

**Humboldt Bay Municipal Water  
District 828 7<sup>th</sup> Street, Eureka**



**Minutes for Regular Meeting of the Board of Directors  
January 11, 2024**

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**1. ROLL CALL**

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

**2. FLAG SALUTE**

President Latt led the flag salute.

**3. ACCEPT AGENDA**

**ACTION: Motion to accept Agenda**

**Maker: Director Lindberg Second: Director Fuller Vote: 5-0 to approve**

**4. PUBLIC COMMENT**

No public comment was received.

**5. MINUTES**

December 14th, 2024, Regular Board Meeting Minutes

**ACTION: Motion to accept December 14, 2024 Minutes**

**Maker: Director Woo Second: Director Lindberg Vote: 5-0 to approve**

Director Woo recommended edits to the minutes. Approved minutes as amended.

**6. CONSENT AGENDA**

**ACTION: Motion to accept Consent Agenda**

**Maker: Director Fuller Second: Director Rupp Vote: 5-0 to approve**

**7. CORRESPONDENCE**

a. Essex Battery Bank SGIP approval:

**No Action was taken**

The District received an email from PG&E that the Battery Bank at Essex was approved and completed, paid for by grant funds.

b. Online public comments by Jackson Hand:

**No Action was taken**

The District received an online public comment. Mr. Friedenbach discussed the Dune tour offered by Mike Cipra to the Board, Saturday, January 20, 2024, was the date decided on for the tour.

**8. CONTINUING BUSINESS**

8.1 Water Resource Planning:

a. Local Sales:

i. Nordic Aquafarms:

**No Action was taken**

No update was reported.

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ii. Trinidad Rancheria Mainline Extension:

**No Action was taken**

No update was reported.

iii. Blue Lake Rancheria Mainline Extension

**No Action was taken**

No update was reported.

iv. Offshore Wind Heavy Lift Multipurpose Marine Terminal Project

**No Action was taken**

Mr. Friedenbach and Mr. Davidsen met with Harbor District staff to discuss project infrastructure and water demand.

b. Transport

**No Action was taken**

No update was reported.

c. Instream Flow

**No Action was taken**

Comments from The California Water Board were received. A meeting is scheduled for Friday January 19, 2024 with the Water Board Staff, the Districts Water Rights Council and Mr. Friedenbach to discuss the comments.

d. Reschedule January 24 Special Board Meeting:

**No Action was taken**

The Special Board meeting was rescheduled from January 24, 2024, to February 12, 2024.

8.2 McNamara & Peepe

Director Woo recused herself due to a conflict of interest.

a. DTSC Monthly Summary Report, December:

**No Action was taken**

Mr. Friedenbach reported out on the monthly update, stating there was not much to report. The Board suggested sending an invitation to Vanessa Davis the new Project Manager for DTSC To the February Board meeting.

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

These were included for informational purposes.

9. NEW BUSINESS

a. Resolution 2024-01 Recognizing and Honoring Dee Dee Simpson-Glenn:

**ACTION: Motion to accept Resolution 2024-01**

**Maker:** Director Rupp **Second:** Director Woo **Vote:** 5-0 approved by roll call vote

After 21 years of exceptional tenure with the District, Dee Dee Simpson-Glenn is

Retiring on January 15, 2024. Director Rupp read Resolution 2024-01 Recognizing and

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Honoring Dee Dee Simpson-Glenn. On a motion by Director Rupp, seconded by Director Woo, the Board voted 5-0 to accept Resolution 2024-01.

- b. Officer and Committee Assignments:
  - i. Election of officers (excluding president):  
**ACTION: Motion to accept Election of officers**  
**Maker: Director Rupp Second: Director Woo Vote: 5-0 approved**  
No officer changes were made.
  - ii. Appointment to committees:  
**ACTION: Motion to accept Election of officers**  
**Maker: Director Rupp Second: Director Woo Vote: 5-0 approved**  
Director Lindberg will replace President Latt as the Board representative for RRDEC, Director Fuller will be the alternate.
- c. CLOSED SESSION- Public Employee Performance Evaluation for General Manager pursuant to Section 54957(b)(1):  
**No Action was taken**  
Closed session was conducted from 3:20 pm to 3:36 pm. The Board returned to open session with no reportable action.
- d. CLOSED SESSION- Conference with District Legal Counsel Ryan Plotz – Critical Infrastructure Threat to Public Services or Facilities pursuant to Gov. Code 54957:  
**No Action was taken**  
Closed session was conducted from 2:16 pm to 2:40 pm. The Board returned to open session with no reportable action.
- e. Minutes Action/summary:  
**ACTION: Motion to accept Moving to brief summary minutes**  
**Maker: Director Rupp Second: Director Lindberg Vote: 5-0 approved to move from summary minutes to brief summary minutes.**  
Mr. Friedenbach reported for Ms. Dickson, bringing to the Board what she learned at her CSDA Fall Conference. Her suggestion was to move from summary minutes to action/brief summary minutes.

**10. REPORTS (from STAFF)**

**10.1 Engineering – (Time set 11:00 am)**

- a. Samoa Peninsula Waterline Right-of-Way Maintenance Project EIR:

**No Action was taken**

No update was reported.

- b. Collector 2 Rehabilitation Project:

**No Action was taken**

Layne provided a draft of their final report containing as-built drawings and an analysis of the pre-and post-testing done at the collector.

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c. Essex Onsite Sodium Hypochlorite Generation Project:

**No Action was taken**

Mr. Stevens stated they hope to get the project out for bid in the coming months, AND to have the project started in the next construction season.

d. TRF Generator Project:

**No Action was taken**

Mr. Friedenbach sent correspondence to the CalOES representative on the project noting the District's submittal of final deliverables under phase 1 of the grant.

e. Collector Mainline Redundancy Project:

**No Action was taken**

No update was reported.

f. Reservoirs Seismic Retrofit Project:

**No Action was taken**

A request for qualifications was issued on January 3, 2024 for bid period assistance and construction management services, with a submittal deadline of February 8, 2024.

g. Matthews Dam Advance Assistance Seismic Stability Project:

**No Action was taken**

The District received an email from CalOES detailing the schedule for the next steps in the Advance Assistance grant.

h. Status report re: Other engineering work in progress:

**No Action was taken**

No update was reported.

10.2 Financial

a. December 2023 Financial Statement & Vendor Detail Report:

**ACTION: Motion to accept December 2023 Financial Statement & Vendor Detail Report**

**Maker:** Director Rupp **Second:** Director Lindberg **Vote:** 5-0 approved

Ms. Harris presented the December 2023 financial report. The General Account balance is \$1.4 million. The Various investments balance is \$10.2 million. Director Lindberg reviewed the bills this month with no questions.

b. 2024 Fieldbrook-Glendale contract revenue and Expense Summary:

**No Action was taken**

This section of the report has been broken out for transparency. It used to be included in the main financial report, but this means of presentation is much easier to review at a glance.

c. Compensation & Benefit study with Regional Government Services (RGS) Patty Howard:

**No Action was taken**

Patty Howard with RGS joined VIA Zoom. Ms. Howard presented her company and the goals they have set for the compensation and benefits study they will be conducting with the District.

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d. Employee handbook chapter 3 revision, part II:

**No Action was taken**

Ms. Harris provided the revised and updated chapter 3 of the employee handbook for the Director's review.

e. Review of ReMAT Contract Revenue (FY19-FY23):

**No Action was taken**

Ms. Harris reviewed the ReMAT contract, including Revenue from the Fiscal year 2019 through 2023. A lightning strike took a PG&E transformer offline on April 21, 2023. The transformer was replaced and back online on December 12, 2023. During the 7 ½ months the transformer was out of service, the District was unable to generate power. This resulted in an estimated \$219,000 loss in revenue.

f. Director Compensation:

**No Action was taken**

Staff provided updates to the requested information regarding Director compensation.

10.3 Operations

December Operations Report:

**No Action was taken**

Mr. Davidsen reported out on the December Operations updates.

10.4 Management

a. Use of Baduwa't name for the Mad River:

**No Action was taken**

The Board discussed using Baduwa't when referring to the Mad River for community outreach purposes. The Board agreed it was appropriate.

b. Change May 9 and August 8 Board Meeting Dates due to conflicts:

**ACTION: Motion to accept Board Date changes**

**Maker:** Director Rupp **Second:** Director Lindberg **Vote:** 5-0 approved moving the May 9 and August 15, 2024 Board dates to May 16 and August 14, 2024.

11. DIRECTOR REPORTS & DISCUSSION

11.1 General – comments or reports from Directors

**No Action was taken**

Director Lindberg raised the question OF whether the District should issue a press release when the Ruth Lake reservoir overflows. The Board agreed they should.

11.2 ACWA

a. ACWA 2024 Sacramento CA Spring Conference May 7-9:

**ACTION: Motion to approve attendance**

**Maker:** Director Rupp **Second:** Director Woo **Vote:** 5-0 approved the attendance of the ACWA and ACWA JPIA 2024 Sacramento Spring Conference May 6-9, 2024.

b. ACWA 2024-25 Committees Region 1:

**No Action was taken**

ACWA 2024-25 Region Committee representatives were shared.

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c. ACWA 2024 D.C. Water conference February 27-29:

**No Action was taken**

This was included for information if any Board members were interested in attending.

11.3 ACWA – JPIA

**No Action was taken**

Director Rupp reported out on the Personnel Committee meeting he attended.

11.4 Organizations on which HBMWD Serves

a. RCEA:

**No Action was taken**

Director Woo reported out on the RCEA monthly meeting.

b. RREDC:

**No Action was taken**


The monthly RREDC meeting was canceled due to it falling on Christmas.

**ADJOURNMENT**

The meeting adjourned at 3:36 pm.

Attest:

  
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Neal Latt, President

  
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J. Bruce Rupp, Secretary/Treasurer