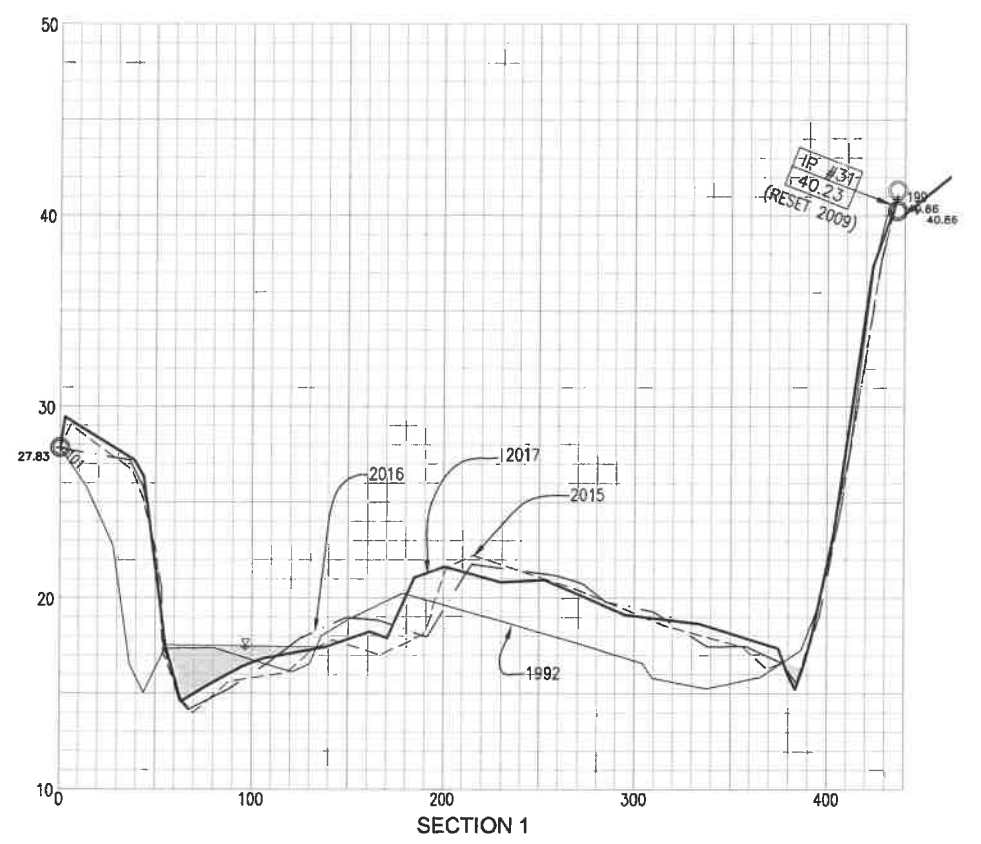
LEGEND

- ⊙ FOUND RECORD SURVEY MONUMENT, HELD FOR POSITION
- FOUND RECORD MONUMENT AS NOTED

RECORD POSITIONS ARE SHOWN WHERE THEY AGREE WITHIN 1' HORIZONTALLY AND 0.1' VERTICALLY—
MEAS. DISTANCES AND ELEVATIONS ARE SHOWN IN DESCRIPTION IF FOUND TO BE OUT OF THIS TOLERANCE.

SECTIONS ON ATTACHED SHEETS FACE WESTERLY (DOWNSTREAM VIEW).

ORTHOPHOTO IS FOR GENERAL INFORMATION ONLY AND DOES NOT INDICATE WATER/GRAVEL CONDITIONS AT TIME OF SURVEY.



LEGEND

- 1992 ———
- 1994* - - - - -
- 2015 - - - - -
- 2016 - - - - -
- 2017 ———

WATER SURFACE ON SEPTEMBER 12, 2017

SURVEY CONTROL POINT IDENTIFICATION & ELEVATION (FEET)

* Section 4 only

HORIZONTAL SCALE:



VERTICAL SCALE:



SUBCONSULTANT
POINTS WEST SURVEYING CO.
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T: 707 443 8528 F: 707 444 0330
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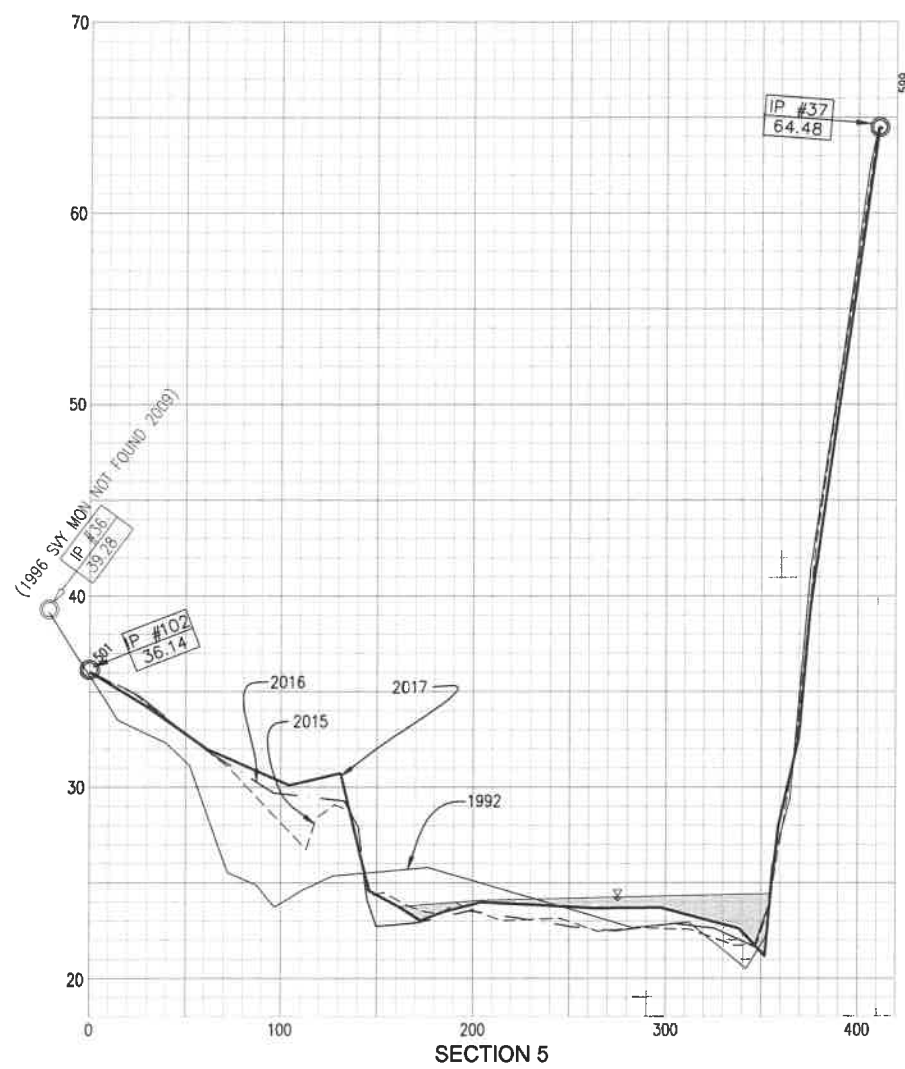


BAR IS ONE INCH ON ORIGINAL DRAWING

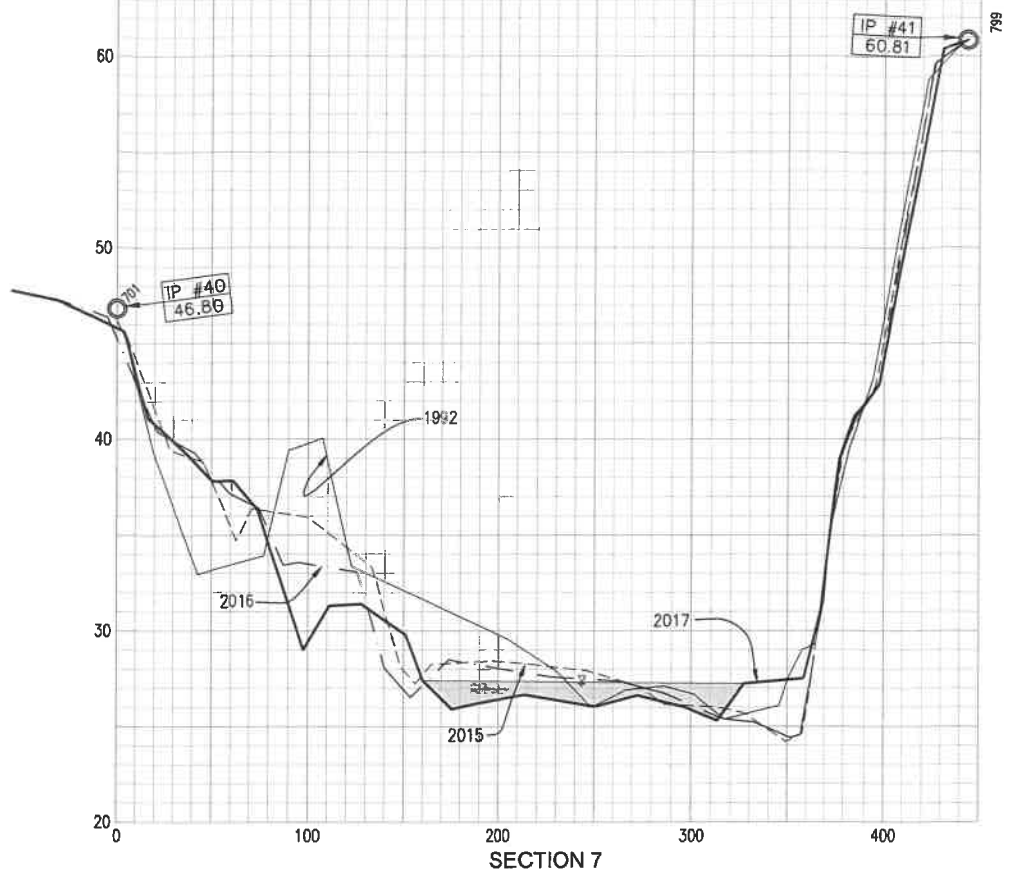
MARK	DATE	DESCRIPTION	ISSUE

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
SURVEY DATE: SEPTEMBER 12, 2017
MAD RIVER ESSEX - 2017
CROSS SECTIONS 1 - 4

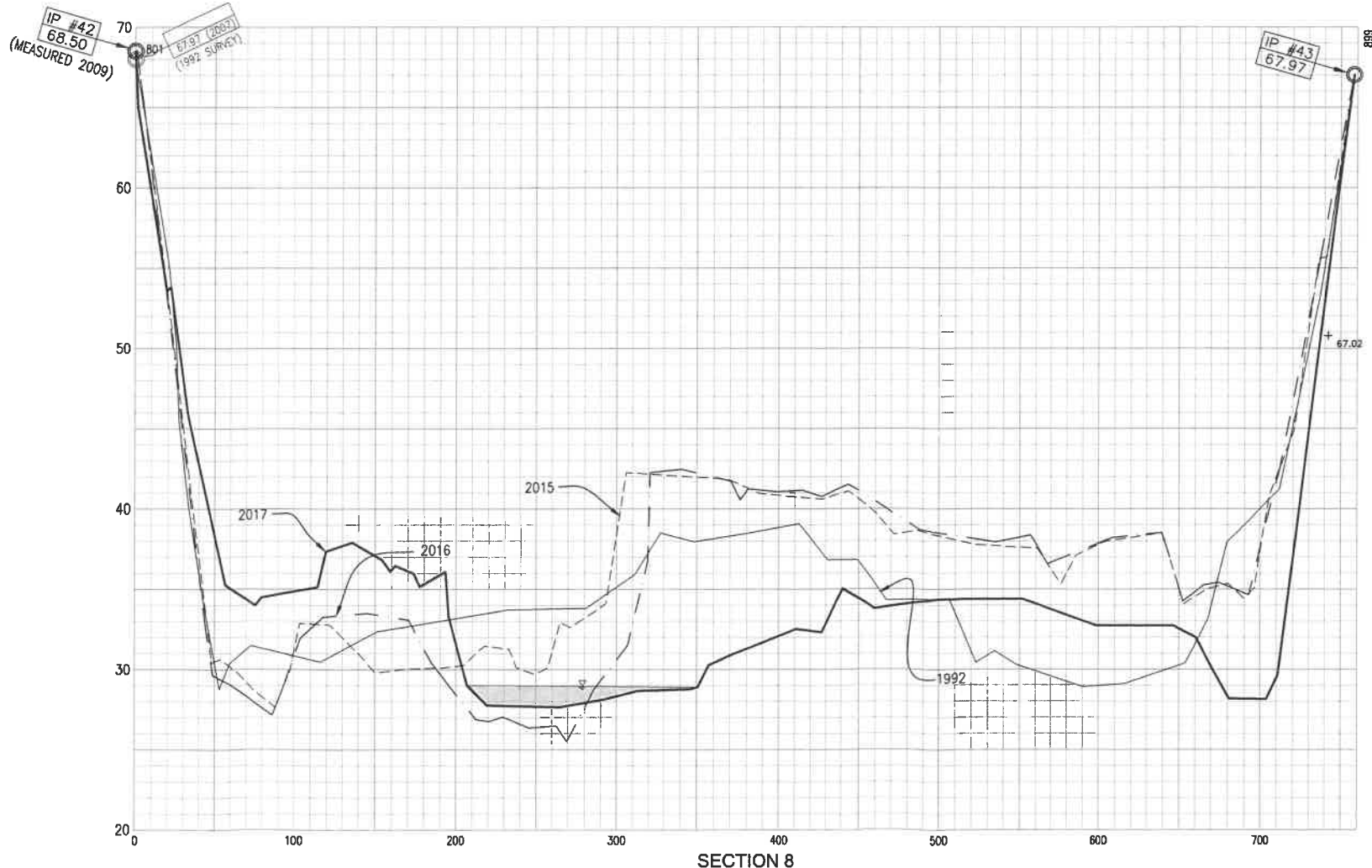
PROJ NO: 11146483
DRWN: WJP/SJD CHD: DAC



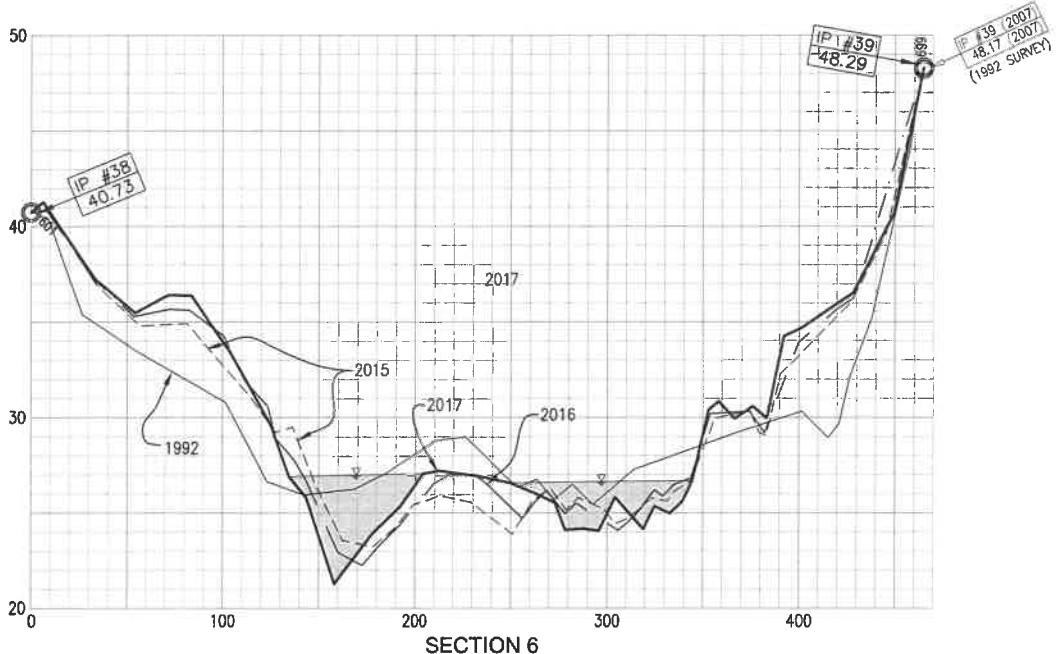
SECTION 5



SECTION 7



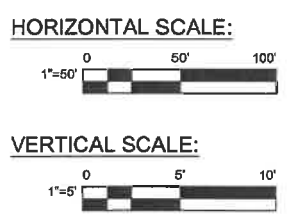
SECTION 8



SECTION 6

SECTION J1b PAGE NO. 5

- LEGEND**
- 1992
 - 2015
 - 2016
 - 2017



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BAR IS ONE INCH ON ORIGINAL DRAWING

0 1'

MARK	DATE	DESCRIPTION	ISSUE

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 SURVEY DATE: SEPTEMBER 12, 2017
MAD RIVER ESSEX - 2017
CROSS SECTIONS 5 - 8

PROJ NO: 11146483
 DRAWN: WJP/SJD CHKD: DAC

SHEET 3 OF 3



SECTION *JIC* PAGE NO. *1*
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

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MICHELLE FULLER DIRECTOR

GENERAL MANAGER

JOHN FRIEDENBACH

November 14, 2017

Mr. Anthony Roggio, Hazard Mitigation Specialist
Recovery Infrastructure Branch, Program
California Office of Emergency Services
3650 Schriever Avenue
Mather, CA 95655-4203

Subject: **FEMA DR-1911-09-09R**
6-Month Deadline Extension Request for Project Activity Completion Date
Humboldt Bay Municipal Water District Blue Lake/Fieldbrook Pipeline Retrofit

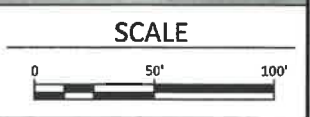
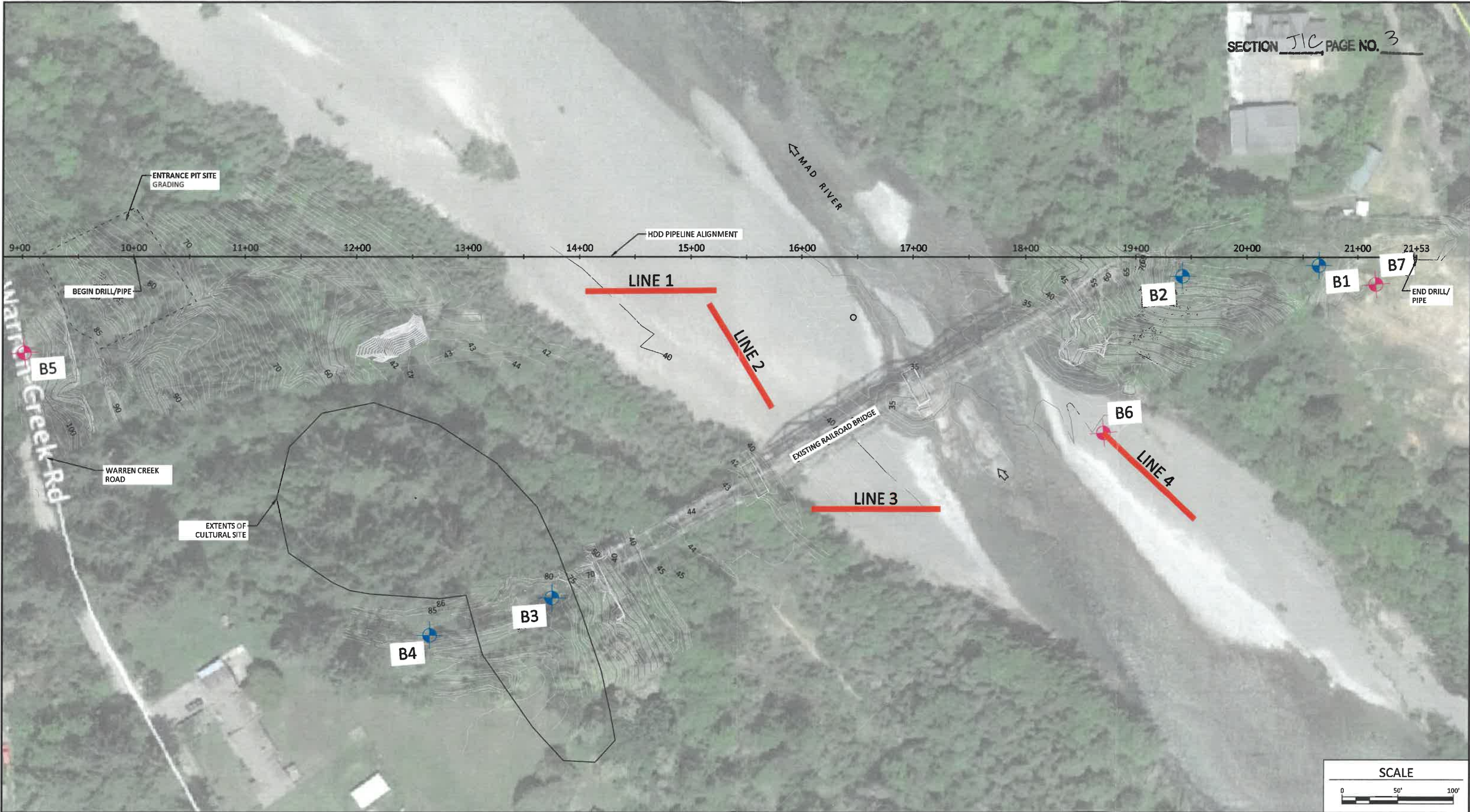
Dear Mr. Roggio,

The Humboldt Bay Municipal Water District (HBMWD) respectfully requests a 6-month extension of time for the completion of the HBMWD's Blue Lake/Fieldbrook Pipeline Crossing Project (BL/FB Project). We request that the deadline for the project activity completion date be extended six months, from May 7, 2018 to November 7, 2018. An explanation for the necessary deadline extension is outlined below.

The main reason the project has been delayed is that the cultural resources investigation for this project resulted in the identification of archaeological resources in the project's Area of Potential Effect (APE), and triggered the subsequent need for an extended cultural resource investigation. The original *Cultural Resource Investigation of the Mad River Pipeline Crossing for the HBMWD*, Roscoe & Associates, was completed and submitted to CalOES/FEMA in September 2014. Due to the discovery of the cultural resource site during this investigation, an expanded study was required, and the *Addendum to Roscoe and Rich (2014)–Archaeological testing at the Area of Potential Effect for the Mad River Pipeline Crossing Project*, was submitted in February 2015. This subsequently had a ripple effect on all the remaining Phase 1 tasks. The finalization of the Feasibility Study to select the final river crossing alternative was dependent on the completion of a geotechnical investigation, which was contingent upon the completion of the cultural resource survey and final approval from FEMA for the performance of ground disturbing activities. After the revised Cultural Resource Survey was submitted in February 2015, FEMA approved the performance of the geotechnical investigation on September 23, 2015.

The geotechnical investigation was then completed and the geotechnical report; *Preliminary Geotechnical Report, HBMWD Water Transmission Pipeline Replacement Over Mad River*, Crawford Geotechnical was submitted to CalOES/FEMA in December 2015. The geotechnical data was then used to complete the Feasibility Study and the *Feasibility Study, Construction of Secondary Pipelines across the Mad River to Supply Water to Fieldbrook and Blue Lake*, GHD was submitted in April 2016.

The discovery of the cultural resource site also impacted the final alignment of the proposed project, which was required to avoid the cultural resources. This in turn changed the Area of Potential Effect and required amended Biological and Cultural Resource Surveys to assess the changed APE. The *Amendment to Biological Evaluation, Blue Lake Fieldbrook Glendale CSD Pipeline, Mad River Crossing*, GHD, and *Cultural Resources*



LEGEND

- B1 BORING LOCATIONS - PHASE 1
- B5 BORING LOCATIONS - PHASE 2
- SEISMIC LINE LOCATIONS

PLAN

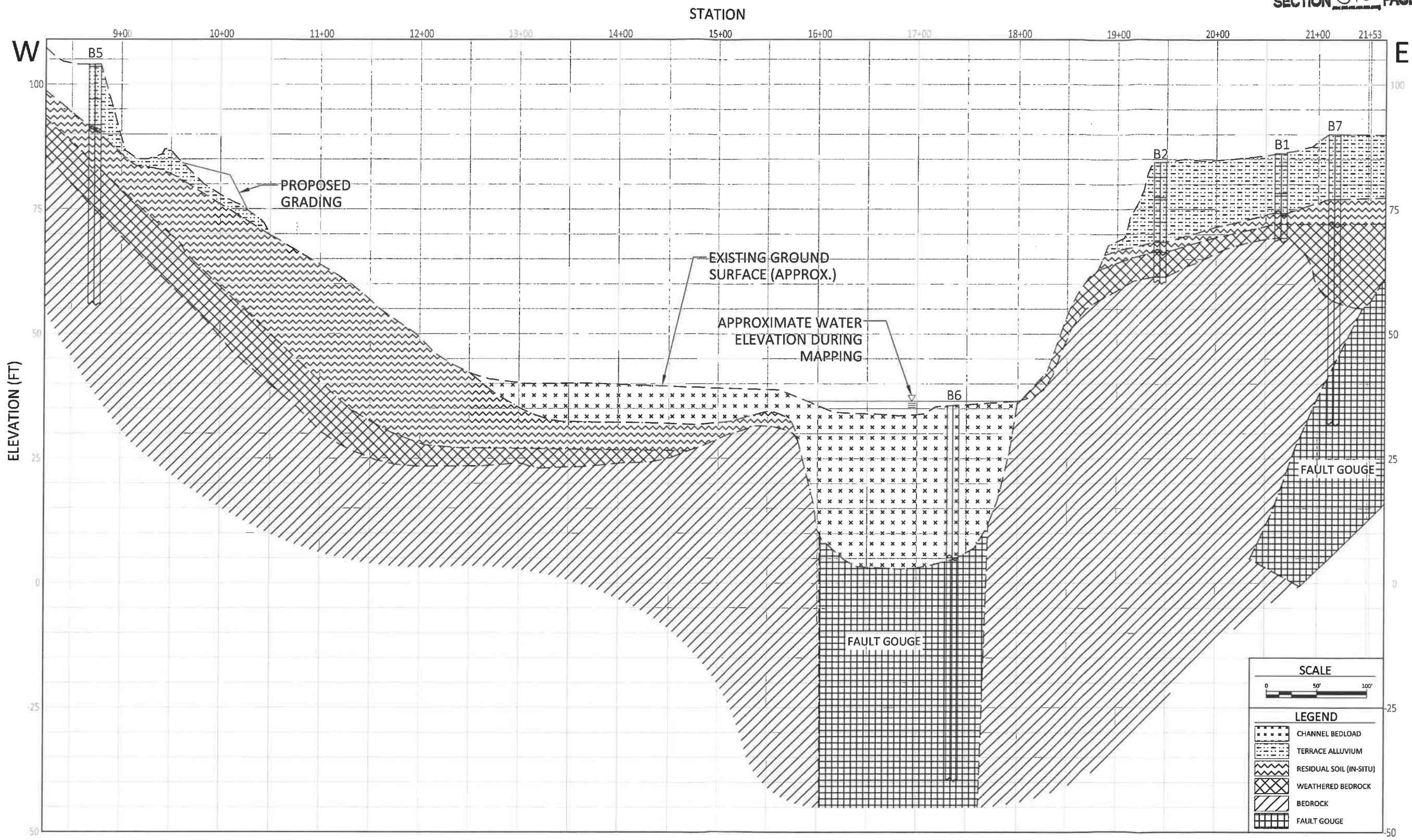


Map and Data Source:
 Topography and Proposed Pipeline Alignment
 provided by GHD via electronic transfer.

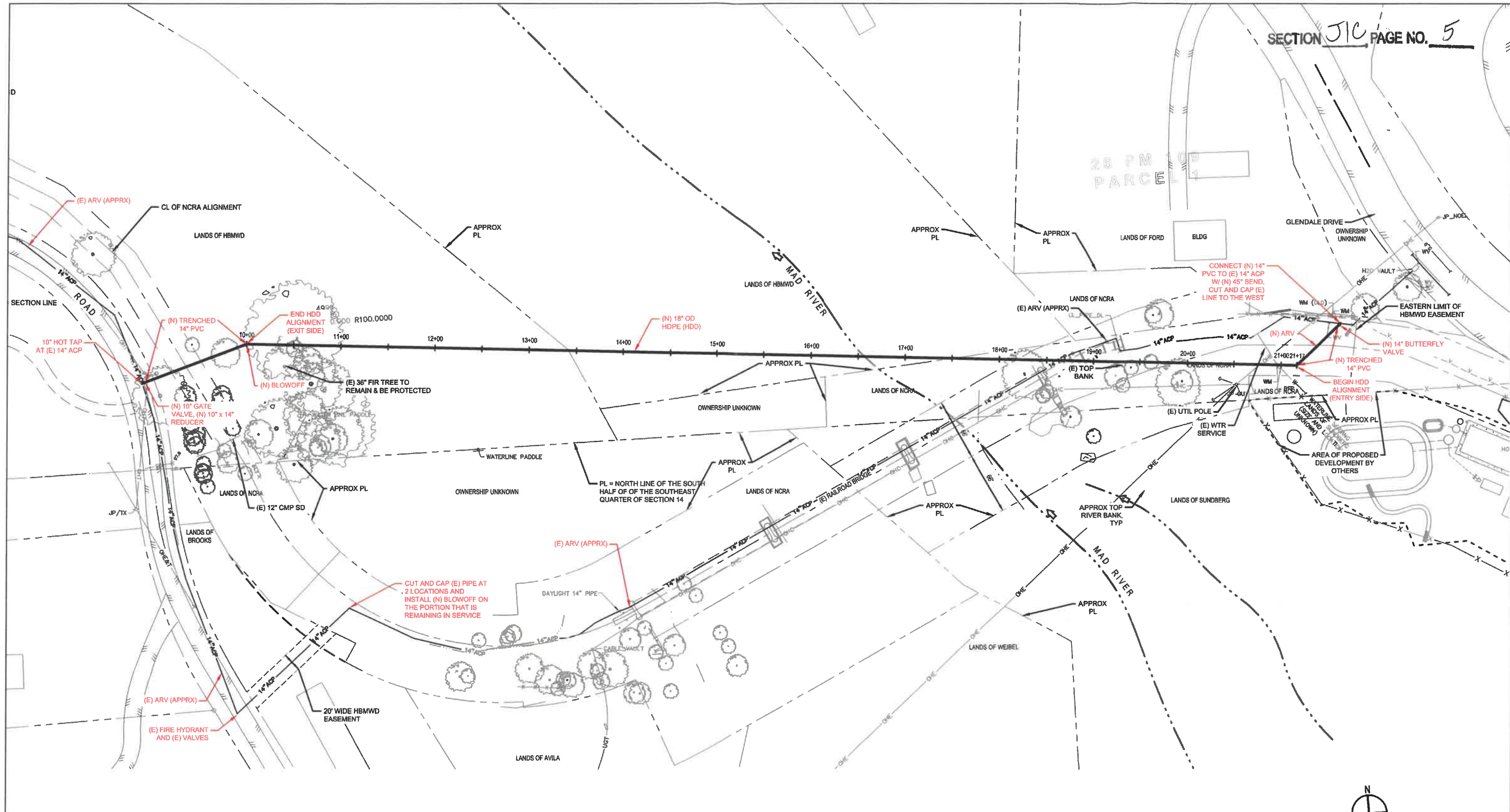
Crawford & Associates, Inc.
 Geotechnical Engineering, Design
 and Construction Services
Taber Since 1984
 1100 Corporate Way
 Suite 230
 Sacramento, CA 95831
 (916) 455-4225

GEOTECHNICAL INVESTIGATION
 HBMWD PIPELINE CROSSING
 PHASE 2
 HUMBOLDT COUNTY, CA

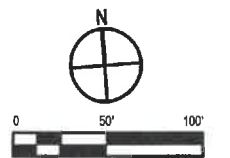
Figure 1
 Proposed HDD
 Alignment Plan
 Proj. No: 15-245.2
 Scale: As Noted
 Date: 11/08/2017



PROFILE OF CROSS SECTION



1 PIPELINE CROSSING - PLAN VIEW
SCALE: SEE SCALEBAR



PRELIMINARY

No.	Issue	Drawn	Approved	Date



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0 1'

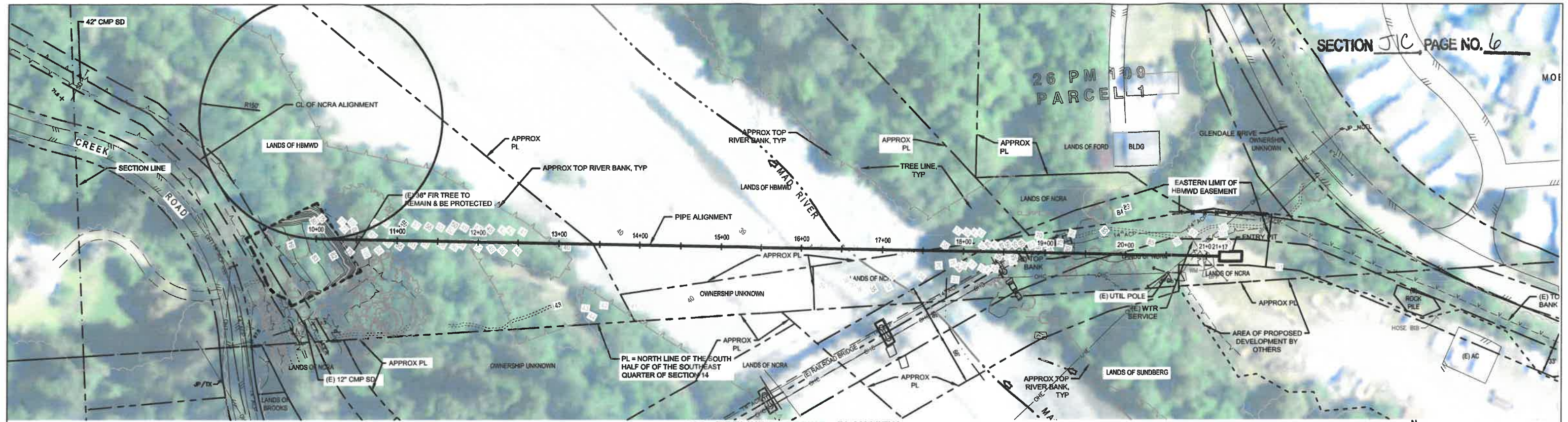
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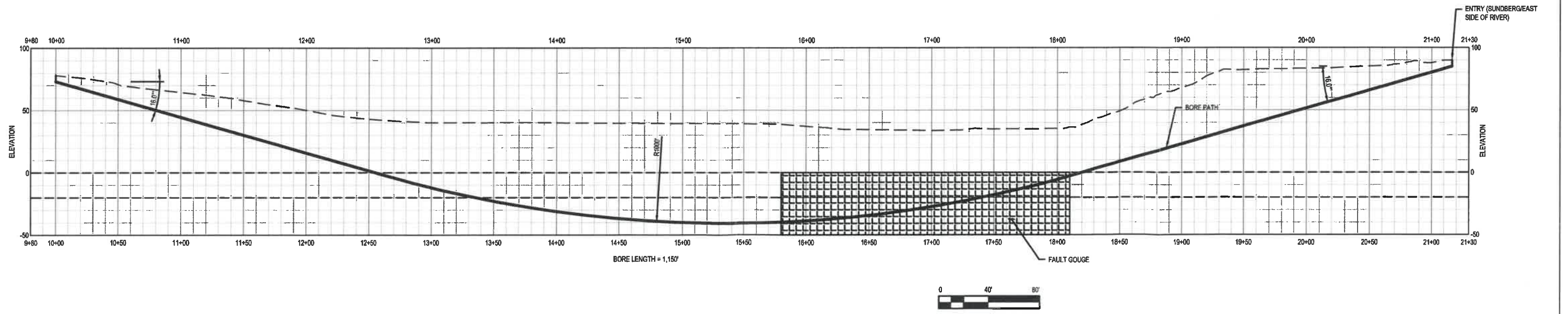
Drawn NS	Designer NS
Drafting Check PK	Design Check PK
Project Manager P. KASPARI	Date J J
This document shall not be used for construction unless signed and sealed for construction.	
Scale AS NOTED	

Client HUMBOLDT BAY MUNICIPAL WATER DISTRICT
Project MAD RIVER PIPELINE CROSSING
Title PIPELINE PLAN AND PROFILE
Project No. 8411162
Original Size ANSI D
Sheet No. C-1
Sheet <u> </u> of <u> </u>



1 PIPELINE CROSSING - PLAN VIEW
SCALE: SEE SCALEBAR

STATION



2 PIPELINE CROSSING - PROFILE
SCALE: SEE SCALEBAR (VERTICAL EXAGGERATED 4X'S)

PRELIMINARY

No.	Issue	Drawn	Approved	Date		Bar is one inch on original size sheet 0 1"		 GHD Inc. 718 Third Street Eureka California 95501 USA T 1 707 443 8326 F 1 707 444 8330 W www.ghd.com	Drawn SJD Designer NS	Client HUMBOLDT BAY MUNICIPAL WATER DISTRICT Project MAD RIVER PIPELINE CROSSING
									Drafting Check PK Design Check PK	Title PIPELINE PLAN AND PROFILE Project No. 8411162
This document shall not be used for construction unless signed and sealed for construction.									Date JJJ	Original Size ANS I D Sheet No. C-1

Humboldt Bay Municipal Water District

To: Board of Directors

From: John Friedenbach

Date: December 7, 2017

Re: Kieselhorst Easement Agreement, AP 507-430-002

Discussion

The owners of the property located at 5720 West End Road in Arcata, Nick and Chris Kieselhorst, are in the process of developing their property. The District's Industrial and Domestic waterlines transverse this parcel for which we have an existing easement. The proposed development avoids our pipeline easement except for two relatively small concrete slabs. One is for a handicap parking space and one is for a trash receptacle. They have proposed to use the balance of our easement area for parking spaces.

In the past when development has occurred on a parcel for which the District has an original "floating" pipeline easement, we have negotiated with the property owner to fix our pipeline easement in exchange for additional setbacks from the easement to be able to access the pipeline with heavy equipment in the event of maintenance requirements. The Kieselhorst's have stated that they are agreeable with keeping our floating easement over their parcel as their proposed plans allow for access to our pipelines. Staff is in agreement with this.

Therefore, District Counsel has drafted the attached Easement Addendum Agreement to clarify both party's understandings and responsibilities.

Recommendation and Action

Staff recommends approval of the attached Easement Addendum Agreement with Nick and Chris Kieselhorst and requests that you direct the General Manager to consummate and record the agreement with them.

EASEMENT ADDENDUM AGREEMENT

December 14, 2017

Christopher Kieselhorst and Nicholas Kieselhorst, hereinafter referred to as “Kieselhorst,” and the Humboldt Bay Municipal Water District, a California public entity, hereinafter referred to as “District,” agree as follows:

Kieselhorst are the owners of real property in Humboldt County, California located at 5720 W. West End Road, Arcata, California, Humboldt County Assessor Parcel No. 507-430-002. District has a 30-foot wide pipe line easement and other easement rights related to the Kieselhorst property pursuant to a deeded Grant of Right of Way from Kieselhorst’s predecessor in interest, Frank P. Toste and Maria Toste, granted July 21, 1961. A copy of that Grant Right of Way is attached to this Agreement as **Exhibit A**. A parcel map diagram of the Kieselhorst property, which also depicts the pipe line location portion of the District’s easement rights, is shown as Parcel 1 on **Exhibit B** attached to this Agreement.

Kieselhorst desire to make improvements to and construction on their property. District desires to accommodate Kieselhorst and at the same time maintain its ability to maintain, repair and replace as necessary its facilities located in the pipeline easement area on the Kieselhorst property pursuant to its easement rights. Kieselhorst has applied to the City of Arcata for permits related to said improvements, designated by the City of Arcata as Project 178-035-DR2 Kieselhorst.

District will not object to the Kieselhorst project as depicted in the Kieselhorst proposed site plan, attached to this Agreement as **Exhibit C**. The encroachments into the District easement area basically consist of a concrete slab that is part of a disabled access ramp, a small structure with a concrete foundation and floor, and parking spaces. Kieselhorst shall not seek any permits for other expansion of its facilities in the easement area in the future.

Kieselhorst will not pave the parking area over the easement, but shall be entitled to gravel the area. The area may be used for the parking of passenger vehicles and light trucks, but shall not be used by heavy trucks or other equipment. Kieselhorst shall be responsible to District for any damage caused to District's facilities by the weight of vehicles or equipment. If District needs access to the parking area for routine repairs, maintenance or replacement, Kieselhorst shall cause the vehicles to be removed for the time necessary as requested by District. In the event of an emergency, as defined in the sole discretion of the District, District shall have the right to remove vehicles to a different location. Kieselhorst will defend, indemnify and hold harmless District for any and all claims for damage to such vehicles, including but not limited to vehicles owned by Kieselhorst, its employees or agents, or third parties.

If the District needs the cement slab, small structure, or other property removed from the pipe line easement area, Kieselhorst shall remove the same upon request by the District. In the event of an emergency, as defined in the sole discretion of the District, District shall have the right to remove any such obstructions to gain access to its facilities located in the pipe line easement area. District shall not be responsible for any damage or repair or replacement costs to Kieselhorst's property resulting from such removal.

Kieselhorst confirms and acknowledges the District's rights pursuant to Exhibit A to use the Kieselhorst property as reasonably necessary for ingress and egress to the District's 30-foot right of way in which its facilities are located, and to use the Kieselhorst property adjacent to and along the 30-foot right of way area as may be reasonably necessary for the installation, repair, and replacement of the District's facilities located within the 30-foot easement area. These rights apply whether the District's requirements arise out of routine repairs, maintenance or replacement or arise out of the need for emergency repairs.

This Agreement shall be binding on the subsequent owners and other successors in interest to the Kieselhorst property.

Christopher Kieselhorst

Nicholas Kieselhorst

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

By: John Friedenbach, General Manager

Exhibit A

650-165

AP# 507-251-20

" - 430 - 02

" - " - 01

14270

14270

GRANT OF RIGHT OF WAY

The undersigned, FRANK P. TOSTE and MARIA TOSTE hereinafter called Grantor, for and in consideration of the sum of \$7,740.00 in hand paid as full payment for the following described right of way, receipt whereof is hereby acknowledged, does hereby grant and convey unto HUMBOLDT BAY MUNICIPAL WATER DISTRICT, a District duly organized and existing under the laws of the State of California, hereinafter called Grantee, a permanent right of way and easement 30 feet in width for the purpose of laying, constructing, maintaining, operating, altering, changing the size of, repairing, or replacing a pipeline or lines, and all fittings and appliances properly appurtenant thereto, for the transportation of water through such pipeline, the Grantee to have the right to select, change, or alter the routes under, upon, over and through lands which the undersigned owns, or in which the undersigned has an interest, situated in the County of Humboldt, State of California, being further described as follows, to wit:

Beginning on quarter section line at a point distant 233 feet East of Southeast corner of Southwest quarter of Northeast quarter of said Section 16, Township 8 North, Range 1 East, Humboldt Meridian; and running thence North 89 degrees 30 minutes West on quarter section line 1353 feet to the center quarter section corner of said Section 16;

thence North on quarter section line 1320 feet more or less to one-eighth section corner;

thence East on the North line of Southwest quarter of Northeast quarter of said section; 700 feet;

thence South 65 degrees 15 minutes East, 390 feet;

thence South 75 degrees 30 minutes East 108 feet;

thence South 10 degrees 30 minutes East 200 feet;

thence South 25 degrees East 50 feet;

thence South 44 degrees 30 minutes East 100 feet;

thence East 90 feet;

thence South 13 degrees 57 minutes East 600 feet more or less to the point of beginning.

EXCEPTING from above, the strip of land deeded to Arcata and Mad River Railroad Company by deed recorded in Book 3 Page 684 of Deeds, Humboldt County Records.

ALSO EXCEPTING that portion conveyed to the State of California by deed recorded July 15, 1955 in Book 346, Page 534, Humboldt County Records.

-14270

Grantee may further define the location of said right of way and easement by recording a "Notice of Location" referring to this instrument and setting forth a legal description of the location of said right of way and easement above, which description may be set forth by map attached to said Notice. A copy of said Notice shall be delivered to Grantor.

The Grantee shall have all other rights and benefits necessary and convenient for the full enjoyment or use of the rights herein granted, including but without limiting the same to, the free right of ingress and egress to, over, across, and from said lands, together with the right to use such portion of said lands adjacent to and along said right of way as may be reasonably necessary in connection with the installation, repair, and replacement of such pipeline or lines.

The Grantee shall have the right to enlarge its pipe or pipes to any size Grantee shall deem necessary or desirable, and after the initial installation of pipe or pipes to lay, construct, maintain, operate, repair and remove additional lines of pipe.

TO HAVE AND TO HOLD the estate, rights of way, easements rights and privileges hereby conveyed to said Grantee, its successors and assigns, until such pipeline be constructed and so long hereafter as a pipeline is maintained thereon.

Grantor represents and warrants that Grantor is the owner in fee simple of the lands above described, subject only to outstanding encumbrances, if any, now on record in said County, and Grantor agrees to warrant and forever defend all and singular said right of way unto the Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

The undersigned Grantor, and Grantor's successors, heirs, or assigns, reserves the right fully to use and enjoy the said premises subject to the permanent right of way and easement herein granted and conveyed, provided, however, that the Grantee shall have the right from time to time to cut and remove all trees, all undergrowth, and any other obstructions that may injure, endanger, or interfere with the construction and use of said pipeline or lines, or fillings and appurtenances to any of said lines. The Grantee shall not erect or construct any buildings or other structure, or drill or operate any well, or construct any reservoir or other obstruction on said right of way, or directly or substantially add to the ground cover over said pipeline.

The Grantee, by the acceptance hereof, agrees as follows:

1. To pay the reasonable amount of actual damage to crops, fences, timber, buildings, private roads, and other improvements, which may arise from laying, constructing, maintaining, operating, repairing, removing, changing the size of, and replacing such pipeline or lines, or additional pipeline or lines, or in the exercise of the right of ingress or egress.
2. To pay to Grantor prior to the construction of the initial pipeline the sum of \$2,250.00 per acre of said lands within the right of way strip, less the amount previously paid as consideration for this grant of right of way.
3. Promptly to backfill any trench made by it on said right of way, and if said land shall then be cultivated to restore the surface of the ground, so far as is practicable, to its condition prior to Grantee's trenching operations.
4. To indemnify Grantor against any loss or damage which shall be caused by any wrongful or negligent act or omission of Grantee or of its agents or employees in the course of their employment.

All payments hereunder may be made by check or draft of Grantee direct by mail to Grantor at Rt. 1, Box 100, West End Road, Arcata, California

or to _____ at _____ who is hereby appointed agent and is authorized to negotiate, receive, receipt and release for all payments and claims against Grantee, its contractors, agents or employees.

The provisions hereof shall inure to the benefit of and bind the heirs, successors, and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.

It is understood that this indenture as written covers all the agreements and stipulations between the parties, and that no representations or statements, verbal or written, have been made, modifying, adding to, or changing the terms thereof.

Wherever herein the singular or masculine is used, it shall be considered as if the plural or the feminine or the neuter, as the case may be, had been used, where the context or the party or parties hereto so require, and the rest of the sentence shall be construed as if the grammatical and terminological changes thereby rendered necessary had been made.

IN WITNESS WHEREOF the Grantor has executed these presents this 20th day of July 1961 at _____
Frank P. Toste
Maria Toste

1961

STATE OF CALIFORNIA,)
COUNTY OF HUMBOLDT,)
On this 20th day of July, 1961

before me, the undersigned, personally appeared FRANK P. TOSTE and MARIA TOSTE

known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same.

WITNESS my hand and official seal



14270

This is to certify that the interest in real property conveyed by the deed or grant dated July 20, 1961 from Frank P. State and Gloria State to HUMBOLDT BAY MUNICIPAL WATER DISTRICT, a political subdivision of the State of California, is hereby accepted by the Grantee, and the Grantor consents to recordation thereof. Such acceptance and consent to recordation are pursuant to Resolution No. 48 of the Directors of the HUMBOLDT BAY MUNICIPAL WATER DISTRICT.

dated this 29 day of Aug., 1961

H. Bernard Jones
Right of Way Agent

14270
RECORDED AT REQUEST OF
H. Bernard Jones
OFFICIAL
Vol. 650 RECORD # 165
AUG 29 4 42 PM 1961
HUMBOLDT COUNTY RECORDS
EMMA COX A. CALHOUN CLERK
Mary Ann DEPUTY
REC # None
AUG 29 1961

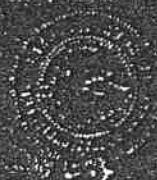


Exhibit B



BOOK 12 OF PARCEL MAPS, PAGE 100

NOTES

1. Books of Blanking is the line between found 3/4" iron pipe with plugs stamped LS 3431. See Book 6 of Parcel Maps, Page 33.
2. Easements of records, existing as of July 13, 1978.
3. Water pipelines in favor of Humboldt Bay Municipal Water District, Book 650, Page 185, Humboldt County Official Records.
4. Reintegrated & layer of L.S. Vance, Book 57 of Deeds, Page 184, Humboldt County Records; 20 feet strip of land.
5. Line of poles in favor of Pacific Gas and Electric Company, Book 505, Page 64, Humboldt County Official Records.
6. This Parcel Map is a subdivision of Parcel 1 as shown on Parcel Map No. 739, Book 6 of Parcel Maps, Page 66.

LEGEND

- Found 3/4" iron pipe with plug stamped LS 3431. See Book 6 of Parcel Maps, Page 33.
- ⊙ Found nail with brass top stamped LS 3431. See Book 6 of Parcel Maps, Page 33.
- Set 3/4" x 30" iron pipe with plug stamped RCE 13184.

PARCEL MAP NO. 1422

FOR

REDWOOD EMPIRE BUILDERS

IN
SECTION 16, T6N, R1E, H.B. 5 M.
WITHIN THE CITY LIMITS OF ARCATA, CALIFORNIA

BY
WALTER B. SWEET
ARCATA, CALIFORNIA

SCALE: 1" = 30'
DECEMBER 1978

SHEET 2 OF 2 SHEETS

BACKGROUND INFORMATION

REQUEST FOR COMMENTS by November 27, 2017**TO:**

1 Arcata Fire Protection District	1 Environmental Services Department, City of Arcata
1 Bear River Band of Rohnerville Rancheria	1 Humboldt Bay Municipal Water District
1 Blue Lake Rancheria	1 Public Works Department, City of Arcata
1 City of Arcata Building Official	1 Wiyot Tribe, Table Bluff Reservation

Packages: 1 = All attachments included

Planner: Burnett, Saskia
City of Arcata - Community
Development Department
736 F Street, Arcata CA 95521

Date: 11/9/2017

Subject: New Industrial building, building remodel and site improvements

Project:	178-035-DR2 Kieselhorst
File Number	178-035-DR2
Assessor Parcel Number	Property Address
507-430-002	5720 West End Rd.

We request your comments by November 27, 2017 so they can be included in the analysis and staff report. Although it is preferred to have a written response, if we do not hear from you by this date, we will assume that the project does conform to your requirements. Please direct your response toward both the land use and environmental implications of the project as well as the development conditions or requirements that should be imposed. If you have any questions concerning this project, please call Saskia Burnett at (707) 825-2110.

Please return this sheet with your comments. Comments may be faxed to 825-2029 to the attention of Saskia Burnett; or email at sburnett@cityofarcata.org

ATTACHMENTS:

Project Description & Application Materials
City recorded maps
GIS 2016 Property Report



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

Website: www.hbmwd.com

BOARD OF DIRECTORS
 SHERI WOO, PRESIDENT
 NEAL LATT, VICE-PRESIDENT
 J. BRUCE RUPP, SECRETARY-TREASURER
 BARBARA HECATHORN, DIRECTOR
 MICHELLE FULLER, DIRECTOR

GENERAL MANAGER
 JOHN FRIEDENBACH

November 24, 2017

Saskia Burnett
 City of Arcata
 Community Development Department
 736 F Street
 Arcata, CA 95521

RE: Project: 178-035-DR2 Kieselhorst
Assessor Parcel Number: 507-430-002
Address: 5720 West End Road

Dear Ms. Burnett,

Our District respectfully submits the following information for consideration in regards to the above referenced project. Our District has a major water transmission line with corresponding easements across the parcel 507-430-002. Our District has a right of way over the subject parcel.

Our District is not opposed to development, but would like to raise some issues for your consideration when developments are proposed in the vicinity of major transmission size water lines. Our interest generally in this area involves access to our pipeline for maintenance and repairs and concerns for structures and/or landscaping that could inhibit our existing rights in these regards. As such we are concerned with encroached development that may either inhibit our operations or be in the area of an emergency repair response. A break in the 51 inch large water transmission line would likely result in a large area of flooding and severe soil erosion in and around the vicinity of a break. Therefore, any development that could be impacted by such should be given thorough and prudent consideration.

We plan to continue to access our pipeline through this property.

Our District is currently in negotiations with the property owners to reach an agreement regarding the encroachment proposed over our easement. Although these negotiations are progressing, we have not reached a final written agreement and therefore can only provide a Recommended Conditional Approval pending a signed agreement between the Property Owner and our District.

Respectfully,


 John Friedenbach
 General Manager

PROJECT INFORMATION SHEET

Project: Proposed new 3-story industrial building, exterior modifications and remodel to the existing shop building, outdoor lighting, accessory trash/recycling structure, and site improvements that include off-street parking and paving, bicycle parking, pedestrian walkways, landscaping, and trash/recycling facilities. A new cannabis extraction facility is proposed to occupy the property. The property is zoned Industrial Limited, and is located in Area 1 of the Medical Marijuana Innovation Zone. Humboldt Bay Municipal Water District's water pipeline and an adjacent railroad exists along the east property line.

Application Type: Design Review (B) Large (DR2)

Assessor Parcel Number (APN) and Location: 507-430-002 5720 West End Rd., Arcata, CA 95521

Location Information: The property is located in the Aldergrove-West End Road Industrial area in northern Arcata.

File Number: 178-035-DR2

Zoning: 507-430-002 (5720 West End Rd.): Industrial Limited (I-L)

Coastal Status: 507-430-002 (5720 West End Rd.): Inland

Environmental: A Categorical Exemption is proposed pursuant to Section 15332 Class 32 of the California Environmental Quality Act Guidelines.

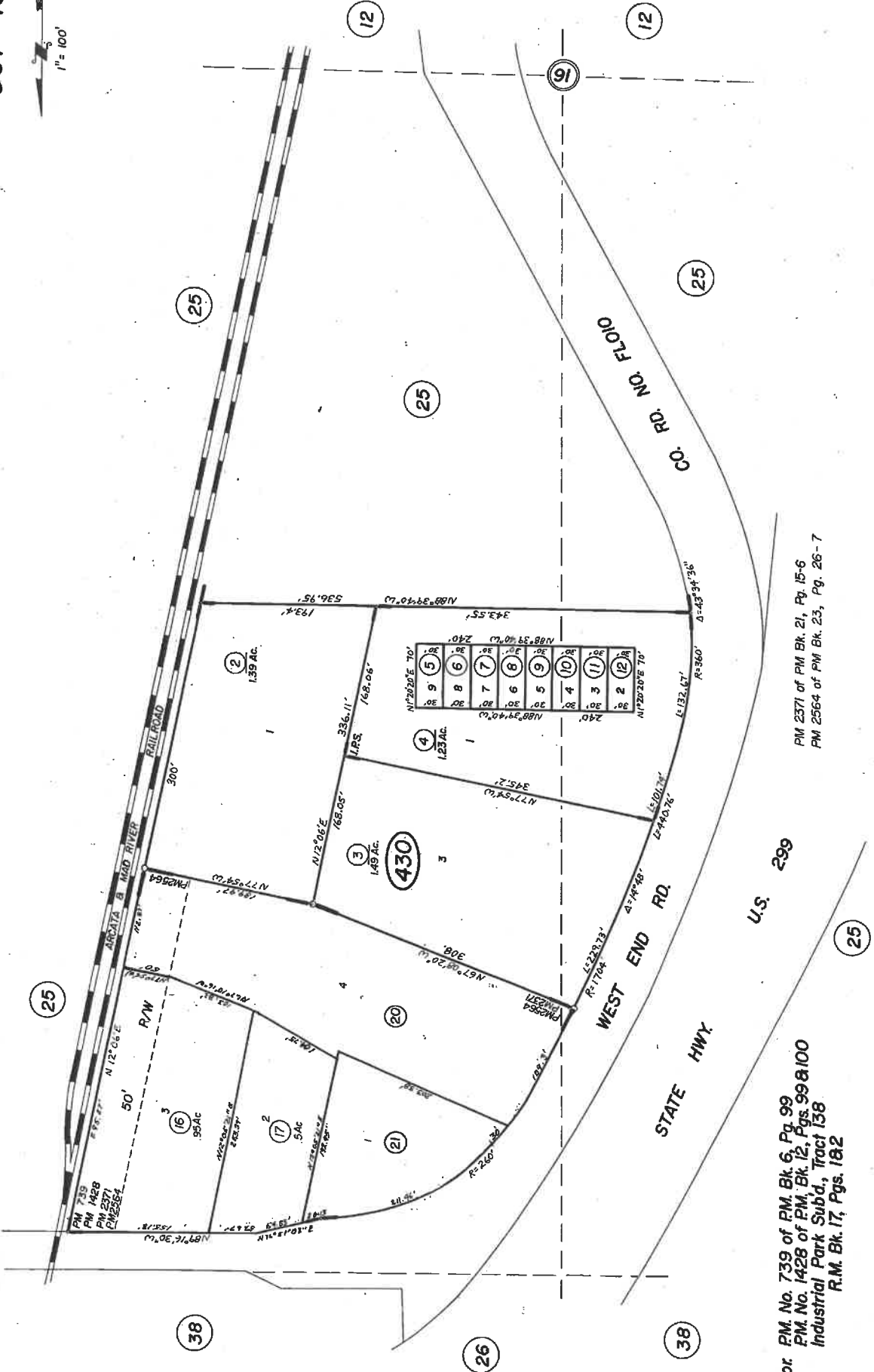
Special Considerations:

507-430-002: 5720 WEST END RD. (I-L)

Consideration	Regulation
Liquefaction: Moderate Liquefaction	9.28.050
Matthew's Dam flood plain	9.28.050
Redevelopment zone	

507-43

POR'S S 1/2 OF NE 1/4 & S 1/2 OF NW 1/4 SEC. 16, T.6N, R.1E, HB. 8M.



PM 2371 of PM Bk. 21, Pg. 15-6
 PM 2564 of PM Bk. 23, Pg. 26-7

U.S. 299

Por. PM No. 739 of PM Bk. 6, Pg. 99
 PM No. 1428 of PM Bk. 12, Pgs. 99 & 100
 Industrial Park Subd., Tract 138
 R.M. Bk. 17, Pgs. 182

Assessor's Maps Bk 507-Pg. 43
 County of Humboldt, Calif.

ENGINEER'S CERTIFICATE

This map was prepared under my direction and is based upon a field survey in accordance with the requirements of the Subdivision Map Act at the request of PAUL LINDLEY on December 1978.
I hereby certify that it conforms to the approved Tentative Parcel Map and the conditions of approval thereof.

Walter B. Sweet
Walter B. Sweet
RCE 13764

CITY ENGINEER'S CERTIFICATE

This map conforms with the requirements of Section 2-0402 of the Arcata Land Use and Development Guide.

Franklin R. Klapp
Franklin R. Klapp
RCE-20778

Dated 12/15/78
27547

COUNTY RECORDER'S CERTIFICATE

Filed this 12th day of DECEMBER, 1978, at 4:42 p.m. in Book 12 of Parcel Maps, Pages 99 and 100, Humboldt County Records, at the request of Walter B. Sweet.

Grace Jackson
Grace Jackson
County Recorder, Humboldt County

Fee: \$ 7.00

PLANNING DIRECTOR'S CERTIFICATE

I, MARK LEONARD, Director of the Planning Department of the City of Arcata, County of Humboldt, State of California, hereby state that the Subdivision Map was approved by the Planning Commission on November 14, 1978, by its Planning Commission Resolution No. PC-78-28.

Mark Leonard
Mark Leonard

PARCEL MAP NO. 1428

FOR

REDWOOD EMPIRE BUILDERS

IN
SECTION 16, T6N, R1E, H3, S. M.
WITHIN THE CITY LIMITS OF ARCATA, CALIFORNIA

BY
WALTER B. SWEET CIVIL ENGINEER
ARCATA, CALIFORNIA

DECEMBER 1978

REGISTERED
SHEET 1 OF 2 SHEETS

OWNER'S CONSENT

KNOW ALL MEN BY THESE PRESENTS
That the undersigned, being a party having a record file interest in the real property being subdivided by this map, do hereby consent to the preparation and recordation of this map.

Dated this 15 day of December, 1978.

REDWOOD EMPIRE BUILDERS, a California Corporation
By *Paul L. Lindley*
Paul L. Lindley, President

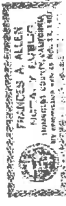
ACKNOWLEDGEMENT

STATE OF CALIFORNIA
COUNTY OF HUMBOLDT

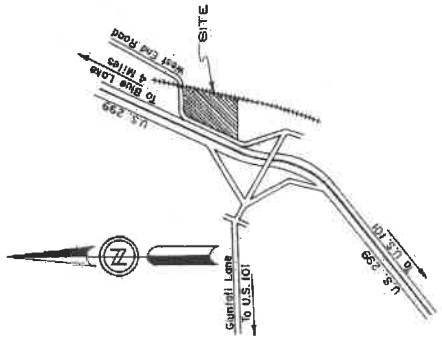
On this 15 day of DECEMBER, 1978, before me,
FRANCES A. ALLEN, a Notary Public, State of California,
duly commissioned and sworn, personally appeared PAUL L. LINDLEY,
known to me to be the President of the Corporation, last executed the
within instrument, and that he acknowledged to me that such Corporation
executed the same.

Witness my hand and official seal this 15 day of December, 1978.

Signed *Frances A. Allen*
Notary Public in the County of Humboldt, State of California



My commission expires
NOV 17 1980



VICINITY MAP
NO SCALE



BOOK 12 OF PARCEL MAPS, PAGE 100

NOTES

1. Basis of Bearing is the line between found 3/4" iron pipes with plugs stamped LS 3431. See Book 6 of Parcel Maps, Page 99.
2. Easements of record, existing as of July 13, 1976.
 - A Water pipeline in favor of Humboldt Bay Municipal Water District, Book 650, Page 185, Humboldt County Official Records.
 - B Railroad in favor of E.H. Vance, Book 57 of Deeds, Page 184, Humboldt County Records. 20 feet strip of land.
 - C Line of poles in favor of Pacific Gas and Electric Company, Book 903, Page 641, Humboldt County Official Records.
3. This Parcel Map is a subdivision of Parcel 1 as shown on Parcel Map No. 739, Book 6 of Parcel Maps, Page 99.

LEGEND

- Found 3/4" iron pipe with plug stamped LS 3431. See Book 6 of Parcel Maps, Page 99.
- ⊗ Found nail with brass tag stamped LS 3431. See Book 6 of Parcel Maps, Page 99.
- See 3/4" x 30" iron pipe with plug stamped RCE 13184.

PARCEL MAP NO. 1428

FOR

REDWOOD EMPIRE BUILDERS

IN
SECTION 16, T6N, R1E, H.B. & M.
WITHIN THE CITY LIMITS OF ARCATA, CALIFORNIA

BY
WALTER B. SWEET
CIVIL ENGINEER
ARCATA, CALIFORNIA

SCALE: 1" = 50'
DECEMBER 1976

SHEET 2 OF 2 SHEETS

FINANCIAL

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
Statement of Fund Balances at November 30, 2017

SECTION J2a PAGE NO. 1

Account Fund Balance at Month End	AT 11-30-17	AT 11-30-16
<u>U.S. BANK ACCOUNTS</u>		
- Commercial Account - General Fund Account	200,921.33	-43,302.76
- Money Market Account (DWR Contract for SRF Loan) ①	298,831.34	297,153.56
- Certificate of Deposit (DWR Contract for SRF Reserve) ②	547,336.94	547,657.05
Subtotal	1,047,089.61	801,507.85
<u>HUMBOLDT COUNTY:</u>		
- Investment Account	2,495,732.73	2,855,835.99
- DWFP Reserve (in accordance with Ordinance 16) ④	231,591.12	468,281.60
- MSRA Reserve (Municipal Supplemental Reserve Account) ⑤	424,334.34	419,377.14
- SRF Loan Payment ⑥	140,183.02	139,621.38
- ReMat Account ⑦	57,491.43	0.00
- 1% Tax Account ③	0.00	45,624.05
Subtotal	3,349,332.64	3,928,740.16
<u>L.A.I.F.</u>	1,618.88	1,604.99
Cash on Hand	650.00	650.00
TOTAL CASH	\$ 4,398,691.13	\$ 4,732,503.00
Less: Encumbrances & Reserves (Funds Dedicated for Specific Purposes and Projects)		
<u>RESTRICTED</u>		
Municipal Customers PF2 Prior Year Reconciliation	(253,451.92)	(356,794.61)
1% Tax Account ③	0.00	(45,624.05)
Municipal Customer Adv. Chrg. - Ranney Collector 1 & 1A Rehabilitation	0.00	(946,404.80)
Municipal Customer Adv. Chrg. - Collector 1 Pump Motors	0.00	0.00
Municipal Customer Adv. Chrg. - 1MG Domestic Reservoir Roof	(323,538.04)	0.00
Municipal Customer Adv. Chrg. - Replace Ruth Bunkhouse	(403,500.00)	(195,000.00)
Municipal Customer Adv. Chrg - SCADA System Upgrade	(105,936.62)	0.00
Municipal Customer Adv. Chrg. - Blue Lake/FGCSD River Crossing	(100,039.40)	0.00
Municipal Customer Adv. Chrg. - Surge Tower Replacement	0.00	0.00
DWR Reserve Fund for SRF Loan ②	(547,336.94)	(547,657.05)
DWR Contract Payment for SRF Loan for DWFP (Drinking Water Filtration Plant-PF1 Charges from Munis) ①	(298,831.34)	(297,153.56)
SUBTOTAL RESTRICTED RESERVES (Net Position)	(2,032,634.26)	(2,388,634.07)
<u>UNRESTRICTED:</u>		
<u>Board Restricted:</u>		
Paik-Nicely Development	(4,158.00)	(4,158.00)
DWFP Reserve ④	(231,591.12)	(468,281.60)
MSRA Reserve (Municipal Supplemental Reserve Account) ⑤	(424,334.34)	(419,377.14)
PG&E REMAT Deposit	(27,000.00)	(27,000.00)
PG&E REMAT Reserve (County Fund) ⑦	(57,491.43)	
<u>Unrestricted Reserves</u>		
SRF Loan Payment ⑥	(140,183.02)	(139,621.38)
Municipal Customer Accumulation for Debt Service for US Bank	22,080.01	21,913.90
Ranney & Techite Project Loan Payment	(1,503,378.97)	(1,307,344.71)
General Fund Reserve	(2,366,056.87)	(2,343,868.93)
SUBTOTAL UNRESTRICTED RESERVES (Net Position)	(4,398,691.13)	(4,732,503.00)
Total Net Position	(4,398,691.13)	(4,732,503.00)

HUMBOLDT BAY MUNICIPAL WATER DISTRICT
 AT NOVEMBER 30, 2017 (5 MONTH - 41.7%)

	NOVEMBER RECEIPTS	YTD TOTAL AT 11-30-17	BUDGET	% OF BUDGET	YTD TOTAL AT 11-30-16
MISCELLANEOUS RECEIPTS (RETURNED TO CUSTOMERS VIA PF2)					
RETAIL WATER SALES	\$ 26,016.59	\$ 124,463.42	\$ 312,151	40%	\$ 169,141.81
SUBTOTAL RETAIL WATER SALES	\$ 26,016.59	\$ 124,463.42	\$ 312,151	40%	\$ 169,141.81
GENERAL REVENUES					
INTEREST	0.00	8,180.43	\$12,000	68%	15,325.10
FCSD CONTRACT FOR MAINT. & OPERATIONS	0.00	111,123.01	175,000	63%	107,879.90
POWER SALES NET REMAT	5,672.42	28,827.18	197,000	15%	31,943.60
MISCELLANEOUS (SEE NEXT PAGE)	\$2,185.45	\$21,567.40	50,000	43%	14,349.75
SUBTOTAL GENERAL REVENUES	\$ 7,857.87	\$ 169,698.02	\$434,000	39%	\$ 169,498.35
TAX RECEIPTS					
1% TAXES	0.00	74,026.60	775,000	10%	45,624.05
TOTAL PF 2 CREDIT	\$ 33,874.46	\$ 368,188.04	\$1,521,151	24%	\$ 384,264.21
WHOLESALE CONTRACT RECEIPTS					
INDUSTRIAL / HARBOR DISTRICT	\$0.00	\$0.00	\$10	0%	\$764.66
TOTAL INDUSTRIAL	\$0.00	\$0.00	\$10	0%	\$764.66
CITY OF ARCATA	\$ 88,011.32	\$ 457,498.78	\$1,162,728	39%	\$ 476,890.80
CITY OF EUREKA	209,346.42	1,090,655.73	2,758,065	40%	1,145,615.42
HUMBOLDT CSD	69,652.02	360,728.44	923,496	39%	384,640.85
MANILA CSD	3,585.30	25,229.26	74,513	34%	30,967.35
MCKINLEYVILLE CSD	70,410.14	367,248.52	935,846	39%	388,466.09
FIELDBROOK CSD	11,772.66	60,771.79	151,117	40%	63,573.30
BLUE LAKE	12,538.18	64,819.36	164,116	39%	67,676.79
TOTAL MUNIS	\$ 465,316.04	\$ 2,426,951.88	\$6,169,881	39%	\$ 2,557,830.60
REMAT REVENUE less Consultant fee	11,706.18	52,453.84	300,000	17%	0
TOTAL RECEIPTS	\$ 510,896.68	\$ 2,847,593.76	\$7,691,042	37%	\$ 2,942,859.47

(1) LAIF Interest July - September

MISCELLANEOUS RECEIPTS

	NOVEMBER	YEAR TO DATE
Administrative		
<i>Parking Lot Rent</i>	\$25.00	\$150.00
<i>Employee Telephone</i>	314.72	357.52
<i>Employee Gas</i>	20.83	541.48
<i>Retirees' Reimbursement of Health Insurance Premium</i>	247.08	11,477.43
<i>COBRA Vision Ins & Admin Fee - Retiree</i>	265.02	302.88
<i>COBRA Dental Ins & Admin Fee - Retiree</i>	931.00	1,147.48
<i>Water Processing Fees</i>	30.00	240.00
<i>Hydrant Rental Deposit</i>	0.00	175.00
<i>Meter Installations</i>	0.00	0.00
<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	514.75
<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>	0.00	496.62
<i>Bad Debt Recovery</i>	40.60	81.20
<i>Miscellaneous Payments for Copies &/or Postage Costs</i>	28.20	111.85
<i>Diesel Fuel Tax Refund</i>	0.00	72.80
<i>Park Use Fees</i>	0.00	50.00
<i>Sale of Surplus Equipment</i>	0.00	4,950.00
<i>Reimbursement for District Coffee Mugs</i>	0.00	97.39
<i>Reimbursement for personal charge on District credit card</i>	0.00	70.00
<i>Reimbursement for safety apparel</i>	0.00	38.00
<i>Reimbursement for District Hats</i>	283.00	283.00
Ruth Area		
<i>Use of Ruth Cabin</i>	0.00	210.00
<i>RLCSD-Water System Permit Fees</i>	0.00	0.00
<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&E Right of Way Fees</i>	0.00	100.00
<i>Ruth Sale of Merchantable Timber</i>	0.00	0.00
<i>Ruth Sale of Surplus Gravel</i>	0.00	0.00
<i>Don Bridge Lease</i>	0.00	0.00
Miscellaneous		
<i>Other</i>	0.00	0.00
Total Miscellaneous Receipts	\$2,185.45	\$21,567.40
OTHER RECEIPTS or GRANTS		
<i>Prop 84 - Ranney Collector 1</i>	93,755.50	93,755.50
<i>CalEMA Blue Lake/Fieldbrook Pipeline Crossing</i>	0.00	0.00
<i>Quagga Grant 2015/16 on behalf of RLCSD*</i>	0.00	915.00

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

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

TOTAL EXPENDITURES

AT NOVEMBER 30, 2017 (5 MONTHS - 41.7%)

SECTION J2a PAGE NO. 4

	NOVEMBER EXPENSES	YTD TOTAL 11/30/2017	BUDGET	% OF BUDGET	TOTAL 11/30/2016
PAYROLL: See next page for detail					
Total Compensation	\$201,778.90	\$937,773.86	\$ 2,273,365	41%	\$868,608.83
Taxes/Benefits	107,156.20	595,487.42	1,468,911	41%	639,701.11
TOTAL PAYROLL	\$308,935.10	\$1,533,261.28	\$ 3,742,276	41%	\$1,508,309.94
SERVICE & SUPPLY					
O & M					
Engineering	\$18,558.75	\$44,033.50	\$ 75,000	59%	\$15,873.25
Maint., Repairs, Supplies	89,059.09	125,494.91	115,000	109%	40,710.27
TRF Maint, Repairs, Supplies	1,995.87	11,214.77	62,000	18%	14,580.96
Lab	1,890.00	5,090.00	13,000	39%	3,084.70
Auto Maintenance	3,041.94	14,221.17	46,000	31%	13,608.35
Radio Maintenance	512.65	2,563.25	10,500	24%	3,291.13
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
A&G					
Accounting Services	0.00	1,557.50	\$ 25,000	6%	7,556.03
Legal	0.00	449.50	28,000	2%	2,287.93
Professional Services	0.00	6,836.68	20,000	34%	1,737.34
Insurance	0.00	60,560.75	105,000	58%	55,980.50
Telephone/Internet	5,240.75	24,984.39	51,000	49%	19,743.98
Office Building Maintenance	1,494.50	9,134.88	18,500	49%	6,285.97
Office Expense	4,298.18	19,615.16	54,000	36%	27,896.46
Travel & Conference	722.87	3,557.60	22,000	16%	3,976.67
Dues & Subscriptions	0.00	14,989.78	11,300	133%	14,629.40
CSDA Dues	2,851.00	8,039.00	5,200	155%	0.00
Technical Training	602.05	1,112.05	14,500	8%	3,452.98
General Manager Training	0.00	917.08	5,000	18%	0.00
Safety Apparel	0.00	0.00	3,000	0%	0.00
County Tax Fee	0.00	0.00	21,000	0%	0.00
County Property Taxes	0.00	53.60	1,100	5%	53.60
LAFCO	0.00	0.00	7,000	0%	0.00
Regulatory Agency Fees	39,977.64	46,310.44	76,000	61%	46,962.67
Ruth Lake Programs	0.00	0.00	5,000	0%	0.00
Miscellaneous	2,908.08	6,184.14	11,500	54%	3,196.96
TOTAL SERVICE/SUPPLIES W/OUT POWER	\$173,153.37	\$410,131.58	\$814,900	50%	\$286,409.15
POWER					
Essex Pacific Gas & Electric	\$58,089.13	\$275,505.85			\$285,791.32
Fuel For 2 MW Generator	0.00	0.00			2,513.59
Subtotal Essex Pumping	\$58,089.13	\$275,505.85	\$595,803	46%	\$288,304.91
All Other Pacific Gas & Electric	6,885.06	26,809.74	71,662	37%	27,336.16
POWER EXPENSE SUBTOTAL	\$64,974.19	\$302,315.59	\$667,465	45%	\$315,641.07
TOTAL SERVICE/SUPPLIES WITH POWER	\$238,127.56	\$712,447.17	\$1,482,365.00	48%	\$602,050.22
PROJECTS, FIXED ASSETS & CONSULTING SERVICES					
	\$95,520.94	\$1,285,143.19	\$7,563,490.00	17%	\$1,259,016.59
TOTAL OPERATING	\$642,583.60	\$3,530,851.64	\$12,788,131.00	28%	\$3,369,376.75
DEBT SERVICE - SRF LOAN (1)	\$0.00	\$0.00	\$547,337.00	0%	\$0.00
TOTAL EXPENDITURES	\$642,583.60	\$3,530,851.64	\$13,335,468.00	26%	\$3,369,376.75
DEBT SERVICE - US Bank	\$0.00	\$81,094.05	\$162,200.00	50%	\$81,094.05

Humboldt Bay Municipal Water District

Salary & Employee Benefit Expenditures

November 2017

Ordinary Income/Expense	Nov 17	Budget	% of Budget	Jul - Nov 17	YTD Budget	% of Budget	Annual Bud...
Expense							
SALARIES & EMPLOYEE BENEFITS							
00 · PAYROLL EXPENSE							
11 · Salaries & Wages							
01 · Wages-Regular	171,417.25	171,393.50	100.0%	739,210.13	829,967.50	89.1%	1,991,922.00
02 · Wages-Part-time	4,124.08	4,238.89	97.3%	20,933.65	23,016.66	90.9%	53,600.00
03 · Wages-Overtime	2,388.78	1,800.00	132.7%	12,562.69	11,400.00	110.2%	24,000.00
04 · Wages-Standby	5,721.43	7,500.00	76.3%	32,244.54	37,500.00	86.0%	90,000.00
05 · Wages-Holiday	1,130.40	1,200.00	94.2%	3,207.92	4,000.00	80.2%	11,000.00
07 · Shift Differential	758.80	1,000.00	75.9%	3,899.36	5,000.00	78.0%	12,000.00
08 · Director Compensation	1,600.00	2,170.83	73.7%	9,120.00	10,854.19	84.0%	26,050.00
09 · Secretarial Fees	262.50	262.50	100.0%	1,312.50	1,312.50	100.0%	3,150.00
Total 11 · Salaries & Wages	187,403.24	189,565.72	98.9%	822,490.79	923,050.85	89.1%	2,211,722.00
220 · Employer P/R Tax Expen...	14,375.66	14,725.59	97.6%	64,036.04	74,057.87	86.5%	177,137.00
Total 00 · PAYROLL EXPENSE	201,778.90	204,291.31	98.8%	886,526.83	997,108.72	88.9%	2,388,859.00
158 · EMPLOYEE BENEFITS							
E.B. - Medical & Life	63,750.91	62,473.67	102.0%	364,270.82	312,368.31	116.6%	749,684.00
E. B. - Dental	1,734.55	3,370.50	51.5%	15,472.85	16,852.50	91.8%	40,446.00
E. B. - Vision	328.90	631.00	52.1%	3,334.48	3,155.00	105.7%	7,572.00
E. B. - Retirement Benefits							
164 · 457b District Contribu...	2,650.00	2,550.00	103.9%	12,800.00	12,750.00	100.4%	30,600.00
164a · PERS Expenses	37,230.65	36,345.83	102.4%	161,964.05	181,729.19	89.1%	436,150.00
Total E. B. - Retirement Benefits	39,880.65	38,895.83	102.5%	174,764.05	194,479.19	89.9%	466,750.00
E. B. - Other Benefits							
159 · Workers' Comp. Ins.	0.00	0.00	0.0%	18,108.87	35,286.00	51.3%	70,572.00
168 · Long-Term Disability I...	1,383.64	1,442.92	95.9%	6,784.99	7,214.56	94.0%	17,315.00
172 · Employee EAP	77.55	89.83	86.3%	453.55	449.19	101.0%	1,078.00
Total E. B. - Other Benefits	1,461.19	1,532.75	95.3%	25,347.41	42,949.75	59.0%	88,965.00
Total 158 · EMPLOYEE BENEFITS	107,156.20	106,903.75	100.2%	583,189.61	569,804.75	102.3%	1,353,417.00
Total SALARIES & EMPLOYEE BEN...	308,935.10	311,195.06	99.3%	1,469,716.44	1,566,913.47	93.8%	3,742,276.00
Total Expense	308,935.10	311,195.06	99.3%	1,469,716.44	1,566,913.47	93.8%	3,742,276.00
Net Ordinary Income	-308,935.10	-311,195.06	99.3%	-1,469,716.44	-1,566,913.47	93.8%	-3,742,276.00

I. CAPITAL PROJECTS	NOVEMBER EXPENSES	YTD TOTAL 11/30/2017	BUDGET	% OF BUDGET
A. Projects Charged to All Customers via Price Factor 2 (BWF)				
Ranney Collectors Communication Upgrade	\$0.00	\$0.00	\$3,250	0%
Collector 1, Pump 3 & 4 Isolation Valve & Expansion Joint Replacement	0.00	6,481.02	7,750	84%
Collector 1, Replacement of Pressure Relief Valve	0.00	0.00	6,000	0%
Replace Collector 1 - Pump 1.1 Funded by Current Budget	0.00	116,458.05	134,000	87%
Replace Collector 1 - Pump 1.4 Funded by Current Budget	30,607.91	122,020.80	110,000	111%
Collector 4 Replacement of Check Valves for 4-1, 4-2	0.00	0.00	30,250	0%
Purchase Vehicle Lift	0.00	0.00	17,250	0%
Superintendent Office Remodel	0.00	0.00	6,000	0%
Ruth Hydro Protective Relay Replacement - Phase 1	0.00	0.00	42,000	0%
Ruth Dam Access Road Culvert System	0.00	0.00	4,750	0%
SUBTOTAL A:	\$30,607.91	\$244,959.87	\$361,250	68%
B. Projects Charged to Municipal Customers via Price Factor 2 (DWTF)				
TRF Video Surveillance System	\$0.00	\$0.00	\$23,000	0%
TRF Work Area - Phase 2	0.00	0.00	5,500	0%
TRF Storage Area Slab & Drainage System	0.00	0.00	7,500	0%
SUBTOTAL B:	\$0.00	\$0.00	\$36,000	0%
C. Projects Funded by Other Sources (BWF)				
Blue Lake/FGCSD River Crossing Funded by Prop 84 & FEMA Grants & Adv. Charges	\$7,491.99	\$99,960.60	\$3,579,750	3%
Surge Tower Replacement - CEQA, Bidding & Construction Assistance Funded by FEMA Grant & Adv. Charges	286.50	45,087.44	960,000	5%
1 Mig Domestic Water Reservoir Roof & Painting Funded by Advanced Charges	713.25	301,461.96	625,000	48%
Replace Collector 1 - Pump 1.1 Funded by Advanced Charges	0.00	50,000.00	50,000	100%
Replace Collector 1 - Pump 1.4 Funded by Advanced Charges	0.00	50,000.00	50,000	100%
SUBTOTAL C:	\$8,491.74	\$546,510.00	\$5,264,750	10%
TOTAL CAPITAL PROJECTS:	\$39,099.65	\$791,469.87	\$5,662,000	14%

While the total projects expenditures are budgeted at \$7,563,490, the actual customer charges are \$1,550,945. Capital Projects C, Professional & Consulting Services C and Industrial System Projects 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		NOVEMBER	YTD TOTAL	% OF
A. Projects Charged to All Customers via Price Factor 2 (BWF)		EXPENSES	11/30/2017	BUDGET
Essex- Replace Two Administrative Computers		\$0.00	\$0.00	0%
Spare Bottles for SCBAs		0.00	0.00	0%
Wall Mounted Eye Wash Station		0.00	0.00	0%
Fall Protection Equipment		0.00	2,301.36	58%
Electrical Safety Equipment		0.00	0.00	0%
Control System Computer Backup Devices		0.00	0.00	0%
Customer Service - Metal Detector		0.00	0.00	0%
Customer Service - Dewatering Equipment		483.10	1,282.21	85%
Replace Unit 7		0.00	0.00	0%
Replace Unit 9		0.00	0.00	0%
Replace District Portable Radios		0.00	4,352.03	92%
Parts Cleaner - NonToxic Environmentall Safe		0.00	0.00	0%
Purchase Drone		0.00	0.00	0%
Chlorine System PLC		0.00	0.00	0%
AED Ruth Hydro		0.00	0.00	0%
Eureka - Replace Computer		0.00	0.00	0%
Replace Business Manager Desk		3,323.27	3,323.27	111%
Replace/Upgrade Eureka Computer Main Server		0.00	0.00	0%
Screens for Board of Directors		0.00	0.00	0%
SUBTOTAL A:		\$3,806.37	\$11,258.87	5%
B. Projects Charged to Municipal Customers via Price Factor 2 (DWTF)				
TRF Spare Parts Inventory		\$0.00	\$2,878.40	64%
Chemical Transfer Pump		0.00	1,602.63	107%
SUBTOTAL B:		\$0.00	\$4,481.03	75%
TOTAL FIXED ASSETS PROJECTS:		\$3,806.37	\$15,739.90	7%

II. MAINTENANCE PROJECTS		NOVEMBER	YTD TOTAL	BUDGET	% OF
A. Charged to All Customers via Price Factor 2 (BWF)		EXPENSES	11/30/2017	BUDGET	BUDGET
Collector 2 Meter Calibration		\$0.00	\$0.00	\$2,000	0%
Pipeline Maintenance		0.00	0.00	13,500	0%
12KV Electric System Maintenance		0.00	0.00	4,000	0%
Mainline Meter Flow Calibration		0.00	0.00	4,000	0%
Replace HCSD Meter		0.00	0.00	8,250	0%
Technical Support & Software Updates to Include Control System		0.00	6,923.87	21,000	33%
Generator Service		0.00	0.00	3,500	0%
Hazard & Diseased Tree Removal		0.00	0.00	6,250	0%
Cathodic Protection		0.00	0.00	6,500	0%
Maintenance Emergency Repair		3,600.00	15,591.42	50,000	31%
Fleet Paint Repairs		0.00	0.00	5,000	0%
Lead Free Brass Inventory		0.00	0.00	7,500	0%
Essex Fire Alarm System Upgrade		0.00	0.00	8,000	0%
Essex Office Single Pane Windows Replacement		0.00	0.00	2,750	0%
Samoa Booster Pump Station Expansion Joint Replacement		0.00	0.00	6,000	0%
Construction Equipment Tire Replacement		0.00	0.00	3,750	0%
Asphalt Repair		0.00	3,375.56	7,000	48%
Ruth Lake - Brush Abatement		0.00	0.00	5,540	0%
Licensed Timber Operator		0.00	3,102.45	5,000	62%
Picketts Peak Radio System Modifications		0.00	0.00	9,000	0%
Ruth Spillway Review & Improvement		21,945.50	53,098.47	50,000	106%
Ruth Hydro - Repair PRV Discharge Pipe		0.00	0.00	7,500	0%
SUBTOTAL A:		\$25,545.50	\$82,091.77	\$ 236,040	35%
B. Projects Charged to Municipal Customers via Price Factor 2 (DWTF)					
TRF - Generator Service		\$0.00	\$0.00	\$500	0%
TRF Limitorque Valve Retrofit Supplies - Phase 1		0.00	16,210.06	16,750	97%
TRF- Removal of Sodium Hydroxide and waste Aluminum Sulfate		0.00	0.00	14,750	0%
SUBTOTAL B:		\$0.00	\$16,210.06	\$ 32,000	51%
TOTAL MAINTENANCE PROJECTS:		\$25,545.50	\$98,301.83	\$ 268,040	37%

III. PROFESSIONAL & CONSULTING SERVICES		NOVEMBER	YTD TOTAL	% OF
A. Charged to All Customers via Price Factor 2 (BWF)		EXPENSES	11/30/2017	BUDGET
Collector 2 Underground Power & Fiber Optic Line		\$0.00	\$0.00	0%
Collector 1 Transformer & Electrical Evaluation		0.00	0.00	0%
Collector 1 Pump & Motor Upgrades		0.00	0.00	0%
Essex Control Building Expansion Plans & Specifications		0.00	0.00	0%
Crane Testing/Certification		1,368.50	6,507.14	87%
Control/SCADA Software Training		15,373.92	21,610.22	71%
Technical Training		0.00	2,753.86	37%
Backflow Tester Training		0.00	0.00	0%
HazMat Training		5,073.00	5,073.00	92%
Transformer Oil Testing		0.00	0.00	0%
GIS/Facilities Information System		0.00	0.00	0%
GIS/Facilities Information System - Ruth		0.00	0.00	0%
Essex Mad River Cross-Sectional Survey		1,839.75	9,144.75	91%
Essex Protective Relay Testing		0.00	0.00	0%
Mad River Watershed Regulatory Compliance		0.00	500.00	1%
Dune Monitoring Program - Component of Coastal Conservancy Climate Ready Grant		0.00	2,000.00	100%
Grant Applications		0.00	8,033.25	40%
Public Education		0.00	0.00	0%
Water Resources Planning		1,005.00	1,345.50	27%
Ruth Protective Relay Testing		0.00	0.00	0%
FERC Dam Safety Surveillance & Monitoring Report(DSSMR)/FERC Dam Safety Review (Part 12)		0.00	129.00	4%
FERC Chief Dam Safety Engineer		0.00	0.00	0%
FERC Matthews Dam Monument Survey		251.25	4,521.25	50%
FERC Matthews Dam Spillway Wall Survey		251.25	6,319.00	57%
FERC Matthews Dam Left Abutment Monitoring Survey		251.25	6,165.00	56%
Matthews Dam River Cross-Sectional Survey		1,655.50	1,827.50	37%
SUBTOTAL A:		\$27,069.42	\$75,929.47	\$ 318,000
B. Projects Charged to Municipal Customers via Price Factor 2 (DWTF)				
Chlorine System Maintenance		\$0.00	\$0.00	\$16,100
SUBTOTAL B:		\$0.00	\$0.00	\$ 16,100
C. Projects Funded by Other Sources (BWF)				
Quagga Grant/RLCSD] CA Dept of Boating & Waterways		\$0.00	\$0.00	9,150
Industrial System Single Line Mad River Slough Assessment] District Reserves		0.00	0.00	24,000
Industrial & Domestic System Intertie] District Reserves		0.00	0.00	11,000
SUBTOTAL C:		\$0.00	\$0.00	44,150
TOTAL PROFESSIONAL & CONSULTING SERVICES		\$27,069.42	\$75,929.47	\$ 378,250
				20%

IV. INDUSTRIAL SYSTEM PROJECTS			
	NOVEMBER EXPENSES	YTD TOTAL 11/30/2017	% OF BUDGET
A. Charged to All Customers via Price Factor 2 (BWF)			
- Maintain Water Supply to Industrial Pump Station (Pump Station 6) During Low-Flow Months	\$0.00	\$0.00	0%
SUBTOTAL A.	\$0.00	\$0.00	0%
B. Projects Charged to Municipal Customers via Price Factor 2 (DWTF)			
SUBTOTAL B.	\$0.00	\$0.00	0%
C. Projects Funded by Other Sources (BWF)			
Industrial Reservoir Painting, Specs, Bidding & Construction Management	\$0.00	\$0.00	0%
SUBTOTAL C.	\$0.00	\$0.00	0%
TOTAL INDUSTRIAL SYSTEM PROJECTS:	\$0.00	\$0.00	0%

CARRY-OVER PROJECTS FROM 2016/17			
	NOVEMBER EXPENSES	YTD TOTAL 11/30/2017	% OF BUDGET
I. CAPITAL PROJECTS			
A. Charged to All Customers via Price Factor 2 (BWF)			
Mainline Valve Replacement	\$0.00	\$0.00	0%
New Valve below 1 Mg Domestic Reservoir	0.00	0.00	0%
SUBTOTAL A:	\$0.00	\$0.00	0%
B. Projects Charged to Municipal Customers via Price Factor 2 (DWTF)			
SUBTOTAL B:	\$0.00	\$0.00	0%
C. Projects Funded by Other Sources (BWF)			
SCADA System Upgrade - Phase 2] Advanced Charges	\$0.00	\$294,953.38	98%
Replace Ruth Bunkhouse] Advanced Charges	0.00	0.00	0%
SUBTOTAL C:	\$0.00	\$294,953.38	42%
C. Projects Funded by Other Sources (DWTF)			
TRF SCADA System Upgrade - Phase 2] Advanced Charges	\$0.00	\$110.00	0%
SUBTOTAL C:	\$0.00	\$110.00	0%
TOTAL CAPITAL PROJECTS	\$0.00	\$295,063.38	32%

Carryover Projects continued				
I. FIXED ASSETS				
A. Projects Charged to All Customers via Price Factor 2 (BWF)				
Purchase Shop Manual & Diagnostic Equipment to service Heavy Fleet Vehicles	\$0.00	\$0.00	\$5,000	0%
SUBTOTAL A:	\$0.00	\$0.00	5,000	0%
B. Projects Charged to Municipal Customers via Price Factor 2 (DWTF)				
SUBTOTAL B:	\$0.00	\$0.00	0	0%
TOTAL FIXED ASSETS	\$0.00	\$0.00	5,000	0%
II. MAINTENANCE PROJECTS				
A. Charged to All Customers via Price Factor 2 (BWF)				
Repair/Upgrade Line Shed 6	\$0.00	\$3,170.82	\$15,000	21%
SUBTOTAL A:	\$0.00	\$3,170.82	15,000	21%
B. Projects Charged to Municipal Customers via Price Factor 2 (DWTF)				
SUBTOTAL B:	\$0.00	\$0.00	0	0%
TOTAL MAINTENANCE PROJECTS	\$0.00	\$3,170.82	15,000	21%
III. PROFESSIONAL & CONSULTING SERVICES				
A. Charged to All Customers via Price Factor 2 (BWF)				
CIP Financial Plan Update	\$0.00	\$3,379.81	\$7,500	45%
SUBTOTAL A:	\$0.00	\$3,379.81	7,500	45%
B. Projects Charged to Municipal Customers via Price Factor 2 (DWTF)				
SUBTOTAL B:	\$0.00	\$0.00	0	0%
TOTAL PROFESSIONAL & CONSULTING SERVICES	\$0.00	\$3,379.81	7,500	45%
IV. INDUSTRIAL SYSTEM PROJECTS				
A. Charged to All Customers via Price Factor 2 (BWF)				
- Maintain Water Supply to Industrial Pump Station (Pump Station 6) During Low-Flow Months	\$0.00	\$2,088.11	\$5,200	40%
SUBTOTAL A:	\$0.00	\$2,088.11	5,200	40%
B. Projects Charged to Municipal Customers via Price Factor 2 (DWTF)				
SUBTOTAL B:	\$0.00	\$0.00	0	0%
TOTAL INDUSTRIAL SYSTEM PROJECTS:	\$0.00	\$2,088.11	5,200	40%
2016/17CARRYOVER PROJECTS TOTAL	\$0.00	\$303,702.12	967,200	31%
PROJECTS GRAND TOTAL:	\$95,520.94	\$1,285,143.19	\$7,563,490	17%
Less Projects Funded from Other Sources (Grants/Loans/Advanced Charges/Reserves)				
	\$8,491.74	\$841,573.38	\$6,174,745	14%
PF2 Project Total Charged to Customers excluding Debt Service (US Bank)	\$87,029.20	\$443,569.81	\$1,388,745	32%

Humboldt Bay Municipal Water District Expenses by Vendor Detail

November 2017

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Memo	Amount
101Netlink	
Ruth Data Link/Internet	-180.00
Total 101Netlink	-180.00
Acrison, Inc	
TRF chemical pumps maintenance	-292.29
Total Acrison, Inc	-292.29
Advanced Security Systems	
Eureka office Quarterly Alarm System Monitoring	-318.00
Total Advanced Security Systems	-318.00
AT & T	
Ruth HQ	
TRF	
Essex office	
Eureka office	-88.63
Ruth Hydro	
Valve Building Samoa	
Ruth HQ	
TRF	-8.04
Essex office	-313.89
Eureka office	-6.41
Ruth Hydro	-371.43
Valve Building Samoa	-96.44
Total AT & T	-884.84
AT&T	
Eureka/Essex Landline	-34.93
Arcata/Essex Landline	-34.93
Samoa/Essex Landline	-234.35
Blue Lake Meter Signal	-60.34
Eureka Office Modem	-134.16
Eureka Office Alarm	-39.63
Samoa Booster Pump	-80.13
Valve Building	-134.17
Eureka Office	-323.41
Essex Office	-850.57
TRF	-133.89
Ruth Dataline	-129.98
Total AT&T	-2,190.49
AT&T Advertising Solutions	
white page listing	-21.00
Total AT&T Advertising Solutions	-21.00
Bay Tank Metal Fabrication	
replace Collector 1, Pump 1.4	-14.40
Total Bay Tank Metal Fabrication	-14.40
Buckles-Smith	
Control Software Training - M. Palmero, P. Jorgensen & L. Ahmad - August...	-5,160.00
Control Software Training -M. Palmero, D. Corral, L. Ahmad & R. Chairez - ...	-10,360.00
Total Buckles-Smith	-15,520.00
California Dept of Tax and Fee Admin	
Water Rights Permit #11715	-3,462.72
Water Rights Permit #11714	-7,323.37
Water Rights Permit #18347	-29,191.55
Total California Dept of Tax and Fee Admin	-39,977.64
Cascade Fire Equipment	
Sales Tax on Invoices 77133 and 77685	-28.00
Total Cascade Fire Equipment	-28.00
City of Eureka	
Eureka office water/sewer	-66.98

Humboldt Bay Municipal Water District Expenses by Vendor Detail

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Memo	Amount
Total City of Eureka	-66.98
ClickSafety Hazmat Training	-5,073.00
Total ClickSafety	-5,073.00
Coastal Business Systems Inc. Eureka office copy and fax machine	-1,053.37
Total Coastal Business Systems Inc.	-1,053.37
CSDA 2018 Membership	-2,851.00
Total CSDA	-2,851.00
Customer Truck Service/Eureka Truck Lines ship material for spillway repair	-373.00
Total Customer Truck Service/Eureka Truck Lines	-373.00
Dave Perkins auto mileage reimbursement auto mileage reimbursement	-390.82 -143.33
Total Dave Perkins	-534.15
David J. Corral travel advance for Treatment Certification Exam in Redding	-332.05
Total David J. Corral	-332.05
Eureka Oxygen cylinder rental	-107.30
Total Eureka Oxygen	-107.30
Eureka Readymix Blue Lake/Fieldbrook-Glendale CSD river crossing	-176.71
Total Eureka Readymix	-176.71
FEDEX ship transformer oil sample ship high voltage gloves for testing	-9.95 -11.52
Total FEDEX	-21.47
Frontier Communications Ruth HQ Ruth Hydro/Ruth Dataline	-51.17 -160.33
Total Frontier Communications	-211.50
GEI Consultants, Inc Ruth Dam Spillway repair	-1,476.00
Total GEI Consultants, Inc	-1,476.00
GHD (90532) Blue Lake/Fieldbrook River Crossing (90615) Mad River Cross Sections (90617) 1 MG Reservoir Roof Replacement (90355) Ruth Spillway Repair (90535) Ruth Dam Crest Monument Survey (90515) Ruth Left Abutment Slide Survey (90514) Ruth Dam Spillway Wall Survey (87682) Collector Mainline Redundancy to TRF (87551 and 90529) Sheriff's Cove Debris Removal - Storm Damage (90364) Collector 3 Monitoring well (90364) General Engineering - Essex (90364) General Engineering - Eureka (90364) General Engineering -WRP (90364) General Engineering - Crane Lifting calculations (90294) Surge Tower Replacement (90537) FERC DSSMR Assistance (90534) General Engineering - Essex	-7,214.00 -1,839.75 -713.25 -404.00 -251.25 -251.25 -251.25 -2,194.25 -11,142.25 -900.75 -904.50 -1,206.00 -1,005.00 -1,368.50 -286.50 -1,655.50 -1,005.00

Humboldt Bay Municipal Water District Expenses by Vendor Detail

November 2017

Memo	Amount
(90534) General Engineering - Eureka	-1,206.00
Total GHD	-33,799.00
GR Sundberg, Inc Sheriff's Cove Dredging	-84,906.42
Total GR Sundberg, Inc	-84,906.42
Hach Company lab supplies	-111.29
Total Hach Company	-111.29
Haygor Instrument and Company, Inc TRF transmitter shipping charges for TRF transmitter	-650.00 -110.52
Total Haygor Instrument and Company, Inc	-760.52
Hensel Hardware domestic water reservoir roof repair	-18.63
Total Hensel Hardware	-18.63
Hensell Materials Spillway Repair	-9,586.19
Total Hensell Materials	-9,586.19
Henwood Associates, Inc Consultant Services Agreement	-405.47
Total Henwood Associates, Inc	-405.47
Hopkins Technical Products, Inc TRF chemical pump repair	-243.37
Total Hopkins Technical Products, Inc	-243.37
Humboldt Redwood Company, LLC Mt Pierce Lease site	-262.65
Total Humboldt Redwood Company, LLC	-262.65
Humboldt Waste Management Authority dispose of hazardous materials Blue Lake/Fieldbrook-Glendale CSD river crossing - right of way clearing	-159.00 -101.28
Total Humboldt Waste Management Authority	-260.28
JTN Energy, LLC Consultant Services Agreement	-405.47
Total JTN Energy, LLC	-405.47
Ken's Auto Parts Unit 5 toggle switch	-10.72
Total Ken's Auto Parts	-10.72
Kernen Construction TRF sludge bed spoils removal	-195.40
Total Kernen Construction	-195.40
Lisa Newell expense reimbursement for safety boots expense reimbursement for safety boots	-25.00 -25.00
Total Lisa Newell	-50.00
McMaster-Carr Supply maintenance supplies	-86.60
Total McMaster-Carr Supply	-86.60
Mendes Supply Company Eureka office maintenance	-65.87

Humboldt Bay Municipal Water District Expenses by Vendor Detail

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Memo	Amount
Total Mendes Supply Company	-65.87
Miller Farms Nursery	
Customer service dewatering equipment	-483.10
tree maintenance tools	-67.76
Total Miller Farms Nursery	-550.86
Mission Linen	
maintenance supplies	-146.48
Uniform Rental	-664.96
Total Mission Linen	-811.44
Napa Auto Parts	
diesel vehicle maintenance	-25.31
vehicle maintenance	-54.02
vehicle maintenance Unit 16	-21.46
Total Napa Auto Parts	-100.79
Network Management Services	
Essential Care Computer Support Service for Eureka office	-368.10
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	-666.08
North Coast Cleaning Services, Inc	
Eureka office building maintenance	-482.00
Total North Coast Cleaning Services, Inc	-482.00
North Coast Fabricators	
Crane assistance to replace Collector 1 Pump1.4	-29,736.00
Total North Coast Fabricators	-29,736.00
North Coast Laboratories	
lab tests	-1,335.00
Humboldt Bay retail lead and copper sampling	-185.00
Fieldbrook-Glendale CSD lead and copper sampling	-370.00
Total North Coast Laboratories	-1,890.00
Northern California Safety Consortium	
membership fee	-50.00
Total Northern California Safety Consortium	-50.00
Pacific Gas & Electric Co.	
Eureka Office	-585.56
Jackson Ranch Rectifier	-18.14
299 Rectifier	-91.12
West End Rd. Rectifier	-116.74
TRF	-5,235.80
Ruth Valve Control	-55.80
Ruth Hydro	-22.47
Samoa Booster Pump Station	-687.79
Samoa Dial Station	-22.79
Essex Pumping 10/1/2017 to 10/31/2017	-58,089.13
Ruth Bunkhouse	-48.85
Total Pacific Gas & Electric Co.	-64,974.19
Pacific Paper Co.	
Business Manager ergonomic desk	-3,323.27
Eureka office supplies	-532.23
Total Pacific Paper Co.	-3,855.50
Pacific Water Resources	
Replace Collector 1 Pump 1-4 Motor	-857.51
Total Pacific Water Resources	-857.51

Humboldt Bay Municipal Water District Expenses by Vendor Detail

November 2017

Memo	Amount
Pierson Building Center materials for spillway repair	-177.02
Total Pierson Building Center	-177.02
Pitney Bowes refill postage meter	-500.00
Total Pitney Bowes	-500.00
Prescription Spectacle Inserts Int., LLC Prescription lens for SCBA masks - 4 employees	-433.85
Total Prescription Spectacle Inserts Int., LLC	-433.85
Recology Arcata Essex Garbage Service	-469.55
Total Recology Arcata	-469.55
Recology Humboldt County Eureka office garbage/recycling service	-85.40
Total Recology Humboldt County	-85.40
Redwood Electrical Services Inspect and evaluate Collector 2 Transformer/Install temporary Collector 2 t...	-3,600.00
Total Redwood Electrical Services	-3,600.00
Renner Petroleum restock Essex bulk diesel	-1,519.82
restock TRF generator diesel	-374.37
cardlock fuel - pumping & control	-566.87
cardlock fuel - water quality	-566.87
cardlock fuel - maintenance	-566.87
cardlock fuel - customer service	-566.86
Total Renner Petroleum	-4,161.66
Ruth Lake C.S.D. Boat rental to search for illegal water pump	-53.80
Total Ruth Lake C.S.D.	-53.80
Ryan Chairez expense reimbursement for 2 Employees Retirement Party	-176.47
Total Ryan Chairez	-176.47
Sequoia Construction Specialties Spillway Repair	-8,609.34
Total Sequoia Construction Specialties	-8,609.34
Seth Stone expense reimbursement for safety rain boots	-131.82
Total Seth Stone	-131.82
Sitestar Nationwide Internet Essex Internet	-52.90
Total Sitestar Nationwide Internet	-52.90
Streamline Website maintenance membership fee	-450.00
Total Streamline	-450.00
Sudden Link TRF internet	-105.38
Eureka office internet	-204.95
Fieldbrook-Glendale CSD Internet	-271.02
Total Sudden Link	-581.35
SWRCB-DWOCF Water Distribution D2 Certification Renewal - Timothy P Farrell	-60.00

Humboldt Bay Municipal Water District Expenses by Vendor Detail

November 2017

Memo	Amount
Water Distribution D4 Certification Renewal - Jasson S. KlingonSmith	-105.00
Water Distribution D4 Certification Renewal - Steven A. Marshall	-105.00
Total SWRCB-DWOCF	-270.00
The Times-Standard Position Advertisement - Maintenance Mechanic	-2,063.02
Total The Times-Standard	-2,063.02
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 Ruth Hydro dump fees	-3.35 -3.35
Total Trinity County Solid Waste	-6.70
U.S. Bank Corporate Payment System Lodging for Rockwell Training Board of Directors - Training information mailing labels CSDA Conference copy charge Ruth Dam Constructuion Documents - DSOD position advertisement - Maintenance Mechanic Employee Appreciation replenish General Fund checks working lunch - Policy Committee Lodging for AWWA Conference spillway repair Unit 15 tail light spillway repair	146.08 -90.00 -114.27 -865.24 -159.72 -115.00 -110.92 -507.76 -72.67 142.37 -1,179.18 -128.81 -140.77
Total U.S. Bank Corporate Payment System	-3,195.89
U.S. Bank Corporate Trust Services SRF Quarterly Account Maint Fee (July - Sept 2017)	-150.00
Total U.S. Bank Corporate Trust Services	-150.00
USTI, Inc Humboldt Bay eBilling Utility Billing System Fieldbrook-Glendale CSD eBilling Utility Billing System	-3.44 -17.36
Total USTI, Inc	-20.80
Verizon Wireless General Manager Superintendent Customer Service Operations 2 Water Operations Supervisor Electrician Unit 6 Unit 6 Assistant Water Operations Supervisor Opererations 1	-37.28 -119.87 -52.61 -0.67 -33.70 -14.96 -3.82 -3.82 -58.82 -0.22
Total Verizon Wireless	-325.77
WBCO Electric Service Collector 1 Pump 1.4 wiring	-65.73
Total WBCO Electric Service	-65.73
Wienhoff & Associates Inc Annual Consortium membership	-280.00
Total Wienhoff & Associates Inc	-280.00
William B. Newell expense reimbursement for safety boots expense reimbursement for safety boots	-174.89 -174.90

Humboldt Bay Municipal Water District
Expenses by Vendor Detail

November 2017

Memo	Amount
Total William B. Newell	-349.79
William Wardrip expense reimbursement for safety boots	-216.29
Total William Wardrip	-216.29
TOTAL	<u>-333,522.59</u>

To: Board of Directors
From: Chris Harris
Date: December 14, 2017
Re: Software Upgrade – Utility Billing and Finance

Background

HBMWD has used a combination of stand-alone software for utility billing (USTI, implemented late 80's) and bookkeeping/finance (QuickBooks, implemented mid 90's) for many years. Over the past twenty-plus years, additional accounting/financial responsibilities and requirements (tracking grant expenditures, increased regulatory reporting requirements, increased special projects activity, added payroll reporting requirements and complicated employee benefits) have been layered on a software set-up that reached its limitations many years ago. In order to provide the additional data and detail needed, multitudes of work-arounds have been created. It is not uncommon for staff to spend hours (or days!) on some processes that should only require one mouse-click. Since many of these processes have been going on for years, most of the work-arounds are considered "standard procedures."

The question has not been "do we need to upgrade our software?" rather it has been "when are we going to upgrade our software?" The following is a list of current challenges compiled by staff:

Current Software challenges with utility billing (USTI):

- Does not integrate with QuickBooks, requiring manual data entry to post utility billing (UB) activity into QuickBooks.
- Reporting features are severely limited. Unable to print even simple reports (ie: one including customer name, phone number, address, and meter number).
 - The work-around for this issue is to download and export multiple reports into excel and carefully combine the data. This is a very time consuming and tedious process.
- Past Due Notices cannot be printed directly out of the software with the appropriate information.
 - This work-around again requires multiple reports to be exported into excel, re-organized, and re-aligned so that the data can be manipulated into printable notices. Again, this is a very time consuming and inefficient process.
- Unable to reprint bills – either current or closing bills. If a customer has lost their bill, we have to provide the information in a different format.
- Unable to view customer's previous balance versus payments, only able to view the customer's current balance.
 - When customers have a question about the history behind their current balance, data must be exported into excel and reviewed and calculated. This often needs to occur while the customer

waits on the phone or is standing in the lobby, resulting in disgruntled customers and unnecessary stress to our employees.

- Customer Support hours end at 3:00pm our time – no 24-hour support
 - We have had software “events” after 3:00pm in the past, and have been stuck waiting until the following morning to resolve them.
- Restricted to one database open at a time – currently we have a Humboldt Bay database and a Fieldbrook database. This will become an even bigger issue if the new Peninsula CSD requests us to process their billing.
 - Currently customers from both Humboldt Bay & Fieldbrook call and come in to the office simultaneously; staff is constantly required to open/close the databases.
- No access to online customer accounts. We cannot assist our customers and guide them around the online payment portal, because we do not have access.
 - There is no work-around for this. We can only sympathize with the customer’s frustration, which again results in disgruntled customers and unnecessary stress to our employees.
- Online payment feature poorly set-up, only allowing for payment of exactly what is owed.
 - Often customers want to make a partial payment, pre-pay (if going out of town), or pay a rounded dollar amount – none of these are possible. We receive complaints about this weekly.
- Online payments all go through PayPal, these are part of our monthly transaction fees.
- Online payments do not post to customers’ accounts in the USTI software without being downloaded/uploaded.
- Program itself not user friendly nor designed for ease of use, requiring too many “clicks” to move between data screens.
 - This creates additional delay when trying to assist a customer on the phone or in person.

Current Software challenges with bookkeeping/finance software (QuickBooks):

- Is not an “auditable” program (very weak audit trail) because anything can be changed or deleted at anytime with little/no paper-trail.
 - The option to “close” periods only causes an error message to appear, notifying the user they are posting to a “closed” period.
- Based on the ease of changes to the data, mistrust of the data/system is engrained in the staff.
 - The work-around is maintaining perpetual 10-key tapes, tallies, and spreadsheets outside the QuickBooks program to verify data.
- QuickBooks is not designed for government entity financial statements and is limited in the types of financial reports it can provide.
 - The work around is to export and manipulate data outside the program to create Fund Balance Statements and Project Expense Reports.
- The account number requirements are unstructured, which creates unnecessary challenges when organizing the chart of accounts.
- QuickBooks is not designed to manage the many projects HBMWD does each year.
 - The work-around is to use the “customer” field for the project name.

- Unable to establish budget for projects, since “customers” do not have budgets.
- Project expenses are enmeshed with regular expenses. For example, one cannot look to the software program to know how much has been spent on General Engineering because the Engineering Expense account also includes any project related engineering expenses.
 - The work-around is to export the data and manually remove expenses to create accurate reports.
- Special Projects require wages and benefits to be compiled and calculated by hand and added to the project at the end of the fiscal year. This takes a combination of staff several weeks to accomplish.
- Payroll requires intense data entry since there is no way to upload information. There is no way to easily review/verify data entry without reviewing each check individually.
- Direct Deposits for payroll are individually (manually) entered to US Bank website to avoid additional per-check fees from QuickBooks.
- Currently unable to cross-train staff for succession plan due to lack of user licenses. Our version (Pro) only allows three users. Upgrading to Premiere would allow for 5 users (\$600-\$800), but would not provide any other useful benefits.

Discussion – Staff Support, Timing, Product Selection, Funding Source, and Cost

Staff Support

Earlier this year employees began researching utility billing software options. A packaged combination of utility billing and finance software would be the most efficient. Consequently, potential vendors were asked to broaden their scope to include financial software as well. To date, staff at various levels have participated in different software demonstrations and have reviewed and discussed multiple ideas and options. Since a software conversion of any kind is not a simple task - there is never an easy or convenient time to accomplish this process - there must be buy-in from all parties involved. Currently all Eureka office staff are supportive and on board with moving forward to transition the District onto a modern, updated and more efficient software system. Staff and employee support is only one of the considerations. Timing, product selection, cost, and funding source are additional factors to be addressed.

Timing

From start to finish, this endeavor will take many months. Software transitions are incredibly time consuming and create mass disruption in “business as usual.” Any product the District purchases will not be “out of the box,” and will need to be configured by the software company for HBMWD. Additionally, all our data must be converted and verified. The set-up and conversion alone can take 3-4 months. Ideally, the District would not switch processes in the middle of the fiscal year. A fresh start at the beginning of the fiscal year makes the most sense. An additional timing concern is several key employees will potentially be retiring within 5-6 years. It is imperative that we make the transition while we have the valued historical perspective and knowledge of these key employees. Not only do we need their help to make the switch, but we need their help in reviewing all of our processes *after* the switch. Moreover, their participation in rewriting all the new Standard Operating Procedures is critical.

A go-live date of July 1, 2018 is currently the goal to create the operating efficiencies and reporting capabilities desired.

Product Selection

The demonstrations staff participated in included*:

Asyst/Aptean – This would add additional features to our current utility billing software & add several other modules for finance and budgeting.

Continental Utility Solutions, Inc. (CUSI) – An all-inclusive utility billing and finance software application, customizable to specific needs.

Caselle - An all-inclusive utility billing and finance software application, customizable to specific needs.

***Springbrook** – Staff made repeated attempts to schedule a demonstration with this company. Company did not return phone calls nor make any effort to schedule demonstration.

Utility Billing Software - Essential Features (based on employee input)

- Better reporting capabilities on all levels – dramatically reduce or entirely eliminate compiling data outside program
- Customer Support available during our business hours
- Better access to customer details and information
- Ability to have multiple databases open at once
- Improved online accessibility & payment options

Chart A – Utility Billing Features Comparison (by Software)

Utility Billing	Asyst/Aptean	CUSI	Caselle
Improved Reporting Capabilities	Minimal	YES – Very Good	YES - Extensive
Customer Support Available	NO – Closes at 3pm	YES – Closes at 5pm	YES - 24/7
Better Access to Customer Info	NO	YES	YES
Multiple Databases Open at Once	NO	YES, but awkward	YES - seamless - also able to post payments separately
Improved Online Customer Portal	NO	YES	YES
Other Features:			
Service Orders	Paper	NO	Electronic

- Audit Trail provided within program (with ability to close periods)
- Ability to create Board Financials within software
- Structured account numbers, ability to report and drill down on different sections of account number (for example: XXX-XXX-XXXX-XXXXX)
- Ability to manage projects as such and track project budgets
- Ability to approve and upload timesheets electronically
- Ability to process payroll direct deposits within software
- Ability to have all office staff use software without software being assigned to individual desktop computers

Chart B – Finance Features Comparison (by Software)

Finance	Asyst	CUSI	Caselle
Audit Trail	YES	YES	YES
Board Financials Increased Reporting	NO	NO - Board Financials YES – Better reporting	YES – Board Financials YES - Extensive reporting
Structured Account Numbers	YES	YES	YES
Manage Projects/Budgets	YES	YES	YES
Approve/Upload Timesheets	NO	NO	YES
Direct Deposits w/in software	YES	YES	YES
Staff access w/out being designated computer	NO-4 assigned users	NO – 5 assigned users	YES – 5 unassigned users
Other Features:			
Different Staff Permission Levels	All in or all out, no adjustability	Can be locked down by module (in or out)	Can be locked down at a detail level to different degrees (ie: no access, read only, read/write, full access)
Bank Reconciliation	NO	YES	YES
General Budgeting	Done externally in excel & uploaded	Done internally	Done internally or externally
miExcel (Proprietary)	NO	NO	Looks up data in program and brings into spreadsheet.
Online access	Same as current	Online access for utility customer only	Caselle Connect - Expanded online access for processing & approving timesheets. Offsite staff also has access to program

Funding Source

The first-year financial needs of this project are estimated between \$8,000 and \$53,000. There are several options available to consider:

1. Do nothing in the current fiscal year. Include in Project Budget for Fiscal Year 18/19. Implement conversion during late FY 18/19 or at beginning of FY 19/20. Delays project implementation.
2. Fund project in current fiscal year from General Reserves. The current year funding amount is available in the General Reserves or the Board Restricted DWFP Reserve or MSRA Reserve.
3. Fund project in current fiscal year from General Reserves and replenish Reserve during Fiscal Year 18/19 by including amount in "Additions To Reserves – Price Factor 4" or as a Project Budget line item.
4. Fund the project in the current fiscal year through the year end Project Budget re-allocation process.

Due to the timing issues outlined earlier, staff is requesting this project be accelerated and completed within the current fiscal year. Staff suggests the required funds be supplied by use of General Reserves with the replenishment of these funds within the FY18/19 budget.

A portion of the software upgrade costs will be shared with Fieldbrook CSD through our arrangement for billing management services. The amount ultimately shared will require consideration and approval by the FCSD Board of Directors.

Cost

Staff has found costs vary widely. Increased features definitely attribute to increased over-all cost. However, after experiencing the product demonstrations, staff believes that much of the higher cost associated with the more advanced software can be offset by increased productivity by staff at various levels. In addition to the one-time implementation and training costs, another big factor in cost consideration is the on-going annual maintenance fee. Maintenance fees are standard and unavoidable (HBMWD pays \$2,525 between the two current programs). Another factor to consider with on-going costs is program version updates. If this is not included with the annual maintenance fees, this will be an unknown cost in the future.

When reviewing the cost of the utility billing software, it should be noted that some of this burden will be shared with Fieldbrook (and possibly Peninsula CSD). The allocation to Fieldbrook is calculated three ways. Items that require duplicate purchases (i.e.: two UB software licenses) are split 50-50, other items are allocated using the same percentage we do for other charges (74/26), and items that can be individually accounted for (i.e.: number of UB records transferred) are calculated individually. Rick Hanger has been contacted and is aware we are considering upgrading our software. He has also been given a rough range of what the cost may be.

"I believe having the right tools is necessary and not terribly surprised that the cost for a new system is about triple what we paid for the Quest software. I'm confident that you will carefully choose the right product. It would be nice to have a product that we could "grow" into - perhaps purchasing a mid-range product that has the ability to add features as needed."

--Rick Hanger 11/13/17

Finally, the last cost factor is the current IT Server configuration. Our current server is scheduled to be replaced in this year's project budget. After conferring with our IT consultant, there is only one of the programs that would function on our current server as configured. Thus, replacement of the server is a precursor to upgrading the utility billing and financial software.

Please see the following four charts detailing the costs:

Chart C: Summary of Costs Incurred at Other Agencies and Summary of Potential Costs to HBMWD

Chart D: Additional detail for the Asyst/Aptean Software (including Fieldbrook allocations)

Chart E: Additional detail for the CUSI Software (including Fieldbrook allocations)

Chart F: Additional detail for the Caselle Software (including Fieldbrook allocations)

**Chart C – Summary of Costs Incurred at Other Agencies
Summary of Potential Costs to HBMWD**

SUMMARY	Software	Implementation Costs	Annual Maintenance Fee	Comments
HCS D	Springbrook	\$120,000 (2008)	\$24,000/yr - No version upgrade	Struggling with an out dated version, newer version extremely costly
MCS D	Corbin Willits	Unknown (1995)	\$11,000/yr - No version upgrade	Considering upgrading software
City of Arcata	Springbrook	\$150,000 (2012)	\$24,000/yr - No version upgrade	On a newer version than HCS D. Many implementation issues
City of Eureka	INCODE	\$310,000 (2003)	\$50,000/yr - No version upgrade	Will be upgrading specific modules in FY18
HBMWD – Reviewed Software Options	Asyst/Aptean	\$6,713	\$969/yr – No version upgrade	<i>New Server not required. Does not address current utility billing issues</i>
	CUSI	\$21,354	\$3,836/yr – No version upgrade	New server required
	Caselle	\$44,181*	\$8,778/yr – Includes version upgrades	New server required. Includes travel/training expense \$6,300 (3 staff, 5 days, Provo, UT)

*Caselle implementation costs include \$6,300 travel expense for training (3 staff - 5 days, Provo, UT) at mandatory training facility. Cost to have local training quoted at \$18,000.

Chart D – Asyst/Aptean Additional Detail Regarding Cost

<u>Asyst/Aptean Software</u>	Utility Billing	Finance/Budgeting	Totals
One-Time Implementation	\$395	\$6,610	\$7,005
Less Fieldbrook	(\$292)	\$0	(\$292)
Total Implementation	\$103	\$6,610	\$6,713
Maintenance Fees	\$81	\$948	\$1,029
Less Fieldbrook	(\$60)	\$0	(\$60)
Total Maintenance Fees	\$21	\$948	\$969
Add'l Training Costs	Training available online only		
Server Upgrade	Not required		
Grand Total First-Year Costs			\$7,682

Chart E – CUSI Additional Detail Regarding Cost

<u>CUSI Software</u>	Utility Billing	Finance/Budgeting	Totals
One-Time Implementation	\$7,300	\$17,790	\$25,090
Less Fieldbrook	(\$3,736)		(\$3,736)
Total Implementation	\$3,564	\$17,770	\$21,354
Maintenance Fees	\$995	\$3,577	\$4,572
Less Fieldbrook	(\$736)		(\$736)
Total Maintenance Fees	\$259	\$3,577	\$3,836
Add'l Training Costs	Training available online only		
Server Upgrade	Required		
Grand Total First-Year Costs			\$25,190

Chart F – Caselle Additional Detail Regarding Cost

<u>Caselle Software</u>	Utility Billing	Finance/Budgeting	Totals
One-Time Implementation	\$26,470	\$31,215	\$57,685
Less Fieldbrook	(\$19,804)		(\$19,804)
Total Implementation	\$6,666	\$31,215	\$37,881
Maintenance Fees*	\$5,324	\$7,968	\$13,292
Less Fieldbrook	(\$4,514)		(\$4,514)
Total Maintenance Fees	\$810	\$7,968	\$8,778
Add'l Training Costs			\$6,300
Server Upgrade		Required	
Grand Total First-Year Costs			\$52,959

*Caselle maintenance fees include automatic version upgrades are locked in for the first three years and limited to a 5% increase after that. (Typical increases have been 2%). Amount above also includes a 5% discount if paid annually.

Recommendation

After careful consideration, staff recommends upgrading the utility billing and financial software programs with the Caselle Software product suite during the current fiscal year with initial funding from the General Reserves and replenishing the Reserve during the FY 18/19 budget unless the project can be funded through the year end Project Budget Re-allocation process.

The Caselle Software will greatly enhance our financial reporting capabilities, improve operating efficiencies in accounting, payroll, utility billing and provide better customer service while reducing staff stress. Although this is the more expensive of the products considered, it offers District staff significantly more options and features than the several alternate software. Staff anticipates improved productivity at various staff levels throughout our organization. There are also additional Caselle modules (inventory and purchase orders) that would potentially be desired in years to come that would provide further operating efficiencies in these areas as well.

Attachments

Pertinent Pages from Quote Packages:

Asyst/Aptean

Continental Utility Solutions (CUSI)

Caselle



Humboldt Bay Municipal Water

October 26, 2017



QUOTATION
2017-98618

Quotation is valid through: November 25, 2017

CUSTOMER CONTACT INFORMATION:

Humboldt Bay Municipal Water
828 7th Street
P.O. Box 95
Eureka, CA 95501
United States

PROPOSAL NOTES:

QUOTE DETAILS:

SOFTWARE LICENSE AND MAINTENANCE						
Product	License Metric	Qty	Maintenance Start Date	Maintenance End Date	Price	Maintenance
asyst Accounts Payable	Users	2	Effective Date	Jun 30, 2018	USD 695.00	USD 141.67
asyst Bank Drafts	Users	1	Effective Date	Jun 30, 2018	USD 395.00	USD 80.52
asyst Budget Xlence	Users	1	Effective Date	Jun 30, 2018	USD 395.00	USD 80.52
asyst Cash Control	Users	1	Effective Date	Jun 30, 2018	USD 395.00	USD 80.52
asyst General Ledger	Users	2	Effective Date	Jun 30, 2018	USD 695.00	USD 141.67
asyst PR to AP Interface	Users	1	Effective Date	Jun 30, 2018	USD 395.00	USD 80.52
asyst Payroll	Users	1	Effective Date	Jun 30, 2018	USD 595.00	USD 121.28
asyst Project Accounting	Users	2	Effective Date	Jun 30, 2018	USD 695.00	USD 141.67
asyst Report Xlence	Users	1	Effective Date	Jun 30, 2018	USD 395.00	USD 80.52
asyst Service Orders	Users	1	Effective Date	Jun 30, 2018	USD 395.00	USD 80.52
					Software Total = USD 5,050.00	
					Prorated Maintenance Total* = USD 1,029.41	
					Software License and Maintenance Total* = USD 6,079.41	

PROFESSIONAL SERVICES			
Product	Unit	Qty	Price
USTI Pre-Implementation Services (Fixed Fee)	Fixed	1	USD 1,955.00
			Services Total = USD 1,955.00

QUOTE TOTAL	
	Total* = USD 8,034.41

NOTES:

*The Prorated Maintenance Total is an estimate and will be adjusted based on the actual Maintenance Start Date. Any such adjustment decreasing the Prorated Maintenance Total will decrease the Software License and Maintenance Total and the aggregate Total amount stated above.

1. Payment Terms : Net 30
2. M&S Billing Frequency : Annually
3. Applicable taxes not included
4. Notwithstanding anything to the contrary in the Agreement, Licensor has a No Refund policy.
5. DO NOT PAY FROM THIS QUOTATION.

To request an invoice for this quote, please contact:

Account Manager: Tania Arnett
 Billing Entity: United Systems Technology, Inc. (Iowa)
 Phone: +(972)830-3406
 Email: Tania.Arnett@aptean.com



CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Rich Dickerson

P. O. Box 1515

Jonesboro, AR 72403

www.cusi.com

(870) 336-2209

Quote #: rd171027085617

October 27, 2017

Sales Agreement



Humboldt Bay MWD
 828 Seventh St.
 Eureka, CA
 95502

Dee Dee Simpson-Glenn
 (707) 443-5018
 office@hbmwd.com



Economic Summary detailed descriptions attached

Utility Billing Software	\$8,295.00
Payment Solutions	\$0.00
Website Solutions	\$0.00
CYMA Accounting for Windows	\$21,367.20
Total	<u>\$29,662.20</u>

Grand Total \$29,662.20

Payment Terms

15 Days From Date of Invoice



Purchaser Authorization

I certify that as the person signing this form I have purchasing authority for Humboldt Bay MWD.

Print Name: _____

Title: _____

Authorized Signature _____

Date _____



CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Rich Dickerson

P. O. Box 1515

Jonesboro, AR 72403

www.cusi.com

(870) 336-2209

Quote #: rd171027085617

October 27, 2017

Sales Agreement



Humboldt Bay MWD

828 Seventh St.

Eureka, CA

95502

Dee Dee Simpson-Glenn

(707) 443-5018

office@hbmwd.com

UMS Utility Billing Software

1,000 Service Location Licenses	\$1.50	\$1,500.00
2 Named User Licenses	\$500.00	\$1,000.00

Add-On Interfaces

2 Automatic Meter Reading (AMR) Interface	\$500.00	\$1,000.00
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Implementation Services

1 Basic Data Conversion Package for up to 1,000 locations*	\$1.00	\$1,000.00
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Includes beginning balance data conversion of customers, locations, usages, readings, deposits, and meter information.

*Complete data must be provided in a ASCII, delimited, or SQL format. Data extraction and data cleanup will be invoiced based upon time and effort at CUSI current services rate. CUSI will invoice client the greater of the number of service locations provided in this Sales Agreement or the actual number of service locations converted.

1 CUSI Certified Implementation	\$1,400.00	\$1,400.00
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Includes Application Implementation, Installation, Setup, Formatting, Testing, Transition Support, & Project Management

2 Days of CUSI Certified Training	\$700.00	\$1,400.00
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Includes Application & Database Training for All Users as Applicable

Travel expenses will be billed separately.

Annual Technical Support & Maintenance

UMS Annual Technical Support & Maintenance:	\$995.00
---	----------

800 Line Voice, Online, Email Support, Client Services Website, Application Updates



CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Rich Dickerson

P. O. Box 1515

Jonesboro, AR 72403

www.cusi.com

(870) 336-2209

Quote # rd1 1027085617

October 27, 2017

Sales Agreement



Humboldt Bay MWD

828 Seventh St.

Eureka, CA

95502

Dee Dee Simpson-Glenn

(707) 443-5018

office@hbmwd.com



Economic Summary

UMS Utility Billing Software	\$3,500.00
Implementation Services	\$3,800.00
Annual Technical Support & Maintenance	\$995.00

Total \$8,295.00



CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Rich Dickerson
 P. O. Box 1515
 Jonesboro, AR 72403
 www.cusi.com
 (870) 336-2209

Quote #: rd171027085617
 October 27, 2017

Sales Agreement



Humboldt Bay MWD
 828 Seventh St.
 Eureka, CA
 95502

Dee Dee Simpson-Glenn
 (707) 443-5018
 office@hbmwd.com

CYMA Accounting for Windows

CYMA User Licenses

1 Single-User System Manager 1-25 Companies	\$725.00	\$725.00
4 Additional Concurrent Users	\$675.00	\$2,700.00

CYMA Modules

1 General Ledger	\$675.00	\$675.00
1 Accounts Payable	\$675.00	\$675.00
1 Bank Reconciliation	\$415.00	\$415.00
1 Purchase Order	\$675.00	\$675.00
1 Payroll 1-100 Employees	\$1,095.00	\$1,095.00
1 W2/1099 - 100 Employees	\$150.00	\$150.00
1 Grant Tracking/Project Tracking	\$415.00	\$415.00

Pervasive Database

1 Pervasive Version 12 SERVER 1-5 Users	\$1,245.00	\$1,245.00
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Implementation Services from Kerr-Consulting

1 Certified CYMA Application Implementation, Installation, Setup and Formatting (Online)	\$9,000.00	\$9,000.00
--	------------	------------

Travel expenses will be billed separately.



CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Rich Dickerson

P. O. Box 1515

Jonesboro, AR 72403

www.cusi.com

(870) 336-2209

Quote #: rd171027085617

October 27, 2017

Sales Agreement



Humboldt Bay MWD
828 Seventh St.
Eureka, CA
95502

Dee Dee Simpson-Glenn
(707) 443-5018
office@hbmwd.com

Annual Technical Support & Maintenance

CYMA Accounting and Payroll Maintenance: \$1,582.20
Includes System Upgrades and Updates

Phone Support by Kerr Consulting: \$1,995.00
Includes unlimited technical support for applications and modules purchased; does not include additional training, upgrade support or additional module installation or training



Economic Summary

CYMA Accounting for Windows	\$8,770.00
Implementation Services from Kerr-Consulting	\$9,000.00
Annual Technical Support & Maintenance	\$3,577.20
Shipping	\$20.00
Total	<u>\$21,367.20</u>

Caselle® Software & Services Proposal

Humboldt Bay Municipal Water District, CA

December 8, 2017
(Valid for 90 days)

From:

Wade Walker, Territory Manager
pww@caselle.com

Proposal Summary

Total Software License	\$44,050	
Special Consideration Discount	<8,810>	
	<hr/>	
Net Software License		\$35,240
Total Training		6,500
Total Setup		10,950
Total Conversion		4,995
		<hr/>
Total Investment		\$57,685
		<hr/> <hr/>

A deposit of 50% of the total proposal price is required with order. The remaining balance will be due upon completion of training.

Software Assurance will be \$1,166 per month.

The monthly Software Assurance amount will remain fixed for three (3) year providing You license no new applications or increase user levels. Following the third year, the monthly charges may be increased at Caselle's discretion, however, such an increase shall in no event exceed five percent (5%) in a given calendar year.

I have read and agree to all terms & conditions proposed herein. I understand if Humboldt Bay Municipal Water District is unable to provide data to Caselle in the requested format, additional fees will apply.

Signature

Printed Name & Title

Date

Caselle® Software & Services Proposal
Humboldt Bay Municipal Water District, CA
December 8, 2017

Proposal Detail

<i>Caselle® Application Software</i>	License Fees	Training	Setup	Conversion	Total
General Ledger	\$5,500	\$1,500	\$700	\$400	\$8,100
Budgeting	Incl. w/GL	Included	-	-	-
Bank Reconciliation	Incl. w/GL	Included	-	500	500
miExcel GL	500	Included	500	-	1,000
Payroll/Direct Deposit	9,200	1,500	1,750	595	13,045
Timekeeping	2,700	375	500	-	3,575
Accounts Payable	5,500	375	500	1,900	8,275
Utility Management	5,500	1,500	*3,000	*1,600	11,600
Utility Electronic Reading Interface	2,700	Included	250	-	2,950
Utility Service Orders	2,700	375	500	-	3,575
Online Mapping	-	-	-	-	-
Cash Receipting	4,500	375	**1,000	-	5,875
Online/Electronic Payments	2,250	500	2,250	-	5,000
Three (3) Concurrent User Licenses	Included	-	-	-	Included
Two (2) Additional Concurrent User Licenses (5 Total)	3,000	-	-	-	3,000
Sub Total	\$44,050	\$6,500	\$10,950	\$4,995	\$66,495
Special Consideration Discount	(8,810)	-	-	-	(8,810)
Grand Total	\$35,240	\$6,500	\$10,950	\$4,995	\$57,685

*Utility Management Setup includes 2 (Two) databases and Conversion for 800 customers.

** Cash Receipting includes setup for 2 (Two) databases.

Notes:

1. The training will take place at Caselle.
2. Two (2) years of Utility historical data is included at no extra charge. It is the customer's responsibility to submit their historical data in the Caselle Load Table which will be provided. Data not submitted in the load table will be billed at normal hourly rates.
3. The monthly credit card and electronic payment transaction fees will be billed by Xpress Bill Pay.
4. Online Paystubs includes 35 employees paid bi-weekly and annual W2's. Software Assurance will be adjusted if the number of employees exceeds this estimate.
5. History Conversion is available on a per bid basis. Additional fees may apply upon review of existing legacy data.



Caselle® Software & Services Proposal
 Humboldt Bay Municipal Water District, CA
 December 8, 2017

Software Assurance Detail

<i>Software Assurance</i>	<i>Monthly Fee</i>
General Ledger	\$138
Budgeting	Incl. w/GL
Bank Reconciliation	Incl. w/GL
miExcel GL	25
Payroll/Direct Deposit	230
Timekeeping	68
Accounts Payable	138
Utility Management	138
Utility Electronic Reading Interface	68
Utility Service Orders	68
Online Mapping	10
Cash Receipting	113
Online/Electronic Payments	70
Three (3) Concurrent User Licenses	Included
Two (2) Additional Concurrent User Licenses (5 Total)	100
Sub Total	1,166



Optional On-site Training: \$18,000

Travel expenses will be invoiced when training is complete and include actual airfare, hotel, and car expenses, plus Caselle's food per diem of \$40.00. These are not included in the total proposal price.

On-site Training Requirements

In order to receive the full benefit and value of our software products, it is imperative that the on-site training be conducted in an organized, professional and uninterrupted manner. To insure this, Caselle Inc. requires the following conditions:

- Training class size will be limited to the number of workstations available in the training area.
- Each training area will have one workstation for each student and one workstation for the instructor or data conversion specialist. Each training workstation must have access to a common network.
- Each training room must have a dedicated printer networked to all the training workstations.
- Training rooms must be set up and completely functional before the first day of training.
- Training rooms should provide an education environment and be free from interruptions or distractions for students. Equipment such as a whiteboard or easel, three-hole punch, and stapler should be available in the training room.
- Key personnel must be available before and after normal working hours to discuss data conversion issues, assist with implementation, or if a "live" run of Accounts Payable, Utility Billing or Payroll etc., is to be done.

Caselle will be in contact with the customer prior to scheduling the training to insure the above conditions can be met. If delays result from the above conditions not being met during on-site training, additional training fees may apply.

OPERATIONS

Memo to: HBMWD Board of Directors
From: Dale Davidsen, Superintendent
Date: November 2017
Subject: Essex/Ruth November 2017 Operational Report

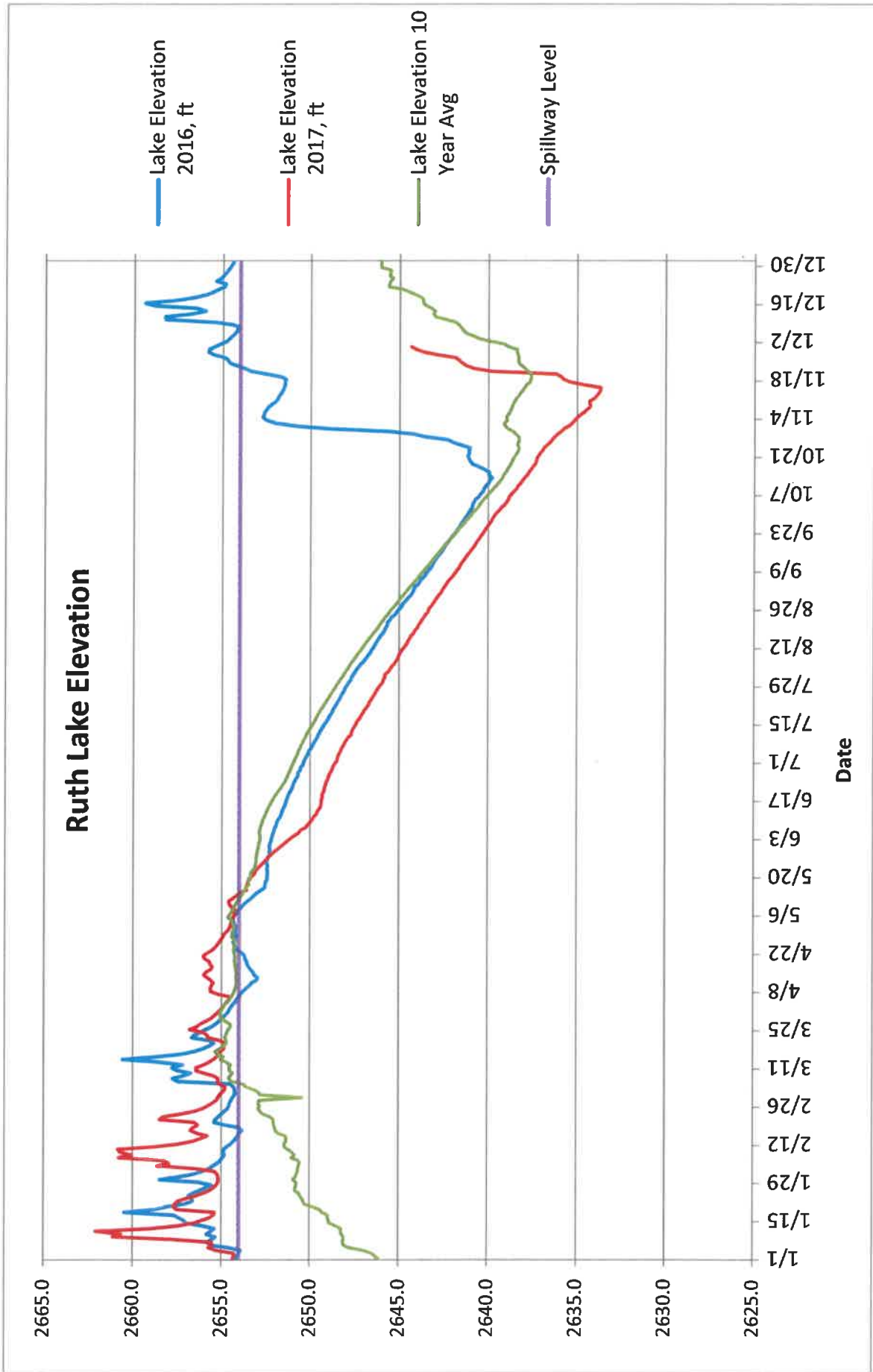
Upper Mad River, Ruth Lake, and Hydro Plant

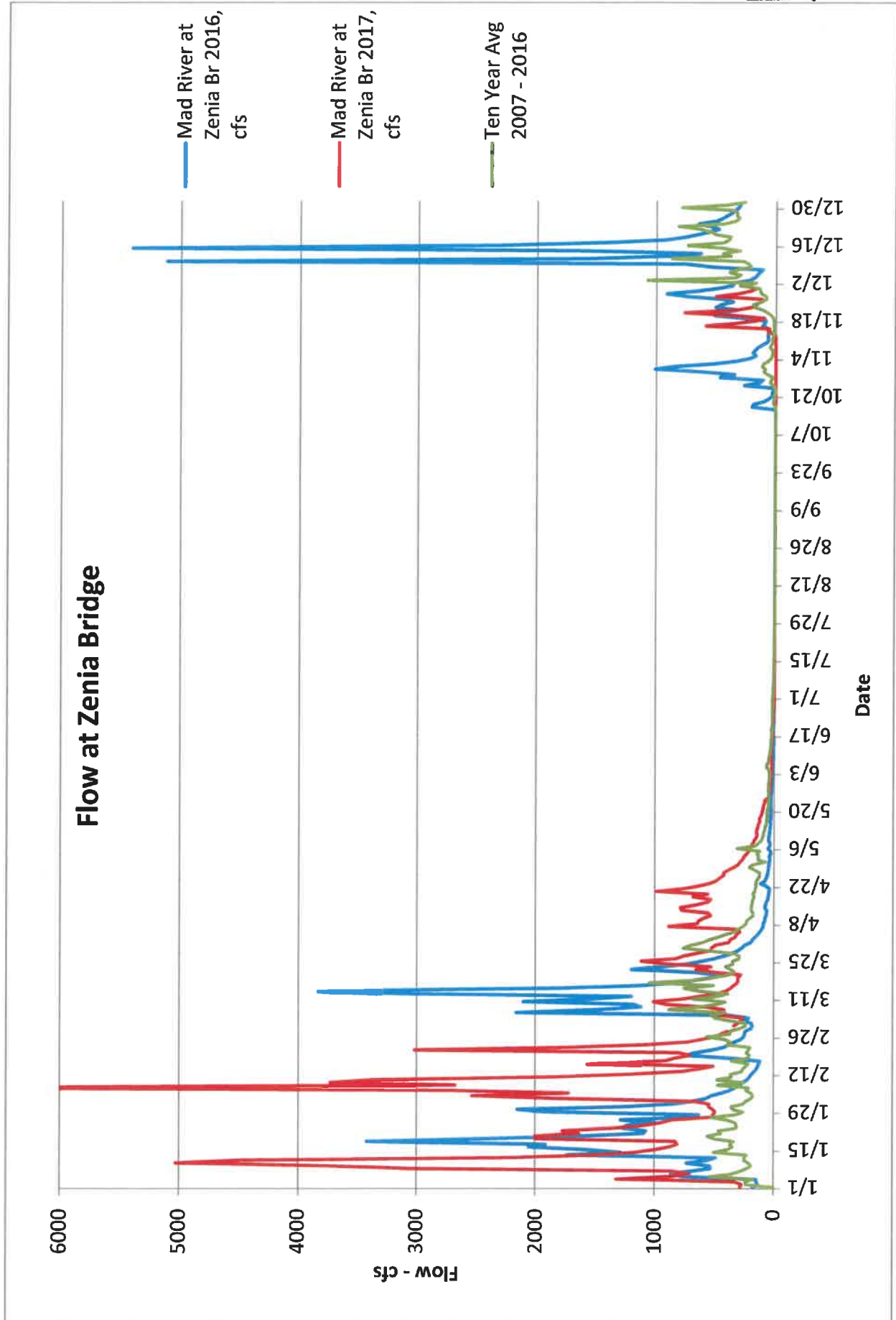
1. The flow at Mad River above Ruth Reservoir (Zenia Bridge) was 0.0 cfs up to the 8th of November. Zenia Flow reached a high for the month of 763.7 cfs on November 21st.
2. The conditions at Ruth Lake for the month of November were as follows:
 - a. The lake level on November 30th was 2644.36 feet which is:
 1. 8.62 feet higher than October 31st, 2017
 2. 11.11 feet lower than November 30th, 2016
 3. 5.48 feet lower than the ten year average
 4. 9.64 feet below the spillway
3. There was 12.64 inches of recorded rainfall for November 2017 at Ruth Headquarters.
4. Ruth hydro power production was 295200 kWh for the month of November with 0 shutdowns and 0 kWh lost power.
5. The high discharge flow from the lake for the month was 79.0 cfs on November 27th and the low release flow from the lake was 71 cfs on November 6th.

Lower Mad River, Winzler Control, and TRF

6. The river at Winzler Control Center reached a high recorded flow of 7120 cfs and a level of 25.9 feet on November 21st. The low river flow was on November 2nd with a flow of 103 cfs and a level of 21.2 feet.
7. The domestic water conditions were as follows:
 - a. The monthly turbidity average was 0.06 NTU, which meets Public Health Secondary Standards.
 - b. We pumped 237.6 million gallons at an average of 7.92 MGD.
 - c. The maximum metered daily municipal customer use was 8.04 MGD on November 6.
8. The Turbidity Reduction Facility ran 30 days in November. The conditions were as follows:
 - a. Average monthly source water turbidity was 0.43 NTU.
 - b. Average monthly filtered water turbidity was 0.05 NTU.
 - c. We did 46 backwashes on the TRF filters in the month of November.

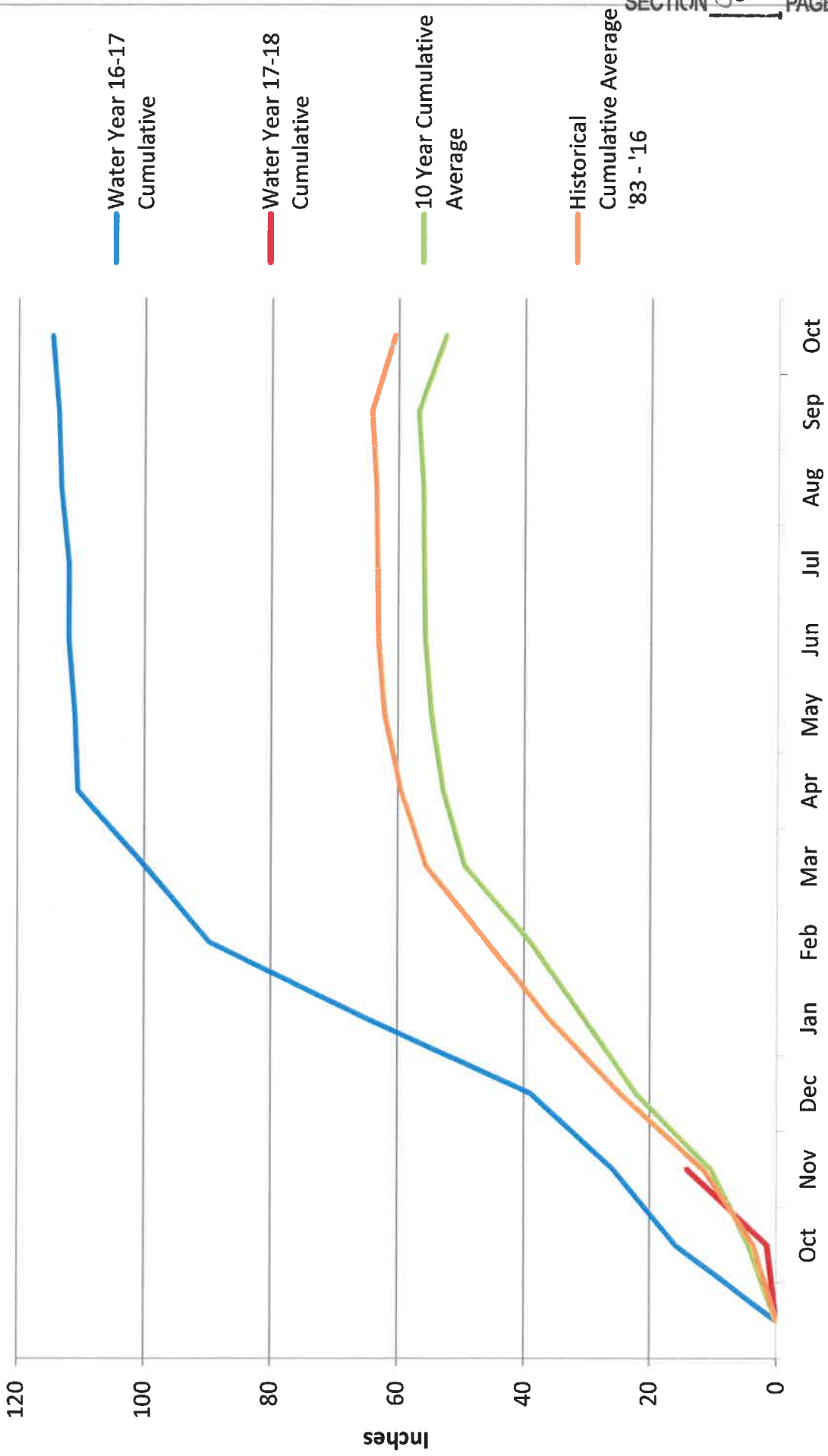
9. November 1stth
 - a. Dave Deskins last day of work
 - b. Safety Meetings
 - i. Fall Prevention / Ladder Safety
 - ii. Cable Car safety
 - iii. Trenching and Excavation Safety
10. November 3rd – Lee Dedini’s last day of work
11. November 7th – SCADA training Mario, Ryan, Paul, Dave, Lui
12. Simpson Painting disinfected 1 Mg DW reservoir, District Staff filled reservoir, took samples to lab for testing.
13. November 9th – 1 Mg DW reservoir back on line
14. November 13th – 16th – Supervisors and I interviewed 7 candidates for the Maintenance Mechanic position. Our new Maintenance Mechanic started on December 4th.
15. November 14th – Supervisors and I attended a JPIA Workers Compensation class at the Main Office
16. November 15th – We did our annual R.W. Matthews Dam EAP drill as required by FERC
17. November 15th-17th – Telstar did our annual Chlorine System Maintenance
18. November 17th – Assistant Maintenance Supervisor attended a Silica Exposure and safety training class at NCSC.
19. November 28th - Pat, Samantha, Nate and I attended a Dam Owner Emergency Intervention webinar.
20. November 29th –
 - a. Safety Meetings
 - i. SDS / Right to Know
 - ii. Spill Prevention
 - iii. Sexual Harassment
 - b. Samantha and I went to Ruth for a Trinity County DTSC inspection at Headquarters and the Hydro Plant
21. Current Projects
 - a. SCADA upgrade – Work is continuing on the SCADA upgrade. For the most part the project is winding down and minor issues are getting fixed as they come up. Some training has been done and there is more scheduled in December.
 - b. Collector 1 Pump Replacement - Pumps 1-1 and 1-4 are both complete and running very well.
 - c. BL/FB under river crossing project – Brush clearing along the Right-of-Way is complete. A contract is out for tree removal work to make access for directional drilling equipment next spring.

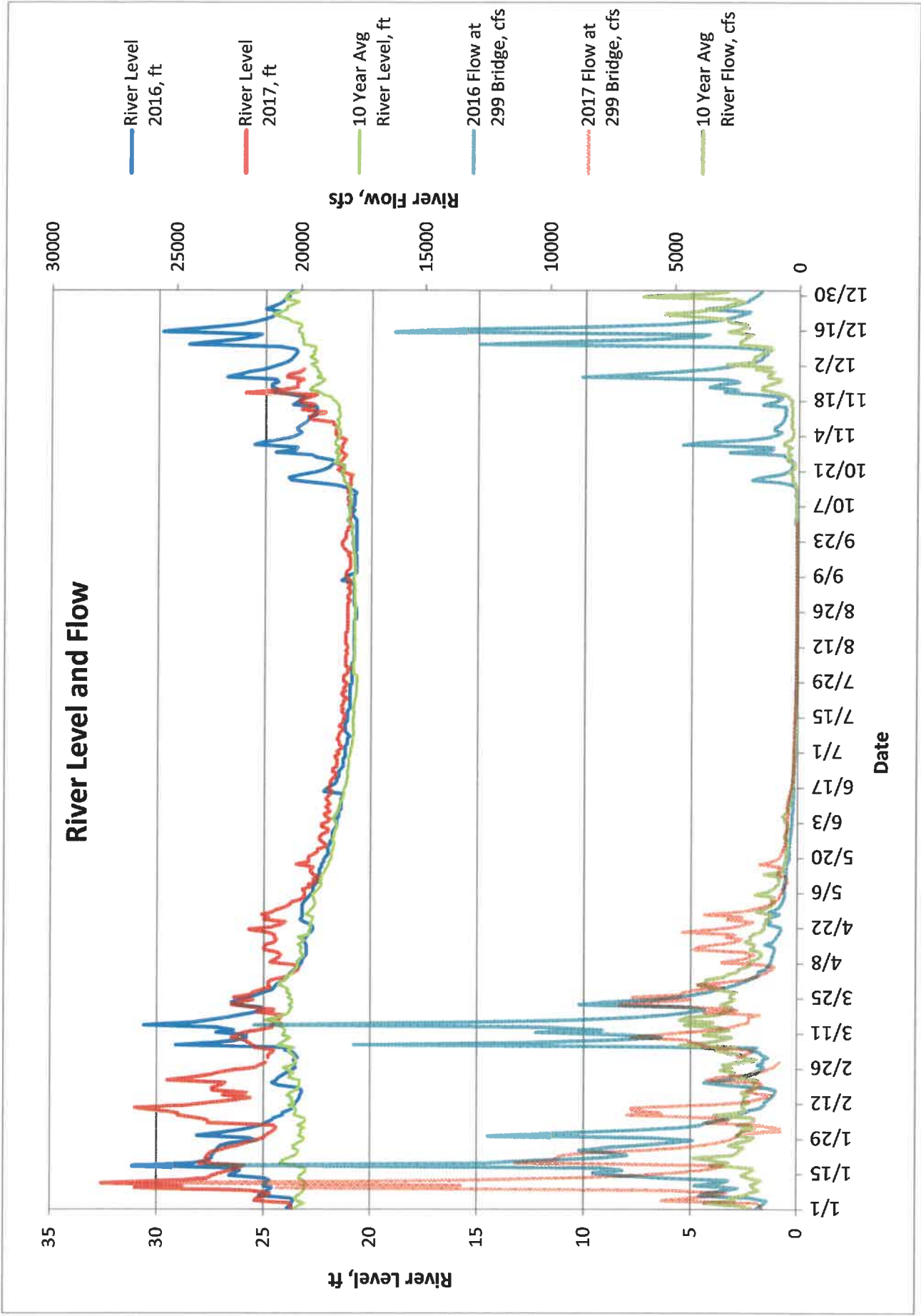




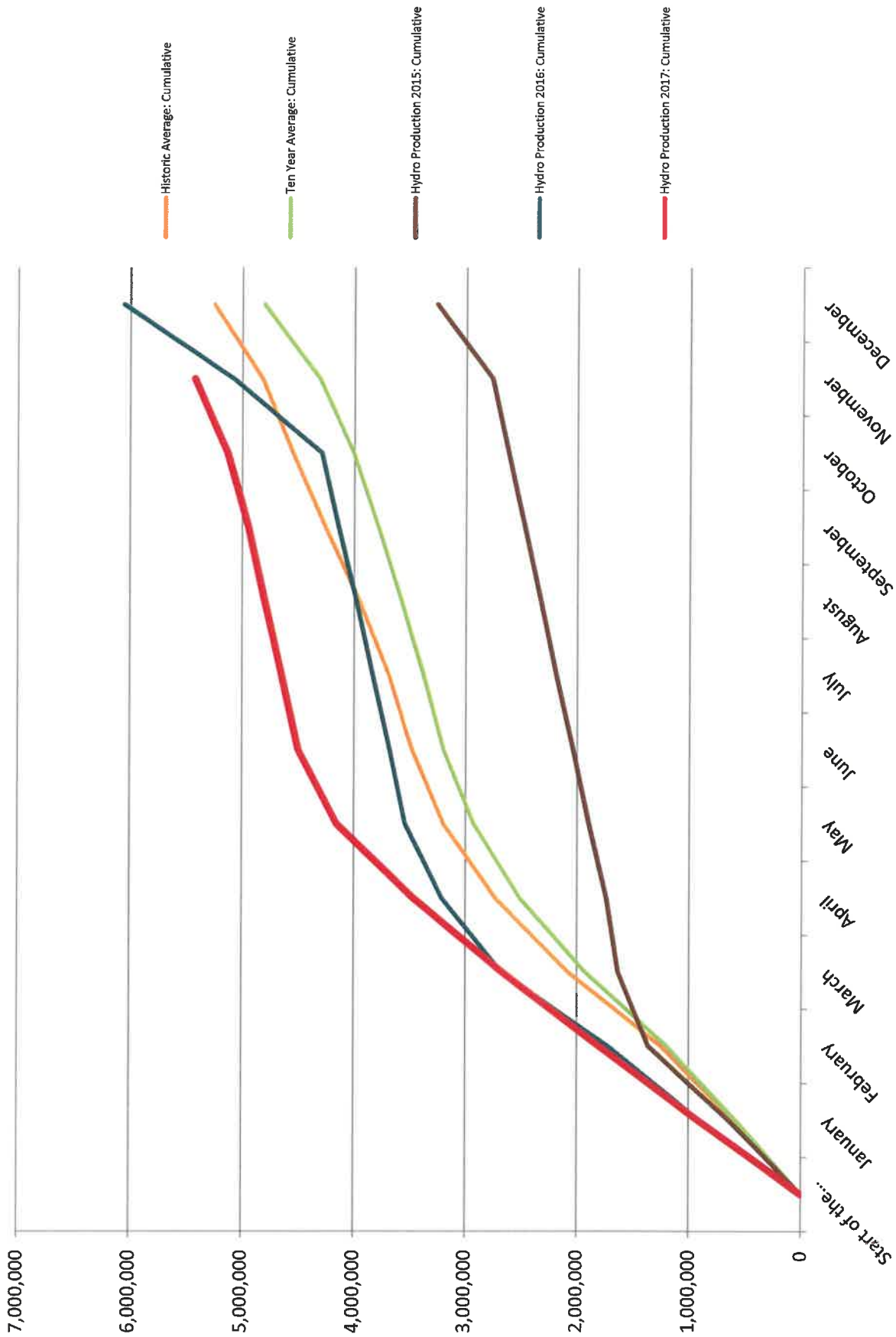
H B M W D

Ruth Rainfall - Water Year 2016-2017





Ruth Hydro Production: kW per Month





**Humboldt Bay Municipal Water District
Ruth Hydro Production Report – Since June 1983**

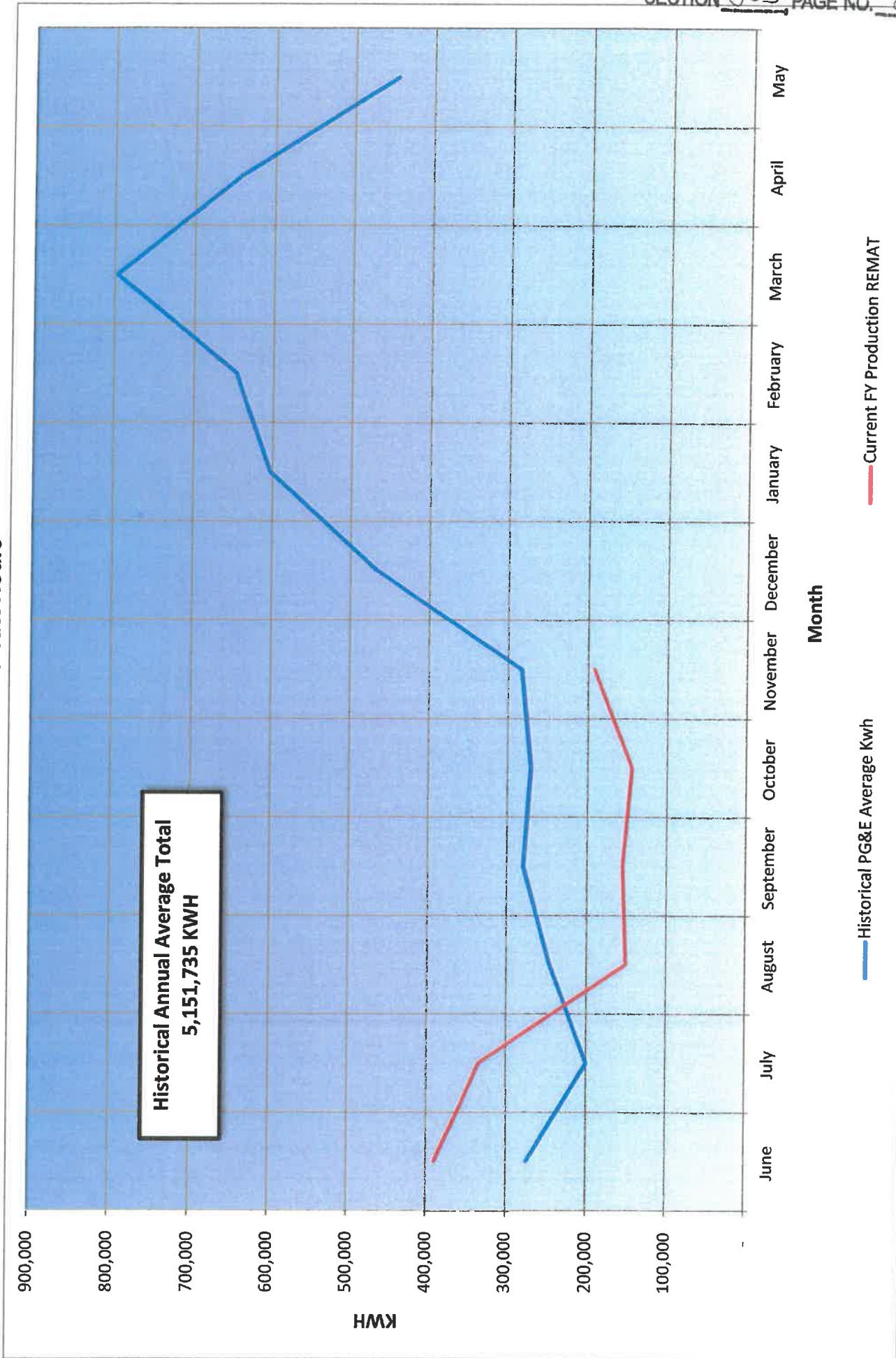
PG&E June 1983 through May 14, 2017

	Total Kwh Production	Average Monthly KWH Production
On Peak	11,630,086	28,575
Part Peak	58,575,072	143,919
Off Peak	83,856,378	206,035
Super Off Peak	26,796,680	65,840
Grand Total	180,858,216	444,369
	Pre REMAT Total Revenues	\$ 8,790,377.99
	No. of Months of Operation	407.5
	Average \$/Kwh	\$ 0.0486

**REMAT
May 15, 2017 to November 2017**

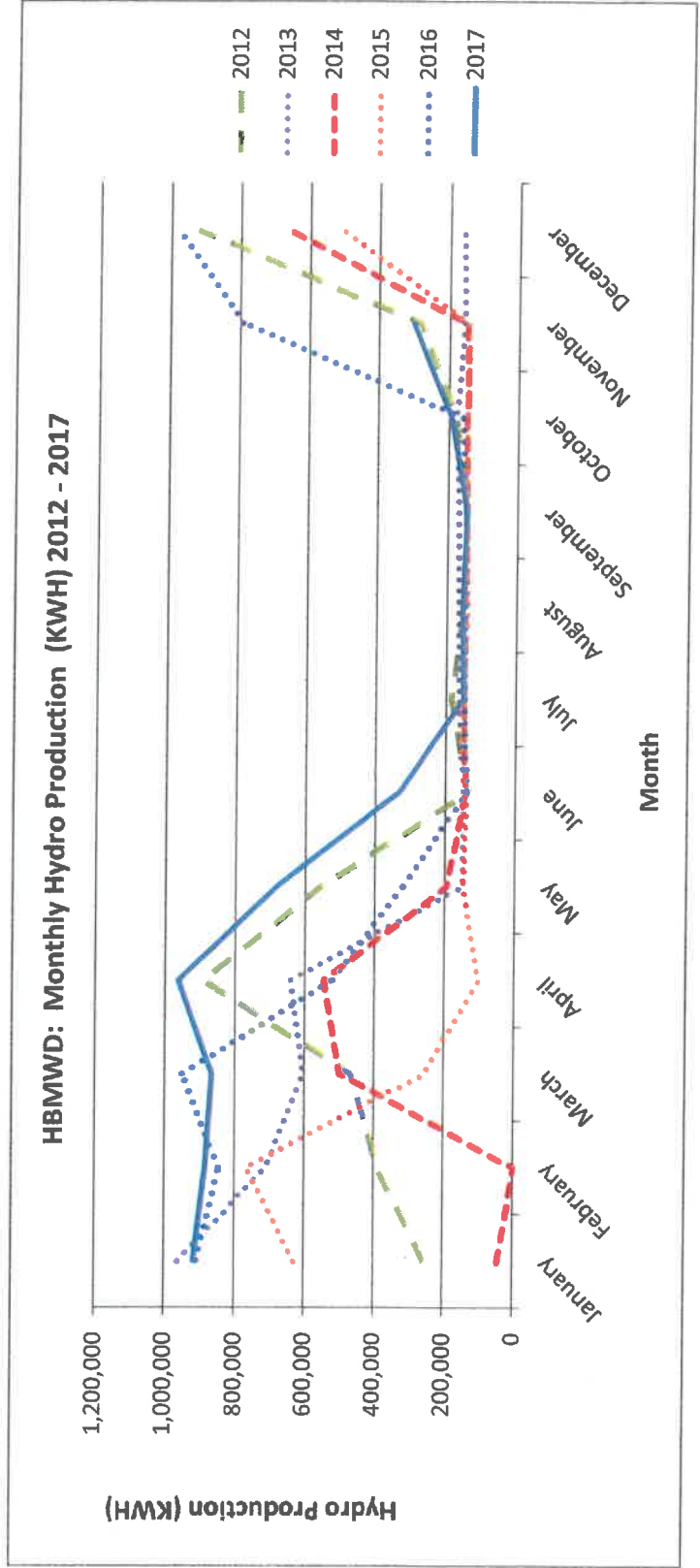
2017/2018 Month	Production KWH			Totals		REMAT #of Mos	Total No. of Months of Operation	Cumulative REMAT Revenues	Grand Total Revenues to Date	Avg \$/Kwh REMAT
	Day	Shoulder	Night	Total KWH	Monthly Revenues					
May	96,070.1	113,974.6	179,458.6	389,503.3	\$ 30,388.07	0.5	407.5	\$ 30,388.07	\$ 8,820,766.06	\$ 0.0932
June	81,535.2	96,802.0	155,848.2	334,185.4	\$ 26,120.87	1	408	\$ 56,508.94	\$ 8,846,886.93	\$ 0.0932
July	37,839.9	43,978.6	69,926.9	151,745.4	\$ 14,146.42	2	409	\$ 70,655.36	\$ 8,861,033.35	\$ 0.0932
August	39,075.2	45,418.9	71,539.6	156,033.7	\$ 14,543.49	3	410	\$ 85,198.85	\$ 8,875,576.84	\$ 0.0932
September	36,363.2	42,226.0	66,220.2	144,809.4	\$ 13,497.57	4	411	\$ 98,696.42	\$ 8,889,074.41	\$ 0.0932
October	48,570.2	56,566.9	87,605.6	192,742.7	\$ 18,457.96	5	412	\$ 117,154.38	\$ 8,907,532.37	\$ 0.0932
November	77,434.5	88,110.3	138,532.3	304,077.1	\$ 29,180.65	6	413	\$ 146,335.03	\$ 8,936,713.02	\$ 0.0932

**Historical vs. Actual Cumulative Production
Gosselin Hydroelectric Plant at Ruth lake
All Data in Kilowatt Hours**



**Humboldt Bay Municipal Water District
Monthly Hydro Electric Production (KWH) for CY2012 - 2017**

Month	2012	2013	2014	2015	2016	2017
January	255,300	962,724	47,002	632,611	907,103	916,562
February	390,898	713,055	0	769,170	848,575	884,477
March	470,351	605,327	501,812	261,555	950,250	866,400
April	892,452	642,402	545,893	106,258	523,573	962,033
May	553,888	152,795	196,968	151,803	323,636	682,547
June	138,181	152,044	147,630	143,055	142,248	334,185
July	186,027	164,775	149,503	150,599	147,564	151,745
August	151,424	168,428	148,220	140,977	147,531	156,034
September	147,850	169,768	145,020	145,468	148,770	144,809
October	179,706	178,812	148,715	147,574	159,930	192,743
November	282,768	157,195	148,816	145,196	793,097	304,077
December	923,766	160,936	665,823	510,915	978,889	
Total Annual	4,572,611	4,228,261	2,845,402	3,305,181	6,071,166	1,801,039



SELLER:
 Humboldt Bay Municipal Water District
 828 7th Street
 Eureka, CA 95501
 Attention: General Manager

Electric Statement

Invoice prepared	2017-12-01 21:27:02
Invoice period	2017-11
Contract reference	33R403RM
Executed	2016-10-16
Payment due	2017-12-30
Meter id	LOWGAP_7_QFUNTS
Channel	WH3_REC
Project	Matthews Dam Hydro

PURCHASER:
 Pacific Gas and Electric Company
 P.O. Box 770000
 Mail Code N12E
 San Francisco, CA 94177
 Attention: Azmat Mukhtar
 (ASM3@pge.com), Mgr. Bilateral
 Settlements

Summary Invoice

Charge	Gen (kWh)	Sold (kWh)	TOD factor	TOD \$/kWh	Energy (\$)
Day	77,434.5	77,434.5	1.399	0.12483277	9,666.36
Shoulder	88,110.3	88,110.3	0.718	0.06406714	5,644.98
Night	138,532.3	138,532.3	1.122	0.10011606	13,869.31
Totals	304,077.1	304,077.1	1.075	0.09596463	29,180.65

Calculation of PG&E ReMat & Muni Funds FY2017/18
 November 1-30, 2017

PERIOD	KWH	\$/KWH	ReMat Payment Received	Muni PG&E Base Rate	Rebate To Muni's	JTN Energy	Henwood Assoc., Inc.	Balance To ReMat Fund (County)
DAY/PEAK	77,434.50	0.12483277	9,666.36	0.02943	8,948.99	\$ 851.42	\$ 851.42	\$ 18,528.83
SHOULDER/MID-DAY	88,110.30	0.06406714	5,644.97					
NIGHT	138,532.30	0.10011606	13,869.31					
	304,077.10		\$ 29,180.65					

Professional Services related to ReMat Contract \$0.0056 Contract is split 50/50*

Current Blended Rate Per Kwh \$ 0.10

*Separate checks are issued to JTN Energy & Henwood Associates, Inc. AFTER payment for month is received from PG & E G/Accounting/ReMat Analysis/ReMat Revenue & Payment

MANAGEMENT

Certificate for Liability Coverage

The undersigned, being duly authorized to execute this Certificate on behalf of the Board of Directors of the Humboldt Bay Municipal Water District (hereinafter the "District") hereby affirms the following:

1. That the participation by employees and members of the Board of Directors of District in the meetings and activities conducted by the Humboldt Area Chapter of the California Special Districts Association have been authorized by the District's Board of Directors; and that the Board of Directors has found such activities constitute activities in the course and scope of such individual's employment with or position of director with the District.

Executed this 14th day of December, 2017.

By:

John Friedenbach

Its: General Manager

ACWA

ACWA JPIA
President's Special Recognition Award Recipients
November 27, 2017

BACKGROUND

Each year at its Fall Conference, the JPIA recognizes those members that have a Loss Ratio of 20% or less in either of the Liability, Property, or Workers' Compensation Programs. Those members receive the "President's Special Recognition Award".

CURRENT SITUATION

The following districts are receiving this special recognition. The districts with an asterisk next to their name were recognized in *all three categories*: Liability, Property, and Workers' Compensation. The data for this calculation is for a three-year period, 2013-2016, as of September 30, 2017. Printed awards will be mailed directly to the districts.

If your district is one of those receiving this special recognition...



RECOMMENDATION

None, informational only.

Liability Program
 President's Awards
 November 27, 2017

Alpaugh Community Services District	Desert Water Agency
Alpaugh Irrigation District	Devil's Den Water District
Amador Water Agency*	Ducor Community Services District
American River Flood Control District	Dudley Ridge Water District
Antelope Valley State Water Contractors Association	Dunnigan Water District*
Antelope Valley-East Kern Water Agency*	East Contra Costa Irrigation District*
Apple Valley Foothill County Water District	Empire West Side Irrigation District
Apple Valley Heights County Water District	Fall River Valley Community Services District
Aromas Water District	Fallbrook Public Utility District
Banta Carbona Irrigation District	Feather Water District
Beaumont-Cherry Valley Water District	Florin Resource Conservation District
Bella Vista Water District	Foothill Municipal Water District*
Belridge Water Storage District*	Forestville Water District
Big Bear Municipal Water District	Free Water County Water District
Bodega Bay Public Utility District	Fresno Metropolitan Flood Control District
Bolinas Community Public Utility District*	Friant North Authority
Boron Community Services District	Friant Power Authority
Borrego Water District*	Glenn-Colusa Irrigation District
Brophy Water District	Glide Water District
Browns Valley Irrigation District*	Golden Hills Community Services District
Buena Vista Water Storage District	Goleta Water District
Calaveras County Water District*	Gravelly Ford Water District
Calpella County Water District	→ Humboldt Bay Municipal Water District
Camp Far West Irrigation District	Idyllwild Water District*
Carmichael Water District*	Ivanhoe Public Utility District
Carpinteria Valley Water District	James Irrigation District
Castroville Community Services District	Joshua Basin Water District*
Centerville Community Services District*	Kanawha Water District*
Central California Irrigation District	Kaweah Delta Water Conservation District
Central Coast Water Authority*	Kaweah River Power Authority
Central San Joaquin Water Conservation District	Kern Delta Water District
Central Water District	Kern Water Bank Authority*
Chino Basin Water Conservation District	Kern-Tulare Water District*
Chowchilla Water District*	Kings County Water District*
Circle Oaks County Water District	Kings River Conservation District
Clear Creek Community Services District	Kings River Water District
Clearlake Oaks County Water District	Kinneloa Irrigation District*
Coastside County Water District	Knights Landing Ridge Drainage District
Consolidated Irrigation District*	La Canada Irrigation District
Corning Water District	Lakeside Water District*
Cottonwood Water District	Laton Community Services District
Crestline Village Water District	Laytonville County Water District
Crestline-Lake Arrowhead Water Agency	Le Grand-Athlone Water District
Cucamonga Valley Water District*	Lindsay-Strathmore Irrigation District
Deer Creek & Tule River Authority	Littlerock Creek Irrigation District*
Del Puerto Water District*	Los Alamos Community Services District*
Delano-Earlimart Irrigation District	Lost Hills Water District*
	Lower Tule River Irrigation District

*awarded in all three programs

Property Program
 President's Awards
 November 27, 2017

Amador Water Agency*	East Contra Costa Irrigation District*
American River Flood Control District	East Orange County Water District
Angiola Water District	El Toro Water District
Antelope Valley-East Kern Water Agency*	Empire West Side Irrigation District
Apple Valley Foothill County Water District	Fall River Valley Community Services District
Aromas Water District	Fallbrook Public Utility District
Arvin-Edison Water Storage District	Feather Water District
Bard Water District	Foothill Municipal Water District*
Beaumont-Cherry Valley Water District	Forestville Water District
Belridge Water Storage District*	Frazier Park Public Utility District
Big Bear Municipal Water District	Fresno Irrigation District
Biggs-West Gridley Water District	Friant Power Authority
Bolinas Community Public Utility District*	Georgetown Divide Public Utility District
Boron Community Services District	Glenn-Colusa Irrigation District
Borrego Water District*	Golden Hills Community Services District
Browns Valley Irrigation District*	Goleta Water District
Buena Vista Water Storage District	Helix Water District
Byron-Bethany Irrigation District	Hi-Desert Water District
Cachuma Operation and Maintenance Board	→ Humboldt Bay Municipal Water District ←
Calaveras County Water District*	Humboldt Community Services District
Camrosa Water District	Idyllwild Water District*
Carmichael Water District*	Ivanhoe Irrigation District
Castaic Lake WA - Santa Clarita Water Division	Ivanhoe Public Utility District
Castaic Lake Water Agency	Joshua Basin Water District*
Castroville Community Services District	Kanawha Water District*
Centerville Community Services District*	Kaweah Delta Water Conservation District
Central Basin Municipal Water District	Kern Delta Water District
Central California Irrigation District	Kern Water Bank Authority*
Central Coast Water Authority*	Kern-Tulare Water District*
Central Water District	Kings County Water District*
Channel Islands Beach Community Services District	Kinneloa Irrigation District*
Chino Basin Water Conservation District*	Kirkwood Meadows Public Utility District
Chowchilla Water District*	La Canada Irrigation District
Circle Oaks County Water District	La Habra Heights County Water District
Citrus Heights Water District	La Puente Valley County Water District
Consolidated Irrigation District*	Laguna Beach County Water District
Corning Water District	Lakeside Irrigation Water District
Cottonwood Water District	Lakeside Water District*
Crestline-Lake Arrowhead Water Agency	Laton Community Services District
Cucamonga Valley Water District*	Laytonville County Water District
Del Paso Manor Water District	Le Grand-Athlone Water District
Del Puerto Water District*	Littlerock Creek Irrigation District*
Desert Water Agency	Los Alamos Community Services District*
Devil's Den Water District	Lost Hills Water District*
Ducor Community Services District	Lower Tule River Irrigation District
Dunnigan Water District*	Madera-Chowchilla Water & Power Authority

*awarded in all three programs



YOUR BEST PROTECTION

H.B.M.W.D. DEC 06 2017

December 4, 2017

ACWA JPIA

P. O. Box 619082
Roseville, CA 95661-9082

phone
916.786.5742
800.231.5742

direct line
916.774.7050
800.535.7899

fax
916.774.7040

claims fax
916.786.0209

www.acwajpia.com

President
E.G. "Jerry" Gladbach

Vice President
Tom Cuquet

Chief Executive Officer
Walter "Andy" Sells

Executive Committee
Tom Cuquet
David Drake
E.G. "Jerry" Gladbach
Brent Hastey
David T. Hodgkin
W.D. "Bill" Knutson
Melody A. McDonald
J. Bruce Rupp
Kathleen Tiegs

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

Dear John:

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property, or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the "**President's Special Recognition Award**" certificate for each Program that they qualify in.

The JPIA is extremely pleased to present Humboldt Bay Municipal Water District with this special recognition and commends the District on the hard work in reducing claims.

Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2018.

Sincerely,

E.G. "Jerry" Gladbach
President

Enclosure: President's Special Recognition Award(s)

President's Special Recognition Award
The President of the
ACWA JPIA
hereby gives Special Recognition to
Humboldt Bay Municipal Water District

for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Liability Program for the period 10/01/2013 - 09/30/2016
announced at the Board of Directors' Meeting in Anaheim.



November 27, 2017

E. G. "Jerry" Gladbach
E. G. "Jerry" Gladbach, President

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

Humboldt Bay Municipal Water District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Property Program for the period 04/01/2013 - 03/31/2016
announced at the Board of Directors' Meeting in Anaheim.*



November 27, 2017

E. G. "Jerry" Gladbach
E. G. "Jerry" Gladbach, President

CONFERENCE AGENDA

ACWA JPIA - MONDAY, NOV. 27

8:30 - 10:00 AM

- ACWA JPIA Program Committee

10:15 - 11:15 AM

- ACWA JPIA Executive Committee

1:30 - 4:00 PM

- ACWA JPIA Board of Directors

4:00 - 5:00 PM

- ACWA JPIA Town Hall

5:00 - 6:00 PM

- ACWA JPIA Reception

TUESDAY, NOV. 28

7:00 AM - 4 PM

- ACWA Fall Conference Golf Tournament

8:00 AM - 6:00 PM

- Registration

8:30 AM - Noon

- ACWA/JPIA Seminars

9:00 AM - 4:00 PM

- Legal Affairs Committee CLE Workshop

10:00 - 11:45 AM

- Groundwater Committee
- Local Government Committee

11:00 AM - Noon

- Outreach Task Force

Noon - 2:00 PM

- ACWA 101 & Luncheon
- Committee Lunch Break

1:00 - 2:45 PM

- Energy Committee
- Finance Committee
- Scholarship & Awards Subcommittee
- Water Management Committee

1:30 - 3:30 PM

- ACWA JPIA: Sexual Harassment Prevention for Board Members & Managers (AB 1825)

3:00 - 4:45 PM

- Business Development Committee
- Communications Committee
- Federal Affairs Committee
- Membership Committee
- Water Quality Committee

5:00 - 6:30 PM

- Welcome Reception in the Exhibit Hall

WEDNESDAY, NOV. 29

7:30 AM - 5 PM

- Registration

8:00 - 9:45 AM

- Opening Breakfast (*Ticket Required*)

9:00 AM - Noon & 1:30 - 5:00 PM

- Exhibit Hall

10:00 - 11:30 AM

- Attorneys Program
- Energy Committee Program
- Exhibitor Case Studies
- Finance Program
- Region Issue Forum
- Statewide Issue Forum
- Water Industry Trends Program

11:30 - 11:45 AM

- Networking in the Exhibit Hall

11:45 AM - 2:00 PM

- General Session Luncheon (*Ticket Required*)

2:15 - 3:15 PM

- Attorneys Program
- Communications Committee Program
- Energy Committee Program
- Exhibitor Case Study
- Region Program
- Statewide Issue Forum
- Water Industry Trends Program

3:30 - 4:45 PM

- Aquatic Resources Subcommittee
- Exhibitor Demos
- Finance Program
- Statewide Issue Forum
- Water Industry Trends Program

3:30 - 5:30 PM

- Legal Affairs Committee

5:00 - 6:00 PM

- Prize Drawing Fiesta Night in the Exhibit Hall

5:00 - 7:00 PM

- CalDesal Hosted Mixer
- CH2M Hosted Reception

Programs are subject to
change without notice.

THURSDAY, NOV. 30

6:45 - 8:30 AM

- San Joaquin Valley Agricultural Water Committee

7:30 AM - 4 PM

- Registration

8:00 AM - Noon

- Exhibit Hall

8:00 - 9:15 AM

- Networking Continental Breakfast, Exhibit Hall (*Ticket Required*)

8:30 AM - 9:15 AM

- Ag Initiative Meeting

9:30 - 11:00 AM

- Attorneys Program
- Exhibitor Case Studies
- Region Issue Forum
- Town Hall
- Water Industry Trends Program

9:30 - 11:45 AM

- Ethics Training (AB 1234) - *Limited Seating*

11:00 - 11:30 AM

- Prize Drawings in the Exhibit Hall

11:45 AM - 2:00 PM

- General Session Luncheon (*Ticket Required*)

2:15 - 3:15 PM

- Attorneys Program
- Exhibitor Demos
- Federal Issues Forum
- Finance Program
- Statewide Issue Forum
- Water Industry Trends Program

3:30 - 5 PM

- Regions 1 - 10 Membership Meetings

6:00 - 7:00 PM

- Outreach Reception

7:00 - 10:00 PM

- Dinner & Entertainment (*Ticket Required*)

FRIDAY, DEC. 1

8:00 - 9:30 AM

- Registration

8:30 - 10:00 AM

- ACWA's Hans Doe Past Presidents' Breakfast in Partnership with ACWA JPIA (*Ticket Required*)

CONFERENCE PROGRAMS

Programs are subject to change without notice.

ATTORNEYS PROGRAMS

These programs have been approved by the State Bar of California for attorneys to receive general MCLE credits.

Wednesday, Nov. 29 | 10:00 - 11:30 AM

Recycled Water: The Race to Purple Pipes and Beyond

In light of state mandates to increase recycled water use and in anticipation of regulation of direct potable re-use, this panel will discuss the numerous regulatory and environmental requirements related to recycled water with an emphasis on strategic planning to enable the most expeditious implementation of recycled water projects. Lessons learned and recommendations for developing reuse projects, including Regional and State Board permitting, changes in water rights, environmental considerations resulting from reduced wastewater discharges to water bodies and brine considerations, and grant funding opportunities will be explored.

Wednesday, Nov. 29 | 2:15 - 3:15 PM

Devices & Data: Public Records Act and Beyond

In March, the California Supreme Court issues its landmark decision in *City of San Jose v. Smith*, finding that government emails stored on council members' personal devices could constitute public records. This panel will analyze the holdings of this case, discuss its implications for public agencies, and provide an overview of the laws and rules applicable to public agencies' and officers' management of electronic data.

Thursday, Nov. 30 | 9:30 - 11:00 AM

P3s: Key Issues Impacting Alternate Delivery of Water Projects in California

Public-private partnerships (P3s) and other alternative delivery models have become critical tools for completion of infrastructure projects across sectors. This panel will discuss their specific California infrastructure project experiences and the issues impacting use of P3s and alternative deliver for water projects in California.

Thursday, Nov. 30 | 2:15 - 3:15 PM

Legal Issues of Conservation Mandates

This panel will address constitutional issues like uncompensated takings, unconstitutional impairment of contract and charter cities' power to resist state intrusions on such cities' management of their municipal affairs. The panel will also discuss the legislation passed this year (or anticipated legislative activity for next year, given the failure of legislation to pass this year).

ENERGY COMMITTEE PROGRAMS

These programs may count toward the Certified Energy Manager (CEM) continuing education credit.

Wednesday, Nov. 29 | 10:00 - 11:30 AM

What is Community Choice Aggregation and How Can It Help My Agency?

Community Choice Aggregation (CCA) is changing how electricity is produced and delivered by allowing agencies to purchase electricity in the wholesale power market and better control the source and cost of their power. Eight CCAs are already operating in California and at least seven more are in the development process, including in Los Angeles County and San Diego. Don't get left behind the next wave in cost effective renewable power.

Wednesday, Nov. 29 | 2:15 - 3:15 PM

Energy Storage: The Future is Now

New time-of-use electricity rates are just around the corner that will completely change the economics on existing and future solar generation projects. As energy storage technology costs continue to come down and the technology is refined, more and more agencies are implementing energy storage to provide reliable cost-effective power and preserve the value of their renewable energy projects in an environment where the rules and prices for renewable energy seem to be in constant flux. However, as is always the case with emerging technology and the regulatory environment it operates within, energy storage projects face a wide range of challenges and opportunities.

WATER QUALITY COMMITTEE PROGRAM

Wednesday, Nov. 29 | 3:30 - 4:45 PM

Aquatic Resources Subcommittee Program - New State Wetlands Regulations?

The State Resources Control Board (SWRCB) has for many years been considering new requirements for "Waters of the State" intended to be more protective than the federal Clean Water Act Section 404 wetlands regulations. What is the scope of the current proposal, and how and when might it impact the operations of urban and agricultural water agencies statewide?

CONFERENCE PROGRAMS

Check the ACWA website for updated conference information >> www.acwa.com

FINANCE PROGRAMS

CPAs may receive continuing education credit by attending these programs.

Wednesday, Nov. 29 | 10:00 - 11:30 AM

Innovative Rate Structures

A wave of litigation seems to have pushed water agencies to more conservative rate structures. This doesn't have to be the case. In this panel, we will hear from agencies and consultants who have innovated within the requirements of 218.

Wednesday, Nov. 29 | 3:30 - 4:45 PM

Prop 218 In the Social Media Age

How to Successfully hold a Prop 218 Public Hearing: Prop 218 Public Hearing process is becoming more complicated and has higher visibility in our community. Social networks, such as Facebook, NextDoor and MyNeighborhood have assisted in organizing the public surrounding rate increases. This panel will discuss the recent trends in Public Hearing meetings and provide guidance on how to successfully hold a Public Hearing meeting that addresses your stakeholder concerns.

Thursday, Nov. 30 | 2:15 - 3:15 PM

Safeguarding Ratepayer Funds: Fraud Prevention and Detection for Utilities

Governing boards and management at all levels of a utility bear responsibility for managing fraud risk. The Committee of Sponsoring Organizations ("COSO") provides best practice guidance for professionals dedicated to improving organizational performance and governance through effective internal control, enterprise risk management and fraud deterrence. In this panel discussion, we will explore the most recent version of the COSO Internal Control Integrated Framework, examples of the types of fraud that you most need to be aware of and case studies of fraudulent activities and the internal controls that did or did not mitigate their impact or led to detection.

STATE WATER RESOURCES CONTROL BOARD
DRINKING WATER CONTACT HOURS MAY
BE AVAILABLE FOR QUALIFYING PROGRAMS

WATER INDUSTRY TRENDS PROGRAMS

Wednesday, Nov. 29 | 10:00 - 11:30 AM

Desalination: Progress and Challenges

The Claude "Bud" Lewis Carlsbad Desalination Plant, the nation's largest and most technologically advanced seawater desalination plant, has been operational for almost two years now. Santa Barbara's Charles E. Meyer Desalination Plant has been operating since May. Both have provided their communities with a significant new water supply and have helped Californian's envision a more secure water supply future. Join an expert panel as the progress is marked and the remaining challenges are charted.

Thursday, Nov. 30 | 2:15 - 3:15 PM

Getting Our Arms Around Groundwater Replenishment

ACWA's Board of Directors has adopted a new policy goal to "provide leadership on strategies to increase groundwater replenishment". The need for more attention on this issue is being driven by the Sustainable Groundwater Management Act and critically overdrafted basins, the need for increased surface and groundwater storage, conveyance improvements, and flood management and land subsidence responses. Join an expert panel to discuss ways we are getting our arms around groundwater replenishment.

NEW TO THE AGENDA:

Wednesday Prize Drawing Fiesta Reception (5-6 PM)

NEW THIS YEAR! Enjoy a fiesta themed reception, mingle with your peers and exhibitors and win great prizes! *All raffle prizes will be drawn on Wednesday night (excluding the Grand Prize) and you must be present to win.*

Exhibitor Demonstrations

Check out these new demos! Join select exhibitors for a 30-minute demonstration to learn about their products and services. *Check the conference agenda for details on times and the topics of discussion.*

CONFERENCE PROGRAMS

Programs are subject to change without notice.

STATEWIDE ISSUE FORUM

Wednesday, Nov. 29 | 2:15 - 3:15 PM

Water Fees, Assessments, Surcharges, and Taxes: The California Water Plan Update 2018 Funding and Implementation Plan

The Department of Water Resources is preparing its Administrative Draft of the California Water Plan, Update 2018. This update is expected to include an unprecedented "Funding and Implementation Plan" that includes a sweeping proposal for multiple types of water user fees (taxes), assessments, surcharges, and other novel funding mechanisms to fund investments in water infrastructure and planning to support long-term sustainability.

Wednesday, Nov. 29 | 3:30 - 4:45 PM

Finding the Path Forward for Renewed Health of California Headwaters

While there is now broad recognition that our Headwater forests are declining, we still must bring together a common vision to tackle the array of issues facing our headwaters. From weather variability to fire suppression to general forest management practices, there is a growing understanding that we must develop a comprehensive, proactive strategy to change course and increase the health and resilience of our headwaters. This panel will explore the key issues at play and how we can best address them.

REGIONAL ISSUES

Wednesday, Nov. 29 | 10:00 - 11:30 AM

Headwaters: Navigating Climate Change in the Sierra

The Region 3 Issue Forum will focus on how climate change is affecting the headwater regions of California from three distinct perspectives. A climate scientist will discuss model projections, how the most recent drought cycle impacts the data, and what challenges are projected for the Sierra with respect to water quality/quantity, snowpack, pest infestations, wildfire, and extreme weather. Additionally, a representative from the utility insurance industry will discuss their projections and adaptations to these rapidly changing conditions, how they affect their risk assessments, and impact premiums. Lastly, a hydro-electric generation professional will answer, what does climate change mean for them? How are they forecasting, adapting to changing conditions up and downstream, and adjusting their expectations for hydro-electric power generation revenue in the future?

Wednesday, Nov. 29 | 2:15 - 3:15 PM

Connecting the Dots - Salton Sea and Western Water Security

ACWA Region 9 invites you to learn the important role that the Salton Sea plays in water supply in the southwestern United States. Located in a pivotal position on the Colorado River system, the Salton Sea is California's largest lake. Hear from experts on how the accelerating challenges brought on by the aging Salton Sea are being addressed in conjunction with improving long term water security for Southern California and all of the west.



2017 FALL CONFERENCE GOLF TOURNAMENT

Tuesday, November 28, 2017 • Coyote Hills Golf Course, Fullerton, CA

ENTER TO PLAY >> WWW.ACWA.COM

COMMUNICATIONS COMMITTEE PROGRAM

Wednesday, Nov. 29 | 2:15 - 3:15 PM

Public Affairs Engagement in a Changing Political Environment

How do communications professionals convey complicated legislative issues to the public when the political landscape is shifting daily under our feet? Public affairs and communications efforts are becoming increasingly important in this new political landscape as legislative proposals are changing at the eleventh hour. Proactive planning and making use of all the tools in the communications tool box—including social media—are essential to advancing our legislative, regulatory and policy goals. This panel will showcase recent case studies and lessons learned on what works and what doesn't.

ETHICS TRAINING

Thursday, Nov. 30 | 9:30 - 11:45 AM

AB 1234 Ethics Training

If you are a board member of a public agency, you are required to have your AB 1234 Ethics Training every two years. You can take care of this requirement at the upcoming ACWA 2017 Fall Conference & Exhibition in Anaheim.

You will be trained by a legal professional on all the requirements specified in the AB 1234 mandate. A certificate verifying your attendance will be handed out at the end of the session.

Limited seating - on a first come basis.

Check the ACWA website
for updated conference information.

WWW.ACWA.COM

ACWACLE17

CONTINUING LEGAL EDUCATION FOR WATER PROFESSIONALS

November 28, 2017 | Anaheim, CA

EARN UP TO 6 HOURS OF GENERAL CLE CREDIT!

THE WORKSHOP WILL INCLUDE PROGRAMS SUCH AS:

- Annual CEQA Litigation Update
- Understand the WIIN Act
- Settled Answers or Just More Questions? What You Need to Know About Propositions 218 and 26 Cases Decided Since the Last Time You Asked
- Utility Relocation and Public Projects

Continental breakfast, networking lunch, materials and presentations are included.



REGISTRATION

Registration is available online at
www.acwa.com/events/2017-acwa-cle-workshop/
Pre-registration and cancellation
deadline is **Nov. 1, 2017, 4:30 p.m. (PST)**.

Cost

Advantage Preregistration – \$250 Standard Preregistration – \$375

To be eligible for "Advantage" Pricing you MUST be an ACWA Public Agency member, Associate or Affiliate.

SAVE \$50

IF ATTENDING ACWA'S 2017 FALL CONFERENCE & EXHIBITION



HOTEL

Anaheim Marriott Hotel
700 Convention Way
Anaheim, CA

Single/Double: **\$195/night** (subject to taxes & fees)

Hotel link will be provided with attendee confirmation email.

RREDC/RCEA



Redwood Coast Energy Authority

633 3rd Street, Eureka, CA 95501

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

E-mail: info@redwoodenergy.org Web: www.redwoodenergy.org

MEETING AGENDA

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

**November 20, 2017
Monday, 3:15 p.m.**

RCEA will accommodate those with special needs. Arrangements for people with disabilities who attend RCEA meetings can be made in advance by contacting Ahn Fielding or front office staff at RCEA, 633 3rd Street, Eureka, or by calling 269-1700, or by e-mail at ahfielding@redwoodenergy.org, by noon the day of the meeting.

OPEN SESSION Call to Order

1. REPORTS FROM MEMBER ENTITIES

2. 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.

3. 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.

3.1 Approve Minutes of October 16, 2017 Regular Board Meeting.

3.2 Approve Warrants.

3.3 Accept Financial Reports.

3.4 Approve Account Services Manager Job Description and Revised Organizational Chart.

3.5 Approve Amendment No.1 to Lease Agreement for 633 3rd Street removing short-notice cancelation clause and authorize the Executive Director to sign the Amendment.

4. REMOVED FROM CONSENT CALENDAR ITEMS

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

5. OLD BUSINESS

None.

6. NEW BUSINESS

6.1 Revisions to Board Operating Procedures

Adopt Revisions to RCEA Board of Directors Operating Guidelines.

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.

7. OLD CCE BUSINESS

7.1. Biomass Procurement Options Update

Continue discussion of procurement options.

8. NEW CCE BUSINESS

None.

END OF COMMUNITY CHOICE ENERGY (CCE) BUSINESS

9. STAFF REPORTS

9.1 Director of Business Planning and Development

- Principle Power Update

DISCLOSURE OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

The Redwood Coast Energy Authority Board of Directors will meet in closed session to consider the items listed under agenda item number 11, "Closed Session."

10. PUBLIC COMMENT REGARDING THE CLOSED SESSION ITEM(S)

11. CLOSED SESSION

With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957(b)(1):

11.1. Public Employee Performance Evaluation

11.1.1. Executive Director

12. RECONVENE TO OPEN SESSION

13. REPORT FROM CLOSED SESSION

14. ADJOURNMENT

NEXT REGULAR MEETING
December 18, 2017 3:15 p.m.
Humboldt Bay Municipal Water District Office
828 7th St, Eureka, CA 95501



Redwood Coast Energy Authority

633 3rd Street, Eureka, CA 95501

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

E-mail: info@redwoodenergy.org Web: www.redwoodenergy.org

MEETING MINUTES

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

**October 16, 2017
Monday, 3:15 p.m.**

RCEA will accommodate those with special needs. Arrangements for people with disabilities who attend RCEA meetings can be made in advance by contacting Ahn Fielding or front office staff at RCEA, 633 3rd Street, Eureka, or by calling 269-1700, or by e-mail at ahfielding@redwoodenergy.org, by noon the day of the meeting.

ROLL CALL

Board Chair Woo called the meeting to order at 3:15 p.m.

Present: Dean Glaser, Jack West, Austin Allison, Frank Wilson, Estelle Fennell, Sheri Woo, Michael Winkler, Bobbi Ricca

Absent: Michael Sweeney

1. REPORTS FROM MEMBER ENTITIES

None.

2. 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.

None.

3. 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.

3.1 Approve Minutes of September 18, 2017 Regular Board Meeting.

3.2 Approve Warrants.

3.3 Accept Financial Reports.

3.4 Approve 2017-2018 CivicSpark Program service agreement for \$51,000 with the Local Government Commission

Chair Woo pulled consent calendar item 3.3.

M/S/C: Winkler, Glaser: Approve consent calendar items 3.1, 3.2, and 3.4.

4. REMOVED FROM CONSENT CALENDAR ITEMS

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

Chair Woo asked for clarification on revenue and expenditures: based on what percentage of the fiscal year has passed versus the actual revenue and expenditures.

- 1) Revenue earned – Electricity Sales- Un-collectable accounts: percentage of overall budget estimate set-aside placed in reserves to cover potential loss from unpaid customer accounts. This amount gets adjusted over the year as actual payments are received.
- 2) Expenses – Low Carbon Settlements – 617% above budget: an untypical structure of one of RCEA's hydropower transactions results in RCEA receiving large credits on CAISO Energy invoices which are balanced out subsequent monthly bills. This structure is beneficial to RCEA for cashflow purposes and overall actual total net income/expense balance out accurately, but in results in budget line item totals that don't accurately reflect to true final costs for CAISO Energy and Low Carbon Settlements. Staff is going to work with TEA to adjust and update how these transaction are reported so they align with the budget.
- 3) Regulatory line item – 679% above budget – Some costs currently included in this line item are budget for elsewhere and need to be recategorized.

M/S/C: Winkler, Wilson: Approve consent calendar item 3.3.

5. OLD BUSINESS

None.

6. NEW BUSINESS

6.1 November 2017 Board of Directors Meeting Date

Change Date of November Board of Directors Meeting

There was discussion whether the board wanted to consider changing the November board meeting date because of its proximity to the Thanksgiving holiday. It was confirmed that there would be a quorum for the November meeting and though ED Marshall will not be present at that meeting, the board concluded they could still conduct board business in his absence. The board did not take action to change the meeting date.

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.

7. OLD CCE BUSINESS

7.1 Summary of Previous DG Fairhaven Discussion

Executive Director Marshall reviewed the staff report on item 7.1, concluding with a goal to provide the board with additional information and options for consideration and discussion at the next board meeting.

8. NEW CCE BUSINESS

8.1. Energy Risk Management Quarterly Report

Accept Energy Risk Management Quarterly Report

Jeff Fuller and Shehzad Wadalawala from The Energy Authority (TEA) provided a Procurement and Risk Management quarterly report. Overall the CCE program is going well. Renewable and non-fossil fuel targets are higher than projected, and other program and budget targets are generally on track.

While the program is on track so far, there remain significant potential risk that need to be managed, and RCEA will need to consider balancing procurement commitments with ensuring reserves for potential price spikes or PCIA increases. 2018 budget headroom is projected to tighten relative to 2017.

2017 headroom update (headroom is the gross available for RCEA to invest in program expenditures, rate savings, biomass purchases, procuring RPS over just what the state mandates, and zero carbon supply to get the non-fossil fuel component higher.): January 2017 projection had a unit cost of \$16.07 per MWh, whereas the October (current) outlook is below the January projections with a unit cost at \$13.81 per MWh, equaling approximately \$600,000 less than anticipated at the beginning of the year.

2018 Headroom — projecting lower headroom in 2018 due to projected higher energy costs, higher resource adequacy prices, slightly higher CAISO charges, and a higher PCIA charge – projecting a 21% bump in PCIA next year (21% is the equivalent of a little over \$5.50/MWh). Actual 2018 PCIA costs will not be known until January.

Reserves – Net bottom line and outlook for 2018: Assuming a repeat of high level objectives next year as this year, 40% RPS-eligible renewable energy, 80% non-fossil-fuel resources, and 2.7% customer rate discount on the generation rate. Based on these parameters the current projection for 2018 reserve accumulation is \$3.2mm, but there are risks in these calculations due to uncertainty around the 2018 PCIA charge. The probability that reserves would be at or above \$2mm is 69% and the probability that reserves could be at or below \$0 is 5%. There is a material change clause in the Humboldt Redwood Company power purchase agreement should projected annual reserve accumulation dip below \$2mm.

High PCIA scenario – reasons PCIA rates have gone up include the value of energy has been declining for several years as well as the cost of renewables coming down. This results in legacy PG&E contracts that must be remarketed being increasing out of market prices, resulting in a loss that is recovered through the PCIA. With a high PCIA scenario, annual and cumulative reserves would be slow growing until 2020 when IOU legacy contracts start to expire.

Upcoming changes to procurement requirements: Contract for storage resource equal to 1% of peak load by 2020 and online by 2024. Effective 2021, 65% of renewable generation supply must be contracted on a 10-year or greater term.

The importance of reserves was discussed, as there is a significant lag between paying power supply costs, when the customer gets their bill, and when RCEA ultimately receives payment. Reserves are required to pay those costs prior to receiving payment. The baseline cashflow reserve required is approximately \$6mm. Discussed encouraging customer direct payment options.

The Energy Risk Management Quarterly Report will be posted on the Board of Directors webpage.

M/S/C: Fennel, Ricca: Accept Energy Risk Management Quarterly Report.

Ayes: Ricca, Winkler, Allison, West, Glaser, Wilson, Fennell

Noes: none

Absent: Sweeney

Not Voting: Woo

8.2. Principle Power MOU

Approve Memorandum of Understanding and Intent to Cooperate with Principle Power

Executive Director Marshall reviewed the agenda item 8.2 staff report recommending approving an MOU and intent to cooperate with Principle Power, which does not commit dollars or contracts, but formalizes a relationship to work with Principle Power to engage the community and perhaps find a suitable site for a local offshore wind project. A non-disclosure agreement associated with the MOU was still in the process of legal review and approval.

Member Fennel asked how this MOU would take form, noting the importance of the public being apprised of what RCEA is doing with respect to this project exploration. The MOU provides a message to the public that RCEA is working with them to try to identify projects which work in this community. She suggested regular staff updates to the Board regarding activities taken place on this topic. Executive Director Marshall noted on November 9 he and Principle Power will be presenting to the HSU Sustainable Future Speakers' Series.

The Board discussed the importance of being open and having open discussions with the community regarding their concerns and ideas.

Joao Metelo, CEO of Principle Power, Kevin Banister, and Antione Peiffer spoke on behalf of Principle Power, noting their interest in working with RCEA. The offshore wind energy sector is a growing industry and Principle Power would like to see a project closer to their home base of Emeryville, California.

M/S/C: Fennell, Wilson: Approve Memorandum of Understanding and Intent to Cooperate with Principle Power, contingent upon legal counsel approval of the non-disclosure statement.

Ayes: Ricca, Winkler, Allison, West, Glaser, Wilson, Fennell

Noes: none

Absent: Sweeney

Not Voting: Woo

8.3. Peak Day Pricing Program

Approve Extension of 2017 Peak Day Pricing Program Through 2018

Staff member Andrea Alstone presented staff report on agenda item 8.3. Board Member Winkler asked if RCEA would be establishing a Peak Day notification system. Ms. Alstone confirmed RCEA would be providing peak day notifications to customers.

M/S/C: Fennell, Ricca: Approve Extension of 2017 Peak Day Pricing Program Through 2018 with the addition of notification services.

Ayes: Ricca, Winkler, Allison, West, Glaser, Wilson, Fennell

Noes: none

Absent: Sweeney

Not Voting: Woo

END OF COMMUNITY CHOICE ENERGY (CCE) BUSINESS

9. STAFF REPORTS

9.1. Demand-side Management

Staff member Lou Jacobson provided an update on the Demand-side Management program; 1) 2017 Implementation Update, and 2) Engagement with local trade professionals.

His presentation will be posted on the Board of Directors webpage.

9.2. Executive Director

Executive Director Matthew Marshall reported he attended the CalCCA annual meeting in Riverside, CA. A central focus topic was discussing the upcoming PCIA proceedings.

Professional Development: There was a recent 2-day all-staff training with Mary Gelinas focused on internal communication, meeting effectiveness, and how to improve communications internally and with the public.

Community Engagement: On November 9 Executive Director Marshall will be a panelist in a Public Speakers' series at HSU focused on new renewable opportunities, such as microgrid projects. As staff member Lou Jacobson reported, there will be a Lighting EXPO on Tuesday October 24. There was a Sustainable Living EXPO in Arcata this past weekend which staff member Nancy Stephenson and other staff tabled at. Pastels on the plaza was the weekend prior and a picture of the square sponsored by RCEA was provided in the Executive Director's report.

DISCLOSURE OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

The Redwood Coast Energy Authority Board of Directors will meet in closed session to consider the items listed under agenda item number 11, "Closed Session."

10. PUBLIC COMMENT REGARDING THE CLOSED SESSION ITEM(S)

11. CLOSED SESSION

With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957(b)(1):

- 11.1. Public Employee Performance Evaluation
 - 11.1.1. Executive Director

12. RECONVENE TO OPEN SESSION

13. REPORT FROM CLOSED SESSION

Board Chair Woo announced there was nothing to report from closed session.

14. ADJOURNMENT

Board Chair Woo adjourned the meeting at 6:00 p.m.

Respectfully submitted: Ahn Fielding



Redwood Region Economic Development Commission
Prosperity Center 520 E Street, Eureka, California 95501
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REDWOOD REGION ECONOMIC DEVELOPMENT COMMISSION
Regular meeting of the Board of Directors
At the Prosperity Center 520 E Street, Eureka
November 27, 2017 at 6:30 pm
AGENDA

- I. Call to Order & Flag Salute**
- II. Approval of Agenda and Minutes**
 - A. Approval of Agenda for November 27, 2017
 - B. Approval of Minutes of the Board of Directors Meeting October 23, 2017
- III. Public Input for non-agenda items**
- IV. Program – Broadband in Humboldt County: State and Federal Issues Affecting Humboldt County Economic Development. Discussion of Telecommunications Reliability in Humboldt County.**
Sean McLaughlin - Executive Director, Access Humboldt and Connie Stewart – Executive Director, California Center for Rural Policy
- V. New Business**
 - A. Consideration of position statements regarding Net Neutrality, Retirement of Legacy Copper Telephone Networks, and AT&T Telecommunications Reliability in Humboldt County.
- VI. Consent Calendar**
 - A. Acceptance of Agency-wide Financial Reports: October 31, 2017
- VII. Reports – No Action Required**
 - A. Loan Portfolio Report: October 2017
 - B. Executive Director’s Report
- VIII. Old Business**
 - A. Update and Discussion on Providing Support for Digital 299 Broadband Project via California IBank Program
- IX. Member Reports**
- 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.



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